

# Further Material Considerations on Solar Farm Application 20/01817/FUL

S Parnes

---

## Background

On 13th September the the Planning Authority was contacted by the author of this Report (copying in Town Councillors and the Town Hall) to convey concern that the Town Council had apparently not been formally notified of the planning application for Solar Farm application 20/01817/FUL, despite it having been submitted more than two months earlier (July 10th), and Validated by WODC a month earlier (August 12th). Fundamental component application documents such as 'Flood Risk Assessment' and 'Construction Traffic Management Plan' appeared to have remained outstanding, or otherwise withheld from online public access, until around September 11th, while some statutory consultees had been submitting responses to the Planning Authority since August and no designated Planning Officer contact was referenced on the online planning pages.

Although the Application Site location was deemed as being within Tackley's boundary, the site and application title are clearly designated 'Land Between Woodstock Sewage Works And B4027 Banbury Road Woodstock Oxfordshire', and the proposed works involve land within Woodstock, on the boundary of the Town, and adjacent.

Only on 16th September did a Planning Officer respond to confirm: "a formal consultation letter has now been sent to Woodstock Town Council, as the adjacent Town Council, with the standard 21 days for comment." Opportunity to request an extension of time was also kindly invited. However, no response was provided in relation to requested clarifications as to *why* WTC was not notified so long after submission and validation; nor response to requested confirmation as to when London Oxford Airport was notified of the Application (no submission from the Airport appeared to have been logged, though Airport operator consideration(s) of glint and glare factors - among other issues - seemed obviously fundamental and necessary, yet absent).

---

---

## Recent WTC Actions, Outstanding Matters for Clarification, and Proposals

On Monday 14th September (the day before the UPC convened) a remote meeting was held between Town Councillors and Applicant representatives, with a Local Member for Tackley (the deemed Application Site locus) also in attendance. Discussions were candid and wide-ranging, but as the Applicant's representatives requested comments be considered on a 'without prejudice' basis, in respect of their wishes discussion contents are not reported in this paper, or intended to be in any way attributable to that meeting.

**Proposal 1: That WTC formally record and communicate its appreciation to the Applicants for their kindly making time to attend the Sept 14th remote meeting with Town Councillors, where they listened directly to concerns raised and provided many illuminating and useful clarifications.**

By the time the Planning Authority on 16th Sept formally notified WTC of the Application and recognised the Council as a Consultee, WTC's "Urgent Planning Committee" already met (the night before; ie, 15th Sept) and on 21st September the UPC's "comments" were submitted to the Planning Authority:

Ref: APPLICATION NO 20/01817/FUL Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock  
Installation of Net Zero Carbon project comprising Photo Voltaic solar array (PV Array), Battery Electrical Storage System (BESS), connecting cables, substation, heat pump, water source heat collector pipework, connecting pipes, removal of substation in Palace undercroft and associated works.

*The Committee has no objections to the application but would like the following taken into consideration.*

- Be courteous at all times to the Residents of Green Lane and Brook Hill.
- Keep a well maintained higher hedge around the site.
- Cease any construction work whilst funerals are taking place to ensure silence and respect for mourners, ensuring the access to the cemetery via Green Lane is clear at all times.
- Request an independent survey from WODC.
- Request a report from the Civil Aviation Authority regarding Glint and Glare.

However, the UPC's submission of "comments" was pre-empted in an email of 16th September (the day after the UPC Committee) at 12:47 from a WTC Member, in their respective capacity of District Councillor, incorrectly informing the Planning Officer, Uplands Chairman, another WODC colleague, the Applicant and others: "Happy to report that the Town Council came out in favour, last night, with conditions." The submission

---

from the UPC was in fact not stated or presented as one of support, though WTC is certainly free to subsequently add further comment - including one of support - at its 26th September 2020 meeting.

***Proposal 2(a):*** That the Town Council act in the benefit of clarity, avoidance of doubt, and prevention of ambiguity, to ensure certainty about its position as a Consultee, by resolving the noted discrepancy about WTC's position on the Application; ie, it is proposed the Full Council confirm and notify the Planning Authority specifically as to whether or not it supports Application 20/0817/FUL, (even if the clarified WTC position is made subject to the conditions already submitted or any further conditions Council may wish to now add).

***Proposal 2(b):*** That the Town Council include in, or add a submission to the Application, supporting London Oxford Airport's recently submitted comment drawing attention to the fact that the proposed development is located approximately 1.7 miles from the centre of the runway, and that "some reassurances on the specification of the intended PV panels to be used would be of interest. Peripheral structure, framework etc. would be best if treated with matt, non-shiny, minimal glint finishes." The Council should also draw the Planning Authority's attention to potential airspace activity involving traffic that may be associated with RAF Brize Norton and users of Enstone Airfield, which should therefore also be consulted and considered.

***Proposal 3:*** That, (a) as considerations on options for installation of solar panels on the Community Centre have been intermittently resurrected, including very recently, during the past eight years or more; and (b) as grant of the Application would result in a large-quantity of solar panel procurement for local installation, the Town Council shall convey to the Applicant and Planning Authority its request for - and interest in - consideration in principle for any potential opportunities to benefit from a 'buy-in' or contribution/gifting of extra solar panels and/or installation services for the Community Centre.

## Remembrance Sunday November 8<sup>th</sup> 2020

At the time of writing this, my understanding is that the Church will be holding the usual two minutes silence at the Memorial followed by a service in the church for no more than the 26 people in addition to clergy, churchwardens etc..

John Harwood will be laying a wreath representing the Queen. A wreath will be laid by WTC. At this point I do not know whether OCC or WODC have been invited. I believe the Rector has written to see if the Duke will be attending.

Frank Collingwood seems quite keen to have some sort of procession across the Town Hall square, socially distanced of course. (He raised the idea of a procession himself – I did not prompt him). Clearly any procession would be much smaller than usual but it should not be difficult to keep it covid -secure. (we could even mark out places in front of the Memorial which are 2 metres apart.

Although I imagine the ‘crowd’ coming to watch the local ceremony will be very small compared with the numbers which are usually present, it will be important that those watching follow the rule of six and social distancing. Papers from OCC & WODC indicate that crowds larger than 30 people are considered possible at Remembrance events if following covid secure practices. I hope it will be possible to close the road and remove cars from in front of the Memorial but the application may have been raised too late – let us hope not. We probably need more social distancing notices and notices explaining the rule of six. Maybe we should have a QT logo available for those with the Track & Trace app to check in. I think it will be difficult to take names from all those coming to the area but this deserves thinking about. We probably need some marshalls - if we can find relevant persons to be these.

**Motion** (proposed by Cllr Poskitt and seconded by Cllr Cooper: *that WTC looks positively and creatively at managing the civic aspects of the Remembrance event on 8<sup>th</sup> November 2020*

EMEP

20. 10. 20

## **Community at Christmas**

### **Woodstock and Bladon**

Ruth Chaloner and Claudia House who set up HelpHub, which has been very successful providing for those who needed shopping or other help during Lockdown, have set up a group aiming to provide something for the lonely, isolated or needy in Woodstock & Bladon over the Christmas period. What they are hoping to offer includes friendly phone calls, carol singing, and a Christmas meal in St Mary's Magdalene Church.

What is needed is publicity for the project and collation of those who might benefit from what is on offer. If you know of people who might enjoy some company or a friendly phone call/Christmas letter etc. around Christmas, please let me know. Or if you have ideas about which groups in Woodstock might have access to those who might benefit also let me know. Please also publicise the events so maybe those who will benefit will hear about what is on offer and make themselves known.

Keeping data secure and only used for this purpose is important and the group is very much aware of this; of the need to safeguard vulnerable people; and of course the need to be covid-safe whatever that may require by mid-December.

**Motion** (proposed by Cllr Poskitt and seconded by Cllr Cooper): *that WTC gives its moral and, where possible in persons or other ways, its physical support to the project.*

**Justification:** we are all working for the benefit of our whole community and we have to recognise that Christmas could well be rather dark for some if we do not create ways of helping provide friendship through community activity.

EMEP

20. 10. 20



Before



After

Photos of the area to the side of the Community Centre that would be used to access the hall for the rear fire exit.

Ian used distributed the excess stones from around the man-hole-cover to fill the pot holes and make the ground more even to walk on as a temporary



Before



After

Photos of the uneven area surrounding the man-hole cover by the outbuilding at the rear of the Community Centre.

Ian has cleared all the lose concrete and stones and re-cemented around the man-hole cover to make it safe and improve the area as a temporary measure.

Ian has also checked the external lighting at the Community Centre and there are three lights, one over the main door at the side of the building, one over the rear fire exit and one located on the corner of the building where the bins are stored. All lights are working and provide adequate light for those accessing the community centre when it is dark.

## Risk Assessment

Company name: Woodstock Town Council

Assessment carried out by: Janine Saxton, Town Clerk

Date assessment was carried out: 21.10.20

Date of next review: 01.11.20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Persons attending classes at Woodstock Community Centre or Woodstock Town Hall contracting coronavirus (COVID-19)</b></p>	<p>Hirer</p> <p>Attendees of group/class being held</p> <p>Town Hall staff opening/closing and cleaning the building</p> <p>Other tenants/staff sharing use of the building</p>	<ul style="list-style-type: none"> <li>• Cleaning all surfaces, door handles, furniture, toilet facilities being used by the hirer with antibacterial cleaning fluid/spray between each booking.</li> <li>• Provide hirers with separate toilet facilities adjacent to or in close proximity to the hall/room they are using.</li> <li>• Providing disposable gloves, face masks/visors for council staff if required</li> </ul>	<p>Leave a reasonable time between bookings to enable cleaning to be undertaken by the Caretaking Staff and time for the room to be ventilated.</p> <p>Keep internal doors locked in Community Centre and cordon off staff toilets in Town Hall to minimise the potential contact with staff &amp; tenants using other parts of the building.</p> <p>Ensure appropriate stocks of PPE are stocked and available for the Caretaking Staff to utilise when cleaning between bookings</p>	<p>Town Council Staff</p> <p>Town Council Staff</p> <p>Town Council Staff</p>	<p>1<sup>st</sup> class and ongoing.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Persons attending classes at Woodstock Community Centre or Woodstock Town Hall contracting coronavirus (COVID-19)</b></p>	<p>Hirer</p> <p>Attendees of group/class being held</p> <p>Town Hall staff opening/closing and cleaning the building</p> <p>Other tenants/staff sharing use of the building</p>	<ul style="list-style-type: none"> <li>• Hand-washing, Stay Alert &amp; Official NHS QR code posters on display throughout the building.</li> <li>• Providing antibacterial hand gel for use on entering and exiting the room.</li> <li>• Complying with Government ruling re social distancing (currently 2 metres)</li> </ul>	<p>Ensure relevant and appropriate copies of posters are displayed for to mitigate possibility of infection.</p> <p>Ensure appropriate stocks of antibacterial hand gel/sanitiser are available for use and the Caretaking Staff replenish as required.</p> <p>Encourage hirers to sanitise all high touch points between classes they are running and also when exiting the hall/room at the end of their booking to minimise risk to Caretaking Staff.</p> <p>Request a commitment from hirers to keep themselves informed of changes to the government COVID-19 guidelines  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a></p> <p>Ensure that if/where possible social distancing reminder is displayed on the floor of each room hired.</p>	<p>Town Council Staff</p> <p>Town Council Staff</p> <p>Town Council Staff</p> <p>Hirers</p> <p>Town Council Staff</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Persons attending classes at Woodstock Community Centre or Woodstock Town Hall contracting coronavirus (COVID-19)</b></p>	<p>Hirer</p> <p>Attendees of group/class being held</p> <p>Town Hall staff opening/closing and cleaning the building</p> <p>Other tenants/staff sharing use of the building</p>	<ul style="list-style-type: none"> <li>Comply with the Rule of 6 and ensure that people don't mix in groups of more than 6 (that is the law). Group Activities - no more than 6 in a group and each member of the group should be 2m apart. Each group of 6 should be 2m apart from all other groups so that each group of 6 is distinguishable. A maximum of up to 5 groups of 6 may be accommodated in a hall (space permitting)</li> <li>Restricting access to other areas of the building to minimise the risk to other users.</li> </ul>	<p>Hirers to ensure that the maximum number of people allowed in the hall (30) space permitting whilst adhering to the 2 metre rule.</p> <p>Ensure the Caretaking Staff keep the internal doors locked within the Community Centre. Office Staff to ensure that the staff toilets are cordoned off when hirers using Assembly Room.</p>	<p>Hirers</p> <p>Town Council Staff</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Persons attending classes at Woodstock Community Centre or Woodstock Town Hall contracting coronavirus (COVID-19)</b></p>	<p>Hirer</p> <p>Attendees of group/class being held</p> <p>Town Hall staff opening/closing and cleaning the building</p> <p>Other tenants/staff sharing use of the building</p>	<ul style="list-style-type: none"> <li>Ensuring the room is ventilated by open windows and doors where possible.</li> <li>Providing adequate disposal arrangements for cleaning materials and other waste products</li> <li>Entering and leaving the room and building</li> </ul>	<p>Windows will be opened whilst the room is being cleaned between bookings and should be opened by Hirers where possible whilst their class/session is running.</p> <p>Hirers and their clients will supply and clean their own equipment required for their group/class.</p> <p>Encourage hirers, their clients and caretaking staff to wash their clothes after attending an activity or event to reduce the risk of transmission.</p> <p>Bin liners are provided for the disposal of any rubbish but hirers should remove any rubbish for disposal in the outside refuse bin at the end of their booking.</p> <p>Entrance and Exit routes to be clearly signposted.</p> <p>Where possible a one-way system should be in operation for entering and exiting the building (One-way system operating at Community Centre).</p>	<p>Caretaking Staff Hirers</p> <p>Hirers</p> <p>Town Council Staff Hirers</p> <p>Town Council Staff</p> <p>Town Council Staff</p> <p>Town Council Staff</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Persons attending classes at Woodstock Community Centre or Woodstock Town Hall contracting coronavirus (COVID-19)</b></p>	<p>Hirer</p> <p>Attendees of group/class being held</p> <p>Town Hall staff opening/closing and cleaning the building</p> <p>Other tenants/staff sharing use of the building</p>		<p>When a fire exit is used as an entrance route into a hall/room it should still be accessible to use to safely leave the building and should not be obstructed by furniture being used by the hirer.</p> <p>Where it is not possible to operate a one-way system (Town Hall) the Office Staff will remain in their individual offices where possible whilst classes are running to reduce the risk of contact with others. Once the hirer and class attendees have left the building all high touch points in the foyer, stairwell, Assembly Room, Kitchen and Toilet will all be sprayed with antibacterial spray.</p> <p>Hirers to advise any parents to remain outside the building and collect their child from the designated exit point. Where a parent has to collect an unwell child the hirer to inform them that they will need to wear a face covering whilst inside the building.</p>	<p>Hirers</p> <p>Town Council Staff</p> <p>Hirers</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Persons attending classes at Woodstock Community Centre or Woodstock Town Hall contracting coronavirus (COVID-19)</b>	Hirer  Attendees of group/class being held  Town Hall staff opening/closing and cleaning the building  Other tenants/staff sharing use of the building	<ul style="list-style-type: none"> <li>Precautionary measures taken when using a carpeted room for classes/session.</li> <li>Review arrangements on a regular basis and update risk assessment accordingly taking into account staff/hirer feedback and any changes in Government Guidelines</li> </ul>	<p>Hirers running exercise classes such as Yoga and Pilates to advise that their clients that they should wear appropriate footwear when they leaving their mat.</p> <p>Office Staff to talk to the Caretaking staff regularly to check if the arrangements are working and encourage feedback from hirers.</p>	Hirers    Office Staff Caretaking Staff Hirers		

#### **If someone becomes unwell with COVID-19 SYMPTOMS**

- a) The hirer should move the person to the specified isolation area away from the other clients using the room/hall until a relative or designated person arrives to collect them. If physical contact is made then the hirer should wash or sanitise their hands immediately and any tissues and paper towels they use should be disposed of into a plastic bag, which is sealed and the Caretaking staff be informed so they can store the bag in a secure place for 72 hours before disposing of it in the general rubbish.

An appropriate Covid-19 First Aid kit has been provided in the hall/room. It will be for use in the event of a visitor to the Hall being taken ill with symptoms of Covid-19 and contains the following items:

- o 2 x face mask or covering and pair of plastic/latex gloves. Each set in a plastic bag - one each for responder and patient.
- o Plastic face shield or mask for the responder.
- o Pocket pack of tissues
- o Hand soap in a pump dispenser

- o Small bottle of hand sanitiser gel
  - o Disposable apron
  - o Small pack of anti-bacterial wipes
  - o 2 x plastic sacks/rubbish bags for “double bagging” disposables with an adhesive label “Covid-19 waste” for outer bag
  - o Washing up bowl for handwashing
- b) The hirer should provide contact details of all other clients taking attending the session to NHS Test and Trace if requested.
- c) Caretaking staff should complete a decontamination clean of all areas of the building used by the particular group, ensuring they wear the appropriate. Disposable PPE items including gloves should be disposed of into a sealed, labelled or marked plastic bag and secured for 72 hours before the rubbish is collected. The cleaner should launder all clothing worn as soon as they arrive back in their home.

Updated 21/10/2020

### **COVID SECURE POLICY FOR HIRE OF TOWN COUNCIL PROPERTIES**

Council at its October meeting agreed that the Town Hall and Community Centre should be closed to hirers until Council had a Covid-secure policy that was approved by the Council. Council's approval is necessary for insurance purposes.

Working with Janine, we have tried to re-write the policy for the covid-secure hire of the venues to cover issues which seemed unclear. Associated with this is risk assessments for the staff who are using the buildings at the moment. Council's risk assessment for Community Centre and Assembly Room exists. Hirers must produce their own risk assessments to cover their activities and these must be approved by the Clerk before the hirers can use the venues.

These documents have been drawn up after considerable reading of the voluminous materials, provided on the webpages by government and by others, on opening up community buildings to public use.

It will never be possible to remove all risk – that is the nature of risk. What we need to do is minimise risk to users and to staff and ourselves and to balance this against the risk of keeping the venues closed.

Currently we are at the lowest tier of infection rates.

Balanced against risk from infection with coronavirus we must place the risks arising from members of the public whose physical and/or mental (and perhaps particularly mental) health need some socialising and some sense of 'normal'. As the days shorten and the weather becomes less clement it is likely that the mental health of some residents will be severely affected. As Cllrs I see it as our duty to do what we can to help.

Motion (proposed by Cllr Poskitt; seconded Cllr Burnham): *That Councillors read the papers, inwardly digest them, raise amendments they would like to see in the policy and its associated documents, agree those amendments and then approve the policy and associated documents thus facilitating re-opening of the venues to hirers with approvable risk assessments for their use of the building.*

EMEP

21 10 20

It is accepted that access to the Community Centre via the fire door necessitates crossing some uneven ground. The manhole cover has recently had a cement instead of rubble surround placed by the Caretaker's assistant and it seems to me that the overhead lighting, a couple of standing lamps which the Caretaker can put out when he opens the hall in evenings and a notice board placed over the manhole cover if it still looks very uneven stating the ground is uneven and Danger – watch how you go or words to that effect should be adequate until we can get some proper repairs. This in itself is not a covid-related issue although we do need to be mindful that it is a potential hazard.

E

## **WOODSTOCK TOWN COUNCIL COVID-19 SECURE HALL HIRE POLICY**

Date produced: 21/10/2020

WTC needs to have a 'COVID-19 Secure Hire Policy' in order to make its town hall and community centre insurances valid.

This document is a draft of such a policy. If approved by the council, it will be the council's 'COVID-19 Secure Hire Policy'.

This draft is based on Government COVID-19 Secure guidelines as available to date and may need to be updated from time to time when the guidelines change. Please also note the Woodstock Town Council's Covid-19 Secure Hall Hire Risk Assessment in Appendix A.

### **Woodstock Town Council as owner of the hall undertakes that, so far as lies within our power:-**

- 1) except in emergencies no contractors (including cleaners) will be on site during sessions; prior warning will be given if emergency work needs to be carried out, in which case we shall use our best endeavours to ensure that this is not at times when the hall is in being used by hirers;
- 2) should you need assistance during the hire period please contact the Caretaker/Deputy Caretaker as the Town Hall Office may not be manned all the time. Useful telephone numbers are:-  
Caretaker  
Deputy Caretaker
- 3) users of the building will not enter the hall when your session is taking place in order to ensure they do not interfere with hirers adherence to government guidelines on safe numbers of people in a given space at one time;
- 4) The Town Clerk or Administrative Assistant will respond to any queries. Feedback from hirers is essential and welcomed;
- 5) The Caretaker/Deputy Caretaker will unlock the hall 10 minutes prior to the start of each booking and will return at the end of the session to clean all areas prior to the next booking. A period of one hour shall be left between each booking;
- 6) In order to minimise contact with other users of the building all hirers will access the hall via the signposted entrance, will leave via the signposted exit and will adhere to social distancing guidelines Hand sanitiser will be available both at the entrance to the building and in the /hall and is to be used by all attendees;
- 7) We will share their risk assessment with hirers;
- 8) We will put in place all necessary precautions to protect their staff;
- 9) We will provide sanitisers and cleaning materials that are necessary for use of cleaners.

### **What the hirers undertake:-**

To observe all conditions of hire as agreed at the time of initial booking insofar as these have not been affected by subsequent

- 1) changes in government guidelines;
- 2) To avoid public transport and crowded areas as far as practical as defined in government guidelines when in transit to the venue;
- 3) To complete a Covid-19 Secure Risk Assessment and send a copy of it to the council's Administrative Assistant in advance of your sessions recommencing;
- 4) To share your risk assessment with your clients and to update this as and when required, taking into account the current government guidelines which are specific to the nature of the activity for which you have booked the room/hall; (<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-ofmulti-purpose-community-facilities>);.
- 5) To keep an accurate register of who is attending your group/class for each day day/session of hire and their up-to-date contact information in case this is required to assist with NHS Test and Trace.
- 6) To be responsible for:-
  - a) notifying your clients of their obligations under government guidelines if they become aware they may have come into contact with someone with Coronavirus during their time attending the group/class; and
  - b) informing the Council immediately so that necessary action can be taken to protect staff and other users of the venue. [This may include closure of at least 48 hours of the venue as specialised cleaning and ventilation will be necessary];

**Other Matters to be noted:-**

- 1) WTC staff will keep a record of cleaning to include date, time and signature of cleaner;
- 2) If toilets are in use\_(this is not a requirement during Covid restriction) they must be cleaned by any user; and the council will provide materials for this and a register to record the date, the time and by whom this has been done.
- 3) The venue can only be Covid-19 secure if hirers take on this responsibility and ensure their clients are adhering to the guidelines they set out;
- 4) Please sign and return a copy of this document to the Administrative Assistant in advance of your session resuming;
- 5) Face masks must be worn unless Government Guidelines indicate a different rule or an exemption

By signing and returning this document you confirm the following: -

- 1) You understand and acknowledge with the guidance in this document and in the Woodstock Town Council risk assessment sent you to and will abide by their provisions;
- 2) You will ensure all attendees are instructed to keep to the information/instruction posters displayed and to any social distancing marking placed;
- 3) You will send a copy of your completed risk assessment to Woodstock Town Council before your sessions resume;
- 4) You will abide by the rule of numbers allowed in the space provided;
- 5) If toilets are required, hirers are responsible for cleaning them after use and for filling in the record of date, time and signature. WTC will provides material for cleaning and record-keeping;
- 6) All attendees must leave promptly after the class has finished;

- 7) WTC takes no responsibility for any articles left behind These will have to be disposed of by the cleaners and may not be returned to the owner;
- 8) You understand that Woodstock Town Council reserves the right to suspend sessions as short notice being in line with the conditions of hire owing to:-
  - a) changes in Government Guidelines or;
  - b) the council considers there is a danger to users or;
  - c) if another lockdown is imposed; or
  - d) if there is any reason to believe hirers are not following the government Covid - 19 secure guidelines;
- 9) You agree to keep up to date with changes to the government COVID-19 secure guidelines that relate specifically to the nature of the activity for which you have booked the room and to adapt your sessions so as to ensure they follow those guidelines.
- 10) You agree to adhere to any updates in the guidelines sent to you by Woodstock Town Council based on changes to the government COVID-19 secure guidelines.

Signature:

Print Name:

Position held

Date

**Appendix A.**

The Woodstock Town Council's Covid-19 Hall Hire Risk Assessment

**From:** Sarah Moncrieff  
**Sent:** 22 October 2020 10:54  
**To:** Janine Saxton  
**Subject:** Re: Immediate Closure Of Woodstock Community Centre & Town Hall To Hirers

Hi Janine

Thanks for this email from last friday.

I really appreciate what you have tried to do. The council's decision makes little sense.

I have emailed the Mayor and deputy mayor to speak to them about it. I feel it's important they hear the views of hirers, especially when our living depends on the hire of the space.

I have not heard from either of them.

I look forward to hearing from you when the venue is open again,

Best wishes

Sarah

---

**From:** Sarah Moncrieff  
**Sent:** 16 October 2020 11:44  
**To:** Janine Saxton  
**Cc:** Christine Inker; Rachel Johnson  
**Subject:** Re: Immediate Closure Of Woodstock Community Centre & Town Hall To Hirers

Hi Janine,

Thank you for letting me know,  
This is quite unbelievable short notice and I will be asking to speak to the council members for an explanation of their decision.

I am due to teach in the hall on Monday morning so I will now have to try this afternoon to find somewhere to relocate.

I await to hear from you as soon as possible with news of when the hall will be reopened.

Best wishes Sarah

---

**From:** Chippy Physio  
**Sent:** 19 October 2020 09:26  
**To:** Cllr Mathew Parkinson; Cllr Ann Grant  
**Cc:** Janine Saxton  
**Subject:** Woodstock townhall closure

Dear Mathew and Ann

I am writing to let you know how disappointed I am that the townhall has suddenly and with minimal warning been closed. I do understand how we all have to make difficult decisions and that risk assessment is a part of our daily lives, more so than ever at present.

The amount of warning we have been given is embarrassing, and I get the impression we are the lucky ones - we are not running a class today. You have added another burden to a small business which is already working hard to adapt. It seems a disgusting way to treat loyal clients.

I wonder if you understand or have considered what it is like to run a small business at present, or to be a member of the community struggling to maintain health, fitness or mental wellbeing. To open then close is short sighted.

As a business we have taught physio led Pilates in Woodstock Town hall for 13 years. We have built a loyal client base, they value our classes as part of their exercise regime. During lockdown our classes moved to zoom but as you can imagine this is not for everyone. Some don't have the technical know how, others simply don't have the space, others lack the confidence to exercise alone without supervision and direction. We have tried to overcome difficulties offering technical support and various ways of virtually "attending" classes. Nevertheless we are over 30% down on attendance and this is our sector is considered a good figure.

When the Town Hall reopened its doors several of our clients were so pleased to have the opportunity to return as they could not attend in other ways. We like the town hall did a risk assessment, cleaning procedure and entry and exit procedure to ensure we were as Covid Secure as possible. Classes were reduced to 8 persons or less to allow more than the 2m squared guidance for exercising on a mat. We decided to run zoom classes alongside to give access to those who preferred to stay at home. We were grateful for the town hall for their support with this. Clients were happy and confident with the risk assessment and on attending stated they felt safe.

Our Pilates classes give people of all ages the opportunity to improve balance, strength, function and mental health. With absolutely no warning you have taken this away again. I wonder what you as a town council are doing to support your older community through these difficult times or isolation and lack of organised activities.

Should you like any help in supporting your community with health and exercise we would be happy to discuss ideas with you - maybe giving them opportunities rather than taking things away would be of more help to the residents of Woodstock.

Your sincerely  
Lucinda Brock Chartered physiotherapist

---

**From:** davidandwilma  
**Sent:** 21 October 2020 12:14  
**To:** WoodstockTCInfo  
**Subject:** Closure of the Town Hall

Dear Town Clerk,  
I would be obliged if you could send the attached file to members of the council. Has the date of the next council meeting been set?  
Many thanks,  
David Anderson

To Woodstock Town Council re Closure of the Town Hall

We are dismayed to learn that Lucinda Brocks Pilates classes are no longer welcome at Woodstock Town Hall. We feel she has been treated very badly, having been informed at such short notice of a decision that appears to have been made several weeks ago. Her loss of income is also of concern.

We presume you made the decision to close the Town Hall in good faith with what you see as public safety in mind. However, Lucinda has been exemplary in organising her classes to comply with the strictest possible safety protocol, which we all observe rigorously.

By cancelling Pilates classes, we feel that you are taking a very negative stance about an activity that contributes positively to physical and mental wellbeing - which is what everyone needs in these strange times. It is very easy to over react. We hope you will reconsider your decision.

David and Wilma Anderson



18<sup>th</sup> October 2020

Woodstock Town Council  
Town Hall  
Market Place  
Woodstock  
OX20 1SL

Dear Cllr Matt Parkinson and Cllr Ann Grant,

I am writing to make a formal complaint about the decision to close the Community Centre until further notice and the manner in which it was communicated.

I received an email from the Town Clerk on Friday 16<sup>th</sup> October informing me that the members of the council had voted to close the Community Centre with immediate effect. This left me only Friday to find an alternative venue in order for my Monday classes to continue. Although I was successfully able to book the MEC, the cost is three times more expensive, a financial impact that my business was not expecting during an already testing period.

I have been running my Flair dance classes at the Community Centre for the young people of Woodstock since 2007. In order to return to business following the National lockdown in March I put the following procedures in place to ensure that my classes were conducted in the officially approved Covid safe way:

- Children enter via the main doors but exit via the fire doors.
- No parents or carers are able to enter the building.
- There is anti bac that all students must apply on arrival and on exiting the building.
- Each child's temperature is taken on arrival.

We have not had one case of COVID in our dance school from over 250 children in the last 7 weeks.

The impact of Covid has been incredibly challenging for many small businesses like mine and I have gone to every effort to keep my staff, my students and the other people who use the Community Centre safe throughout these worrying times.

I can only ascertain from your action that Woodstock Council has little or no regard for my loyal custom over the years, or indeed for the health and mental wellbeing of the young people that attend my classes. I teach other classes in Oxford, Banbury, Bicester and Witney in different venues and no other venue has decided to close during this time.

The council cannot simply wield its power in an ad hoc way, there must be reasonable explanation provided for an action which so negatively impacts a business and group of people within its community. To have conducted yourselves with such disregard for a particular age group within the town that you serve simply cannot be accepted without a full explanation. The government guidance at present is that youth activities that have COVID secure measures in

place continue even if an area is put into Tier 3. COVID should not trump everything else and there are other factors to consider.

The signatories on this letter are from parents of the children that will be affected by this closure. They and I believe it is only fair for you to provide clarification as to why you instructed the sudden closure of the Community Centre, backed up with scientific evidence as to how this closure reduces the risk of Coronavirus affecting any of the town council staff or members.

A copy of this letter will be sent to Robert Courts, MP.

Regards,

A handwritten signature in black ink, appearing to read 'K Poulter', written over the printed name below.

Kelly Poulter

**Woodstock Town Council**  
**Risk Assessment**

**Town Hall - Town Clerk**

Date of Risk Assessment: 21.10.20

Date Risk Assessment To Be Reviewed: 01.11.20

Your Duty = Employee Safety at Work

Requirement = To ensure all possible measures have been taken to prevent infection

Aim = To prevent staff contracting coronavirus whilst working on Council premises

Risk Value

Low = 1

Medium = 2

High = 3

<b>Risk to</b>	<b>Hazard</b>	<b>Control</b>	<b>Review Timing</b>	<b>Likelihood of Occurrence</b>	<b>Impact on Council</b>	<b>Risk Value</b>	<b>Your Action Req (&gt;3)</b>
Town Clerk	COVID-19	<p>Anyone who has any of the symptoms of COVID-19 or feels unwell, as well as those who live in a household with someone who has symptoms, should not enter the Town Hall.</p> <p>To minimise contact between staff members the Town Clerk will work alone in her office.</p> <p>If access into the building is allowed then anyone entering the Town Hall and/or the main office for deliveries, to attend classes or to speak to the Town Clerk must wear a face covering including the Administrative Assistant and Caretaking Staff.</p> <p>Anyone entering the Town Clerk's office will be expected to adhere to the two metre distancing regulation.</p> <p>The Town Clerk will ensure all objects and surfaces touched regularly, e.g. door handles, light switches, keyboards, printer are sanitised and cleaned frequently with anti-viral sanitising products</p>	To be updated when Government regulations /guidelines change	Low	Low	1	N/A

		<p>If using the photocopier/printer, guillotine or laminator within the main office the Town Clerk will ensure these are sanitised after use.</p> <p>When using anti-viral sanitising products the Town Clerk will wear appropriate PPE.</p> <p>Appropriate Stay Alert, Hand-washing and Official NHS QR code poster will be displayed throughout the building.</p> <p>Hand sanitiser, anti-viral wipes and anti-viral spray will be provided within the Town Clerks office.</p> <p>All waste materials are to be placed directly into the external refuse bins and not left in the office bin.</p> <p>If classes/sessions were to resume in the Town Hall the Town Clerk's door will be kept shut and the metal barrier placed access entrance to Clerk's Office/Ladies Toilets when the external door is unlocked for those attending classes to access Assembly Room to minimise contact between the Town Clerk and other users of the building.</p> <p>The Town Clerk will be cautious when using the stairwell whilst the Administrative Assistant and if approved other users are in the building and will use anti-viral sanitising products in the foyer, on the stairwell handrails, door handles and light switches as required when accessing other parts of the building.</p>					
--	--	---	--	--	--	--	--

**Woodstock Town Council**  
**Risk Assessment**

**Town Hall - Administrative Assistant**

Date of Risk Assessment: 21.10.20

Date Risk Assessment To Be Reviewed: 01.11.20

Your Duty = Employee Safety at Work

Requirement = To ensure all possible measures have been taken to prevent infection

Aim = To prevent staff contracting coronavirus whilst working on Council premises

Risk Value

Low = 1

Medium = 2

High = 3

<b>Risk to</b>	<b>Hazard</b>	<b>Control</b>	<b>Review Timing</b>	<b>Likelihood of Occurrence</b>	<b>Impact on Council</b>	<b>Risk Value</b>	<b>Your Action Req (&gt;3)</b>
Administrative Assistant	COVID-19	<p>Anyone who has any of the symptoms of COVID-19 or feel unwell, as well as those who live in a household with someone who has symptoms, should not enter the Town Hall.</p> <p>To minimise contact between staff members the Administrative Assistant will work alone in the main office.</p> <p>If access into the building is allowed then anyone entering the Town Hall and/or the main office for deliveries, to attend classes or to speak to the Administrative Assistant must wear a face covering including the Clerk and Caretaking Staff.</p> <p>Anyone entering the main office will be expected to adhere to the two metre distancing regulation.</p> <p>The Administrative Assistant will ensure all objects and surfaces touched regularly, e.g. door handles, light switches, keyboards, photocopier, guillotine and laminator are sanitised and cleaned frequently with anti-viral sanitising products.</p>	To be updated when Government regulations /guidelines change	Low	Low	1	N/A

	<p>When using anti-viral sanitising products the Administrative Assistant will wear appropriate PPE.</p> <p>Appropriate Stay Alert, Hand-washing and Official NHS QR code poster will be displayed throughout the building.</p> <p>Hand sanitiser, anti-viral wipes and anti-viral spray will be provided within the main office and other key areas of the building (Toilets &amp; Assembly Room).</p> <p>All waste materials are to be placed directly into the external refuse bins and not left in the office bin.</p> <p>If classes/sessions were to resume in the Town Hall the door to the main office will be locked and the metal barrier placed access entrance to Clerk's Office/Ladies Toilets when the external door is unlocked for those attending classes to access Assembly Room to minimise contact between the Administrative Assistant and other users of the building.</p> <p>The Administrative Assistant will be cautious when using the stairwell whilst the Clerk and if approved other users are in the building and will use anti-viral sanitising products in the foyer, on the stairwell handrails, door handles and light switches as required when accessing other parts of the building.</p>					
--	--	--	--	--	--	--

		The Town Clerk will consult with the Administrative Assistant regularly to check if the arrangements that have been put in place are adequate and working well.					
--	--	---	--	--	--	--	--

**Woodstock Town Council**  
**Risk Assessment**

**Town Hall & Community Centre - Caretaking Staff**

Date of Risk Assessment: 21.10.20

Date Risk Assessment To Be Reviewed: 01.11.20

Your Duty = Employee Safety at Work

Requirement = To ensure all possible measures have been taken to prevent infection

Aim = To prevent staff contracting coronavirus whilst working on Council premises

Risk Value

Low = 1

Medium = 2

High = 3

<b>Risk to</b>	<b>Hazard</b>	<b>Control</b>	<b>Review Timing</b>	<b>Likelihood of Occurrence</b>	<b>Impact on Council</b>	<b>Risk Value</b>	<b>Your Action Req (&gt;3)</b>
Caretaking Staff	COVID-19	<p>Anyone who has any of the symptoms of COVID-19 or feels unwell, as well as those who live in a household with someone who has symptoms, should not enter the Town Hall or Community Centre.</p> <p>To minimise contact with Community Centre tenants and Town Hall Staff the Caretaking Staff will clean both buildings early in the morning prior to tenants/staff arriving for work.</p> <p>Caretaking staff will be provided with adequate supplies of the appropriate PPE - disposable gloves face masks/visors and aprons to enable them to undertake their cleaning duties safely.</p> <p>When using anti-viral sanitising products to clean Caretaking Staff will wear the appropriate PPE supplied by the Council for their protection.</p> <p>Caretaking Staff to ensure they are aware of the content of any products being used for cleaning purposes and take necessary</p>	To be updated when Government regulations /guidelines change	Low	Low	1	N/A

	<p>precautions if/when using potentially hazardous cleaning products.</p> <p>A folder containing COSH sheets for cleaning products used is available in the Town Hall office for use by the Caretaking Staff.</p> <p>The Town Hall Staff will ensure all objects and surfaces they touch regularly, e.g. door handles, light switches, keyboard and printers are sanitised and cleaned frequently with anti-viral sanitising products to minimise risk to the Caretaking Staff when cleaning the offices.</p> <p>Community Centre tenants and Town Hall staff will dispose of all waste materials in the external refuse bins to minimise risk to the Caretaking Staff.</p> <p>If classes/sessions were to resume in the Town Hall and Community Centre the Caretaking Staff will be responsible for cleaning all surfaces, door handles, furniture, toilet facilities being used by the hirer with anti-viral sanitising and cleaning products between each booking.</p> <p>At least 1 hour will be left between bookings to enable cleaning to be undertaken by the Caretaking Staff and for the room to be ventilated. This will also allow Caretaking Staff to complete their duties whilst minimising the risk of them having contact with hirers and those attending classes.</p>					
--	---	--	--	--	--	--

		<p>The Caretaking Staff to be cautious when using the stairwell whilst the Clerk, Administrative Assistant and if approved other users are in the building and use anti-viral sanitising products in the foyer, on the stairwell handrails, door handles and light switches as required when accessing other parts of the building.</p> <p>The Town Clerk will consult the Caretaking Staff regularly to check if the arrangements that have been put in place are adequate and working well for them.</p>					
--	--	--	--	--	--	--	--

1/10/20-

## AGENDA & REPORTS DEADLINE

I feel that there is confusion with the deadline of paper submissions. I, as chair of this council, have tried to clarify the timescales and have set a president in terms of acknowledging pieces that are late. However it seems that we still get to the agenda on a number of occasions and have some omissions, I myself have been guilty of this.

I think it would be better to create a water tight process, applicable to all, which means we are not confused or frustrated when 'around the table'.

This will also assist the Clerk to complete the circulation of Agendas and papers by Thursday midday freeing her to continue with other pressing work.

**Motion: Proposed by Cllr M Parkinson Seconded by Cllr A Grant**

**WTC Resolves that the deadline for requesting an item be put on the agenda is 12pm 5 working days prior to the meeting date. The deadline for submission of an agenda item paper is 11am 4 working days prior to the meeting date. (as our meetings are usually held on a Tuesday this would result in the Wednesday before).**

**This paper must include a recommendation or a proposal and included a seconder unless it is just to be noted.**

**If a paper has not been submitted for an agenda item by this deadline then the item is to be removed from the agenda before it is circulated and posted in the public arena .**

**Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information(this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. This must be additional information only and not a full paper**