

**MINUTES OF THE EXTRAORDINARY MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 28 FEBRUARY 2012  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

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

**ALSO IN ATTENDANCE:**

Eight members of the public attended the meeting.

**WTC/296/11 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P Jay, Cllr Mrs P Richardson and County and District Councillor I Hudspeth.

**WTC/297/11 DECLARATIONS OF INTEREST**

The Mayor declared a personal interest in Agenda Item 11, Property Update as she is friends with a tenant at the Community Centre.

**WTC/298/11 PUBLIC PARTICIPATION**

Three residents addressed the Town Council about the OWL extension during the public participation session: Glenn Fleetwood, Jennifer Gunthardt and Paul Jackson. Mr Fleetwood asked for clarification of the ownership and whether copies of these documents were available. The Town Clerk said that she was clarifying whether or not these are public documents. He asked why residents were not consulted when the s106 agreement was being negotiated. He suggested that the first time that people were aware of it was when they received the recent flyer in February and that if WTC planned to clear the land 6 weeks later this was not enough time to discuss this contentious issue. The residents were concerned that it might result in damage to, or the possible loss of, a wild life habitat and also affect the privacy and security of households. They asked that WTC consult further with residents before taking further action.

The Mayor thanked the residents for addressing the Council and told them that their concerns would be taken into account.

Cllr Mrs E Jay asked whether the agenda item about the OWL extension could be brought forward and taken now. The Mayor preferred WTC to follow the agenda.

**WTC/299/11 DATE OF THE ANNUAL TOWN MEETING**

It had been proposed to hold the Annual Town Meeting on 6<sup>th</sup> March 2012 however finding a suitable venue had proved problematic due to the capacity required, licensing considerations and availability on the date decided by council. Following discussion the date of the Annual Town meeting was confirmed as 27<sup>th</sup> March 2012.

**WTC/300/11 REPORT FROM DISTRICT COUNCILLOR J COOPER**

Report from District Cllr J Cooper

District Cllr J Cooper reported that WODC had revisited its budget and would now maintain the present level of funding for the Citizens Advice Bureau (CAB). District Cllr J Cooper thanked the Mayor, the local MP and the back benchers who had lobbied WODC about this matter. The Mayor thanked District Cllr J Cooper for his report and also his help with this matter and thanked WODC for rethinking this

matter. This was a great result. The Mayor reminded Cllrs that it was one of her chosen charities and that it was particularly important to people in the current economic climate.

**WTC/301/11 PLANNING MATTERS**

(i) Planning Applications

a) Ref: 12/0201/P/FP

Erection of ground and first floor rear extensions.  
3 Cadogan Park, Woodstock

**RESOLVED**

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

b) Ref: 12/0203/P/FP

Change of use of land to erect a detached garage.  
34A Bear Close, Woodstock.

**RESOLVED**

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

c) Ref: 12/0256/P/FP

Erection of first floor rear extension.  
The Causeway, 91 Oxford Street, Woodstock.

Cllr E Poskitt was concerned that this extension might have a detrimental effect on the neighbours light. Cllr C Carritt proposed that WODC be asked to take into account any views of Blenheim Palace as this property is next to a World Heritage site. Cllr E Poskitt seconded this motion.

**RESOLVED** (10 votes for, 1 against and 1 abstention)

That WODC be asked to take into account any views of Blenheim Palace as this property is next to a World Heritage site.

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

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

The Deputy Mayor reminded Cllrs that the update to the SHLAA had been noted at the town council meeting on 14<sup>th</sup> February and proposed that WTC make no comment on this document. This motion was seconded by Cllr Mrs E Stokes. After the WTC property advisor had attended the WODC meeting on this matter in September 2011, the WTC property consultant had advised the council that there would be one amendment to the document relating to the Banbury Road. Cllrs Mrs T Redpath and J Cooper were unable to find this amendment when they had looked at the web site and documentation. Cllr J Cooper noted that this document forms part of the evidence base of the LDF and therefore suggested that Mr Mellor should be asked to clarify his comments. The Mayor proposed that WTC ask Mr Mellor for a further explanation in time for the next town council meeting on 13<sup>th</sup> March.

**RESOLVED** (Unanimous)

that WTC ask Mr Mellor for a further explanation in time for the next town council meeting on 13<sup>th</sup> March.

***ACTION:** The Town Clerk will contact Mr Mellor and ask him to respond before the meeting on 13<sup>th</sup> March 2012.*

**WTC/302/11 OLYMPIC TORCH RELAY**

The Mayor said that the Olympic torch will be coming through Woodstock. WODC has set up a torch committee that is currently is discussing what will happen on the day. More information will be expected nationally on 19<sup>th</sup> March 2012.

**WTC/303/11 UPDATE ON THE OWL EXTENSION**

The Mayor noted the current controversy about the proposed extension of the OWL Nature Reserve and recognised that some people were for the proposal and others against. The Mayor noted that that on the evening Cllrs had received a lot of correspondence from solicitors, WODC, OCC, OALC and members of the public and had therefore not had a chance to review the papers. She therefore suggested that these were preliminary discussions tonight. Discussion followed.

Cllr Mrs T Redpath said that the meeting held two weeks ago was only a consultation meeting to discuss the project with residents. She suggested that some people lacked knowledge about the proposed scheme. Cllr Mrs T Redpath reported that there is a planning obligation between OCC and the developer of Verenia Court to allow access up steps and onto the old railway line by Verenia Court. This has not been enforced in the past but now OCC planned to do so. Cllr T Redpath said that the plan is to transfer the old railway line to WTC to manage properly and that there is no plan to decimate it. Cllr Mrs T Redpath proposed that the motion that she had wanted to put at the last meeting, namely 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 a 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 T Redpath explained that WTC wanted to keep it as a wildlife area but to include a path. She noted that there was currently asbestos dumped on the extension which was not conducive to wildlife and WTC would arrange for this to be removed.

Cllr C Carritt confirmed that Cllr Mrs T Redpath was correct and that this is a right of access. He noted that there had been opposition to this when Verenia Court was built and that WTC had initially opposed this access. A representative from WTC had attended a meeting at OCC and proposed that it be a private right of way, however OCC had stipulated that it must be a public right of access. Cllr C Carritt said that WTC should therefore not be surprised that there are objections now. He suggested that WTC step back, work with residents and wildlife experts, and review the project in order to come up with a suitable solution.

Cllr P Redpath said that the idea was to clear the rubbish and enhance the area for residents. He noted that there was already public access and that this would enable children to walk to school safely. Cllr P Redpath said that consultations had been held with individual residents and that wicker fencing could be used as a temporary measure to help preserve residents' privacy whilst screening plants grew. Cllr P Redpath noted that the residents of Verenia Court were not allowed to move in until the path and steps had been installed but that the steps were currently blocked. Cllr P Redpath said that the new path would be largely natural and that trees would be planted in conjunction with the Marlborough School who are supportive of the project. He invited residents to join him and walk the path.

Cllr B Yoxall said that he had walked the path and that there were some matters that needed further consideration. He therefore supported Cllr C Carritt's view. Cllr J Cooper agreed that there was no need to rush as the bird nesting season was starting. Cllr C Cooper considered it wise for WTC to obtain the land but then to have a dialogue with Cottsway Housing, the TVP architectural advisor, residents etc.

Cllr Mrs E Jay said that although she was on the working group she had been naive not to recognise the strength of feeling against the project and the possible objections. She also agreed with Cllr C Carritt's suggested approach and that this should not be rushed and that it was not the wrong time for planting because of the birds. She acknowledged that Cllrs Mrs T and P Redpath had worked very hard on the project, but considered that the consultation could have been handled better and would therefore be resigning from the Council. The Mayor asked Cllr Mrs E Jay to reconsider and stay until the end of the council in two months time. The Mayor noted the considerable contribution that Cllr Mrs E Jay had made to the work of the council over her period in office and said that she would not accept Cllr Mrs E Jay's resignation at the meeting.

Cllr T Gardiner asked why OCC had not been collecting the s106 money and why it was urgent now. Cllr P Redpath said that there was no sense of urgency but that the project has to start somewhere. He said that he had asked County Cllr I Hudspeth for information about the s106 every year. Cllr T Gardiner said that his principal concern was security and that he would not want someone looking into his back garden therefore this needs discussing.

Cllr Mrs T Redpath noted that it had taken years to get to this stage and that WTC had only secured the go ahead to have the land in September 2011. Since then there have been discussions with OCC who have now agreed to vary the deed. The hope was that they could have started work before things had started growing. Cllr T Gardiner asked whether there was a plan that he could look at. Cllr Mrs T Redpath said that you cannot plan without the involvement of residents. Cllr T Gardiner suggested that WTC needed a document which contained an action plan, possibly developed by a group of people from both sides of the debate and consisting of Cllrs and residents.

The Mayor asked that further discussion on this matter be deferred until Cllrs had had chance to read all of the documents.

Cllr C Carritt proposed that:

- (i) WTC acquires the land.
- (ii) WTC consults with residents and people involved in the Wychwood project about their plans
- (iii) The EWG brings new a new plan to Council in October 2012

- (iv) People wishing to submit tenders be advised that WTC will re-tender in due course.

Cllr T Gardiner seconded this motion.

Cllr P Redpath reminded the council that WTC had already agreed that the land should be acquired.

Cllr E Poskitt suggested that any further decision be deferred until the next town council meeting and Cllr P Redpath supported this idea. The Mayor said that it was also her preference for the Council to defer this matter until 13<sup>th</sup> March. The Mayor recognised the efforts of Cllrs P Redpath, Mrs T Redpath, Mrs E Jay and others to date.

Cllr B Yoxall asked that all residents in the local area be written to before the next meeting but was advised by Cllr P Redpath that 220 leaflets had already been distributed. Further discussion was undertaken about the consultation to date and other measures that might be required.

Cllr Mrs T Redpath said that she would be happy to defer her original motion if the Mayor so wished. Cllr C Carritt said that he would withdraw his motion if Cllr Mrs T Redpath deferred hers.

The Mayor proposed that further discussion about the OWL extension be deferred until the next TC meeting on 13<sup>th</sup> March 2012 to allow for full consideration to be given to the correspondence received and the concerns of residents. This motion was seconded by Cllr E Poskitt.

**RESOLVED** (11 votes for and 1 against)

That further discussion about the OWL extension is deferred until 13<sup>th</sup> March 2012 so that further dialogue with residents can be achieved.

Cllr J Cooper said that now asbestos had been found this matter needed to be reported to WODC. Cllr Mrs T Redpath noted that OCC are the enforcement body and are already aware of this problem and intend to send an enforcement officer to look at the problem. Cllr J Cooper proposed that as WODC are responsible for fly tipping WTC also notifies them and asks if they have any views or obligations concerning this matter.

**RESOLVED (Unanimous)**

That WTC notifies WODC about the asbestos and asks whether they have any views or obligations concerning this as well as OCC.

***ACTION:** The Clerk will write to WODC.*

#### ***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.

The Mayor reported that an interim bill for the OWL Reserve had been received from WTC's solicitors and proposed that this be paid. The Clerk noted that WODC had

already made allowance for the WTC to be reimbursed for this payment from the s106 money.

**RESOLVED** (Unanimous)

That the interim bill received from the WTC solicitors be paid.

Further discussion then followed about the blocked steps.

Discussion then followed about the correct procedure by which WTC should obtain estimates and quotations. In order to avoid any misunderstandings the Clerk confirmed the position with OALC and circulated this information to Cllrs. OALC said that under the Local Government Act 1972 (LGA) there is no delegated power for Cllrs to get estimates and that under s101 of the LGA a council cannot delegate this authority to an individual Councillor. However the council can delegate this power to a committee, sub-committee, officer or another Authority.

Some Cllrs considered there to be little difference between a sub-committee and a working group.

The Mayor said that WTC must follow the rules. The Mayor therefore proposed that the Clerk ask OALC to confirm if Working Groups can be counted alongside Sub-Committees and Committees.

**RESOLVED**

That the Clerk will ask OALC to confirm if Working Groups can be counted alongside Sub-Committees and Committees.

***ACTION:** The Clerk will contact OALC.*

It was noted that whatever WTC had done in the past had been done in good faith.

The Mayor proposed that the Clerk contact the potential contractors for the OWL extension and ask them to resend their quotations addressed to the Town Clerk at WTC.

**RESOLVED**

That the Clerk will contact the potential contractors for the OWL extension and ask them to resend their quotations addressed to the Town Clerk at WTC.

***ACTION:** The Clerk will contact the potential contractors and ask them to resend their quotations.*

Cllr E Poskitt proposed that WTC move on to the next item and the Mayor seconded this motion.

**RESOLVED** (8 votes for)

That the council would move on to the next agenda item.

**WTC/304/11 COMMUNITY CENTRE**

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. This was being delayed due to

staff adapting to a new computer system. No problems were envisaged and it was hoped that the contract might be signed later this week. If so the builders would start 5<sup>th</sup> March 2012.

The Chairman of the CCWG reported that an additional £1k had been promised by a private donor.

The chairman of the CCWG went through various items raised by Carter Jonas and the following items were included in the discussions:

(i) Lights

The Chairman of the CCWG proposed that Carter Jonas be advised of some lights from IKEA (with big steel white shades and plastic diffusers) might be suitable for use in the Community Centre main hall. This motion was seconded by Cllr Mrs E Stokes.

**RESOLVED** (12 votes for, 2 abstained)

That Carter Jonas is advised of the potentially suitable lights from IKEA for use in the Community Centre main hall.

(ii) Windows

The windows in the main hall were discussed and the possibility of dropping the sills by 300mm. Cllr P Redpath proposed that the window sills are lowered now and that the purchase of new internal fire doors (into the lobby) be deferred until a later date. Cllr Mrs E Jay seconded this motion. Cllr Mrs E Stokes asked that this motion be amended so that the doors were also authorised now and Cllr P Redpath accepted this amendment. A member called for a named vote the results of which were as follows:

For: Cllrs C Carritt, Mrs J Dunsmore, A Gardiner, Mrs L Glees, Mrs E Jay, E Poskitt, P Redpath, Mrs T Redpath and Mrs E Stokes (9).

Against: Cllrs B Yoxall and J Cooper (2)

Abstained: Cllr A Grant (1)

**RESOLVED**

That the window sills will be lowered now to enlarge the windows and that expenditure on the new internal fire doors (into the lobby) will also be authorised now.

(iii) Communications with Donors

Communications with donors and potential donors were discussed and suggestions made as to how these should be further developed.

Some Cllrs noted that they were a little confused as the scheme kept changing. Cllr J Cooper said that he would not vote for any of the modifications being proposed because the current project was not the same as the one that he had originally supported. Discussion continued.

(iv) Cleaners Cupboard

The Chairman of the CCWG reported that a solution had been found to the problem relating to the storage of the cleaners products and equipment. He proposed that the new cleaner's cupboard be taken out of the scheme

**RESOLVED** (9 votes for, 1 vote against, 2 abstentions)

That the new cleaner's cupboard be removed from the scheme.

(v) Perspex Screen

The Chairman of the CCWG proposed that a Perspex screen be fitted to cut out draughts.

**RESOLVED** (10 votes for, 1 against, 1 abstention)

That a Perspex screen will be fitted.

(vi) Re-fitting the Bar

The Chairman of the CCWG proposed that the CCWG recommendations for refitting the bar be approved by WTC

**RESOLVED** (11 votes for, one against)

That the CCWG recommendations for refitting the bar are approved by WTC

(vii) Internal Fire Doors

The Chairman of the CCWG proposed that the internal fire doors from the lobby be replaced with new ash or maple part glazed fire doors.

**RESOLVED** (11 votes for, one against)

That the CCWG recommendations for the internal fire doors are approved by WTC

(viii) Existing External Fire Doors

The Chairman proposed that WTC accept the CCWG recommendation that the existing external fire doors be retained.

**RESOLVED** (11 votes for, one against)

That the CCWG recommendations for the existing fire doors are approved by WTC.

(ix) Fire Safety Recommendations

The fire requirements advised by Chubb were discussed. The Mayor proposed that these should be action and Cllr C Carritt seconded this motion.

**RESOLVED** (10 votes for, 1 against, 1 abstention)

That any fire safety requirements must be done and funded from the property maintenance budget.

Cllr Mrs L Glees asked whether the user groups had been notified of the possible project delays and the Town Clerk confirmed that a letter had been drafted and would be sent the next day.

**WTC/305/11 PROPERTY UPDATE**

The Mayor declared a personal interest in Agenda Item 11, Property Update (ii) as she is friends with a tenant at the Community Centre.

(i) 24 Market Place

Cllrs received and considered the negotiations currently on-going with a prospective tenant for 24 Market Place. Carter Jonas has suggested that 2 others had expressed an interest.

**RESOLVED**

That Carter Jonas is asked for their advice as to whom WTC should lease 24 Market Place to

(ii) Community Centre Lease Renewal

WTC received and noted an estimate of the Henmans fees for this work

(iii) 8 Park Street

The CMfP noted that the tenant had moved out and that a new tenant was now being sought.

**WTC/306/11 SEALING OF DOCUMENTS**

None.

The meeting rose at 10.15pm.

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