

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 14th JUNE 2016
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr E Poskitt (Mayor)
Cllr J Cooper
Cllr P Jay
Cllr Mrs S Rasch
Cllr Mrs T Redpath
Cllr Mrs E Stokes

Cllr F Collingwood (Deputy Mayor)
Cllr Mrs A Grant
Cllr S Parnes
Cllr P Redpath
Cllr M Robertson
Cllr B Yoxall

ALSO IN ATTENDANCE: 9 members of the public.

WTC/40/16 APOLOGIES FOR ABSENCE: None.

WTC/41/16 DECLARATIONS OF INTEREST:

Cllr E Poskitt declared a pecuniary interest in Agenda Item 9 Planning (iv) as she lives at Hedge End, and would leave the meeting if this item was discussed.
Cllr F Collingwood: Agenda Items 4, Public Participation Session and Agenda Item 27 New Road Play Area, as he works for HMG Law LLP who have been appointed by Mr and Mrs Parkinson to act for them, and left the meeting whilst these matters were discussed.

The following Cllrs declared general interests:

Cllr E Poskitt: Agenda item 9 Planning as a Member of the WODC Uplands Planning Sub-Committee.

Cllr J Cooper: Agenda item 9 (i) Planning Applications as a Member of WODC.

WTC/42/16 MINUTES: The Council

RESOLVED that the minutes of the Town Council meeting that took place on Tuesday 17th May 2016 were approved subject to the following amendments:

- a) That the references to 'advisor(s)' be amended to read 'adviser(s)'
- b) The spelling of Cllr Mrs S Rasch's name being corrected under the membership of the Environment Committee on page 11,
- c) On page 12 under the WTC Appointments to the Woodstock Exhibition Foundation Charity Cllr Mrs L Maybury was deleted and replaced by Cllr Mrs S Rasch under the same term of office.
- d) On page 12 an amendment was made to organisations listed under the 'Membership on Outside Bodies' so that it reads 'Community First Oxfordshire', and

The Mayor then signed the minutes.

WTC/43/16 PUBLIC PARTICIPATION

(i) Mrs J Dunsmore: asked the Council to resist the 1 Market Street planning application to convert the premises from a shop to a domestic residence, noting that the town had recently lost a number of outlets. Mrs Dunsmore explained that as a service centre Woodstock must have retail outlets. Shops on the unwelcome Woodstock East development application, which must also be resisted, would not be a satisfactory outcome. Mrs Dunsmore believed that WTC has a policy to protect shops within Woodstock yet had considered a change of use for 24 Market Place.

Mrs Dunsmore asked that, as the chosen applicant had now withdrawn her application, the list of interested parties be re-opened as she understood that a number of retailers wished to be considered for this shop. She asked WTC to protect the present and future shops and economy of Woodstock and noted that vacant shops should be actively marketed.

Mrs Dunsmore also thanked the Mayor for the recent civic service but noted her disappointment that the Royal British Legion were not present with their standard, although the Queen is their patron. The Mayor explained that the use of standards in the church was the Rector's decision. The Deputy Lord Lieutenant had also been consulted about this matter and was in agreement with this.

(ii) Dr R McGurrin: spoke about his disappointment at being refused entry to a recent meeting about the Multi User Games Area which was held at the Woodstock Town Football Club. He expressed his concerns about the manner in which his entry had been refused, explained why he considered that he should have been allowed to attend this meeting and how being refused entry had made him feel. Dr McGurrin suggested that this matter had brought the Town Council into disrepute. The Mayor explained that this had been a private meeting and that this was why he had not been invited to attend. Following questions from two Cllrs the Mayor said that this matter would be discussed further during the confidential session.

(iii) Mr James Talbot: noted his disappointment upon being unsuccessful in the recent Woodstock Town Council election. Mr Talbot addressed the Council about the shop at 24 Market Place and his wish to rent this premises if it was still available. Mr Talbot explained that he has been running a successful barbers shop in Woodstock for three years and would now like to open a grocer's and community driven space, selling locally sourced produce, as an additional business. He noted that it would not require a change of use for 24 Market Place. In answer to a question Mr Talbot explained why he hadn't previously applied to rent these premises. The Mayor confirmed that negotiations were already underway with a tenant for this premises but advised Mr Talbot to contact Carter Jonas to register his interest in case the premises become available again. Mr Talbot reiterated his disappointment at being unsuccessful in the election and offered his help to WTC.

WTC/44/16 COUNTY AND DISTRICT COUNCILLOR UPDATES

(i) Report from the County Councillor: The Council noted the June report from Cllr I Hudspeth.

(ii) Report from the District Councillors: The Council noted the June report from District Cllrs J Cooper and E Poskitt.

WTC/45/16 COMMUNICATIONS: The Mayor reported that:

1. The civic service had gone well. The Mayor had received plenty of warm compliments about it and the reception afterwards. She thanked Cllr Mrs Ann Grant and Mrs Jane Hibberd, the Council's caretaker, who were extremely helpful and had laid out the refreshments beautifully upstairs. The 'Woodstock Over 90 Years' exhibition had attracted a steady stream of people. Tea had been served upstairs on the Sunday and the event had made a small amount of money for the Mayor's charities. She also thanked Cllrs B Yoxall and J Cooper for their help and all those who had attended.
2. Forward looking actions are currently being explored whereby there might be a day or weekend when Woodstock local societies, groups etc. would have stalls in the Community Centre or Town Hall as a way of encouraging people,

particularly new residents, to find out what's going on and participate in local life. At a recent meeting of WUTW those present expressed interest in this idea. Something may therefore be planned in the autumn, perhaps with the involvement of WUTW.

3. The rubbish collection that morning had left a lot of bins and boxes strewn around or on the middle of pavements. The Mayor had complained to WODC.
4. Mrs Edwina Henderson, formally Mrs Walker, whose husband was Mayor between 1967 and 1969 will be 100 on 2nd July. The Mayor will send her a birthday card.
5. Mrs Del Nevo has exactly the same birthday as the Queen. She had been invited to the Civic service and reception but was unable to attend. It was noted that Mrs Enid Jerrams also celebrates her 90th birthday this year and had attended the celebratory service in Christ Church and following reception in Oxford Town Hall.
6. Hildegard of Bingen School from Germany with which the Marlborough School has links would be giving a free concert in the Church on Friday evening.

WTC/46/16 QUESTIONS: The following questions were received from Cllr S Parnes under Standing Order No 8:

1. Please would the Mayor confirm the procedural status of (a) vacancy/tenancy and (b) planning consent and/or permitted use, in relation to the Town Council's retail shop in the Town Hall (24 Market Place), now the prospective tenant has withdrawn their Application for Change of Use shortly before the Uplands Area Planning Sub-Committee Meeting and after the planning officer's recommendation for refusal was published?

The Mayor said that this will be discussed later in the meeting and was a matter for the Council Member for Property.

2. Is the Mayor satisfied with the Blenheim Estate's conveyed intentions to repair only the front - but not the back - defective and unsightly roof slates at Bens Close; and does the Mayor consider WTC has exhausted its ability to progress the matter any further.

The Mayor answered yes.

3. Whereas the report tabled for Agenda 25 (i), relating to the Town Council's vacant retail property (24 Market Place) in the Town Hall, states one of its purposes is to "place this information in the public domain", and the report's "History" section suggests "a change of use application was withdrawn in face of a campaign against it" (a) does the Mayor consider it insignificant or irrelevant that the report makes no mention whatsoever of the fact that the applicant (proposed tenant) withdrew the application on the afternoon of the last working day before the Uplands Area Planning Sub-Committee meeting for which the planning officer recommended refusal of the application based on a number of planning policies and considerations explained in a report publicly available online; and (b) is the Mayor able to disclose the leadership/coordinators/headquarters of the so-called "campaign", and does the Mayor consider any such "campaign" to have been inappropriately conducted bearing in mind the content and volume of the numerous letters of objection which were submitted as part of the planning process?"

The Mayor answered yes to part (a) of the question and said that she did not understand part (b).

WTC/47/16 MOTIONS PRESENTED TO COUNCIL: None.

WTC/48/16 PLANNING

(i) Planning Applications.

The Mayor and Cllr J Cooper declared general interests as District Cllrs involved in Planning. The following planning applications were received and considered:

a) Ref: 16/01551/FUL - Woodstock Church of England Primary School, Shipton Road, Woodstock: Alterations and erection of single storey extension.

RESOLVED that Woodstock Town Council wishes to make no comment

b) Ref: 16/01781/FUL & 16/01782/LBC – 1 Market Street, Woodstock: Change of use from retail to residential and associated internal alterations.

RESOLVED that Woodstock Town Council objects to these planning applications on the following grounds:

1. WODC evolving Local Plan 2031

Policy EW2. Bullet point 11.

- *ensuring Woodstock Town Centre remains vibrant through resisting the loss of shops and other town centre uses*

9.5.51 (p186) *The primary focus for retail and leisure provision will be the rural service centres with a particular focus on Woodstock.....and the loss of shops or other town centre uses within the centre will be resisted.*

Policy E5 comment: *Marketing of premises is likely to be an important factor in determining change of use applications.*

There is no shortage of customers looking for vacant retail properties in Woodstock. We do not believe this particular retail opportunity has been marketed adequately as a vacant retail space and there seems no evidence given on the submitted materials that this has been done.

2. NPPF

Paragraph 23 Bullet points 1 and 4

- *recognise town centres the heart of their communities and pursue policies to support their viability and vitality*
- *promote competitive town centres that provide customer choice and a diverse retail offer and which reflect the individuality of town centres*

Paragraph 28 Bullet point 4

- *promote the retention and development of local services and community facilities in villages, such as local shopsetc*

WODC Local Plan 2011

Policy E6

The change of use of existing premises and sites with an established employment use to no employment uses will not be allowed unless:

- a. it can be demonstrated that the site or premises are not reasonably capable of being used or redeveloped for employment purposes; or*
- b) the site or premises is considered unsuitable on amenity, environmental or highway safety grounds or employment uses; or*
- c) substantial planning benefits would be achieved by allowing alternative forms of development*

Whilst the current precise retail use may not be viable – and that is not proven in this application - we believe this building will be highly desirable to retailers of other products looking for outlets in Woodstock.

c) Ref: 16/01870/FUL & 16/00490/FUL – St Hugh of Lincoln, Hensington Road, Woodstock: Alterations and erection of single storey extension.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application. However, it notes that there is a large car park associated with this building and hopes, that in view of the shortage of parking in Woodstock, that this can be used for the best advantage for the town.

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

(ii) West Oxon Strategic Housing and Land Availability Assessment 2016
The Council received and considered a letter from WODC of 31st May. Cllr P Jay proposed, Cllr B Yoxall seconded the motion and the Council

RESOLVED (unanimous) that it confirms its instructions to Messrs Kemp and Kemp to respond on the Council's behalf to the letter of 27th May from WODC entitled "West Oxfordshire Strategic Housing and Economic Land Availability Assessment 2016" and to make the fullest use they, in their judgement, can make of the points made in discussion in Council.

ACTIONS:

1. *Cllr Yoxall will compile the comments from Cllrs and send these to the Town Clerk for forwarding to Kemp and Kemp.*
2. *The Town Clerk will instruct Kemp and Kemp.*

Cllr P Redpath proposed and the Mayor seconded the motion and the Council

RESOLVED (6 votes for, 5 votes against and 1 abstention) that WTC write to WODC supporting Cllr B Yoxall's proposal for affordable housing over the top of the car park in Hensington Road.

ACTION: *The Town Clerk will send a letter to WODC.*

(iii) Blenheim Palace WHS Management Plan Review: The Council received and considered a letter sent by Historic Landscape Management. Cllr B Yoxall proposed that WTC send the response that he had drafted criticising weaknesses in the plan and circulated to Cllrs before the meeting. Cllr P Jay seconded the proposal and offered to help reword part of the response, an offer which Cllr B Yoxall accepted.

RESOLVED (unanimous) that WTC send the response prepared by Cllrs B Yoxall after slight modification by Cllr P Jay as its formal response to the Blenheim Palace WHS Management Plan Review.

(iv) Planning Proposals for 'Land East of Woodstock': There was nothing to note so the Council moved to the next Agenda item.

WTC/49/16 **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2016**

The Council received and considered the report of the Responsible Financial Officer.

(i) List of payments for May 2016
Cllr F Collingwood proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED that the list of payments totalling £17,355.24 made in the month of May 2016 is approved.

(ii) Bank Reconciliation Statement for May 2016: Noted.

(iii) Summary and Detailed Income & Expenditure Statement for May 2016.
Noted.

(iv) Additional Bank Signatories

The Council received and considered a report and recommendation from the Town Clerk. Cllr P Jay proposed and Cllr M Robertson seconded the motion and the Council

RESOLVED that all members of the Mayor's Committee become WTC bank signatories so that seven of the twelve Cllrs on the Council can electronically authorise payments.

ACTION: *The Bank mandate will be updated.*

(v) Disposition of Council Funds at 31st May 2016: The report from the Finance Assistant was noted.

WTC/50/16 **SAFE PLACES PROJECT:** This item was brought forward from the Town Council meeting that was held in May 2016 and is an initiative arising from the 'Community Safety Partnership'. It involves establishing 'Safe Places' where vulnerable people can go if they feel threatened. Cllr B Yoxall is currently liaising with the police and trying to identify suitable venues. He hopes that something could be done on a small scale in Woodstock and was thanked for his efforts on this initiative.

ACTION: *Cllr B Yoxall will put an item in Woodstock and Bladon News that outlines the initiative and also asks for volunteers as a feature of the project is that two people must be on duty at any time.*

WTC/51/16 **OUTCOME OF APRIL 14TH TOWN POLL:** This item was brought forward from the Town Council meeting that was held in May 2016. Cllr S Parnes proposed and Cllr Mrs T Redpath seconded the motion that WTC notes the results of the April 14th 2016 Town Poll on the Question: "Do you wish for the green fields including agricultural land of the South East of Woodstock (also known as, or including, or related to the so-called 'Land East of Woodstock' and/or 'Woodstock East') to be protected from development and urban sprawl (RE: the Local Plan)?" to which 411 voted YES, and 73 voted NO, on Turnout of 19.04% of the Town's electorate. Commends the participation of all those who were able to vote; Recognises and accepts the result of the Woodstock Town Poll as an additional, continuing, consistent and valid indication of the prevailing position of the Town which should inform Town, District, County and national policies and planning considerations wherever relevant. Discussion followed.

The Mayor proposed an amendment to the motion which was seconded by Cllr P Redpath and accepted by the proposer and seconder of the original motion, and the Council

RESOLVED that WTC notes the results of the April 14th 2016 Town Poll on the Question: "Do you wish for the green fields including agricultural land of the South East of Woodstock (also known as, or including, or related to the so-called 'Land East of Woodstock' and/or 'Woodstock East') to be protected from development and urban sprawl (RE: the Local Plan)?" to which 411 voted YES, and 73 voted NO. Commends the participation of all those who were able to vote; Recognises and accepts the result of the Woodstock Town Poll as an additional, continuing, consistent indication of the views of the town.

Cllr S Parnes asked for a named vote the result of which was:

For: Cllrs S Parnes, Mrs T Redpath, Cllr E Poskitt, P Redpath, F Collingwood, Mrs A Grant, M Robertson, P Jay, Mrs S Rasch, Mrs E Stokes and B Yoxall (11)
Abstained: Cllr J Cooper (i).

WTC/52/16 **CHANGE OF NAME OF 'MAYOR'S COMMITTEE'**: This item was brought forward from the Town Council meeting that was held in May 2016. Cllr S Parnes proposed and Cllr P Redpath seconded the motion that Woodstock Town Council, aspiring to continually support improved clarity and enhanced public understanding of its activities where reasonable opportunity to do so becomes apparent; desiring to earn public confidence, and to be inviting of public participation, feedback and input; and considering "Policy, Resources & General Purposes Committee" is generally more descriptive and indicative of the roles, remit and activities of its Committee presently known generically as the "Mayor's Committee", resolves that the "Mayor's Committee" shall be called, referred to, and known as the "Policy, Resources & General Purposes Committee". Discussion followed.

The Deputy Mayor proposed an amendment that was seconded by Cllr Mrs T Redpath and accepted by the proposer and seconder of the original motion and the Council

RESOLVED (8 votes for, 3 votes against and 1 abstention) that Woodstock Town Council, aspiring to continually support improved clarity and enhanced public understanding of its activities where reasonable opportunity to do so becomes apparent; desiring to earn public confidence, and to be inviting of public participation, feedback and input; and considering "Resources & General Purposes Committee" is generally more descriptive and indicative of the roles, remit and activities of its Committee presently known generically as the "Mayor's Committee", resolves that the "Mayor's Committee" shall be called, referred to, and known as the "Resources & General Purposes Committee".

WTC/53/16 **CONTROVERSIAL CHANGE OF USE OF SHOP IN TOWN HALL**: This item was brought forward from the Town Council meeting that was held in May 2016. Cllr P Jay proposed, Cllr M Robertson seconded the motion and the Council

RESOLVED that this motion be taken after the property report.

WTC/54/16 **HARDCOPY DISTRIBUTION AND DELIVERY OF COUNCIL PAPERS**: This item was brought forward from the Town Council meeting that was held in May 2016. Cllr S Parnes proposed the following motion, seconded by Cllr Mrs A Grant, that to facilitate maximal equal opportunity of Member preparations for participating effectively and efficiently in meetings, resolves that Members shall no longer be required to attend the Town Hall in person for collection of hardcopy papers and agendas before any respective meeting date. The Town Council shall deliver – or arrange delivery - of hardcopy (printed) meeting papers and agendas to the home address of any participating member so requesting, and regardless of whether the requesting member desires to also receive the same Council document copies electronically. Discussion followed during which a report and recommendations from the Town Clerk was considered. The Mayor asked Cllr S Parnes if he would withdraw his motion and he and Cllr Mrs A Grant, his seconder, agreed to do so.

The Mayor proposed, Cllr M Robertson seconded the motion and the Council

RESOLVED that:

- a) The current system of sending agendas and papers electronically is retained.
- b) Cllrs should submit their papers with the agenda items by noon on the Tuesday before the agenda is issued.
- c) A hard copy of the agenda and all papers received before 11am on the Wednesday before the meeting will be sent out by 1st class post at 1pm on that Wednesday.
- d) Anything that is received after 11am on the Wednesday before a meeting will be photocopied later and placed in Cllrs folders for collection or distribution at the meeting.

ACTIONS:

1. *Cllrs should submit their papers to the Town Clerk with their agenda item and copy them to the Administrative Assistant for collation and numbering.*
2. *The Administrative Assistant will copy the papers that have been received by 11am, place them in order and then send them to Cllrs 1st Class at 1pm on the Wednesday.*

WTC/55/16 **MAYOR'S COMMITTEE:** The minutes from the Mayor's Committee that took place on 24th May 2016 were received and considered the Council

RESOLVED that:

- (i) that WTC does not formally appoint any one solicitor for a year but engages with solicitors as and when required when matters arise, after obtaining quotations each time.
- (ii) that Carter Jonas are formally confirmed and approved as the WTC property managers for 2016/17 under the current arrangement.
- (iii) that Ellis Whittam are confirmed as the WTC HR and H&S consultants.

WTC/56/16 **OBJECTIVES OF THE NEW COUNCIL:** The paper from the Deputy Mayor about developing a strategy for the new Council was noted and supported.

WTC/57/16 **1890 REPORT CONCERNING CHARITIES IN OXFORDSHIRE – BOOK IN THE LIBRARY:** The Librarian, Reader and Information Services (Local and Family History) from Oxfordshire County Council wrote to WTC about the book "The Reports of the Commissioners (commonly known as Lord Brougham's Commission) ...to enquire concerning charities in England and Wales relating to the county of Oxfordshire 1819-1837" which was published in 1890 and has been loaned by WTC to the Woodstock library. The Librarian asked whether WTC would agree to its being passed to the Oxfordshire History Centre, where it would be stored under appropriate conditions and made available to anyone wishing to use it for research purposes.

RESOLVED that the Town Clerk will liaise with Honorary Townsman Dr Robert Edwards to ensure that anything relevant to Woodstock is photocopied first and then agree to the book being deposited at the Oxfordshire History Centre.

WTC/58/16 DEVOLUTION PROPOSALS:

- (i) Paper about the OCC Workshop discussions; The paper from Cllr B Yoxall was noted.
- (ii) Update regarding 'Oxfordshire Together' dialogue; The paper from Cllr B Yoxall was noted.

WTC/59/16 WITHDRAWAL OF BUS SUBSIDY: The Council noted the report from Cllr B Yoxall and thanked him for his work on this issue.

WTC/60/16 OCC 2016 COMMUNITY PLAN SURVEY: The Mayor reported that she and Cllr M Robertson had tried to stimulate interest in this matter from the town once before but received no response.

RESOLVED that Cllr M Robertson and the Town Clerk prepare and send a response to OCC.

WTC/61/16 SHIPTON ROAD HAZARDS: PROGRESS AND DEGRADATIONS: A paper from Cllr S Parnes was noted.

WTC/62/16 LONDON OXFORD AIRPORT CONSULTATIVE COMMITTEE: The paper from Cllr S Parnes was noted.

WTC/63/16 WOODSTOCK-RELATED CONCERNS & COMMENTS EXPRESSED AT THE MAY 26TH WODC ECONOMIC AND SOCIAL OVERVIEW & SCRUTINY COMMITTEE: A report from Cllr S Parnes was noted.

WTC/64/16 PROPERTY REPORT

- (i) 24 Market Place: The papers from the Council Member for Property and Cllr S Parnes were noted.

WTC/65/16 EXCLUSION OF THE PUBLIC AND PRESS:

The Mayor proposed, Cllr J Cooper seconded the motion and the Council.

RESOLVED (unanimous) that because the nature of the business to be transacted was sensitive the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

- (i) 24 Market Place cont'd:

The Council received and considered a report from the Council Member for Property. Discussion followed. Cllr M Robertson proposed, Cllr Mrs E Stokes seconded the motion and the Council

RESOLVED that Woodstock Town Council adhere to its original decision and offer the shop at 24 Market Place to the second applicant who had previously been proposed.

Cllr S Parnes asked for a named vote the result of which was:

For: Cllrs M Robertson, Mrs E Stokes, E Poskitt, F Collingwood, P Jay, Mrs S Rasch, P Redpath, Mrs T Redpath, Mrs A Grant and J Cooper (10)

Abstained: Cllrs S Parnes and B Yoxall (2)

(ii) Property Report:

4 Park Street: The tenant has requested fencing.

RESOLVED (unanimous) that subject to a maximum cost of £300 Woodstock Town Council agree to carry out this improvement.

The Mayor asked the Council for permission to extend the meeting by 15 minutes and it agreed to do so. It also agreed that Agenda Item 27 (ii) be taken next.

WTC/66/16 NEW ROAD PLAY AREA:

(ii) Oral Update from the Mayor about the meeting with the Woodstock Town Football Club: The Council noted an oral update from Cllr E Poskitt about what had happened at the meeting with the Woodstock Town Football Club where those present were unanimous in their wish not to relocate the MUGA.

WTC/67/16 POLICE STATION REPORT: The Council received an update from the Mayor about activities that had taken place since the May Town Council meeting.

WTC/68/16 NEW ROAD PLAY AREA (Continued):

The Deputy Mayor declared a pecuniary interest and left the meeting at this point.

(i) Letter of agreement from a resident and quotes for additional hedging at New Road Play Area: The Council received and considered a report and recommendation from the Town Clerk. Cllr P Redpath proposed, the Mayor seconded the motion and the Council

RESOLVED unanimous) that Woodstock Town Council take no action on this matter until the MUGA situation is resolved.

Cllr M Robertson left the meeting at this point.

(ii) Oral Update from the Mayor: The Council noted an oral update from Cllr E Poskitt about other legal matters relating to the New Road Play Area.

The meeting closed at 10.47pm

Signed Date