

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ENVIRONMENT COMMITTEE HELD AT 7:30 PM
ON TUESDAY 30th JULY 2013
IN THE MAYOR'S PARLOUR,
WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (the Mayor)	Cllr M Robertson (Deputy Mayor)
Cllr C Carritt	Cllrs Mrs E Stokes
Cllr E Poskitt	Cllr Mrs P Richardson

Also in Attendance: Cllr B Yoxall

The chairman of the meeting apologised for it having to be rescheduled.

EC/13/13 APOLOGIES FOR ABSENCE
Apologies were received from Cllr P Jay.

EC/14/13 DECLARATIONS OF INTEREST
None

EC/15/13 APPROVAL OF MINUTES
Cllr Collins proposed, Cllr Mrs P Richardson seconded and the EC

RESOLVED

That the minutes of the meeting of the Environment Committee held on 28thMay 2013 were approved as a true record.

They were then signed by the Chairman of the Environment Committee.

EC/16/13 PUBLIC PARTICIPATION WITH RESPECT TO ITEMS ON THE AGENDA
There were no members of the public present at this meeting.

EC/17/13 REVIEW OF THE ENVIRONMENTAL BUDGET
A spread sheet produced by the Chairman of the EC was received and discussed. This contained input from members of the committee and the Town Clerk. The following amendments were agreed:

- (a) The Town Partnership budget should be considered by the Mayor's Committee.
- (b) An additional £200 would be included under 'street furniture' to cover possible car parking studies.
- (c) The OWL budget should be neutral as it was based upon grant funding. It was noted that there is also a £1.5k maintenance allowance in the budget.
- (d) £2k should be in the Old Woodstock Play Area budget to cover any shortfall in funding on the new roundabout.
- (e) £6k is in the budget for the Water Meadows Management Plan.
- (f) £3k will be removed from the Water Meadows spill way repairs.

- (g) £300 will be allocated to the Green Gym for repairing/resurfacing the banks.
- (h) 'Contingencies' will now come from WTC reserves if required.
- (i) Christmas Lights – the quote from SSE for essential repairs will be discussed with an independent expert before it is progressed further as it is more than anticipated.

EC/18/13 ALLOTMENTS ASSOCIATION

The report of the Allotments Association dated 26th June 2013 was received and noted. The Mayor reported that he had visited the allotments and said that the report reflected his discussions with the Chairman of the Association. He noted the excellent work done by members of the community.

EC/19/13 LITTER BINS

An email from a resident was received and considered which noted that the WODC recycling bins were not always in the same location as the waste bins and noted that there was no waste bin on the parking triangle opposite the pharmacy. It was noted that a complaint had been received about the rubbish left in the area between the back of The Crown and Jerrams. A letter from WODC about on-street litter bins within WTC was also noted.

RESOLVED

That

- 1. The Chairman of the EC will do a plan and a list of instructions so that the Deputy Caretaker can review the provision of bins generally in the town centre. The EC will then review the findings and decide whether any more are needed or if a rationalisation could be achieved.**
- 2. The installation of cigarette butt bins will not be recommended to WTC.**
- 3. Cllrs and staff will be vigilant about fly tipping and recycling problems at the Hensington Road Car Park and report any instances to Cllr Poskitt as well as WODC as the process is currently undergoing change.**

***ACTION:** Cllr Carritt will liaise with the Deputy Caretaker to progress the bin audit.*

EC/20/13 DOG WASTE BINS

The request for an additional dog waste bin by Ladder Cottage in Manor Road was discussed. Blenheim Estates has agreed to sponsor the new bin (approximately £350 plus VAT) if WTC would pay for it to be regularly emptied.

RESOLVED

That the offer of Blenheim Estate will be accepted.

***ACTION:** The Town Clerk will arrange for the new bin to be ordered and installed and for Blenheim Estate to then be asked for the sponsorship donation.*

EC/21/13 LITTER PICKING AND SAFETY INSPECTIONS

The Town Clerk reported that the contract with WODC for litter picking and safety inspections was working very well. The WODC staff are extremely diligent and proactive. They are doing a very good job and sort out any repairs that are required as soon as they arise. Although the invoicing by WODC had initially been slow it had improved recently. Cllrs noted the improved cleanliness of the New Road play area.

ACTION: *The Town Clerk will produce a brief report for WTC.*

EC/22/13 CONTRACT FOR TREE INSPECTIONS

WTC now has a tree policy that requires the annual inspection of trees on WTC land. Therefore an expert arborist needs to be appointed to undertake the initial survey in autumn. Three possible contractors were suggested.

RESOLVED

That the Town Clerk will ask them to confirm their consultancy rate for advice about trees, their hourly rate and their fee to provide a brief report about the current condition of trees on all WTC land – the Water Meadows, New Road Play Area, the cemeteries and the OWL Nature reserves.

ACTION: *The Town Clerk and Chair of the EC will provide a specification and the Town Clerk will visit the sites with them.*

EC/23/13 WATER MEADOWS

i. Water Meadows Management Plan

An oral update was received from Cllr Mrs Richardson who noted that nothing had been heard recently from Nick Mottram, project manager at the Wychwood Project and that WTC are awaiting the TRC report.

The Town Clerk had located the oldest Water Meadows Management Plan in the monument room and copied it to Cllrs Mrs Richardson, Carritt and Mr Mottram.

It was noted that the second conservation holiday was booked to take place at the end of July 2013.

Cllr Mrs Richardson reported that WTC had been offered 1,000 Fritillaries by Andrew Leaning the owner of the Good Value Plant Nursery at Bunkers Hill so will discuss the planting of these with Mr Mottram.

ACTION: *Cllr Mrs Richardson will contact Mr Mottram about the eco survey and fritillaries.*

ii. Completion of Water Meadows Spillway Work

Cllr Carritt reported that BA Hull was currently waiting for a ~~dry day~~ **labour availability** and then would come back and spend half a day finishing off the outstanding work – the delivery of topsoil and replacement of planks on the lower bridge that is used by the cows when they are grazing.

iii. Regulations Concerning Grazing of Cattle on the Water Meadows

The Town Clerk reported that Mr Mottram was investigating the licencing requirements relating to cows grazing on the water meadows.

iv. Fishing Policy Update, Enactment and Publicity

The Town Clerk reported that the Administrative Assistant was currently preparing permits and laminated 'rules' for display at the Water Meadows. The policy towards non-residents fishing was discussed. Cllr Carritt confirmed that the council's view about fishing by local residents was that it should be free of charge as it was a traditional thing. Non-residents are not permitted to fish at present.

RESOLVED

That the current policy be reviewed in 1 years' time.

v. Encroachment/Private Management of the Water Meadows 5-8 Glyme Close

Encroachment on the water meadows was discussed. The Town Clerk has written to the four houses that border the Water Meadows from Glyme Close and confirmed the boundaries. The residents have been reminded that although they can cut the grass and enjoy the area if they wish to do so, no other work is to be undertaken and no chemicals are to be used as this is WTC land and home to many species of plants and animals/birds. One resident has already confirmed their agreement to the content of the recent letter and another has advised the council of the new owners of one of the properties.

ACTION: *The Town Clerk will write to the new resident at Glyme Close.*

vi. Water meadows Signs

Two quotes for new metal 'flood' signs for the Water Meadows were discussed.

RESOLVED

That a total of four new signs (one for each entrance) will be purchased from Morelock Signs Ltd at a cost of £91.11 per sign, 8 clips at £1.32 each and carriage at £20 (all ex VAT). Three quotes were obtained for installing the new signs and WODC were cheapest and so will be asked to install the new signs when they arrive.

ACTION: *The Town Clerk will order the new signs and arrange for WODC to fit them when they arrive.*

EC/24/13 CEMETERIES

i. Cemetery Regulations Training Days

The Town Clerk reported that the ICCM will be contacting her in the near future to confirm the cost and available dates on which they could undertake training for WTC.

RESOLVED

That the cemetery training will be for local funeral directors, grave diggers and any local Parish Clerks wishing to attend – it will not be open to members of the public.

ii. **Green Lane Cemetery Extension**

The Town Clerk updated members about the status of the purchase of the WTC cemetery extension. It is currently being processed by the WTC solicitors.

EC/25/13

PLAY AREAS

i. **Play Area at New Road Update and Responses to Two Residents**

The EC received and considered an oral report from the Deputy Mayor. The final scheme has been approved and gone out to tender. The tenders will be back on Thursday 8th August. Residents will be notified of the outcome of the consultation review and provided with details of the final scheme. Letters addressed to Cllrs Carritt and Robertson and the Town Clerk were circulated and discussed.

ACTION: Cllr Robertson will prepare a response on behalf of the council.

ii. **Play Area at Old Woodstock**

The Town Clerk reported that the new roundabout was on order from Wicksteed's and should be installed by the end of 9th August 2013. It was noted that the majority of the funding for this new piece of equipment has come OCC and so the EC thanked County Cllr Hudspeth for this. The Town Clerk reported that the Old Woodstock playground lease has now been signed.

iii. **Play Area Budds Close**

It was noted that the picnic table at Budds Close has been vandalised and was beyond repair and so had been removed.

ACTION: The Town Clerk will notify the Council's insurers.

iv. **Annual RoSPA Play Inspections**

The annual RoSPA play inspection was discussed.

RESOLVED

That

- a) **The Town Clerk will confirm with the WTC insurers that the annual inspection can be undertaken after the new equipment has been installed.**
- b) **That Roger Davis will be asked to undertake the RoSPA Annual Inspection this year as he provided WRC with advice and assistance during the development of the refurbishment.**

EC/26/13 HIGHWAYS

i. Parking Survey

Cllr Carritt reported that he had not yet received any results of the parking survey and so will chase OCC mid-August if nothing is received before then.

ii. Directional Signage for the Community Centre

The signage to the Community Centre was discussed.

RESOLVED

That two styles will be used. A blue and white sign will be installed at the Shipton Road costing approximately £320.00. A conservation style finger post sign will be installed at the Oxford Road end of New Road and County Cllr Hudspeth has agreed to contribute £1k from his Community budget towards this. WTC will fund any shortfall.

iii. Town Square Benches

The replacement benches for the Town Square were discussed. The Town Clerk confirmed that she had asked WODC for a quote for moving the two six new benches and installing the four new ones and is currently awaiting receipt of this. It was noted that WODC should ~~put some cement~~ **may need to provide a concrete foundation** under the slabs into which the benches are fixed in order **to better secure them.** ~~that they are more difficult to knock over.~~

RESOLVED

That the Town Clerk will order four new seats for delivery and installation after the 2013 Fair.

iv. Complaint about the Pathway between Bear Close and Brook Hill.

A resident complaint about overgrown verges and dog mess was discussed. This pathway is owned by Cottsway Housing.

RESOLVED

That the Town Clerk will forward the correspondence to the Chief Executive of Cottsway Housing and copy it to Mrs J Dunsmore.

EC/27/13 OWL EXTENSION

Cllr Robertson said that the work was now completed. The new signage is due to arrive on Friday. The end of project report will be prepared for submission. Mr Glenn Fleetwood has kindly agreed to help Mr Bob Pomfrett as a volunteer warden. An official opening ceremony will be organised.

EC/28/13 GRASS CUTTING CONTRACT

The Town Clerk asked that Cllrs return any comments about the new grass cutting contract to her by 23rd August in order that she can draft the revised spec for consideration at the next EC meeting on 24th September,

The meeting finished at 9.15pm

Signed.....

Date:.....