

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL ENVIRONMENT COMMITTEE  
HELD AT 7:30 PM ON TUESDAY 23<sup>rd</sup> OCTOBER 2012  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr C Carritt (Chairman)                      Cllr B Yoxall (Town Mayor)  
Cllr G Fleetwood                                Cllr Mrs P Richardson  
Cllr D Yates

**ALSO IN ATTENDANCE:**

Cllr J Cooper and one member of the public.

**EC/13/12      APOLOGIES FOR ABSENCE**

Cllrs Mrs E Stokes, E Poskitt and Cllr Jay

**EC/14/12      DECLARATIONS OF INTEREST**

None

**EC/15/12      MINUTES**

The minutes of the meeting held on Tuesday 21<sup>st</sup> August were approved as correct subject to the following amendments:

EC/6/12 Water Meadows (i) the title was amended to read 'Repairs to the Spillway at the Glyme Close'

EC/7/12 Highways. The last word of the recommendation was amended to read 'principle'.

EC/11/12 Bloom. The sentence was amended to read 'Cllr Mrs Richardson noted that Bloom relied on maintenance and support from every area .....town.'

**EC/16/12      GRASS CUTTING & MAINTENANCE FOR 2013/14**

The grass cutting contract was discussed. When the new contract is put out to tender it is proposed that it will include maintenance activities but the specific requirements are yet to be confirmed. Cllr Carritt proposed that the EC recommend to the full council that the current contract be extended by 1 year, to give the EC time to properly evaluate all options, but it will include in the extended contract a requirement to collect the grass at the lawn cemetery and to cut the football pitch at Rosamund Drive. This motion was seconded by Cllr Mrs Richardson.

**Recommendation (Unanimous)**

**That the current contract is extended by 1 year but it will include an additional requirement to collect the grass at the lawn cemetery and to cut the football pitch at Rosamund Drive at a revised frequency.**

**EC/17/12      WATER MEADOWS**

(i)      Update on the Repairs to the Spillway at the Glyme Sluice

The member of the public left the room whilst this item was discussed as it had commercial sensitivities.

Three specialist contractors were invited to quote for the bridge repairs and two quotations were received. One of these was substantially less than the other. Formal approval to proceed has been received from the Environment Agency and agreement in principle to shut the footpath (hopefully free of charge).

**Recommendation**

**That the contract be let to the company who submitted the cheaper quotation.**

The member of the public then rejoined the meeting.

**(ii) Commissioning a Water Meadows Management Plan**

Cllr Mrs Richardson gave an oral update about a meeting which she attended with the town clerk and a member of the Wychwood Project. He was given copies of the last two plans and asked to include a list of priorities in the new plan. Since the meeting the Wychwood project manager has indicated the cost of updating the Water Meadows Management Plan. The potential cost of updating the plan may exceed the anticipated budget.

**Recommendation**

**The EC recommends that WTC accept the offer of Wychwood Project subject to a cap of £6k and, that as they progress the project, if it looks as if it may go over this they come back to WTC for prior approval.**

It was noted that Cllrs were saddened to hear that Amanda Hopwood, the lady who had written the previous plan, had recently died.

Cllr Mrs Richardson outlined the proposed BTVC offer whereby groups of volunteers would take a 'working holiday' on the Water Meadows in Feb/March, July/August and September. WTC would pay for the materials required e.g. to lay paths. The mayor recommended that WTC accept the offer of this labour force and include this activity in the Water Meadows Management Plan.

***ACTION:*** *The town clerk will accept the TVC offer and thank them. The town clerk will advise them that in principal WTC would like to agree a programme with them based upon the dates that they've suggested and finalise arrangements in the New Year.*

**EC/18/12**

**THE GREEN GYM**

Some correspondence has been received from the Green Gym. WTC will strive to develop a relationship with the Green Gym whereby WTC decides and controls the work that is undertaken whilst still encouraging and acknowledging the work of the volunteers who contribute such a lot to the town. Cllrs hoped that more residents might be encouraged to become new members. It was noted that there were no longer any Cllrs directly involved in the Green Gym.

Cllr Fleetwood presented a paper that contained suggestions about how the Green Gym could work in the cemeteries to the benefit of both parties. It was noted that when the Water Meadows Management Plan is developed WTC will liaise closely with the Green Gym to ensure that their activities in this area of the town compliment the plan.

Cllr Carritt proposed that Cllr Fleetwood work with the town clerk to simplify the draft protocol and then circulate this to all EC members, Ex Officio Members and Cllrs Poskitt (allotments) and Jay (OWL) for comment. This motion was seconded by the mayor.

**Resolved**

**That Cllr Fleetwood and the town clerk will simplify the draft protocol and circulate this to the Cllrs listed above.**

**EC/19/12 TOWN FAIR**

Meetings have taken place with residents and WODC and as a result the contract was amended to reduce the maximum noise levels permitted and bring forward the finishing time each evening. Unfortunately a typing error in a communication from WODC caused some confusion amongst residents as to the actual finishing time. The main concerns raised by the EC committee were as follows:

- 1) Planters – the WTC planters were moved without prior permission (taken up by TAC)
- 2) Parking – the fair operators parked right up against the buildings and no additional parking was arranged in Hensington Road
- 3) Noise Monitoring – the WODC monitoring report was a little confusing and didn't appear to resolve any of the identified issues
- 4) Fumes – some residents were troubled by the diesel fumes
- 5) Improved advanced signage of closures indicating "Shops Open as Usual"

It was noted that the fair did not appear to be very well frequented this year and was quiet after approximately 8pm but the noise of the rides continued even when there were no customers. Cllrs generally supported the idea of consulting with residents about matters such as the fair operating hours and noted that it was only for two nights a year. Cllr Carritt proposed that WTC includes an item about the fair in a Spring WTC newsletter and attempt to consult and collect as much information as possible from all areas of the town about how it might be managed in the future. This motion was seconded by the mayor.

**Recommendation**

**That WTC includes an item about the fair in a Spring WTC newsletter and attempt to consult and collect as much information as possible from all areas of the town about how it might be managed in the future.**

**EC/20/12 TRAFFIC ADVISORY COMMITTEE**

The main points arising from the TAC were discussed and/or noted.

### **ACTIONS:**

- 1 *Taxi Parking - the town clerk will write to Mr Cracknell at WODC and formally request that the taxi rank space in Oxford Street is removed and replaced by a provision for general parking.*
- 2 *TAC Participation - the town clerk will invite Bladon and Wootton parish councils to become involved in the TAC.*
- 3 *Parking Review – the town clerk will write to OCC and WODC about progressing a parking review in Woodstock and improved monitoring of existing controlled parking zones*
- 4 *Parking ‘Hot Spots’ in the town - TVP will be asked to monitor the parking problem areas in the town such as the junction at Union Street and Brook Hill and the area in Shipton Road by the school.*
- 5 *Safety Audit – OCC will be asked to send WTC a copy of the safety audit undertaken on the A44 at Hill Rise and to consider extending the 30mph speed limit.*
- 6 *Pedestrian Crossing close to Caroline Court – the town clerk will write to OCC and request them to consider installing an additional pedestrian crossing on the A44 somewhere near the entrance gates of Blenheim Palace/Caroline Court.*
- 7 *‘A’ Boards – the town clerk will write to ‘Wake Up to Woodstock’ expressing the concerns of the EC about A Boards, referring them to the WODC protocol on this matter and seeking their co-operation. This matter will also be included in a future WTC newsletter.*
- 8 *New Bollards – these are not the type of bollard that was specified. The town clerk will ask OCC to remove these and replace them with the type of bollard that had been agreed.*

### **EC/21/12 CEMETERIES**

- (i) Green Lane Cemetery Extension - The findings of the Tier 1 survey were noted and Cllrs were advised that WTC is currently seeking a meeting with the Environment Agency in order to discuss the findings.
- (ii) Hensington Road Cemetery Clearance – One quotation has already been received and the clerk will seek two more from local contractors known to the EC.

### **EC/22/12 PLAY AREAS**

The EC received and noted a report from the town clerk that will go to full council in November that suggests how the functions of the former Environmental Warden might be undertaken now.

- (i) Budd’s Close  
The WTC solicitors are progressing the licence with Blenheim Estates.
- (ii) S106 Play Grounds  
Cllr Yates gave an update on progress and noted that a meeting had recently been held with someone from the Oxfordshire Playing Fields Association, WODC and a very experienced RoSPA play inspector

from RoSPA Play Safety. He had just undertaken the annual RoSPA review of the WTC play areas and so advised WTC about the condition of the existing equipment and also provided suggestions for possible additions.

**ACTIONS:**

1. *The WODC project manager will now work up schematics of the proposed equipment – one to show what WTC can currently afford and one to show what it would ideally like to achieve. These will then be shared with residents at two informal meetings in the CC*
2. *Cllr Yates will review the opportunities for WTC to apply for additional grant funding for use at Rosamond Drive/to enhance the S106 funded scheme and the timing requirements for any applications to be made. ORCC staff offered to help with this.*

(iii) Rosamund Drive

Since the last TC meeting the mayor has spoken further to the key contact from Caledonia Property Ltd who advised that the play area will only be offered for sale as part of a larger land package that includes the field as well – it will not be sold separately.

**EC/23/12 BLOOM**

Cllr Mrs Richardson noted the reasons why WTC was awarded Silver Gilt instead of Gold in the national finals of Britain in Bloom. This was primarily because the grass was not collected from the verges in the town, the presence of some graffiti in New Road and the reduced amount of seating available on the Town Square.

**ACTION:** *Cllr Mrs Richardson will do a report for council explaining the pros and cons of Woodstock participating in Bloom in the future.*

**EC/24/12 OWL WORKING PARTY REPORT**

The OWL Extn WG had met on the 16<sup>th</sup> October and the town clerk and Cllrs are currently progressing the matters arising from this meeting.

Cllr Carritt noted the cost quoted by one supplier to remove the small amount of asbestos that is on site. Alternative quotes will be sought from local suppliers of this service.

The fencing quotes received were reviewed. These varied considerably but one was substantially more expensive than the rest and so this was eliminated.

**ACTIONS:**

1. *Cllr Fleetwood will send the town clerk the revised specification for the amount and type of fence WTC wishes to install.*
2. *The town clerk will invite three of the four original companies who submitted quotes to re-quote against the revised spec.*
3. *The revised quotations will be reviewed by the OWL Extn WG*

Cllr Carritt proposed that the EC approve the latest OWL invoice recently received from the WTC's solicitors. This motion was seconded by the mayor and approved by the EC.

**Resolved**

That the town clerk will progress the payment of the latest invoice from the WTC solicitors relating to the OWL extension.

The meeting finished at 9.40pm

Signed.....

Date:.....