

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 9th SEPTEMBER 2014
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr J Cooper (Mayor)
Cllr B Yoxall
Cllr P Jay
Cllr L Maybury
Cllr E Poskitt

Cllr M Robertson (Deputy Mayor)
Cllr C Carritt
Cllr Mrs E Stokes
Cllr S Parnes
Cllr Mrs E Jay

ALSO IN ATTENDANCE: Approximately 40 members of the public, County Cllr I Hudspeth and Mr Huw Mellor from Kemp and Kemp – WTC’s planning advisors.

WTC/100/14 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllr T Wray.

WTC/101/14 DECLARATIONS OF INTEREST:

Cllr E Poskitt registered a disclosable pecuniary interest in agenda item 11 Planning, (v) Cherwell District Council Application 14/00049/SCOP for 1500 new dwellings and further development adjacent to Woodstock as she has a house on Hedge End.

The following Cllrs notified the meeting of general interests:

Cllr E Poskitt – Agenda item 11 Planning as a West Oxfordshire District Cllr who sits on the Uplands Planning Committee.

Cllr J Cooper (the Mayor) – Agenda item 11 as a West Oxfordshire District Cllr who is involved in planning.

Cllr Mrs E Stokes - Agenda Item 11 (b) Ref: 14/1134/P/FP: Woodstock Youth Club, Woodstock as she is a member of the Youth Club committee.

Cllr C Carritt - Agenda Item 11 (b) Ref: 14/1134/P/FP: Woodstock Youth Club, Woodstock as treasurer of the Youth Club committee.

The Mayor asked the Council for its agreement to bring forward agenda item 5 Planning Report about the Local Plan from Kemp and Kemp and the Council agreed to do so.

WTC/102/14 MINUTES: The minutes of the Town Council meeting that took place on Tuesday 12th August 2014 were approved by the Council and signed by the Mayor as a correct record.

WTC/103/14 PLANNING REPORT ABOUT THE LOCAL PLAN FROM KEMP & KEMP

The Council received and considered a report written and presented by Mr Huw Mellor, Kemp and Kemp about the Draft Local Plan. A copy of this report is available from the Town Council office.

The Mayor proposed that WTC submit the Kemp and Kemp report to WODC and this motion was seconded by Cllr B Yoxall. Discussion followed. Cllr P Jay proposed an amendment that this Council taking full account of the report that it has received from Kemp and Kemp reaffirms its strong opposition to all large scale housing development in Woodstock, at least until such time as the required associated infrastructure investment has been fully identified, committed to and funded by the relevant public authorities especially the County Council and the District Council. Cllr B Yoxall said that he would accept this amendment if the Kemp and Kemp report was also submitted but Cllr P Jay did not agree to this. Cllr S Parnes seconded Cllr P Jay’s amended proposal. The Council agreed to take the two motions separately: A Member called for a named vote the results of which were as follows:

Motion 1 proposed by The Mayor and seconded by Cllr B Yoxall:
For: Cllrs J Cooper and B Yoxall (2)
Against: Cllrs L Maybury, Mrs E Jay, P Jay, Mrs E Stokes and C Carritt (5)
Abstentions: Cllrs M Robertson and E Poskitt (2)

The motion fell.

Motion 2 proposed by Cllr P Jay and seconded by Cllr S Parnes was then taken:
For: Cllrs S Parnes, P Jay, B Yoxall, Mrs E Stokes, M Robertson and J Cooper (6)
Against – None
Abstentions: Cllrs L Maybury, Mrs E Jay, C Carritt (3)
Cllr E Poskitt did not take part in the vote.

RESOLVED that this Council taking full account of the report which it has received from Kemp and Kemp, reaffirms its strong opposition to all large scale housing development in Woodstock, at least until such time as the required associated infrastructure investment has been fully identified, committed to, and funded by the relevant public authorities especially the County Council and the District Council.

Action: *The Town Clerk will submit the Town Council's response to the Draft Local Plan to WODC.*

The Mayor asked and received the Council's agreement to bring forward and consider Agenda Item 11 (v) Planning, Cherwell District Council (CDC) Application 14/00049/SCOP for 1500 new dwellings and further development adjacent to Woodstock.

WTC/104/14 PLANNING

(v) Cherwell District Council Application 14/00049/SCOP for 1500 new dwellings and further development

Cllr E Poskitt left the room before this item was discussed as she had previously declared a pecuniary interest.

Mr H Mellor explained that this was not a planning application but a scoping opinion which is part of a process that enables the applicants (developers) to engage with the planning authority (CDC in this case) with a view to resolving the precise and extant level of information reports that will come forward in the planning application when it is submitted.

Cllr C Carritt proposed that WTC opposes this scoping opinion on the grounds that the scale of the development is incompatible with the present social infrastructure and demography of Woodstock. Cllr Mrs E Stokes seconded this motion and discussion followed.

Cllr S Parnes proposed an amendment to the proposal, which was seconded by Cllr P Jay, whereby the following text would be inserted: "in addition

1. The Applicant's "consultation" event held 11th September, is too late for the Parish/Town consultees to respond fully as these bodies typically will have already have had their September meetings and will not have another before the CDC closing date for responses at the end of September.

2. The applicant's public references to an anticipated 20 year period of development for the proposed site is unreasonable. To subject neighbouring residents to a generation of building site activity is unreasonable.

3. For a town or development to be split by a boundary separating two different District Councils is impractical.

4. The application's reference to an ancient monument of Roman Villa raises concerns, and questions as to why the site has not been previously publicly promoted for tourism and research.

5. The proposed addition of a school is not accompanied by any assessment of the existing primary school, the secondary school, or the Woodstock Partnership of Schools.

6. Woodstock Town Council does not support further development on the site of the existing Woodstock CE Primary School if the intention is to amalgamate the existing primary school into the new school.

7. The proposal amounts to overdevelopment & Intrusion into the countryside:

The Planning Inspectorate Report to the Local Plan 2011 Enquiry said of the "Woodstock East site" (on the WODC side of the boundary with Cherwell), in relation to approximately 180 dwellings, being a fraction of the current CDC proposal: "The proposed development is excessive when measured against the scale of this small, attractive market town."

The West Oxfordshire Local Plan 2011 – Inspector's Report , section on Housing, is available online at <http://www.westoxon.gov.uk/media/310258/Section-5-Housing.pdf> ; and the section on the 180 dwellings proposed for 'Woodstock East' is on pages 89-96.

Further, the inspector concludes on page 95-96 in relation to 'Woodstock East':

"5.237 I turn now to the setting of the town. The landscape is flat and photographs submitted by the Council and the promoters of Shipton Road (514) show how trees and hedges can screen development. The allocated site is bordered to the west by housing and to the north by the playing field to Marlborough School. The plan provides for structural landscaping on the eastern boundary of the site, probably in the form of a thick shelter belt and a strong hedge, to screen views from that direction. This boundary also forms the boundary between West Oxfordshire and Cherwell District Council and I consider that it comprises a defensible limit to further expansion to the east (401)..."

"5.239 In this case it is the scale of development which concerns me. On the housing front the Council are largely driven by the need to provide affordable housing but I say above why I am not persuaded that Woodstock needs the number of affordable units the Council seeks and why I consider it would be better to spread provision around the District. One objector argues that the Council introduced the non-residential uses in order to fill the field subject to the allocation. (514) I have some sympathy with this view given the paucity of evidence to support the employment allocation, the need for community facilities or the amount of public open space proposed.

"5.240 Notwithstanding the existing and proposed landscaping, the Proposal would constitute a significant incursion into the open countryside to the east of the town. I also consider that the size of the proposed development is excessive when measured against the scale of this small, attractive market town.

RECOMMENDATION

5.241 R5.36 Delete Housing Proposal 3, Woodstock East"

Cllr C Carritt did not accept the proposed amendment because this was a scoping study and most of the points put forward by Cllr S Parnes would be covered when the planning application comes in.

The amended motion was then put. A Member called for a named vote the result of which was

For: Cllrs S Parnes, P Jay, B Yoxall and J Cooper (4)
Against: Cllrs L Maybury, Mrs E Jay, C Carritt and M Robertson (4)
Abstention: Cllr Mrs E Stokes (1)

As the vote was tied the Mayor used his casting vote and voted against this motion because it would have been creating new Council policy on a casting vote and it would be inappropriate to do so.

Cllr C Carritt's motion was then put and the result of the vote was:

For: Cllrs C Carritt, B Yoxall, L Maybury, Mrs E Jay, Mrs E Stokes, J Cooper and M Robertson (7)
Against: Cllrs S Parnes and P Jay (2)

RESOLVED that WTC opposes this scoping opinion on the grounds that the scale of the development is incompatible with the present social infrastructure and demography of Woodstock.

The Mayor asked the Council to agree to take the public participation agenda item next and they agreed to do so.

Cllr E Poskitt came back into the room and re-joined the meeting at this point.

WTC/105/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

The following residents addressed the Council:

- (i) Mr M Phillips addressed the Council about parking in the centre of Woodstock on behalf of a group of 91 residents who live in the centre of town who had concerns about the enforcement and parking proposals arising from the recent parking review.
- (ii) Mr M Allen addressed the Council about planning developments in Woodstock and concerns about the number of shops that are being converted into houses when Woodstock needs to maintain a vibrant centre. WODC and WTC need to have a strategy to prevent this from happening. He also noted that although many people did not want additional housing it will be built and so the town should push for affordable housing and resist any proposals for a new supermarket.
- (iii) Dr R McGurrian, Chairman of WAG, addressed the Council about the Neighbourhood Planning Working Group. He said that WAG would fight the CDC proposal for 1500 new dwellings with every resource that it has and believed that the people of Woodstock would support their stance.
- (iv) Mrs T Redpath addressed the Council about her concerns about the CDC scoping proposal for 1500 houses. She noted the current presumption in favour of developers and said that she had serious concerns about an additional supermarket and other retail outlets being built
- (v) Mrs J Dunsmore addressed the Council about her concerns about the extent of CDC Application 14/00049/SCOP on a World Heritage Site and quoted from a recent article in the Oxford Mail. Mrs Dunsmore noted that it will need a lot of consultation with many agencies such as English Heritage and Natural England and that both planning authorities will receive identical applications. The S111

agreement allows for the authority with the smaller part of the development being affected (WODC) to see the whole application and listed the type of issues that should be considered. She hoped that the Council would stay alert, call a Town Meeting when the time was right and employ Mr Mellor to advise the Council so that Woodstock can object with one strong voice.

WTC/106/14 CHANGES ON WOODSTOCK TOWN COUNCIL

(i) Resignation of a Councillor

The Mayor reported that Mrs V Edwards had resigned from the Council and that if an election was called for by residents there would be a by-election.

(ii) Appointment of a new Council Member for Property

The Mayor proposed, Cllr E Poskitt seconded the motion it was

RESOLVED that Cllr M Robertson is the new Council Member for Property.

(iii) Appointment of a Chairman for the Environment Committee and update its terms of reference

The Mayor noted that Cllr C Carritt wished to stand down as the Chair of the WTC Environment Committee. It will be up to the Environment Committee to elect a new Chair but the Mayor proposed that Cllr P Jay be appointed to the Environment Committee as he has indicated that he would be willing to take this duty on. Cllr E Poskitt seconded this motion

RESOLVED that Cllr P Jay has joined the WTC Environment Committee.

Cllr P Jay will continue to serve on the Mayor's Committee as Council member for Finance.

(iv) Council Representation on the Youth Club

The Mayor noted that the Youth Club is currently looking into changing its constitution and so this item will be held in abeyance.

WTC/107/14 COUNTY AND DISTRICT COUNCILLORS UPDATES

(i) Report from County Cllr I Hudspeth

The Council received and noted the September report from County Cllr I Hudspeth.

(ii) Report from District Councillors J Cooper and E Poskitt

The Council received and noted the September report from District Cllrs J Cooper and E Poskitt. Cllr S Parnes asked WODC to note that the current CDC consultation should not be during the holiday period and the Mayor agreed to feed this comment back to WODC.

WTC/108/14 COMMUNICATIONS

The Mayor noted that:

- (i) There will be a memorial service for Dr Barrett, the former county archivist, on 9th October at Hertford College Oxford.
- (ii) He has written to the Woodstock Primary School and asked them to design the Woodstock Town Council Christmas card this year.
- (iii) He has been invited to attend the official opening of the SOFO museum by HRH Princess Anne.

WTC/109/14 QUESTIONS: None.

WTC/110/14 MOTIONS PRESENTED TO COUNCIL: None

WTC/111/14 PLANNING

(i) Planning Applications. The Mayor and Cllr E Poskitt declared general interests as District Cllrs involved in Planning. The following planning applications were received and considered.

a) Ref: 14/1103/P/FP: 5 Farm End, Woodstock.
Erection of single storey extension with extended balcony above (to allow amendments to previously approved application 14/0749/P/FP)

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

b) Ref: 14/1134/P/FP: Woodstock Youth Club, Recreation Road, Woodstock.
Removal of existing youth club and erection of replacement building with associated works.

RESOLVED that Woodstock Town Council supports this planning application.

c) Ref: 14/1154/P/FP: Field Barn Cottages, Woodleys, Woodstock
Erection of two storey side extension and part change of use to form chiropractic clinic.

RESOLVED that Woodstock Town Council **OBJECTS** to this planning application based upon traffic concerns. The access is unsuitable for traffic joining a principal road i.e. the A44.

d) Ref: 14/1214/P/FP: 37 Hill Rise, Woodstock
Erection of single storey rear and two storey front extensions.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

e) Ref: 14/1223/P/FP: 10 High Street, Woodstock
Part change of use from retail (A1) to residential (C3)

RESOLVED that Woodstock Town Council **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. Please refer to the Council's previous response to planning application (Ref: 12/1724/P/FP - Alterations and extensions to rear elevation including change of use of butchers shop to enlarge existing dwelling).

The Council noted that the planning application description did not entirely reflect the situation because if approved this property would no longer retain any retail facilities.

(ii) Neighbourhood Planning Working Group
The Council received and noted a report and recommendation about the membership and Terms of Reference of the Neighbourhood Planning Working Group from Cllr T Wray. .

(iii) Rights of Access Across the OWL Reserve
The Mayor reported that he had nothing further to add about this matter at this time.

- (iv) Perceived Adverse Effects to Woodstock from Planning Applications for Development in Long Hanborough

The Council received and considered a report and motion from Cllr S Parnes. The motion was not seconded and so fell.

WTC/112/14 TOWN CENTRE PARKING REVIEW

The Council received and considered a report from Cllr C Carritt. Cllr C Carritt responded to some of the points raised during the public participation session. The Mayor noted that there was a recommendation in the Environment Committee report (Agenda Item 15 minute EC/20/14) that the Council agreed to bring forward and consider at this point in the meeting. The Mayor read out the recommendation of the Environment Committee. Discussion followed and the motion was then put.

RESOLVED (5 votes for, 3 votes against and 2 abstentions) that Cllr C Carritt:

1. Be delegated to discuss modifying the parking review proposals along the lines outlined in this paper (Report to EC 26/08/2014 – Town Centre Parking Review) and report back to Council in due course; and
2. Approach Blenheim Estates to see if they will agree to any overnight parking outside the Blenheim Gate for Town Centre residents.

WTC/113/14 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – September 2014

The Council received and considered the report of the Responsible Financial Officer.

- (i) The List of Payments for August

RESOLVED that the list of payments totalling £18,387.68 made in the month of August 2014 are approved.

- (ii) Bank Reconciliation Statements for August 2014

The Council received and noted the bank reconciliation statements.

- (iii) Summary and Detailed Income & Expenditure Statements for August 2014

The Council received and noted the summary and detailed income & expenditure statements.

- (v) Budget Review 2014/15

The Council received and considered the 2014/15 budget review report from Cllr P Jay. Cllr P Jay proposed, Cllr B Yoxall seconded the motion and the Council

RESOLVED (9 votes for and 1 abstention) that the updated version of the Budget papers (Budget Review 2014-15 (4)) and the changes to the Budget for 2014/15, as in the Review spreadsheets (BUD001 – BUD005 and BIGPIC) are now agreed.

WTC/114/14 COMPUTER BACK-UP FACILITIES

The Council received and noted an oral update from the Deputy Mayor. Further investigations are required and then a recommendation will be brought to Council.

WTC/115/14 ENVIRONMENT COMMITTEE

The Council received the minutes from the Environment Committee that took place on 26th August 2014. The only recommendation contained in these minutes had been considered earlier in the meeting. The Environment Committee minutes were therefore noted. Cllr E Poskitt thanked, on behalf of the Council, the Deputy Mayor and the Town Clerk for delivering the playgrounds refurbishment project.

Cllr P Jay asked that in accordance with S.O 5a (vii) that if his motion at Agenda Item 18 (ii) has not been taken before 22.15 it be brought forward and taken forthwith and the Council agreed to do this.

WTC/116/14 MAYOR'S SUNDAY

The Mayor invited Cllrs to comment upon the value of holding a Mayor's Sunday. It was suggested that it was up to each Mayor to make this decision when they are elected. The Mayor noted that August 2015 it would be 70 years since the end of WWII in the Far East and that whoever is Mayor may want to be associated with it.

WTC/117/14 PROPERTY REPORT

(i) Property Report

The Council agreed to defer this item until after item (iv) in order that members of the public could hear the other property items.

(ii) Marketing Plan

The Council received the marketing plan for the Council property. The CMfP noted that this had been drafted by the former CMfP and asked for it to be deferred to October and then re-circulated.

ACTION: *The Town Clerk will include this item on the next Town Council agenda.*

(iii) Rent: 4 Park Street

The Council received and considered a report from Cllr B Yoxall. Cllr B Yoxall proposed that before the Council considers its budget next month WTC get a second opinion from Breckon and Breckon. Cllr Mrs E Stokes seconded this motion. Discussion followed. The motion was then put and fell on a vote (2 votes for, 6 votes against and 2 abstentions).

(iv) Property Management Routine Contract Review

The Property Management contract is due to be reviewed. Cllr C Carritt and the previous CMfP have both reviewed the current contract document but the new CMfP had not yet had time to look at it and so this matter will be brought forward to the October meeting.

ACTION: *The Town Clerk will include this item on the next Town Council agenda.*

WTC/118/14 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that in view of the commercial nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

(v) Property Report

The Council received and considered a report from the Town Clerk and recommendation from Carter Jonas about a prospective tenant for the upstairs offices in the Community Centre.

RESOLVED (unanimous) that Carter Jonas be instructed to:

1. Negotiate a rent of approximately £9,000 per annum for the entire upstairs office.
2. Progress this let as soon as possible

WTC/119/14 STAFFING MATTERS

The Council received and considered the following:

(i) Update on Staff Contract Pay Scales

The Council received and considered a report and recommendation from the Deputy Mayor about the pay scales for hourly paid staff.

RESOLVED that the recommendation in the paper from the Deputy Mayor is approved.

The Town Clerk then left the meeting and the remainder of the proceedings were minuted by the Town Mayor.

(ii) To receive and consider a motion from Cllr P Jay

Cllr Mr Peter Jay proposed the following motion and it was seconded by Cllr Dr E Poskitt.

The Council:-

1. Regrets that a staff assessment has, contrary to best practice and due confidentiality, been discussed in private e-mails between councillors;
2. Confirms its confidence in the Mayor and his handling of this matter,
3. Confirms its confidence in the Town Clerk and discharge of her duties; and
4. Invites the Mayor to inform the Town Clerk accordingly of the Council's support.

Cllr B Yoxall left the meeting at this point.

RESOLVED that the above motion was passed unanimously.

The meeting closed at 22.25pm

Signed Date