

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ENVIRONMENT COMMITTEE HELD AT 7:30 PM
ON TUESDAY 28TH APRIL 2015
IN THE MAYOR'S PARLOUR,
WOODSTOCK TOWN HALL**

PRESENT:

Cllr P Jay (Chairman)
Cllr Mrs E Jay
Cllr Mrs E Stokes

Cllr J Cooper (Mayor)
Cllrs L Maybury

Also in Attendance: Cllr E Poskitt and two residents.

EC/51/14 APOLOGIES FOR ABSENCE: Cllrs C Carritt, M Robertson and S Parnes.

EC/52/14 DECLARATIONS OF INTEREST: No pecuniary interests were declared.

Cllrs E Poskitt and J Cooper both declared a general interest in Agenda Item 5 Planning, as they are West Oxfordshire District (WODC) Cllrs who are involved in planning.

EC/53/14 APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Environment Committee held on 24th February 2015 were approved as a true record and were then signed by the Chairman of the Environment Committee.

EC/54/14 PUBLIC PARTICIPATION: The residents said that they were interested in Agenda Item 12: Paving under the bench by Green Lane/Hensington Road Junction, so the Committee agreed to bring this item forward and consider it next.

EC/55/14 PAVING UNDER THE BENCH BY GREEN LANE/HENSINGTON ROAD JUNCTION

The Town Clerk invited four contractors to quote to lay the required paving under the bench by the Green Lane/Hensington Road junction: two by email and two by post as email contact information could not be found on the internet. One had declined the invitation to quote, one had submitted a quote and the two contacted by post had yet to respond. The Town Clerk recommended that the quote that had been received be approved subject to a more cost effective like for like quote not being received from another contractor within the next seven days. This recommendation fell on a vote (4 votes against and 1 abstention)

The Mayor proposed, Cllr Mrs E Jay seconded the motion and the EC

RESOLVED that WTC accept the quote of £542.00 plus VAT submitted by T Fox to the Council.

EC/56/14 PLANNING

(i) Planning Applications:

The following planning applications were received and considered:

- a) Ref: 15/00936/FUL and 15/00937/LBC - NatWest, 16 Market Place, Woodstock: Proposed external alterations/works including relocation of ATM.

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

- b) Ref: 15/01238/HHD – 53 Hensington Road, Woodstock – Erection of single storey extensions.

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

- c) Ref: 15/01273/HHD – 42 Green Lane, Woodstock – Alterations and erection of front porch

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

The EC noted that an amendment to planning application REF: 15/00394/F Temporary Haul Road on Land Adjacent to Shipton Road, Shipton on Cherwell had been received. The Town Clerk has asked Cherwell Council for an extension in time to enable this amendment to be considered by full Council on 12 May. No response had been received before the meeting. The EC therefore decided to consider the application in case this request for an extension in time is denied and

RESOLVED (Unanimous) that Woodstock Town Council wishes to re-affirm its decision of 14th April that:

1. Woodstock Town Council strongly objects to this planning application as the cost will be astronomical, the immediate environmental impact will be severe, the breach of the bridle way will deprive walkers of a treasured amenity and there is an unquantifiable risk that the temporary road will become permanent, thus causing further visual and environmental damage.
2. If, notwithstanding this Woodstock Town Council recommendation, Cherwell District Council gives consent, we recommend them to take full account of the content of the letter from Mr M S H Price to the Head of Protection and Development Management dated 13th April 2015 about the routing of the road.
3. This matter should be considered by the full planning sub-committee and not delegated to a planning officer as it is too important.

Woodstock Town Council wishes this application for variation to be called in and considered by the full planning committee of Cherwell District Council.

(ii) **BLOOM SIGN**

The need for retrospective planning approval for this sign was discussed. This matter had arisen from an enforcement letter received from WODC on 15th April 2015. Cllr Mrs E Stokes proposed, Cllr Mrs E Jay seconded the motion and the EC

RESOLVED (unanimous) that WTC should apply for retrospective planning permission for the Bloom sign that is sited on the Oxford Road near to the gates of Blenheim Palace.

ACTION: *The Town Clerk will progress the retrospective planning application.*

EC/57/14 HOGGROVE STEPS – BLOOM: This item was deferred from the last EC meeting to enable research clarifying relevant title details via the Land Registry to be completed. No progress had been made. Cllr Mrs E Jay proposed, Cllrs Mrs E Stokes proposed and the EC

RESOLVED (unanimous) that no further action is taken on this matter.

EC/58/14 WATERMEADOWS

(i) **Cows at the Woodstock Water Meadows:** Cllr Mrs E Jay has undertaken extensive research about the possibility of re-introducing cows onto the Water Meadows. Cllrs Mrs E Jay proposed, Cllr Mrs E Stokes seconded the motion and the EC

RESOLVED that:

1. Accepts the offer from Chris Woodberry of Snowhill Gloucestershire to supply 3-4 Dexters that she will bring to the Water Meadows in May, take them off Oct, send a weekly checker, do the TB checks etc free of charge
2. Approves Mrs Woodberry reinforcing the fencing at a cost of £480, in order to make it safe for her cows.
3. Instructs the Town Clerk to confirm WTC's CPH and SBI numbers and work with Cllr Mrs E Jay and the grazier to complete the DEFRA administration that is required.

(ii) **Additional Tree Work and Habitat Piles:** A day rate for additional work at the Water Meadows had been received from D Doherty, the contractor who is now maintaining the War Memorial Garden. Cllr P Jay proposed, Cllr E Jay seconded the motion and the EC

RESOLVED that the day rate submitted by Mr Doherty is approved.

The Town Clerk suggested that WTC enter a 3 year contract so that this process did not need repeating annually.

ACTION: *The Town Clerk will notify Mr Doherty that his day rate has been approved.*

(iii) Any other matters relating to the Water Meadows:
Wild Oxfordshire' bid to TOE2. Cllr Mrs E Jay's report was noted and the EC

RESOLVED that it will not pursue an application for a grant from TOE for the time being.

ACTION: Cllr Mrs E Jay will submit a bid to increase the spend on the Water Meadows during the budget review.

EC/59/14

PLAY AREAS

(i) New Road

a) Fencing repairs adjacent to the car park: It was noted that the Town Clerk had not had time to progress the actions required concerning the damaged low fence between the New Road play area and the Cadogan Park car park.

ACTION: this item will be brought forward to the next meeting.

b) Additional play bark: It was noted that the Town Clerk had not had time to clarify the exact amounts of bark required to top up the play area.

ACTION: this item will be brought forward to the next meeting.

(ii) Repairs to Football Pitch at Old Woodstock: It was noted that Cllr C Carritt had been unable to progress the repairs as he is still awaiting a response from the tenderers.

ACTION: this item will be brought forward to the next meeting.

EC/60/14

CEMETERIES: The EC received and considered a report from the Town Clerk. The following was noted:

(i) Green Lane Cemetery Extension: The installation of rabbit proof fencing and native hedging at the Green Lane cemetery is now completed.

RESOLVED that the Town Clerk will seek three quotes from experts for the design of the new cemetery and project management of the installation of the new paths that will be required. These will be considered at the next EC meeting.

ACTION: The Town Clerk will seek three quotations.

(ii) Green Lane Cemetery Flower bed: It was noted that the central flowerbed is currently suffering from neglect as nobody has undertaken to maintain it. Concerns have also been raised about the width of the paths around this flower bed and whether they will be wide enough when the cemetery extension is used. Honorary Townsman Dr Robert Edwards from the Bloom committee has recommended that the shrubs be removed but that the Cherry Tree is retained as a feature. The Town Clerk also recommended

that the radius of the flower bed be reduced to enable the paths to be widened when the new paths are installed in the cemetery extension and that the area beneath the Cherry tree be planted with spring bulbs. The idea of a circular bench around the Cherry tree was also discussed. Cllr Mrs E Stokes proposed, Cllr P Jay seconded the motion and the EC:

RESOLVED that:

1. the shrubs be removed but that the Cherry Tree be retained
2. the radius of the flower bed be reduced to enable the existing paths to be widened when the other new paths are installed in the cemetery extension
3. that the area beneath the Cherry tree be planted with spring bulbs
4. the Town Clerk uses her delegated authority to arrange for the flower bed to be tidied up.

ACTION: *The Town Clerk will progress this matter.*

(iii) Surface at the entrance to the Green Lane cemetery: The Town Clerk and Cllr C Carritt will assess the area to see what might be done. It may be that the contractors who will be engaged to lay the paths in the cemetery extension can also improve this area whilst on site.

ACTION: *The Town Clerk and Cllr C Carritt will progress this matter.*

(iv) Handrail along existing path: Cllr C Carritt will draw up a specification for the supply and installation of the hand rail. The Town Clerk will then invite three contractors to submit quotations for this work.

ACTION: *The Town Clerk and Cllr C Carritt will progress this matter.*

(v) Hensington Road – Community Payback Team: The Town Clerk and Cllr Mrs E Jay met with a representative from the probation service and discussed the work that the community payback team could undertake clearing vegetation at the Hensington Road Cemetery and undertaking a variety of tasks at the Water Meadows. The Clerk subsequently confirmed that Friday would be the best day for the work to be undertaken as the Community Centre could then be used for comfort breaks. Nothing further has been heard from the Probation service. The Town Clerk has sent an email requesting an update about progress.

ACTION: *The Town Clerk will bring forward this item to the next EC meeting.*

(vi) Failed memorials – next steps:

It was noted that the use of the Woodstock Town Council Newsletter as a means of contacting the families concerned had been very successful. All of the memorials have either been or are in the process of being repaired.

EC/61/14 WEED SPRAYING CONTRACT

A report from the Town Clerk was received and noted and it was

RESOLVED that:

- 1. WTC requires £10million public liability insurance for all contractors working on the highway.
- 2. The Town Clerk will bring a short paper and recommendation to Council on 12th May.

ACTION: *The Town Clerk to produce a report for the meeting on 12th May.*

EC/62/14 HIGHWAYS AND TRANSPORT

An update from Cllr C Carritt was received and noted.

Mr J Hodges was invited to speak and told the EC about his continued concerns about delivery vehicles travelling to and from Owen Mumfords via Brook Hill. The EC

RESOLVED that:

- 1. The Town Clerk sends Mr Hodges a copy of the minute that reported the meeting between Cllrs M Robertson, C Carritt and Mr Own from Owen Mumfords.
- 2. Mr Hodges attention be drawn to the forthcoming Traffic Advisory Committee meeting

Recommendation that a working party is established to consider the issue of traffic serving Owen Mumfords. The suggested membership is Cllrs M Robertson, C Carritt, P Jay, B Yoxall, Mr J Hodges and Mr I Lloyd.

EC/63/14 INFRASTRUCTURE SUPPORT FOR VOLUNTARY AND COMMUNITY ORGANISATIONS IN OXFORDSHIRE 2015: The EC received and noted details of the consultation and

RESOLVED that no further action is required.

The meeting finished at 8.50 pm

Signed.....

Date:.....