

**MINUTES OF THE EXTRAORDINARY MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 17 JANUARY 2012
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE:

Mr Lunt from Carter Jonas also attended this meeting. .

WTC/270/11 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs P Jay and Mrs E Jay.

WTC/271/11 DECLARATIONS OF INTEREST

None.

WTC/272/11 PUBLIC PARTICIPATION

No members of the public wished to participate in this meeting.

WTC/273/11 PLANNING MATTERS

No Planning applications had been received since the previous meeting

WTC/274/11 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.

WTC/275/11 COMMUNITY CENTRE PROJECT

The Mayor welcomed Mr Lunt to the meeting. The Deputy Mayor was formally appointed as the Chairman of the Community Centre Working Group (CCWG) at its meeting of 12th January 2012. The Chairman of the CCWG reported progress on the refurbishment project. Additional savings have now been identified and the list of Grants and Donations has been updated. The net result of this is that WTC now has £11,750 towards the ancillary items listed in the grant applications to WREN and WODC.

The Chairman of the CCWG reminded Cllrs that at the meeting on 10th January three options for the ceiling/roof issue with a simplified Community Centre layout were considered. The CCWG recommended the following to WTC:

- a) A simplified layout with retention of the kitchen and bar in their present locations, but with upgrading of the bar.

- b) Double glazing of the windows on the side of the main hall (without enlargement), the fire doors, and the gable end window
- c) Removal of the present horizontal ceiling in the main hall and its replacement with a new horizontal ceiling 2.9 metres higher
- d) Upgrading of the heating system with a new, powerful boiler capable of heating the ground floor (and at a subsequent date when funds allow) the offices upstairs , and new radiators
- e) Rewiring, and new lighting in the main hall
- f) An improved small Meeting Room
- g) General redecoration
- h) Certain ancillaries (Portable stage etc,) dependent on the feedback from WODC to be advised orally at the meeting

The Chairman of the CCWG proposed that:

1. That Town Council approve the implementation of the proposals above (as quantified in Revised Version 8 of the spreadsheet dated 14/1/12) with a level of expenditure on the Structural Project of £140,244.41 including VAT, and a total contractual element to BHL and Carter Jonas of £129,050.01 including VAT, and that these be sent to WREN and WODC with the provisional Building Regs. Letter
2. That on confirmation from WREN and WODC the project may begin, Carter Jonas are instructed to appoint BHL and commence work immediately
3. That 1) and 2) above are subject to any further developments on retendering
4. That the Town Clerk is authorised to sign the contract in the presence of the Mayor.

Cllr Mrs E Stokes seconded this motion.

RESOLVED (11 votes for and 1 abstention)

That WTC would proceed with the four part proposal above.

The Chairman of the CCWG reported that the Clerk had contacted OALC to obtain their opinion as to whether it was necessary for this project to be re-tendered. The Clerk read out their response. It is the opinion of OALC that WTC should ask its professional property advisors to supply guidance on this matter and that WTC should follow the recommendation made by its professional advisors.

Mr Lunt passed a letter to the Clerk at the meeting that confirmed that it is the opinion of Carter Jonas that the proposed changes are not significant enough to warrant a re-tendering requirement. Mr Lunt noted that most of the alterations were already included as known variables within the project specification. The proposed contractor for this refurbishment project was reconfirmed. The recommendation of Carter Jonas was therefore that WTC proceed under the current tender.

Cllr T Gardiner proposed that Standing Orders be suspended to avoid any misunderstandings between what was resolved on the 20th December 2011 and the resolutions made by WTC on 3rd January 2012. He asked that SO79 be applied to suspend SO 36 (a) in relation to the decisions taken on the Community Centre Scheme. This motion was seconded by Cllr Mrs A Grant. Discussion followed. The Mayor noted that SO36 (a) had not been suspended during the meeting of 3rd January 2012. A Member called for a recorded vote:

For: Cllrs P Redpath, Mrs A Grant, T Gardiner and B Yoxall (4)

Against: Cllrs Mrs L Glees, Mrs P Richardson, C Carritt, J Cooper, E Poskitt and Mrs J Dunsmore (6)

Abstained: Cllrs Mrs T Redpath and Mrs E Stokes (2).

The motion therefore failed.

The Chairman of the Community Centre invited Mr Lunt to address the queries that had arisen at the most recent meeting of the CCWG and he clarified the following:

(i) The Lighting of the Lobby

Improved lighting in the lobby may be able to be funded from any underspend on the contingency fund. Mr Lunt recommended that for now the project be allowed to progress and that this matter be reviewed later.

(ii) Roof and Gutter Repairs

The main roof is satisfactory but the hidden valleys area above the main door may need some attention. A builder will be asked to check the valleys over the offices and if required, obtain a quote. Mr Lunt did not think that this should cost very much. Any work required will be funded from the WTC general maintenance budget. The CMfP said that although she had no objection to the work being done there was no contingency to pay for it from the CC budgets. The Mayor asked whether the contingency budget was specified between properties. The CMfP confirmed that this was not the case but noted that the total contingency budget had been cut back.

(iii) Drains

No problems with the drains are envisaged but Mr Lunt will ask the builders to remove the covers and check this.

(iv) Windows

(a) Colour of window frames

It was queried whether the PVC window frames could be brown on the outside but white on the inside. Mr Lunt did not foresee a problem with this and has asked the supplier to quote accordingly.

(b) Size of windows

Discussions arose about the option of replacing some of the existing side windows in the main hall with windows that were longer (but not floor to ceiling). The potential cost differences were discussed. Mr Lunt confirmed that FENSA approved contractors can self certify window installations and so

the final decision about windows can be made near the end of the project but he will ask the proposed windows contractors to confirm their lead times.

(v) Contingency

Mr Lunt confirmed that he will monitor the contingency carefully to ensure that it is not exceeded.

(vi) Damp under the stage

The likely reasons for damp seeping through the back wall of the hall were discussed along with possible solutions. Discussions will be held with the owners of the neighbouring properties if required.

(vii) Radiators

Mr Lunt explained the features of the radiators originally proposed and also those of the radiators now envisaged. Both makes are good models that will meet the requirements of the project.

(viii) Sound Insulation for one of the ground floor offices

One of the ground floor offices is next to the chair store and adjacent to the road and therefore noise can sometimes be a problem. Mr Lunt said that he had originally intended to remove the interconnecting door between the office and the chair store and brick up the space. However due to budget pressures this plan had been revised and it is now proposed that insulation should be fitted over the existing door and grill and then these be boarded off. Mr Lunt said that if funds became available the original plan could be reinstated but that he would require an instruction from WTC to do so. Mr Lunt noted that he would plan any work on this office around this tenant's working hours.

(ix) Donated Lights

Cllr T Gardiner queried whether the cost of taking the donated lights down, transporting them and then reinstalling them in Woodstock might be more expensive than purchasing new lights. He noted that the timings of this needed to be checked to ensure that they would be available when required. The Mayor confirmed that there would be no costs associated with taking these lights down but there will be a cost for transporting them Cllr Mrs E Jay will be asked to confirm this.

***ACTION:** Cllr Mrs E Jay will be asked to investigate the cost of transporting the donated lights to Woodstock.*

(x) Penalty Clause

Mr Lunt confirmed that damages of £50 per day would be applied if the builder does not meet the project timescale.

(xi) End Date

The end date for the project is currently anticipated to be 13th May 2012 but this is dependent on the start date for the project.

Mr Lunt agreed to deliver two large updated plans for display in the foyers of the Town Hall and Community Centre in order that residents can visualise the

revised scheme. The Mayor thanked Mr Lunt for attending the meeting. He left the meeting at 8.20pm.

The current position with regards to the WREN and WODC grants was then discussed and the Chairman of the CCWG confirmed that there were no matters giving rise to concern at this stage. An additional donor has written to the Mayor and confirmed that a contribution will be made to this project in due course. The amount is as yet unknown.

The Mayor noted that the garden at the back of the Community Centre is currently on the ancillary list although it had been included in the grant application to WODC. The Mayor proposed that this garden be included in the main proposal at the top of the wish list that might benefit from the £11,750. Cllr P Redpath seconded this motion. Discussion followed about the type of garden envisaged, the options for installing gates to make it secure and displaced parking. The Mayor confirmed that although it was not a requirement of the WODC grant it was a desirable feature.

RESOLVED (8 votes for, 3 votes against and 1 abstention).
That the garden be put at the top of the CC wish list .

WTC/276/11 PROPERTY MATTERS

(i) Park Street

The Council received and noted an update about the current position relating to this property. The CMfP proposed that WTC follow the course of action recommended by the Council's solicitors. This motion was seconded by Cllr J Cooper. Discussion followed about the possible cost associated with this. A member called for a named vote the result of which was as follows:

For: Cllrs E Poskitt, C Carritt, J Cooper, Mrs L Glees and Mrs J Dunsmore (5)

Against: Cllrs T Gardiner, Mrs A Grant, Mrs T Redpath, P Redpath, E Stokes, Mrs P Richardson and B Yoxall (7)

The motion therefore failed.

Cllr T Gardiner proposed that the Clerk write to the tenant to inform the tenant that the outstanding rent will be deducted from the rent deposit and that the tenant is required to repay and make good the rent deposit within 14 days of the letter or WTC would take further action, and that OALC would be asked to comment on the draft letter prior to it being finalised. This motion was seconded by the Deputy Mayor. Discussion followed during which the Mayor asked the Clerk whether she wished to comment. The Clerk said that because she is not a property expert she advised the council against sending a letter that had not been sent to WTC's professional advisors for comment first. Cllr T Gardiner said that he would help construct the draft that would be sent to OALC for comment.

RESOLVED (7 votes for, 1 against and 4 abstentions).

That Cllr T Gardiner will help the Clerk draft a letter to the tenant of 8 Park Street which will then be sent to the solicitors at OALC/NALC for comment before it is finalised.

Cllr J Cooper asked that it be noted in the minutes that he had voted against this proposal.

It was noted that Cllr P Redpath would like to join the Property Working Group. The Mayor agreed to this request.

The meeting rose at 9.10pm.

Signed Date