

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 14 FEBRUARY 2012  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr B Yoxall (Deputy Mayor)	Cllr J Cooper
Cllr Mrs A Grant	Mrs E Stokes
Cllr Mrs L Glees	Cllr Mrs E Jay
Cllr P Jay	Cllr C Carritt
Cllr Mrs P Richardson	Cllr P Redpath
Cllr Mrs T Redpath	Cllr T Gardiner
Cllr E Poskitt	

**ALSO IN ATTENDANCE:**

Three members of the public attended the meeting.

**WTC/277/11 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs J Dunsmore (Town Mayor) and County and District Councillor I Hudspeth.

**WTC/278/11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**WTC/279/11 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 10<sup>th</sup> January 2012 were approved and signed as a correct record subject to the following amendments:

WTC/253/11, Approval of the Minutes, 3<sup>rd</sup> January 2012 (WTC/249/11 fourth sentence): This was further amended as follows. After the words 'comments of Carter Jonas' the word 'in' was replaced by the word 'on' and the word 'circulated' was inserted before 'V6'. Minute WTC/249/11 (fifth sentence) was amended so that the word 'and' was inserted between the words 'committed' and 'earmarked'.

The last sentence of minute WTC/253/11, Approval of the Minutes was amended as follows: 'The Mayor noted Cllr T Redpath's observation that Cllr Mrs T Redpath had previously been criticised for trying to make substantive changes to the minutes without prior circulation.'

WTC/263/11, Community Centre Project. The second but last sentence in the third paragraph was amended as follows 'Cllr E Poskitt said that blocking off the interconnecting door of the office at the front of the building on the ground floor should be reinstated.'

WTC/267/11, Staffing Update, Mr Cardosu's name was amended to read 'Cardozo'.

The minutes of the meeting of the Town Council held on Tuesday 17<sup>th</sup> January 2012 were approved and signed as a correct record subject to the following amendments:

WTC/276/11: The third paragraph was amended so that the words 'the tenant' were consistently used throughout the paragraph.

**WTC/280/11 PUBLIC PARTICIPATION**

Mr D Marchand, Chairman of the Governors of the Woodstock CE Primary School addressed WTC about traffic problems in Shipton Road in relation to the school and the consequences of the recently approved expansion which will bring about a further increase in pupil numbers by about 50%. The school was aware of some potentially

dangerous parking by some of the third of parents bringing pupils by car to Shipton Road and had a travel plan in situ which it was renewing and up-dating. It was being proactive in the use of newsletters and walking bus projects to attempt to address concern from both the governing body and its surrounding neighbours. It had embraced schemes such as 'Walking on Wednesday' and the zig-zag parking campaign. The school wishes the Town Council to express support for the initiatives that it had undertaken. Cllr P Redpath asked about the level of participation the staff had with various schemes. He also expressed concern about how pupils exited from the vehicular traffic in and around the school. He was informed the majority of the Teaching Assistants lived in the Town but the teachers came from further a field. Cllr C Carritt explained the remit of the new highway group of the Council and expressed his personal support for the 20 is plenty campaign. Cllr Mrs E Stokes asked about the pupils travelling from Old Woodstock and whether the previous service provided to that part of the Town was to be reinstated. She was informed that this is something the governing body would welcome but they see no prospect of this returning within the present budget constraints. Cllr Mrs P Richardson brought to the attention of the meeting the walking bus project but also the inconsiderate parking that happened in and around the school during the opening and closing of the school day. The Deputy Mayor thanked Mr Marchand for bringing these matters to the attention of WTC.

**WTC/281/11    *REPORTS FROM DISTRICT AND COUNTY COUNCILLORS***

**(i)    Report from County and District Cllr I Hudspeth**

Cllrs received and noted a report from County and District Cllr I Hudspeth that had been previously circulated. S106 money allocated for the upgrading of the pinch point on the Hensington Road was discussed. Cllr J Cooper said that the S106 allocation for this work had been very specific. It was noted that WTC had also requested the installation of a crossing on the Oxford Road near Caroline Court.

**RESOLVED**

That the Clerk will write to OCC and query the position regarding the S106 funds allocated to the improvement of the Hensington Road pinch point and to also query the installation of a crossing to Caroline Court.

***ACTION:** The Clerk will write to Geoff Barrel at OCC and copy the correspondence to County Cllr I Hudspeth.*

**(ii)    Report from District Cllr J Cooper**

District Cllr J Cooper reported that WODC had installed a new sign by the Browns Lane toilets but that this had been stolen. Another sign will be installed. He said that the grant for the Citizens Advice Bureau was being re-appraised by the WODC Cabinet and then the full Council. He advised that it was now too late to consider an upgrade of the toilets at the Hensington Road car park from WODC's Capital Programme this financial year. He suggested that WTC could ask the Chief Executive to include it as a project to be funded from next year's Capital Programme.

***ACTION:** The Clerk will write to the Chief Executive of WODC and ask him to include the upgrading of the Hensington Road Public Toilets in the Capital Programme for 2012/13.*

District Cllr J Cooper confirmed that there will be no new rights to address WODC at the special meeting that has been called at on 21<sup>st</sup> March to discuss the LDF and that all previous comments would be taken on board.

**WTC/282/11    *COMMUNICATIONS***

The Deputy Mayor reported that it was hoped to hold the Annual Town Meeting on Tuesday 6<sup>th</sup> March but that the venue had yet to be confirmed. This cannot be held in premises that are licensed to sell alcohol unless there are no other suitable venues

available. Cllr Mrs E Stokes suggested that the Sports Hall at the Marlborough School might be a suitable venue. The Deputy Mayor reminded Cllrs to regularly check the 'wire basket' before meetings in case this contained general information that might be of interest. It was noted that there will be a meeting to discuss Neighbourhood Planning at Exeter Hall on 12<sup>th</sup> March. Cllr C Carritt is already attending this meeting in another capacity and so agreed to represent WTC at the meeting as well. The Deputy Mayor noted that he would like to limit Cllr contributions at this TC meeting to two per Cllr for each agenda item and the Council agreed to this.

**WTC/283/11 QUESTIONS**

The Deputy Mayor read out a written statement prepared by the Mayor in response to Cllr P Jay's request for an update about the apparent double-booking of the Town Hall. Cllr P Jay asked that copies of a recent letter from the bride be distributed to Cllrs and the Deputy Mayor agreed to this request.

**ACTION:** *The Clerk will distribute copies of the letter from the bride to all Cllrs.*

**WTC/284/11 MOTIONS**

Cllr C Carritt proposed the following motion that was seconded by Cllr P Jay:

"That SO 79 and SO 36 be amended as follows:-

**79 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

Any or every part of the Standing Orders except those printed in bold type ***and Standing Order No 36a*** may be suspended by resolution in relation to any specific item of business provided there shall be at least ~~eight~~ ***six*** Councillors present.

**36. RECISSION OF PREVIOUS RESOLUTION**

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special proposal, the written notice whereof bears the names of at least ~~ten~~ ***two thirds of the*** members of the Council, or by a proposal moved in pursuance of the report or recommendations of a committee or working group.

When a special proposal or any other proposal moved under the provisions of paragraph (a) of this Order has been disposed of, no similar proposal may be moved within a further six months."

Cllr C Carritt proposed that this motion stand adjourned for one month as required under WTC Standing Order 80. Discussion followed. Cllr C Carritt suggested that if substantial changes are required to the WTC S.O's the Council might want to undertake a bigger review. The Deputy Mayor proposed an amendment to the proposal so that the WTC Standing Orders and Financial Regulations are reviewed by the Personnel Committee soon whilst the expertise of current Cllrs is still round the table. This amended motion was seconded by Cllr T Gardiner. Cllr C Carritt did not consider to this to be appropriate but Cllr P Redpath considered it to be justified. The Deputy Mayor asked Cllr P Jay to be involved in this review (as he wrote the Financial Regulations) and Cllr P Jay agreed to do so. A vote was then taken.

**RESOLVED** (8 votes for, 2 votes against, 2 abstentions and 1 non-voter)  
That the WTC Standing Orders and Financial Regulations be reviewed by the Personnel Committee and Cllr P Jay.

**WTC/285/11 PLANNING MATTERS**

(i) Planning Applications

a) Ref: 12/0146/P/FP

Erection of single storey side extension. Conversion of part of garage to form study.  
27 Lewisfield Way, Woodstock

Cllr Mrs T Redpath proposed that WTC objects to this planning application as it would result in an overdevelopment on the site. Cllr E Poskitt seconded this motion.

**RESOLVED** (8 votes for, all other Cllrs abstained)

WTC objects to this planning application on the grounds of WODC's planning policy BE2, overdevelopment within the site.

b) Ref: 12/0081/P/AC

Erection of three flag poles and illuminated hoarding signs (Retrospective).  
Young's Garage, 2 Oxford Street & 4, 6, 8 & 10 Oxford Road, Woodstock.

**RESOLVED**

That WTC wishes to make no comment about this planning application.

c) Ref: 12/0063/P/POB

Discharge of planning obligations. (The agreement relates to Planning Permission 09/0901/P/FP).  
3 Spencer Close, Woodstock

**RESOLVED**

WTC objects to this planning application on the grounds on the ultimate loss of affordable housing - WTC strongly opposes diminution of the development of affordable housing at this time.

d) Ref: 12/0113/P/FP

Alterations and erection of two storey rear extension and garden shed.  
18 Cadogan Park, Woodstock.

**RESOLVED**

That WTC wishes to make no comment about this planning application.

e) Ref: 12/0179/P/FP

Erection of two storey rear extension and front porch.  
20 Banbury Road, Woodstock.

**RESOLVED**

That WTC wishes to make no comment about this planning application.

f) Ref: 12/0180/P/FP

Erection of single storey rear extension and construction of pitch roof over existing rear lobby.  
The Old Town House, 9 Park Street, Woodstock.

**RESOLVED**

That WTC wishes to make no comment about this planning application.

**ACTION:** *The planning comments will be relayed to WODC by the office staff.*

(ii) Street Naming

WODC has suggested that 'Kings Court' might be the name for the new development in Shipton Road (formally 'The Holdings') but asked that WTC confirms its preferred name for the new development. Cllrs did not support the name 'Kings Court', and discussed the following possible names 'The Holdings', 'Sansoms Court', 'Jubilee Court' and 'Queen Elizabeth Court'. A poll was taken and Cllrs selected their two preferred options.

**RESOLVED**

That WTC informs WODC that it would like new development to be called 'The Holdings'. If this does not find favour its second preference is 'Sansom's Court'.

*ACTION: The preferred names will be relayed to WODC by the office staff.*

(iii) WODC Update to the Strategic Housing Land Assessment (SHLAA)

The Deputy Mayor informed Cllrs that the update to the SHLAA had recently been received from WODC and so he had wanted to make Cllrs aware of this. As no Cllrs responded to this information at the meeting the Deputy Mayor noted that the WTC position is the same as before and no additional comment will be made.

**WTC/286/11 COMMITTEES AND WORKING GROUPS**

(i) To disband temporary Working Groups

It was noted that the temporary working groups that had been established for the Bowls and Tennis Club and the Allotments were no longer required as the work undertaken by each group was now complete.

**RESOLVED**

That the Bowls and Tennis Club Working Group and the Allotments Working Group be disbanded.

(ii) Deputies for Committees and Working Groups

Discussion arose about whether it would be useful to appoint deputies to the various Committees and Working Groups to cover periods of absence of the Chairman. Cllr Mrs T Redpath felt that it would be inappropriate for the Environment Working Group. Cllr E Poskitt suggested that it could be an informal arrangement and that the Chairmen just notify the Clerk if they have someone deputising for them.

**WTC/287/11 WATER MEADOWS MILLSTREAM**

A paper and draft letter by Cllr C Carritt about WTC responsibilities for the water meadows millstream were received and considered. Cllr C Carritt reported that WTC's insurers had been contacted and helped as far as they were able. Cllr C Carritt proposed that WTC write to Blenheim Palace to begin a dialogue about this matter. The Deputy Mayor seconded this motion.

**RESOLVED**

That the Clerk will send a letter to Blenheim Estate about the Mill Stream.

*ACTION: The Clerk will write to Blenheim Estates.*

**WTC/288/11 FINANCIAL ISSUES**

- (i) To receive the List of Payments for January 2012  
It was proposed and seconded that the list of payments made in the month of January 2012 amounting to £10,579.61 be received and approved.

**RESOLVED**

That the list of payments made in the month of January 2012 amounting to £10,579.61 is approved.

- (ii) To receive the Bank Reconciliation Statements for January 2012  
The Council received and considered the Bank Reconciliation Statements for January 2012.
- (iii) To receive the Summary and Detailed Income and Expenditure Statements for January 2012  
The Summary and Detailed Income and Expenditure Statements for January 2012 were received and considered.
- (iv) To receive a report about the Risk Assessment  
The Clerk reported that the update of the risk assessment for WTC had been completed. The Council confirmed that the Mayor and Town Clerk should sign the risk assessment on behalf of the Council.

***ACTIONS:** The Clerk and Mayor will sign-off the updated Risk Assessment.*

**WTC/289/11 WHEELIE BINS LEFT ON THE PAVEMENT**

DEFRA is currently holding a consultation on amending the powers of Local Authorities regarding presentation of household waste for collection. WTC considered a draft response to the consultation that had been prepared by Cllr C Carritt. Discussion followed.

**RESOLVED**

That WTC sends the response drafted by Cllr C Carritt in response to the consultation paper on amending the powers of Local Authorities regarding the presentation of household waste for collection.

**WTC/290/11 UPDATE ON THE OWL EXTENSION**

The Deputy Mayor asked that the Council agree to defer this item until later in the agenda and to take this matter when the Council was in confidential session as there are commercial considerations to discuss.

**RESOLVED**

That WTC agreed to defer discussions about the OWL extension until the Council went into confidential session.

**WTC/291/11 ANNUAL LITTER PICK**

Cllr E Poskitt reminded Cllrs that the Annual Litter Pick will take place at 10am on Saturday 17<sup>th</sup> March and that people are asked to gather at the Brook Hill lay by. She asked Cllrs to either participate or send representatives to help with this litter pick.

**WTC/292/11 WTC REPRESENTATION ON THE NEIGHBOURHOOD ACTION GROUP**

WTC discussed the need to appoint a Cllr to the Neighbourhood Action Group following the resignation of Cllr A Glees. Cllr J Cooper offered to assume this role.

**RESOLVED**

That Cllr J Cooper is appointed as the new WTC representative on the Neighbourhood Action Group.

**WTC/293/11 MEETINGS OF COMMITTEES AND WORKING GROUPS**

(i) Highways Working Group

The minutes of the first Highways Working Group (HWG) meeting held on 24<sup>th</sup> January 2012 were received and considered. Cllr C Carritt noted that the S106 improvements to the Hensington Road had been discussed earlier on the agenda.

a) “20 is Plenty”

The Woodstock Primary School has asked WTC to support the installation of “20 is Plenty” road signs, designed by Year 7 students and depicting a happy snail, under the existing 20mph signs on Shipton Road. The HWG recommended that WTC write to OCC and express support for this initiative.

**RESOLVED**

That OCC is informed that WTC supports this initiative.

***ACTION:** The Clerk will notify OCC that WTC supports the “20 is Plenty” initiative.*

b) Parking Review

Cllr C Carritt reported that he and the Mayor had met with Mike McLoughlin of WODC for an initial discussion about a possible parking review of Woodstock. If a consultation is held WTC is likely to be invited to participate. At the meeting WODC were advised that WTC would insist on at least the same level of parking spaces being retained in Woodstock. The feasibility of a non exclusive residents parking scheme was discussed. Cllr C Carritt proposed that WTC re-affirms its support for a parking review as outlined in its resolution WTC/183/11 (i) with the addition of the following:  
- The town council seeks the development by OCC and WODC of a Resident’s Parking Scheme based on shared use spaces in and around the town centre, the details of which are to be brought back to the Council for consideration in due course.  
Subject to support for the detailed proposals the town council further undertakes to assist in the implementation of such a scheme by engaging with all sections of the Woodstock community in a full consultation exercise. Cllr B Yoxall seconded this motion. Discussion followed about the implications of such a scheme. In response to a query from Cllr T Gardiner Cllr C Carritt suggested that any scheme would only be applied in the Town Centre overnight and it would not be for individual householders but for residents in general. Cllr J Cooper was concerned about the possible effects on trade in the town and recommended reviewing the times. Cllr P Redpath noted that a lot of people come into town for social activities and so they might find parking difficult if this scheme was introduced. A vote was taken the results of which were: 4 votes for, 5 votes against and 4 abstentions. Therefore this motion failed.

c) Town Fair Setting Up Arrangements

The Town Fair setting up arrangements have been discussed with Mike McLoughlin of WODC. Cllr C Carritt proposed the following two part motion that was seconded by Cllr J Cooper and voted upon separately by the council.

1. That the town council supports a road closure time of 15:00hrs on the Sunday preceding the fair in place of the previous agreed time of 16:00hrs.

**RESOLVED** (Unanimous)

That WTC supports a road closure time of 15:00 hrs on the Sunday preceding the fair.

2. The town council request that the responsible authorities draw up a “Code of Practise for the Annual Woodstock Charter Fair” setting out the duties, regulations and responsibilities in respect of all aspects of the fair and that this document be made available to the council and the public.

**RESOLVED** (9 votes for, 2 votes against – Cllr T Gardiner was temporarily absent from the meeting during this vote).

That the responsible authorities be asked to draw up a “Code of Practise for the Annual Woodstock Charter Fair”.

(ii) Oxford Airport Committee

The minutes of the meeting of Oxford Airport Consultative Committee held on 25<sup>th</sup> January had been circulated previously. WTC noted that no complaints had been received from Woodstock residents during this period and that the Oxford Committee considered likely that the Olympics is likely to result in a lot of traffic.

(iii) Jubilee Working Group

WTC received and considered the notes of the meeting of the Woodstock Town Council Diamond Jubilee Working Group that was held on 1<sup>st</sup> December 2011. The Deputy Mayor noted that he had now taken over as Chairman of the group. He reported that lots of activities were envisaged but that the main events would be focussed on the Town Square on Monday 4<sup>th</sup> June between 1430 and 1700. On Sunday 3<sup>rd</sup> June it had been proposed that there be a combined Jubilee/Civic Church service. The Mayor and Deputy Mayor feel that this is inappropriate as the date would limit numbers as many potential invitees will be busy in their own communities and therefore they will advise the Rector accordingly.

(iv) Legacy Fund

The minutes of the meeting of the Legacy Fund Trustees held on 7<sup>th</sup> February 2012 were received and considered. The Chairman of the trustees noted that during the last 12 months efforts had been made to promote the availability of the fund and to invite suggestions from residents by publicising it widely. It was therefore disappointing that only 23 residents had responded, and that five of these had submitted their suggestions after the deadline had expired. The following suggestions had been received:

a) Play Equipment

Suggestions had been received for two things relating to ‘play’. The first was for an under 3’s play area and the second for a skate park. The trustees suggested

that these residents be asked to resubmit their ideas to the Environment Working Group as it has S106 funding available for use on the play areas.

b) New comfortable, portable seats for the Market Square

Some residents suggested new portable seats for the Woodstock Market Square but as WODC has already committed to pay for benches to replace those that were recently damaged by vehicles this matter was already being addressed.

c) A Safer footway/cycle path between old and new Woodstock

One resident had proposed this item but the trustees consider this to be a matter for OCC.

d) Bus Shelters in the Town Centre

Bus shelters had been offered to Woodstock in the past by a bus company but agreement couldn't be reached about where to install them due to trader's objections. This suggestion was therefore not considered to be feasible.

e) Better Parking

One resident had asked for better parking in the town but the trustees felt unable to offer a solution.

f) Contribution to Youth Club Building Fund

Although this was considered to be a particularly worthy cause the trustees had concluded that the funds available were such a small amount relative to the total scheme and it was therefore better to spend it on something more discrete with wider community benefit.

g) Memorials/Works of Art

Two suggestions had been received for works of art. The first was to commission a statue of Winston Churchill in the town. The trustees considered that this could be good for traders and tourism. The second was for a piece of work that would be part of the school railings or gate. The trustees preferred the suggestion of a memorial in the town as it might be of greater benefit however there are insufficient funds available to pay for this.

h) Cigarette Bins and Dog Litter Bins

One resident had suggested that cigarette bins could be strategically installed around the town and more dog bins, particularly around the centre. The trustees considered that it would be inappropriate to use the entire Legacy Fund to purchase such items however these might be considered if there is money left over from the major project funded from the Legacy Fund.

i) Stair Lift in the Town Hall

The proposal that had had most support from residents was for a stair lift to be installed in the Town Hall. The trustees considered this to be affordable and desirable. It was noted that it would not only benefit the elderly but also disabled residents and visitors of all ages.

Cllr T Gardiner proposed that WTC accepts the Woodstock Legacy Fund Trustees recommendation that the Legacy Fund be used to fund the installation of a stair lift in the Woodstock Town Hall. The Deputy Mayor seconded this motion. Discussion followed during which it was noted that the existing hand rail would not need to be removed, that an "Evac" chair would be required (so that if someone is transported upstairs mechanically they can be safely brought down again if the mechanism fails) and that someone might need to be in place whenever it was used. Cllr J Cooper asked if anyone was aware of the rules and regulations associated with the chair lift at the Woodstock Museum.

**RESOLVED** (12 for, 1 abstention)

That WTC accepts the recommendation of the Legacy Fund Trustees that the Legacy Fund money be used to fund the installation of a stair lift in the Town Hall.

Cllr P Jay proposed a vote of thanks be given to Cllr T Gardiner and the other trustees.

**ACTIONS:**

1. *The Clerk will arrange for letters to be sent to the residents that had submitted proposals that were considered to be better addressed by alternative groups or organisations to advise them where their suggestions should be re-directed to.*
2. *WTC will communicate its decision to residents at the Annual Town Meeting.*

(v) Community Centre Working Group

a) Minutes

WTC received and considered the minutes of the Community Centre Working Group meetings of 19<sup>th</sup> and 31<sup>st</sup> January 2012.

The Chairman of the Community Centre Working Group (CCWG) reported that WTC is still awaiting receipt of the WREN contract. No problems were envisaged and it was hoped that work might be able to commence on Monday 20<sup>th</sup> February 2012 subject to the receipt of the WREN contract. He advised Cllrs that the Community Centre refurbishment project would be discussed further at an Extraordinary Town Council meeting on 28<sup>th</sup> February 2012.

The Chairman of the CCWG considered the recent meetings to be productive and thanked Cllr Mrs E Jay for her useful research into lighting matters and Cllrs P Redpath and Mrs P Richardson for their work on the courtyard garden. The Chairman of the CCWG said that no additional pledges for financial contributions had been received but that he was making additional approaches. Cllr P Redpath had suggested that OCC be approached as they could possibly give £10k. Although no decision would be known before September this funding could be used for additional items. The Chairman of the CCWG reminded Cllrs that the previous Chairman had suggested that the building might have a new name. The current Chairman suggested that it either be called 'The Jubilee Hall' or that the current name be retained.

The Chairman of the CCWG reported that today a letter had been received from Carter Jonas and the content of this was discussed. Cllr J Cooper asked whether these proposals were variations to the main contract. The Chairman of the CCWG confirmed that yes these were ancillary items. Cllr J Cooper suggested that they could result in an overrun of costs.

Cllr Mrs E Jay proposed that the new window frames should be white inside and out. This motion was seconded by Cllr P Redpath.

**RESOLVED** (10 votes for, the other Cllrs abstained)

That the new window frames will have white interior and exterior frames.

Cllr J Cooper suggested that further discussion on this project be taken under the confidential session as it included commercial information.

Before the Council went into confidential session Cllr T Gardiner thanked the Deputy Mayor for orchestrating such a good job of removing snow in Woodstock recently.

***EXCLUSION OF THE PUBLIC AND PRESS***

It was 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 asked to withdraw.

**RESOLVED**

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 asked to withdraw.

(v) Community Centre Working Group (continued)

Cllr P Jay referred to point 1 in the Carter Jonas letter and reminded Council that the activities of Mr Lunt were covered by the main contract.

**RESOLVED**

That the Clerk writes to Carter Jonas and confirms that the activities of Mr Lunt are covered by the main contract and the provisions therein.

Further discussion included the following:

1. Garage: Cllr Mrs E Jay asked for a straw vote to indicate Cllrs preferences relating to the removal of the garage - 9 Cllrs indicated that they would like the garage removed, 3 indicated that they would like it retained and 1 abstained.
2. Enlarged Windows: The Chairman of the CCWG proposed that if the costs of enlarging the 3 windows in the main hall are less than £1k Carter Jonas are asked to proceed. This motion was seconded by Cllr Mrs E Stokes.

**RESOLVED** (11 votes for, 1 vote against)

That the three windows be enlarged if the additional budget required to do so is less than £1k.

3. Bar Refurbishment: Carter Jonas sought agreement to undertake a basic refurbishment of the bar and the installation of a new work top.

**RESOLVED** (Unanimous)

That if the contractors can refurbish the bar area for less than £1700 they may proceed.

4. Colour Scheme

The decision about colour schemes, carpet tiles and vinyl was delegated to the CCWG.

5. Doors

The requirement for new external aluminium double glazed fire doors was deleted. The existing timber fire exits doors will be draught proofed and fitted with double glazing. The rotten front door onto New Road will be replaced and funded from the WTC CC Maintenance budget.

b) Second Monthly Progress Report

Cllr P Jay presented the second monthly progress report and confirmed that the launch date could not be confirmed until the project starts. The fundraising report was noted.

c) User Groups

Cllr Mrs P Richardson presented an update on the position relating to one CC user group that owes WTC rent and is unhappy about the cost of the alternative venue that it is having to use at present. Discussion followed and it was agreed that WTC write to this group asking for the outstanding bills to be paid and informing them that unfortunately WTC will be unable to take any further bookings from the group until such time as the outstanding bills have been paid.

*Action: The Finance Assistant will write to remind the user group that it has outstanding WTC invoices.*

(vi) Property Working Group

The minutes of the Property Working Group Meetings of 18<sup>th</sup> January and 2<sup>nd</sup> February were received and considered by the council. CMfP noted the following:

- a) Discounts for full payment at time of booking: this idea had been discussed with the staff but considered to be impractical.
- b) Rescission of Council Resolution WTC/276/11: at the meeting of 17<sup>th</sup> January WTC had resolved that the Clerk write to the tenant of 8 Park Street. Due to recent developments this letter was no longer required and so the Property Working Group recommended that this decision be rescinded.

**RESOLVED**

That the WTC resolution included in minute WTC/276/11 is rescinded and will not now be actioned.

c) Budget for the New Wedding Licence

The CMfP reminded the Council that it had already approved the purchase of a new wedding licence for the Town Hall to enable weddings to take place in the Assembly Room as well and the Mayor's Parlour. The property working group proposed that the Council should proceed with the purchase of a new marriage licence that covers both the Mayor's Parlour and the Assembly Room forthwith as minuted in the Council minutes of 22<sup>nd</sup> November 2011 and the budget provision for this be brought forward in order to enable this. Cllr J Cooper seconded this motion.

**RESOLVED**

That the budget required for the purchase of the new wedding licence is brought forward from the 2012/13 budget. and that the purchase is made in the 2011/12 financial year.

d) “Capability Brown” picture

Cllr E Jay reported that appointments had been made with four specialist art auctioneers for them to come and assess the “Capability Brown” picture and suggest its current value.

**WTC/294/11    *PROPERTY UPDATE***

(i)     24 Market Place

Cllrs received and considered the terms for 24 Market Place that had been suggested by a prospective tenant. The CMfP reported that Carter Jonas recommended that WTC approve the suggested interior changes. It was suggested that the proposed external changes be rejected.

**RESOLVED**

That Carter Jonas is instructed to negotiate the proposed rent upwards and this matter be reported upon at the ETC on 28<sup>th</sup> February 2012.

It was noted that a change of use would be required for any business other than a shop operating from this premises.

(ii)    8 Park Street

The CMfP noted that matters relating to this property were progressing slowly.

(iii)   Community Centre Lease Renewal

The CMfP noted that matters relating to this lease were progressing slowly.

**WTC/295/11    *OWL EXTENSION***

In an effort to find a compromise the Deputy Mayor proposed the following five part motion that:

- (i)     That WTC is sensitive to the concerns of affected residents and engages in more intensive consultation.
- (ii)    That WTC proceed with the clearance of vegetation as soon as it is realistic to do so.
- (iii)   That WTC proceeds with grant application for an ‘Awards for All’ grant and agrees in principle to using the contractor suggested for this work.
- (iv)    WTC consults with residents, explains the project to them and invites them to the ETC on 28<sup>th</sup> February 2012.
- (v)    That Cllr Mrs T Redpath presents a project outline to the ETC on 28<sup>th</sup> February 2012.

Cllr Mrs T Redpath did not accept this alternative motion.

The Council received and considered a paper produced by Cllr Mrs T Redpath, P Redpath and Mrs E Jay. This paper provided an update about progress on the transfer of the land, discussions with OCC regarding existing S106 monies and obligations and information about an application for ‘An Awards for All’ grant. The report included a report from the volunteer warden and indications of the cost of doing this work obtained from 5 potential contractors by Cllr P Redpath. A meeting at the Youth Club with residents was held on 11<sup>th</sup> February but only a few Cllrs attended. At this meeting residents made representations for both sides of the argument. There were opposing views amongst Cllrs upon the best way forward. A further paper written by Cllr Mrs T Redpath was then considered. In this paper Cllr Mrs T Redpath made a four part motion that proposed that:

- (i) That the Council's intent is that the security of the adjoining residents is paramount to the project to extend the OWL reserve.
- (ii) That WTC accept in principle the path quote from a named contractor;  
  
and for the environment working group
- (iii) to proceed with their consultation with affected residents to determine the areas of vulnerability and to discuss a route for the path with the named contractor that mitigates the overlooking of residents; and
- (iv) to produce a plan to the satisfaction of the adjoining properties and proceed with the delivery of the OWL extension including screening within a budget determined by the monies granted by S106 payments and grant funding if successful.

Cllr Mrs E Jay said that she and the Owl Volunteer warden would prefer WTC to proceed slowly in consultation with residents. Cllrs Mrs T Redpath and P Redpath preferred to progress this matter more quickly. Discussion followed

Cllr Mrs T Redpath said that the plan was to include residents as part of the working group for this project and that most people liked the project. Cllr Mrs T Redpath suggested that it was therefore a question of talking to a small group of people and that the EWG know the people who were at the meeting. She suggested that the group get together with residents from Banbury Road, Shipton Road and the local area and talk to the people in detail, show them maps and take them onto the embankment so that they can visualise what is planned.

Cllr Mrs E Jay supported the Deputy Mayor's suggestions, said that she was surprised by the amount of opposition at the meeting and said that the concerns of residents must be taken seriously. She suggested that WTC construct a letter from Cllrs to residents and undertake house to house discussions and talk to everybody. She recognised that this will take time and cost money but considered that this should be done very slowly. She noted that some trees would have to be cut down. Cllr J Cooper agreed with Cllr Mrs E Jay and the need to take a variety of views on board and suggested that the Thames Valley Police Advisor be contacted and asked whether they agree with residents concerns. He noted that a lot of hard work was going into the project and considered that there was no problem with going ahead with the land purchase but to slow down the grant process.

The Deputy Mayor noted that the agenda of the ETC on 28<sup>th</sup> February would include, planning applications, the Community Centre Refurbishment and the OWL Extension.

Cllr T Gardiner said that he had heard mixed reports about the recent meeting. He noted that no-one had contacted WTC since the meeting and said that he did not want the project to stop.

The Deputy Mayor reminded Cllrs that there was only a limited amount of time available at this meeting to debate this matter and asked them to be brief.

Cllr P Redpath said that work towards this project had been going on for a very long time. He suggested that in recent times the concerns of residents had arisen from misunderstandings. He reported that there were some planning obligations associated with this whereby the owner of Verenia Court was obliged to build steps and allow a footpath/cycle route to allow public access to this managed area. He had consulted with residents and the police and received calls from residents wishing to get involved. He noted that some residents now had gates onto the area and that other parts of it were now in a derelict state. He proposed a gentle approach.

Cllr C Carritt proposed amending Cllr Mrs T Redpath's proposal as follows:

- (i) The Council recognises the need to protect reasonable levels of privacy to the residents of Banbury Road and will ensure that measures are incorporated in to the final design to reflect this requirement.
- (ii) That WTC accept in principle the path quote from the named contractor; subject to such modifications as may be required as a result of public consultations.

and for the environment group

- (iii) To proceed with their consultations with residents to determine the areas of vulnerability and to discuss a route for the path with the named contractor that mitigates the overlooking of resident; and
- (iv) To produce a proposal for further consideration that reasonably addresses the concerns of adjoining residents.
- (v) That the Environment Working Group seek to co-opt one or two residents from the Banbury Road frontages on to the group.

Cllr Mrs T Redpath preferred to keep her original motion.

Discussion arose about who should obtain quotes for WTC. The Clerk said that she should issue the invitations to quote and compile the responses. Cllr Mrs T Redpath suggested that the Clerk was required to get quotes for work with a value over £10k but did not need to actually do so for work valued at less as long as the Financial Regulations relating to best value were complied with. Cllr C Carritt asked for a point of order about WTC's process for handling quotations and tenders. Under the Financial Regulation 11 (d) the invitation must be sent to companies wishing to tender by the Town Clerk and the tenders sent back for the attention of the Town Clerk. Cllr C Carritt suggested that the three most competitive companies be given the opportunity to re-quote and address their quotations to the Town Clerk.

The Deputy Mayor reminded Cllrs that they were almost out of time and asked that the Council agree to defer this item until the ETC on 28<sup>th</sup> February 2012. Cllrs Mrs T Redpath and P Redpath said that this matter was urgent and required a decision that evening. Cllr P Jay said that on a point of process it would be unfair to rush it through as lots of people want to speak. He therefore asked that the meeting be adjourned. Cllr P Jay said that he strongly supported the OWL extension but noted that an adjournment would provide a further opportunity for residents to comment on the proposals. Cllr J Cooper noted that it was now 10.30pm and therefore under Standing Order 1 (b) the meeting should be adjourned for a fortnight.

The meeting rose at 10.30pm.

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