

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 11<sup>th</sup> DECEMBER 2012  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr B Yoxall (Mayor)	Cllr Mrs E Stokes (Deputy Mayor)	Cllr C Carritt
Cllr J Cooper	Cllr S Parnes	Cllr E Poskitt
Cllr P Jay	Cllr Mrs P Richardson	Cllr Mrs M Robertson

**ALSO IN ATTENDANCE:** 7 Members of the Public and Mr Huw Mellor of Kemp and Kemp, WTC's planning advisors.

**WTC/173/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs V Edwards and County Cllr Hudspeth. Cllr Fleetwood did not attend the meeting.

**WTC/174/12 DECLARATIONS OF INTEREST**

Cllr Poskitt declared an interest in Agenda Item 8: Planning Applications and Agenda Item 9: Draft Local Plan as she is a Member of the West Oxfordshire District Council (WODC) Uplands Planning Sub-Committee. Cllr Cooper declared an interest in Agenda Item 8: Planning Applications as he is a Member of WODC and Agenda Item 11: 'Capability Brown' Picture as he is the Chairman of the Youth Club. The Mayor declared an interest in Agenda Item 11: 'Capability Brown' Picture as he is a friend of one of the potential beneficiaries. Cllr P Jay declared a general interest in Agenda Item 21 as he is a 'Blue Badge' holder. Cllr Mrs Robertson declared a general interest in Agenda Item 24 as she knows the owner of one of the companies who has quoted to undertake the asbestos removal work.

**WTC/175/12 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 13<sup>th</sup> November 2012 were approved and signed as a correct record subject to the following amendments:

WTC/156/12: County & District Councillor Updates (i) County Cllr I Hudspeth. The following words were inserted at the end of the last but one sentence 'further to a question from Cllr Parnes about funding prospects'.

WTC/158/12: Planning Application d) Ref: 12/1583/P/FP 30 Crecy Walk. The type of tree referred to in the resolution was amended to read 'Acer'

WTC/163/12: Equity Loan Scheme. In the first sentence of the second part of the resolution the word 'allowed' was deleted and replaced by 'requested'.

WTC/167/12: Property Matters: Actions. The first action was amended so that a full stop was inserted after 'Cllrs' and the remainder of the sentence deleted.

WTC/169/12: Replacing the Functions of the Environment Warden: the final sentence was revised to read 'It was noted that a member of staff had asked for a reduction in hours and this request would be considered by the Mayor's Committee in a fortnight'.

WTC/171/12: Oxford Airport Consultative Committee. In the second sentence the words 'the airport' were inserted before 'has a new CEO'.

**WTC/176/12 CO-OPTION OF A COUNCILLOR**

The Town Clerk confirmed that residents had not called for an election. WTC can therefore co-opt a new Cllr at the January Town Council meeting.

## **WTC/177/12 PUBLIC PARTICIPATION SESSION**

Three residents utilised the public participation session.

### **(i) Dr Bob McGurrin (Chairman of the Woodstock Action Group (WAG))**

Dr McGurrin was concerned that WTC might decide to change its current policy for no further housing developments in light of the recent Woodstock Town Partnership (WTP) Survey. He referred to the WTP statistics in the report and reminded Cllrs that over the years Woodstock has always said no to more developments. He noted that although WAG had supported WTC over the years it would withdraw its support if WTC were to reverse or modify its current policy. Dr McGurrin queried whether the Town Partnership surveys had been copied in the Town Hall office or printed using stationary supplied by the Town Council. The Town Clerk confirmed that the office staff had not copied the surveys and the town council had not supplied the stationary required to do so.

### **(ii) Mrs Emma Jay**

Mrs Jay expressed concerns about the report produced by the WTP and asked WTC not to modify, revise or overturn its current policy on the basis of this report. She considered that this was too serious a matter to be rushed into and that a stronger mandate was required in order to alter the current policy. She said that WODC are obliged to find more space for housing but that Woodstock did not have to offer to do this for them. She considered it better to negotiate with WODC when necessary from the previous clear position.

### **(iii) Mr Philip Redpath**

Mr Redpath provided information about the response rates of town appraisals undertaken in 1967 (100% response) and 1984 (84% response) which he considered to be good as they recognised what the town already had as well as what it wanted in future. He said that WTC has consistently supported the views of the town and noted that there had already been a 27% increase in the housing stock in the Hensington area of the town. He said that in March 2010 the council had unanimously supported a paper and motion by Cllr Jay and that the support for this policy position had been reaffirmed in 2012. He asked WTC not to change the current policy.

## **WTC/178/12 COUNTY & DISTRICT COUNCILLOR UPDATES**

### **(i) County Cllr I Hudspeth**

The December 2012 report from County Cllr Hudspeth was noted. Cllr Parnes proposed that WTC congratulate OCC for the recent National Music Council award for the most sustainable overall commitment to music between April 2011 and March 2012 and also ask whether the funding for this music service will now be completely stopped.

***ACTION:*** *The Town Clerk will write to OCC.*

### **(i) District Cllrs J Cooper and E Poskitt**

The council received and noted the December 2012 report from District Cllrs Cooper and Poskitt. The reply received from WODC in response to a letter from WTC about the Equity Loan Scheme was discussed. Cllr Parnes was unhappy with the WODC response. The response suggested that the funding should be taken up in the first quarter of 2013 i.e. within the next 3 months. District Cllr Poskitt noted that there was not a lot of money available for the scheme in Woodstock. District Cllr Cooper noted that he and Cllr Poskitt had fought long hard to secure this money for Woodstock residents. The Mayor confirmed that the lack of Woodstock specific marketing was currently being considered by WODC.

## **WTC/179/12 COMMUNICATIONS**

The Mayor reported upon the play area in Old Woodstock. Caledonia Property Ltd had initially received three expressions of interest in the field adjoining the play area but one of these was later withdrawn. This left Blenheim Estates and one other party. Blenheim Estates did not bid but the other party attached conditions to their bid that Caledonia Property Ltd could not accept. Blenheim Estates will pursue discussions with Caledonia Properties Ltd but nothing is likely to happen in the near future.

The Mayor noted that a resident had sent the council an email expressing concerns about the WTP suggestions relating to car parking. The Mayor said that he will formulate a response. Cllr Jay asked that Cllrs have sight of the draft before it is sent.

### **RESOLVED**

1. That Cllr Carritt will respond separately as Chairman of the Woodstock Town Partnership because the resident had referred to the partnership in his email.
2. The Mayor's draft response from WTC to the resident will be discussed at the January Town Council meeting.

A letter has been received from Chief Inspector Colin Paine, LPA Commander West Oxfordshire, detailing a proposed amalgamation of the West Oxfordshire and Cherwell Local Police Areas. If this goes ahead CI Colin Paine will remain the police area commander in the longer term, but with responsibility for a larger area with effect from April 2013.

Cllr Poskitt agreed to draft a WTC response to the Older People's Joint Commissioning Strategy 2013-2016 for Oxfordshire for discussion at the January TC meeting.

The Mayor noted that he had received positive feedback about the recent civic event and reported that £720 was raised on the night. This had subsequently increased to £820 through DVD sales and this money will be divided between the two Mayor's charities.

## **WTC/180/12 PLANNING APPLICATIONS**

Cllr Poskitt declared an interest as she is a Cllr on West Oxfordshire District Council and sits on the Uplands Planning Committee. Cllr Cooper declared an interest as he is Member of WODC. The following planning applications were considered:

- a) **Ref: 12/1724/P/FP** 10 High Street, Woodstock  
Alterations and extensions to rear elevation including change of use of butchers shop to enlarge existing dwelling. A resident had copied WTC a letter objecting to this planning proposal.

**RESOLVED** (8 votes for and 1 against) that WTC **objects** to this planning application on the grounds of Shopping Policy SH5 and because the Draft Local Plan specifically recommends that retail units in Woodstock be retained wherever possible.

- b) **Ref: 12/1739/P/FP** Cedar Gables, 46 Green Lane, Woodstock  
Alterations and extensions to include new first floor accommodation and single storey extension to garage to form home office.

**RESOLVED** that WTC wishes to make no comment about this planning application.

c) **Ref: 12/1745/P/FP** 17 Union Street, Woodstock  
Erection of single storey extension.

**RESOLVED** that WTC wishes to make no comment about this planning application.

**ACTION:** *The administrative assistant will relay the planning comments to WODC.*

**WTC/181/12 DRAFT LOCAL PLAN (DLP)**

Cllr Poskitt declared an interest as she is a Cllr on West Oxfordshire District Council and sits on the Uplands Planning Sub-committee.

Information from WODC about the Draft Local Plan (DLP) for West Oxfordshire had been previously received and considered by WTC. Kemp and Kemp had been asked to report upon the technical content of the DLP. Mr Mellor presented a report about the technical issues arising from the Plan and noted the following technical differences:

1. The Plan period has been extended to 2029, which means that the Plan needs to make an allowance for a further 3 years housing supply.
2. The Eynsham-Woodstock Sub-Area has to accommodate a further 280 houses during the period to 2029 and that this sub-area includes Long Hanborough.
3. Core Policy 34 highlights a number of factor specific to Woodstock, which any proposals for development will need to consider namely:
  - The protection of historic and community assets including in particular the safeguarding of the Blenheim World Heritage Site and its setting;
  - Working with the Highway Authority, WTC and other partners to reduce the impact of through traffic in Woodstock
  - Seeking the retention and development of local services and community facilities throughout the sub-area and ensuring Woodstock Town Centre remains vibrant through resisting the loss of shops and other town centre uses, and promoting an increase in the availability and efficient use of car parking provision in appropriate locations.

Because of these factors Mr Mellor considered that of the 280 homes required the majority would go towards Eynsham as it had been identified as having fewer limits to development, and that Long Hanborough would be the second most attractive option. He could not speculate on numbers over this 17 year period but would not expect the numbers for Woodstock to be high.

Mr Mellor suggested that it could be difficult for Woodstock to continue to maintain a policy opposing any developments over the next 17 years and advised WTC to consider signposting small-scale limited development. He considered that this would demonstrate that WTC was trying to be reasonable and put the council in a stronger position going forward to respond to planning applications. The Mayor thanked Mr Mellor for his advice.

Cllr Cooper emphasised that the WODC proposals are cabinet proposals. He had confirmed with the Monitoring Officer that he was entitled to say what he wished. Cllr Cooper commented on some of the statistics associated with the DLP, the Woodstock population and the number of houses that had already been built in Woodstock since 2011. He said these needed to be taken into account and WODC should be asked why there is no buffer zone around the World Heritage Site of Blenheim. He suggested that WODC must prove that the Woodstock infrastructure can support any extra housing. Cllr Cooper noted that his top priority was for a new Doctors surgery.

Cllr Parnes asked Mr Mellor

1. Whether Woodstock has already fulfilled its commitments?  
Mr Mellor considered this to be a moot point as between now and 2029 he would expect WODC to review the emerging LDP alongside the subsequent LDP and so it may change.
2. The extent to which TC could ask WODC to balance any new developments throughout the town?  
Mr Mellor said that in theory any new developments could all be in one area but considered it unlikely due to the constraints that had been identified and because some sites will naturally come forward e.g. the Former Railway Station Site.
3. If a commitment to 50% Affordable Housing Commitment was likely to be retained?  
Mr Mellor considered that this was likely as it was based on viability and developers would have to demonstrate that affordable houses could not be built. He acknowledged that there are pending legislative positions and already viability positions on exemptions for affordable housing.

Cllr Jay disagreed with Mr Mellor's proposed tactics and supported the views of WAG. He considered that WTC had no democratic sanction to depart from WTC's current clear and strong stance and that WTC needed to protect the views of the town and not be tempted by potential S106 gains.

Cllr Carritt proposed that WTC should adopt the following recommendations agreed by the Woodstock Town Partnership Working Group (WTPWG) on 21<sup>st</sup> November 2012:

#### 1. THE VISION

WTC supports the general vision for West Oxon, in particular the key features:-

- a) retention of the District's rural qualities given the proximity to areas of major urban growth at Oxford and Swindon;
- b) consolidation of the role of the main towns of Witney, Carterton and Chipping Norton; and
- c) protection of the distinctive qualities of the smaller towns and villages to be protected

#### 2. HOUSING PROVISION

- a) We support the general strategy to concentrate major development at the three principal towns of Witney, Carterton and Chipping Norton;
- b) We note the need to find a further total of 450 homes in the area of which Woodstock forms part to meet the overall target;
- c) Accordingly and giving full weight to the 2003 town poll on housing (which achieved a response of more than 42.5 %, better than for a local election) the council:-
  - i. Agrees that WODC must protect the distinctive qualities of market towns like Woodstock and that development in Woodstock is constrained;
  - ii. Accepts the housing allocation numbers identified in the draft LDF provided that Woodstock's share is approximately proportionate to its population in comparison with Eynsham, Hanborough, Freeland and Standlake
  - iii. Given the level of housing need in the town and the length of the present housing waiting lists, WTC seeks assurances that the proportion of affordable homes will be maintained at the 50% level identified in the draft plan and that adequate extra care homes for older people will be supplied in accordance with the standards set by OCC

- iv. Seeks assurances that adequate funds from the Community Infrastructure Levy (and/or S106, S278 etc) will be secured for local infrastructure projects within the town

### 3. ECONOMY AND TOWN CENTRES

We support the concept and promotion of the town as a leisure and tourism centre, but reaffirm the need for the pattern of retail outlets in the town to balance the expectations of tourists with the every-day needs of residents. We believe that this can be accomplished through stronger planning policies preventing the loss of shops in the town centre area and with business rate relief for start-up enterprises. We support the District Council's policy of free parking throughout the District but recognise that this only works where the permitted waiting times are properly enforced. We call upon the District Council to conduct an urgent review of the parking problems in Woodstock with a view to finding additional spaces, standardising and rationalising the waiting times and providing effective enforcement. We support the call for the encouragement of public transport and sustainable travel modes but call upon the LDF to recognise the inevitability that small towns such as Woodstock, that attract visitors from places from which public and/or sustainable travel may not be appropriate, need the facility to accommodate adequate parking to sustain commercial vibrancy.

### 4. TRANSPORT

- a) We re-affirm our wish to see highway improvements to the A34 and A40 and for as much heavy lorry traffic as possible to be diverted off the A44.
- b) We support the modernisation of the rail route between Southampton and the West Midlands running through Oxfordshire to carry more freight,
- c) We support the introduction of an alternative rail route between Oxford and London via Bicester and High Wycombe incorporating a new station at the Water Eaton Park and Ride site.
- d) We see complete redoubling of the Cotswold Railway Line in Oxfordshire as a desirable long term objective
- e) We wish to see full implementation of the Premium Routes concept for the Woodstock/Oxford bus route as soon as practicable.
- f) The development of the East West rail link between Swindon/Bristol and Milton Keynes (incl. electrification) is recommended.
- g) Electrification of the London (Paddington) to Oxford and the Oxford, Banbury, Leamington route is recommended

### 5. INFRASTRUCTURE

- a) We re-affirm our wish to see an improved medical centre on a new site in a central location.
- b) The need to improve outdated Youth facilities in the town is imperative.
- c) We support the continuing arrangement for the Marlborough School to share some of its facilities with the community at large and see this as adding to the case for future investment at the school.
- d) Current and future housing development will add to the already considerable pressures on car parking facilities in the town and ways of addressing this problem will have to be found.

Cllr Jay said that it would be inappropriate for WTC to pass this motion that evening because a group of residents had called a Town Meeting about the DLP the following evening. He therefore suggested that Cllrs needed to hear this debate before making any decisions.

The Mayor said that he was pre-disposed to Cllr Carritt's proposal but proposed that it be deferred until the ETC on 18<sup>th</sup> December as it could be perceived as being undemocratic if taken that evening. This motion was seconded by Cllr Poskitt.

**RESOLVED** (8 votes for and 1 abstention)

That the motion above put by Cllr Carritt will be deferred until after the Town Meeting and taken at the ETC on 18<sup>th</sup> December 2012.

There was further discussion about infrastructure, 'Brownfield Sites', whether 'Windfall sites' contributed towards the housing numbers and Mr Mellor's definition of a 'small scale' site – which he confirmed to be 1 or a maximum of 2 units.

Cllr Parnes said that WTC is expected to encounter numerous proposals for development in the foreseeable future and that all around Woodstock, other than Blenheim Palace, there is land that physically is available for development and some expect legal availability will likely increase.

Cllr Parnes proposed the following development policy provision regarding new developments: that on matters when arising and where pertaining to prospective substantial development (i.e. of more than 10 residential units), where the Town Council either

- (a) provides submissions to consultations including but not limited to the LDF, or
- (b) provides submission as a consultee to individual planning applications,

the Town Council shall in principle seek to remind, recommend and/or request consideration for development being spread equally around the outskirts of the Town (to the extent reasonably possible); this, in order to avert disproportionately unbalanced development in any particular area of or around the town.

And, where s106 funding is considered and multiple options are available, in principle projects or works funded by s106 funding should be considered with priority and preference being the location nearest to the place where a particular substantial development takes place in order to benefit those most directly affected; this unless there is a compelling reason to determine otherwise.

The Mayor proposed that this motion be discussed again at the ETC on 18<sup>th</sup> Dec 2012 and Cllr Parnes agreed to this deferment.

**RESOLVED**

That the motion above put by Cllr Parnes will be deferred until after the Town Meeting and taken at the ETC on 18<sup>th</sup> December 2012.

Mr Mellor and all but two members of the public left the meeting at this point.

***WTC/182/12 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER***

- (i) To receive the list of payments for November 2012

**RESOLVED**

The list of payments made in the month of November 2012 amounting to £24,307.85 was received and approved.

- (ii) To receive the Bank Reconciliation Statements for November 2012

The Bank Reconciliation Statements for November 2012 were considered and noted.

(iii) To receive the Summary and Detailed Income & Expenditure Statements for November 2012

The Summary and Detailed Income and Expenditure Statements for November 2012 were received and noted.

**RESOLVED**

That the gutter maintenance work included in the budget be brought forward to January 2012.

(iv) Electronic Banking

A report about electronic banking was received and considered. The Clerk outlined the recommendations in the report. She asked that the second recommendation be amended so that the only three Cllrs, and bank signatories, who can authorise electronic payments are the Lead Cllr for Finance, the Mayor and Deputy Mayor. The council agreed to this amendment. Discussion followed. Cllr Parnes queried whether it might be difficult to recover any payments made in error. The Town Clerk noted that the DC and CC already use this system of BACS payments and so it must be possible. She mentioned that it was likely that cheques would one day be abolished. Cllr Jay proposed that the recommendations about electronic banking be accepted and approved by WTC.

**RESOLVED**

That:

- a) WTC agrees to move towards electronic banking as soon as the new bank mandate is approved.
- b) That the lead Cllr on Finance, the Mayor and Deputy Mayor are authorised, any two at one time, to approve electronic payments subject to bank agreement.
- c) That initially the system will be used to pay staff salaries and regular transactions, but will be used to pay the majority of payments to suppliers as soon as their bank details are obtained.

(v) Risk Assessment

The Town Clerk will distribute copies of the existing risk assessment to Cllrs before Christmas in order that they can return any comments by 11<sup>th</sup> January 2013. The risk assessment will then be updated and brought to council for consideration at the February Town Council meeting.

(vi) Approval of Invoice

A breakdown of the costs associated to the solicitors invoice for 24 Market Place was received and considered.

**RESOLVED**

That this invoice for £1,300.00 plus VAT be paid.

(vii) Internal Controls

It was noted that two Cllrs had checked the Bank Reconciliation and that no problems were reported.

**WTC/183/12 'CAPABILITY BROWN' PICTURE**

Cllr Cooper declared an interest in Agenda Item 8: Planning Applications and Agenda Item 11: 'Capability Brown' Picture as he is the Chairman of the Youth Club. The Mayor declared an interest as he is a friend of one of the potential beneficiaries.

The Council received and considered an oral update from the Mayor. He reported that the Duke of Marlborough had been unaware that his father had given the picture to WTC but would be grateful to have it back. Because of the terms of the Trust His Grace is unable to give money to WTC for the refurbishment of the

Mayor's Parlour however he can make some charitable donations and suggested that the value of these be £5k. The Mayor subsequently wrote to His Grace the Duke of Marlborough and suggested various options with up to four charities as potential beneficiaries. Without further discussion, WTC had received four cheques from His Grace made out to these charities, each valued at £2k. Discussion followed during which Cllr Poskitt reminded WTC that it was unable to look after the picture properly.

Some Cllrs were concerned that the Mayor had not brought this matter back to council for further discussion before proceeding to this stage. Others considered that WTC needed to be clear about whether it is selling the picture or giving it back to the Duke of Marlborough. Cllr Jay asked that WTC consult the Internal Auditor to confirm whether WTC can dispose of a major council asset in this manner.

Cllr Carritt proposed that WTC donate the 'Capability Brown' picture back to the care of Blenheim Palace.

**RESOLVED**

That the advice of the internal auditor be sought before any further action is taken.

**ACTION:** *The Town Clerk will contact the Internal Auditor and confirm whether he is of the opinion that WTC can dispose of this asset in the proposed manner.*

**WTC/184/12 STAIRLIFT IN THE TOWN HALL**

The Mayor updated the council on progress in installing the Stairlift in the Town Hall. He noted that the WODC planning officer was happy with the proposal and foresaw no problems in securing English Heritage agreement to the installation. If this is obtained there will then be a three week consultation period. The Mayor noted that the Carter Jonas fees will be half of the original estimate.

Carter Jonas has been asked to look at the possibility of installing a disabled toilet facility in the existing Gentlemen's toilet. The Mayor proposed that Carter Jonas be allocated a budget of £1200 plus VAT and expenses to cover the planning application and listed building application fees. Discussion followed.

**RESOLVED**

That that this item is put on the January 2013 agenda as it is unbudgeted expenditure.

It was also noted that Carter Jonas will obtain a quotation for the installation of a disabled ramp by the steps at the side of the building.

**WTC/185/12 COMMUNITY CENTRE**

The Mayor presented an oral report about the Community Centre kitchen and noted that a £2k grant had been secured from OCC towards this work and therefore there was currently a total budget of £3,880 available. Discussion followed about the available budget and how it would be allocated between the kitchen and the induction loop required in the main hall. It was noted that there is currently no money available to fund the installation of replacement windows at the front of the building.

**RESOLVED** (8 votes for and 1 non-voter)

That Carter Jonas will be asked to arrange for the following:

- 1 Installation of a new ceiling to the Community Centre Kitchen at a cost of £2,690.58 plus VAT.

- 2 Installation of a small radiator in the kitchen as a heat shunt for the existing hot water boiler at a cost of £245 plus VAT.
- 3 Installation of equipment to make the induction loop in the main hall work at a cost of £300 plus VAT.

**ACTION:** *The Clerk will notify Carter Jonas of the Council's decisions.*

**WTC/186/12 BLOOM**

A report about Woodstock in Bloom 2012 by Cllr Mrs Richardson was received and their continuing success was noted. Cllr Mrs Richardson said that in 2013 the Bloom Committee will concentrate on developing the Royal Horticultural Scheme 'It's Your Neighbourhood Scheme' throughout the town.

**WTC/187/12 PERMANENT COMMEMORATION OF THE QUEEN'S DIAMOND JUBILEE**

The Mayor presented an oral report about the meeting that he had recently attended with local Schools about a permanent commemoration of the Queen's Diamond Jubilee.

**RESOLVED**

1. That it is recommended that a tree and bench could be installed in the Woodstock Memorial Gardens
2. That a tree will be planted near the church to mark the day of the Queen's Accession on 6<sup>th</sup> February 1952.

**ACTION:** *Cllr Poskitt will produce a paper presenting the recommendation for a tree and bench for consideration by the trustees of the Memorial Garden.*

**WTC/188/12 QUEEN ELIZABETH II FIELD IN TRUST**

The council received and considered the latest letter sent by Cllr Cooper to the Woodstock Bowls and Tennis Club. Because Cllr Cooper had not received a reply before the TC meeting he considered that he could do nothing more to progress this proposal for a 'Field in Trust'.

**WTC/189/12 OWL EXTENSION WORKING GROUP**

The OWL Extension Action Plan was received and considered by the Council. Discussion followed.

**RESOLVED** (Unanimous)

That WTC:

1. Notes and approves the progress reported in the paper OWL Extension Action Plan of 11<sup>th</sup> December;
2. Approves the updated Action Plan at Appendix A to that paper and as amplified in discussion at Council on 11 December, 2012;
3. Re-confirms its earlier approval for opening negotiations with the owners of Verenia Court about permanent rights of access and alleged encroachment on the land to be acquired;
4. Approves the establishment of the OWL Extension Forum as proposed in Appendix B to the paper;
5. Welcomes and agrees to the Big Lottery's offer of an extension to August 2013 of the time period within which the supported works are required to be completed; and

6. Welcomes the offer from Mr Bill Butcher, formerly of Thames Valley Police Woodstock station and now of WODC, to advise the working group on crime prevention and anti-social behaviour issues connected with the OWL Extension project.

## **WTC/190/12 HIGHWAYS MATTERS**

### 1. Replacement of Cobbles at the entry to the Cenotaph, St Mary Magdalene Church

Cllr Carritt reported that over the years there have been several accidents or near accidents on the cobbles near to the cenotaph on Remembrance Sunday. As representatives from the Woodstock community step forward to place their wreaths on the cenotaph several have stumbled on the uneven cobbles. Although none of these incidents have been severe there is the potential for mishap. Park Street is in the conservation area and any replacement would have to be aesthetically comparable to the cobbles. Cllr Carritt has discussed this matter with Cllr Ian Hudspeth and he has said that he will try to find funding from his councillor's "Area fund" to replace the cobbles with York Stone paving over a width of approx. 3 metres.

**RESOLVED** (8 votes for and 1 against)

That WTC will take this matter forward with Cllr Ian Hudspeth with a view to replace the existing cobbles with York Stone paving before the 2013 Remembrance Sunday parade.

### 2. Bollards on the Town Square

The council received and considered a report from Cllr Parnes about the bollards on the Market Square. Cllr Parnes noted that the wrong type of bollards had been installed as these were plastic and not the cast iron models that had been agreed. He also considered that the benches on the Market Square needed better protection. Discussion followed during which Cllr Carritt reported that the cast iron bollards are on order and will offer some protection to two of the benches. Cllr Carritt noted that due to the activities that take place on the Market Square, which is owned by OCC, any barriers on the Market Square need to be removable and therefore it is not tenable to protect the benches with barriers. It was noted that when the new benches are ordered they should be repositioned and installed 1 metre further in towards the middle of the Market Square.

**ACTION:** *The Town Clerk will include an item about benches on the January 2013 agenda in order that this matter can be further discussed.*

### 3. Hensington Road Hazards

The council received and considered a report from Cllr Parnes about two potential safety hazards in the Hensington Road. Cllr Parnes was concerned that all of the newly brick-paved shared area should be gritted in bad weather and not just the area between the double yellow lines. It was noted that the new bollard at the Hensington Road end of the newly brick-paved area had already been destroyed. It was noted that the plastic replacement barrier was an eyesore. The second potential hazard that he identified was the poor condition of the Hensington Road car park. Discussion followed.

**RESOLVED** (Unanimous)

That

1. OCC is asked to replace the temporary replacement bollard at the Hensington Road newly bricked area with a cast iron bollard.
2. That WTC will write to WODC to request urgent remedial works to the Hensington Road Library car park surface, particularly in relation to pot holes (and bearing in mind the extended period of obvious neglect there).

**ACTION:** *The Town Clerk will write to OCC and WODC in accordance with the above resolutions.*

**WTC/191/12 WINTER WEATHER**

The Mayor asked the council to approve the purchase of six additional snow shovels in anticipation of winter weather.

**RESOLVED**

That WTC authorises the expenditure of £59.94 on six snow shovels.

**WTC/192/12 CHRISTMAS LIGHTS 2013/14**

WTC noted that a phased replacement of the old RCD Connection Boxes and Timers is required and that five have been identified and prioritised as requiring the most immediate attention. It was noted that, as a minimum, the first two priorities need to be replaced before winter 2013 for health and safety reasons.

WTC thanked Mr Andy Mitchell for carrying out safety checks on the Christmas Lights.

The invoice received from Botanicare for the installation and dismantling of the Christmas Lights was received and considered.

**RESOLVED**

That:

1. WTC will pay two thirds of the Botanicare invoice on account now and the remainder on completion of the work.
2. Estimates will be sought for the work to replace the RCD Connection Boxes and Timers and brought to council for consideration.

**WTC/193/12 PROPOSED DISABLED PERSON'S PARKING PLACE (DPPP)**

OCC had approached WTC for an informal consultation about a proposal to install a Disabled Person's Parking Place (DPPP) in Cockpit Close, Woodstock. Cllr P Jay declared a general interest in this item as he is a Blue Badge Holder. Discussion followed.

**RESOLVED**

That WTC supports the OCC proposal for a DPPP in Cockpit Close.

**WTC/194/12 PROPERTY MATTERS**

(i) Protocol for Selecting Tenants for WTC Commercial Properties  
A paper from Cllr Parnes was received and considered. Discussion followed.

**RESOLVED** (4 votes for, 4 abstentions and 1 non-vote)

That WTC will send the protocol for selecting tenants for WTC Commercial Properties to NALC and seek further independent legal advice in relation to:  
(1) the contents of the protocol,

- (2) whether the protocol is legally sound as an independent or supplementary document ancillary to the existing contract with Carter Jonas; and
- (3) the extent to which it is necessary and/or desirable for the contents of the protocol to be incorporated into a revised contract.

**ACTION:** *The Clerk will send the protocol and an email to OALC.*

(ii) Other Property Matters

Various matters relating to the possibility of installing PV on the Community Centre Roof were discussed. Cllr Parnes queried who would pay for the fees arising from Carter Jonas attending the recent site meeting and suggested that a fee framework should be known beforehand. He also queried who should pay the planning application costs.

**EXCLUSION OF THE PUBLIC AND PRESS**

The mayor proposed that in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. This proposal was seconded by Cllr Carritt.

The Blenheim Literary Festival had enquired about using the Town Hall in 2013. The charging framework was discussed.

**RESOLVED**

That WTC supports the principle of the Literary Festival coming back to the Town Hall and will discuss further in January the pricing structure and availability.

**WTC/195/12 MINUTES OF THE MEETING OF THE MAYOR'S COMMITTEE**

The minutes of the meeting of the Mayor's Committee held on Tuesday 29<sup>th</sup> November 2012 were received and noted.

**WTC/196/12 FENCING AND ASBESTOS REMOVAL QUOTATIONS FOR THE OWL PROJECT**

Cllr Mrs Robertson declared a general interest as she knows the owner of one of the companies who has quoted to undertake the asbestos removal work.

(i) Fencing

The quotations for the installation of 60m of 'Soliplace' fencing were received and considered.

**RESOLVED** (Unanimous)

That ValeAg is awarded this contract at a price of £3,130.00 plus VAT.

(ii) Asbestos Removal

The quotations for the removal of asbestos unlawfully dumped on the OWL extension were received and considered.

**RESOLVED** (Unanimous)

That Amity is awarded this contract at a price of £550.00 plus VAT.

**The council then went back into open session**

**WTC/197/12 AGENDA ITEMS FOR THE JANUARY MEETING**

The Town Clerk confirmed the deadlines for the receipt of agenda items and papers for the January Town Council Meeting. Council papers will be distributed on Friday 4<sup>th</sup> January 2013. The dates of the Christmas Town Hall closure were noted.

**WTC/198/12 SEALING OF DOCUMENTS**

None.

The meeting rose at 10.25pm.

Signed ..... Date .....