

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ENVIRONMENT COMMITTEE HELD AT 7:55 PM
ON TUESDAY 28th JUNE 2016
IN THE MAYOR'S PARLOUR,
WOODSTOCK TOWN HALL**

PRESENT:

Cllr S Parnes (Chairman)
Cllr Mrs A Grant
Cllr P Redpath

Cllr F Collingwood (Deputy Mayor)
Cllr E Poskitt (Mayor)

Also in Attendance: Cllr P Jay and one resident.

EC/1/16 ELECTION OF CHAIRMAN: Cllr P Jay opened the meeting as the outgoing Chairman of the Environment Committee and asked for nominations for the position of Chairman. Cllr P Redpath nominated Cllr S Parnes and this nomination was seconded by Cllr Mrs A Grant. There were no other nominations and Cllr S Parnes was duly elected and took over the Chair from Cllr P Jay. The new Committee Chairman said that specific roles would be decided at the next meeting.

EC/2/16 APOLOGIES FOR ABSENCE: Apologies for absence were received from Cllrs Mrs S Rasch and Mrs E Stokes.

EC/3/16 DECLARATIONS OF INTEREST: None.

EC/4/16 APPROVAL OF THE MINUTES:

RESOLVED: That the minutes of the meeting of the Environment Committee held on 26th April 2016 were approved as a true record by those present at that meeting and were signed by the Chairman of the Environment Committee.

EC/5/16 PUBLIC PARTICIPATION: None.

EC/6/16 MOTIONS. None.

EC/7/16 WATER MEADOWS.

(i) Annual Inspection

The recent annual inspection report produced by John Hicks was received and noted. This has already been sent to the Wychwood Project.

ACTIONS: *The Town Clerk will:*

- 1. Notify Mr Hicks and the Wychwood project of the fourth official entrance to the water meadows at Brook Hill.*
- 2. Invite the Wychwood project staff to contact Cllr P Redpath in order that he can meet with them and point out where sink holes are starting to appear along the path.*

(ii) Press Release

The Committee received and noted a press release from the Wychwood project informing the public that it has taken over the management of the Water Meadows and which advertised the Family Open Day which is being held on Thursday 11th August 2016.

ACTIONS:

1. *The Town Clerk will arrange for the press release to be put on the WTC web site with the date of the Family Open Day highlighted in bold.*
2. *The Town Clerk will arrange a meeting between herself, the Director of the Wychwood Project Director and the Chairman of the Environment Committee to brief the Chairman about the contract. At this meeting the Wychwood project will be asked to provide a ponds update.*

EC/8/16

APPLICATIONS FOR TOWN GREEN STATUS: Cllrs received and considered an update from the Mayor about progress with the applications for two Town Greens. The forms are proving to be hard to complete on-line. The Committee noted the need for momentum in light of the SHELAA.

ACTIONS:

1. *The Mayor and Cllr P Redpath will speak to Honorary Townsman Mr John Banbury to confirm if he can add anything to the draft applications.*
2. *The Deputy Mayor will work with the Mayor to try and enable her to fill in the application electronically.*
3. *The Town Clerk will include this as an agenda item for the next Environment Committee.*

EC/9/16

TREES AT THE OWL: The Committee received and considered a report from the Town Clerk. Following a resident's request for WTC to undertake maintenance on a tree on the OWL extension a contractor had visited the site and confirmed that there are currently no health and safety risks associated with this tree. Cllr P Jay reminded Cllrs of the existence of the Residents Forum and that WTC should notify these residents of any tree work beforehand. He also reminded Cllrs that the tree work on the OWL is considered on a case by case basis. The Town Clerk reported that WODC have been asked to confirm whether any Tree Protection Orders (TPO's) apply to trees on the OWL extension and is currently awaiting a response. Cllr Mrs A Grant proposed, Cllr F Collingwood seconded the motion and the Council

RESOLVED that if the tree in question is not the subject of a TPO that the resident be invited to cut the branch off at his own cost.

ACTION: *The Town Clerk will send members of the Environment the constitution of the Residents Forum along with the most recent set of minutes that are available.*

EC/10/16

STATE OF TOWN CENTRE: Cllrs received and considered a letter from a resident about mess in the town. The Chairman of the Environment Committee noted that this was a matter for WODC or OCC and not part of

the Town Councils remit. The Committee noted the current restraints on the BLOOM Committee and

RESOLVED: that the Deputy Mayor and Town Clerk draft a response to the resident that explains the current situation faced by BLOOM and invites him to start an initiative to help boost BLOOM volunteer numbers or suggest alternative solutions as to how this problem might be addressed.

ACTIONS:

1. *The Mayor will include an item about this issue in the next WTC newsletter.*
2. *The Mayor will contact Wake Up to Woodstock and ask them to invite their members to help address this problem.*
3. *The idea of a competition between neighbouring areas within Woodstock will be considered in the future.*

EC/11/16 **REPORT ON THE PLAY AREAS:** The Committee received and noted the annual play inspection report that had been undertaken by Mr John Hicks.

ACTION: *The Town Clerk will meet with the WODC contractor who undertakes the routine health and safety checks at the play areas and agree how the recommendations made in the report will be addressed.*

EC/12/16 **CHRISTMAS LIGHTS:** The Committee received and considered two reports: one was a technical report from former Cllr Colin Carritt and the other a budget report from the Town Clerk. Discussion followed.

ACTIONS:

1. *The Mayor will establish a team to manage the Christmas Lights 2016 fundraising efforts. She will ask Cllr B Yoxall and some of the unsuccessful candidates who had stood for Council whether they would be prepared to help.*
2. *The Mayor will speak to Wake Up to Woodstock to discuss how they might be able to help raise the funds required.*
3. *The Town Clerk will put this item on the next agenda for the Environment Committee in order that it can set out the issues and make a recommendation to the full Town Council when it meets in September.*
4. *Cllr P Redpath will speak to the Co-op about the possibility of placing a donations box within the Woodstock branch.*

EC/13/16 **GREGGS FOUNDATION:** It was noted that although the Greggs Foundation is currently offering grants there was in-sufficient time to apply before the current deadline.

ACTION: *The Town Clerk will find out more information about the scheme and whether they might fund the purchase of replacement Christmas Lights.*

The meeting finished at 9.02 pm.

Signed.....

Date:.....