

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ENVIRONMENT COMMITTEE HELD AT 7:30 PM  
ON TUESDAY 25<sup>th</sup> AUGUST 2015  
IN THE MAYOR'S PARLOUR,  
WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr P Jay	Cllr E Poskitt (Mayor)
Cllr Mrs E Jay	Cllr Mrs S Rasch
Cllr C Carritt (Deputy Mayor)	

**Also in Attendance:** Cllr B Yoxall, Cllr S Parnes and five residents.

**EC/14/15 APOLOGIES FOR ABSENCE:** Cllr Mrs E Stokes.

**EC/15/15 DECLARATIONS OF INTEREST:** No pecuniary interests were declared. Cllr E Poskitt declared a general interest in the Agenda item 5 Planning, as a West Oxfordshire District (WODC) Cllr who sits on the Upland Sub-Committee. Cllr C Carritt declared a general interest in Agenda Item 5 Planning (c) 15/02906/HHD and 1502908/LBC 120 Manor Road Woodstock, as he is a client of the applicant.

**EC/16/15 APPROVAL OF MINUTES**

**RESOLVED:** That the minutes of the meeting of the Environment Committee held on 23<sup>rd</sup> June 2015 were approved as a true record subject to the following amendment:

EC/6/15, Action 2: The name referred to in this action was amended to read 'Larkin'.

The minutes were then signed by the Chairman of the Environment Committee.

**EC/17/15 PUBLIC PARTICIPATION:**

Mr John Hodges addressed the Environment Committee about residents' concerns about HGV's and other traffic in Brook Hill. Mr Hodges distributed information about a canvassing of opinion that that he has undertaken in Brook Hill, Upper Brook Hill, Union Street, Glyme Close and Green Lane. 44 residents had responded. He also distributed a series of photographs to illustrate his concerns. Mr Hodges recommended that the quarterly surgeries that used to be held between Owen Mumford's and residents should be reinstated.

The Chairman asked if the Environment Committee would agree to bring forward the item about Brook Hill at Agenda Item 9 and they agreed to do so.

## **EC/18/15 HIGHWAYS AND TRANSPORT**

The Environment Committee received and considered the recommendation from the first meeting of the Owen Mumford's Traffic Issues Working Group. This working group proposed that

“OCC should conduct traffic surveys designed to gather the required evidence about whether or not the HGV traffic in the area is tolerable.”

Discussion followed during which Cllr B Yoxall asked for an amendment to the proposal whereby the words “and private car traffic” be inserted after ‘HGV traffic. Cllr C Carritt seconded this amendment. This amendment was voted upon by the EC and

**RESOLVED** (4 votes for, 1 vote against and 1 abstention) and so the amendment became part of the motion

Cllr C Carritt proposed a further amendment so that the following new clause would be as added to the end of the motion, viz. that “Mr Mark Owen should be invited to become a member of the Traffic Advisory Committee”. The amendment was seconded by The Mayor and

**RESOLVED** (unanimous).

The doubly amended motion was then discussed and a vote followed whereby the EC

**RESOLVED** (unanimous) that:

1. OCC should conduct traffic surveys designed to gather the required evidence about whether or not the HGV traffic and private car traffic in the area is tolerable.
2. Mr Mark Owen should be invited to become a member of the Traffic Advisory Committee.

## **EC/19/15 PLANNING:** Cllr E Poskitt declared a general interest. The following applications were received and considered:

a) Ref: 15/02869/HHD – 5 Crecy Walk, Woodstock: Single and two storey extension.

**RESOLVED** (unanimous) that WTC wishes to make no comment about this planning application.

b) Ref: 15/02870/FUL – Natwest 16 Market Place, Woodstock: Replacement of existing ATM with upgraded model.

**RESOLVED** (unanimous) that WTC wishes to make no comment about this planning application.

c) Ref: 15/02906/HHD and 15/02908/LBC – 120 Manor Road, Woodstock: Replacement windows and porch. Creation of parking spaces to front. Cllr C Carritt declared general interest and did not take part in the vote.

**RESOLVED** that WTC wishes to make no comment about this planning application.

d) Ref: 15/02950 & 15/02951/LBC – 7 Park Street: Single storey rear extension, loft conversion, internal alterations and remedial works to main house and to outbuilding.

**RESOLVED** that WTC wishes to make no comment about this planning application.

**ACTION:** *The planning responses will be sent to WODC.*

**EC/20/15**

**WATERMEADOWS**

A report from Cllr Mrs E Jay was received and considered and the EC agreed the following

**ACTIONS.**

1. *The Town Clerk will formally write to the Probation service and thank them for their help in pulling up Himalayan Balsam at the Woodstock Water Meadows. She will invite them to come back to repeat this task annually.*
2. *The Town Clerk will formally write to the Primary School to thank them for bringing the children to help on the Water Meadows and to express the wish that this become an annual event.*
3. *The Town Clerk will apply to the Environment Agency for permission for professional contractors to spray the Himalayan Balsam, Japanese knotweed and other invasive weeds that are flourishing on the Water Meadows*
4. *Cllr Mrs E Jay will clarify to the Town Clerk the specific work that Mr Doherty should be asked to undertake at the Water Meadows this year. This will include coppicing the over-dense Saxon hedging.*
5. *Cllr Mrs E Jay will work with Cllr C Carritt to produce a specification for the tree work that is required on the water meadows this year in order that the Town Clerk can then get three quotes for this.*
6. *Cllr Mrs E Jay will continue to investigate the possibility of contracting the management of the Water Meadows out to suitably qualified organisations. Cllr C Carritt offered to help Cllr Mrs E Jay draw up a specification if formal quotations are to be sought.*

It was noted that:

1. There will in late September be a meeting on the Water Meadows of various parties to discuss how work being done upstream will affect the Water Meadows, Members of the EC were invited to attend this meeting.
2. Any additional budget requests for this year will be assessed as part of the budget review and any additional budget for later years will be assessed as part of the budget process.

**ACTION:** *The Clerk will consult a barrister about the responsibility of the mill-owner for maintenance of the Mill Stream.*

**EC/21/15 PLAY AREAS**

A report and recommendation about the repairs to the football pitch at Old Woodstock was received. Three quotes had been received and evaluated by Cllr Carritt. The EC considered the quotes and recommendation contained in the report. The EC

**Recommends to Council that approval is given for Contractor A to be appointed to undertake the required work at the Old Woodstock Football Pitch at a cost of £3082 plus VAT.**

**EC/22/15 INFRASTRUCTURE PRIORITIES**

The Environment Committee received and considered a motion submitted by Cllr B Yoxall. The Mayor proposed Cllr C Carritt seconded the motion and the EC

**RESOLVED** (4 votes for and 1 abstention) that the EC

**Recommends to Council at the September TC meeting that in view of the great uncertainty as to the best way forward to progress this subject, as reflected in the discussion and voting at the August Town Council Meeting which was, in any case, sparsely attended with only 7 councillors present, further discussion of this item is deferred until after the Planning Committee hearings on Woodstock East.**

**EC/23/15 HIGHWAYS AND TRANSPORT (continued):**

The Crown Scaffolding Licence. A letter submitted by email from the Mayor to OCC and WODC about the scaffolding, skips, kegs and rubbish in The Shambles was received and discussed. The Mayor said that there will be a meeting next week between herself, OCC and WODC to discuss this matter further.

Cllr P Jay proposed, Cllr C Carritt seconded the motion and the EC

**RESOLVED that the EC notes the Mayor's letter with warm approval and commends it to the Council.**

**EC/24/15 NEW ROAD PLAY AREA COMPLAINT**

(i) Update from the Chair about the complaint about New Road Play Area.

Cllr P Jay updated the EC about the steps that been taken to date to progress the complaint from a group of residents about the 'Inaction of Woodstock Town Council to Informal Complaints by Residents Concerning Noise Nuisance/Annoyance at New Road Play Ground.' It was noted that acting upon the advice of its solicitors, the Council will not at this time be proceeding further with investigating the residents' formal complaint about the play area in New Road.

**EXCLUSION OF THE PUBLIC AND PRESS**

The Deputy Mayor proposed, Cllr P Jay seconded the motion and it was

**RESOLVED** that in view of the confidential 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).

(ii) To receive and consider legal matters arising from the complaint.

Cllr C Carritt updated the EC about a meeting that was held with the two parties to the possible legal action against the Council, three other residents whom they wished to invite, the Mayor and the Deputy Mayor. The Chairman of the EC, had been unfortunately unable to attend the meeting although he had intended to do so.

Cllr C Carritt reported that this had been a very amicable meeting that was both productive and positive and had helped move matters forward. Two actions agreed at this meeting are currently being progressed by the Town Council. The Town Council is currently awaiting Henmans’ advice about a proposal from the residents concerning the potential legal action and the formal complaint.

The EC noted this report

**The council then went back into public session.**

The meeting finished at 8.53 pm

Signed.....

Date:.....