

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 12th JANUARY 2016
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr E Poskitt (Mayor)	Cllr J Cooper
Cllr C Carritt (Deputy Mayor)	Cllr M Robertson
Cllr S Parnes	Cllr Mrs E Jay
Cllr P Jay	Cllr B Yoxall

Also in Attendance: 1 member of the public.

The Mayor thanked Mr Iain Nicholson for the presentation that he had made to the Council immediately prior to the Council meeting.

WTC/194/15 APOLOGIES FOR ABSENCE: Cllrs L Maybury, Mrs S Rasch, T Wray and Mrs E Stokes and County Cllr I Hudspeth.

WTC/195/15 DECLARATIONS OF INTEREST: Cllr E Poskitt (the Mayor) disclosed a pecuniary interest in agenda item 9 (ii) Local Plan Examination in Public because she lives at Hedge End which overlooks the proposed 'Woodstock East' site and so left the meeting whilst this was discussed.

Declarations of a general interest were received from:

Cllr E Poskitt: Agenda Item 9, Planning, as a member of West Oxfordshire District Council (WODC) Uplands Planning subcommittee.

Cllr J Cooper: Agenda item 9, Planning, as a WODC Councillor.

WTC/196/15 MINUTES: The Council

RESOLVED that the minutes of the Town Council meeting held on Tuesday 8th December 2015 were approved.

The Mayor then signed the minutes.

WTC/197/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:

Mr Rob Lee spoke about his concerns about the staining of the roofs at Bens Close. District Cllr J Cooper offered to discuss this matter with Mr Wilson, Director of Housing.

The Mayor asked for and received the Council's agreement to bring forward agenda item 17 and so this was taken next.

WTC/198/15 UNSIGHTLY DETERIORATION OF ROOFS AT THE BEN CLOSE

DEVELOPMENT. The Council received and considered a report from Cllr S Parnes. Discussion followed.

Cllr C Carritt proposed that WTC write to WODC Head of Planning and Head of Building Control expressing concern about the poor state of the roofs of the Sovereign Housing properties at Bens Close and ask for a full report on the cause of the problem, liabilities and solutions and to copy that request to Sovereign Housing, Blenheim Estate and the householder.

Cllr J Cooper seconded the proposal. Cllr P Jay proposed an amendment whereby the following be added to the motion:

That Woodstock Town Council calls upon all concerned, including the landlords of Bens Close, the builders and the District Council to support a request to the Local Authority Building Control (LABC) and National House Building Control (NHBC) inspectors to investigate the situation at Bens Close, especially the roofs, and to report to all concerned.

Cllrs Carritt and Cooper accepted the amendment and the Council

RESOLVED (unanimously) that WTC write to WODC Head of Planning and Head of Building Control expressing concern about the poor state of the roofs of the Sovereign Housing properties at Bens Close and ask for a full report on the cause of the problem, liabilities and solutions and to copy that request to Sovereign Housing, Blenheim Estate and the householder. Woodstock Town Council calls upon all concerned, including the landlords of Bens Close, the builders and the District Council to support a request to the Local Authority Building Control (LABC) and National House Building Control (NHBC) inspectors to investigate the situation at Bens Close, especially the roofs, and to report to all concerned.

ACTION: *The Town Clerk will write the required letters.*

WTC/199/15 COUNCILLOR UPDATES

- (i) Report from County Cllr Ian Hudspeth. The January report from Cllr I Hudspeth was received and noted.
- (ii) Report from District Cllrs J Cooper and E Poskitt. The January report from District Cllrs Cooper and Poskitt was received and noted.

WTC/200/15 COMMUNICATIONS: The Mayor laid the following before the Council:

- (i) The Mayor thanked everyone who had helped make the Mayor's Carols such a great success - £234.75 was raised for her two charities. She also thanked Botanicare for repairing the Christmas tree lights which were damaged during high winds.
- (ii) The Mayor had written to Mrs Barbara Gray, a former Mayoress of Woodstock, congratulating upon her being made a Member of the Most Excellent Order of the British Empire (MBE)
- (iii) Cllrs were reminded that, unless the timing of a meeting make it impossible to do so, papers should be submitted during the week before a meeting to facilitate circulation and copying. Late submissions put unnecessary pressure on staff and Cllrs do not always have time to read and consider the content.
- (iv) The Mayor informed Cllrs that she had made a recommendation for an award to the High Sherriff.

WTC/201/15 QUESTIONS: The Mayor said that a question posed by Cllr B Yoxall would be taken in confidential session.

WTC/202/15 MOTIONS PRESENTED TO THE COUNCIL: The following motion submitted under Standing Orders by Cllr C Carritt was seconded by Cllr B Yoxall:

That following the announcement by WODC of the appointment of consultants to conduct a District wide parking review, a letter/email be sent to Mrs Maria Wheatley, the Council's Parking Manager, asking her to set up a meeting between the

consultants, County Council officers and the Town Council's representatives with a view to representing the views of Woodstock residents on the issues of residents parking difficulties and the lack of general parking enforcement.

Discussion followed. Cllr P Jay proposed an amendment so that all other pertinent matters relating to parking in the town by people in Woodstock also be considered. The proposer and seconder of the motion accepted this amendment.

RESOLVED (unanimous) that following the announcement by WODC of the appointment of consultants to conduct a District wide parking review, a letter/email be sent to Mrs Maria Wheatley, the Council's Parking Manager, asking her to set up a meeting between the consultants, County Council officers and the Town Council's representatives with a view to representing the views of all people in Woodstock on all issues of parking difficulties.

WTC/203/15 PLANNING The Mayor and Cllr J Cooper declared general interests.

(i) Planning Applications: The following planning applications were received and considered:

a) Ref: 15/04051/HHD – 42 Hill Rise, Woodstock: Erection of single storey front extension.

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

b) Ref: 15/04213/FUL – 17 Hensington Close, Woodstock: Erection of a detached house and associated parking and landscaping.

RESOLVED that WTC wishes to make no comment about this planning application. Please note that Woodstock Town Council owns land that is adjacent to this property i.e. the Old Woodstock Line (OWL) Nature Reserve.

c) Ref: 15/04244/HHD – Damson House, 18B Hensington Close, Woodstock: Conversion of existing garage to create studio with storage above.

RESOLVED that WTC wishes to make no comment about this planning application. Please note that Woodstock Town Council owns land that is adjacent to this property i.e. the Old Woodstock Line (OWL) Nature Reserve.

d) Ref: 15/04221/FUL – 16B Market Place, Woodstock, Oxfordshire: Change of use to residential with internal layout reconfiguration and window/door alterations at Ground Floor.

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

e) Ref: 15/04299/HHD – Harrison House, 9 Harrisons Lane, Woodstock: Entrance Porch, single storey rear extension and detached shed.

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

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

(ii) Local Plan Examination in Public. WTC received and considered a report from Cllr S Parnes which was brought forward from the meeting that had been held in December 2015. The Mayor had previously declared a pecuniary interest and so left the meeting while this item was discussed. The Deputy Mayor assumed the chair.

Cllr P Jay proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED that WTC write to WODC stating that in view of possible uncertainties arising from the Planning Inspectors report (<http://www.westoxon.gov.uk/media/1323715/IN-016-Inspectors-Preliminary-Findings-Part-2.pdf>) the Council reaffirms its objections to the Woodstock East development and refers in particular to the fact that the World Heritage site at Blenheim is the only World Heritage site in this country that does not have a buffer zone.

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

For: Cllrs P Jay, J Cooper, S Parnes, Mrs E Jay, M Robertson, B Yoxall (6)
Against: Cllr C Carritt.

ACTION: *The Town Clerk will write to WODC.*

The Mayor re-joined the meeting at this point and resumed the Chair.

(iii) New West Oxfordshire Design Guide SPD – Second External Consultation
The Council received and considered this consultation and a paper from the Mayor and it was

RESOLVED (7 votes for and 1 abstention) that letter boxes should be at an appropriate height or on a wall beside the door and that letter box springs should not be 'over-sprung' (as this makes them hard to open and/or can injure users hands).

ACTION: *The Town Clerk will respond to the consultation to meet the 22nd January 2016 deadline.*

(iv) Conversion of Office Premises to Residential: Article 4 Directions
The Council received and considered a paper from the Mayor about article 4 of The Town and Country Planning (General Permitted Development) (England) Order 2015. The Mayor reported that when the legislation was considered by the WODC Development Control Committee on December 14th the Committee agreed to Officers' recommendations on withdrawing the permitted development right allowing offices to change to residential use on key sites in the District. The Woodstock sites to be 'protected' in this way were listed in Appendix 2 of Agenda Item 4 on the Development Committee papers of 14th December 2015 as being:

- Owen Mumford site on Green Lane
- The Quadrangle, Hensington Road (one building has already had permission for change of use under 'the change of use requiring no prior approval' temporary law. This cannot be rescinded).
- The Cowyards, Blenheim
- Field Barn, Old Woodstock

The Mayor proposed, Cllr J Cooper seconded the motion and it was

RESOLVED that the Town Clerk write to Ms C Gore, Director of Planning at WODC to ask that WODC Officers and Cabinet consider in addition permitted change of use rights withdrawn for the following additions to Appendix 2 of Agenda Item 4 on the Development Control Committee papers 14 December 2015:

- The Old Tannery site
- Bladon Home Farm Offices
- The Drama School
- Park Farm Offices at Blenheim
- The Woodstock Community Centre
- The Woodstock Town Hall

ACTION: *The Town Clerk will write to Christine Gore at WODC.*

WTC/204/15 WINTER WEATHER – CONCERNS ABOUT NEW- BUILD DEVELOPMENTS IN WOODSTOCK (brought forward from December 2015.)

The Council received and considered the concerns raised by Cllr S Parnes about the winter weather arrangements in place for new-build developments. Cllr B Yoxall proposed that WTC write to WODC to say that the Marlborough Place development is a case in point where shared surfaces present an element of danger in snowy and icy conditions and that consideration should be given to a different form of design. Cllr S Parnes seconded the motion but it fell on a vote (2 votes for, 5 votes against and 1 non-voter).

District Cllrs E Poskitt and J Cooper will ask WODC whether a grit bin could be installed in the swimming pool car park

WTC/205/15 NEIGHBOURHOOD PLAN WORKING GROUP (brought forward from December 2015) The Council received and considered:

- (i) The Following Papers B/F from the December 2015 meeting:
- (a) The Notes of a Meeting of the NPWG that was held on 28/10/2015.
 - (b) A Report from the Chairman of the Neighbourhood Plan Working Group, and
 - (c) A draft paper entitled “Woodstock 2050: Towards a Vision” by Cllr P Jay

The Council also received:

- (ii) A supplementary report from the Chairman of the NPWG dated 14/12/15

Cllr B Yoxall proposed and Cllr P Jay seconded the following motion:

“that recognising the need for the Town Council to give a lead on how the town of Woodstock should develop in future the Chairman of the Neighbourhood Plan Working Group requested Cllr Peter Jay at the meeting of the Group on 28th October 2015 to undertake some preliminary work in preparing a ‘vision statement’.

The Town Council wishes to thank Cllr Jay for his excellent effort in putting together the draft preamble entitled “Woodstock 20150: Towards a Vision” dated 29th October 2015 and approves the draft as a sensible starting point for preparation of a suitable ‘vision statement’ on which to consult the Woodstock community at large later in the year.

It is recognised that further work needs to be undertaken on the draft preamble to reflect as wide a consensus as possible before formal consultation and hereby instructs the NPWG to reconvene at an early date to progress the matter”.

Discussion followed during which Cllr Robertson proposed an amendment whereby a revised draft be considered at the February Town Council meeting and this amendment was accepted by the proposer and seconder.

RESOLVED (6 for and 2 abstentions) that recognising the need for the Town Council to give a lead on how the town of Woodstock should develop in future the Chairman of the Neighbourhood Plan Working Group requested Cllr Peter Jay at the meeting of the Group on 28th October 2015 to undertake some preliminary work in preparing a 'vision statement'.

The Town Council wishes to thank Cllr Jay for his excellent effort in putting together the draft preamble entitled "Woodstock 2050: Towards a Vision" dated 29th October 2015 and approves the draft as a sensible starting point for preparation of a suitable 'vision statement' on which to consult the Woodstock community at large later in the year.

It is recognised that further work needs to be undertaken on the draft preamble to reflect as wide a consensus as possible before formal consultation and the Council hereby instructs the NPWG to reconvene at an early date to progress the matter and bring the revised draft to the February Town Council meeting for further consideration.

ACTIONS:

1. *The re-draft of the Vision be brought back to Council in February 2016.*
2. *The draft Vision be included in the newsletter and also distributed via other means.*

WTC/206/15 JOINT COMMITTEE – TOWN PALACE DIALOGUE (brought forward from the December 2015 meeting) Cllrs received and noted:

- (a) The minutes of the meeting held on 29th June 2015 and
- (b) The notes from the meeting that was held on 30th November 2015.
- (c) The draft minutes of the Joint Committee Meeting for Town/Palace dialogue that was held on 30th November 2015.

The Chairman was asked that in future, for clarity, the minutes of the Joint Committee should list all representatives as either Town or Palace being the two parties to the dialogue.

WTC/207/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2015

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

- (i) To receive the list of payments for December: The Council

RESOLVED that the list of payments totalling £19,750.34 made in the month of December 2015 were received and approved.

- (ii) Bank Reconciliation Statement for December 2015: The bank reconciliation statement was received and noted.

- (iii) Summary & Detailed Income & Expenditure Statements for December 2015: The summary and detailed statements were received and noted.

The Council Member for Property noted that a serious shortfall of income on WTC properties threatened the cash flow. The Town Clerk noted that since the reports had been issued a rent payment had been received from Carter Jonas and so there was now £71k in the bank.

(iv) Follow-up Report on 2015/16 Budgetary Provision for Town Hall Maintenance: (brought forward from Nov & Dec 2015). The Council received and noted a follow-up paper from Cllr B Yoxall dated 30/10/2015. Cllr B Yoxall also proposed a motion but this was not seconded and so fell.

(v) Audit Arrangements: A paper from the Finance Assistant about the new audit arrangements was received and considered. Cllr J Cooper proposed, the Mayor seconded the proposal and it was

RESOLVED (unanimous) that WTC agrees to participate in the Sector led body external audit procurement.

WTC/208/15 ENVIRONMENT COMMITTEE: The minutes of the Environment Committee that was held on Monday 14th December 2015 were received and considered. The Council

RESOLVED (unanimous) that WTC requests Cllrs Mrs E Jay and C Carritt to draw up documents for contracting out work in the watermeadows, as outlined in Cllr Mrs E Jay's paper entitled "Notes Towards Contracting Out Management of Woodstock Watermeadows (WWM) ,Jan 2016", and to report back to the Council before March.

ACTION: *Cllrs Mrs E Jay and C Carritt to bring papers to Council by March 2016.*

WTC/209/15 CHRISTMAS LIGHTS: The Council received and noted a report from Cllr Carritt.

ACTION: *Cllr C Carritt will prepare a report and recommendation for the Council to consider in May or June 2016.*

WTC/210/15 MARKETING OPPORTUNITIES PRESENTED BY CHANGE OF USE AT BLENHEIM ORANGERY: The Council received and noted a report and offer of help from Cllr B Yoxall.

WTC/211/15 REQUEST FOR PERMISSION TO FILM IN WOODSTOCK

The Council received and considered a request from a student to do some filming in a cemetery in Woodstock. The script for the scene had previously been circulated. Discussion followed. Cllr C Carritt proposed that WTC give consent subject to further discussion with the Town Clerk. Cllr Mrs E Jay seconded this motion. The vote was 3 votes for 3 votes against and 2 abstentions. The Mayor used her casting vote to vote against the motion in order to retain the status quo and so the motion fell.

ACTION: *The student will be advised of the Council's decision.*

EXCLUSION OF THE PUBLIC AND PRESS: The Mayor proposed, Cllr 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).

WTC/212/15 QUESTION FROM CLLR YOXALL:

The Mayor responded to the questions raised by Cllr B Yoxall.

WTC/213/15 NEW ROAD PLAY AREA:

(i) Report from Cllr B Yoxall: The report from Cllr B Yoxall was addressed at minute WTC/212/15.

(ii) Update from the Mayor: The Mayor updated Cllrs about matters relating to the New Road Play Area. A response about the MUGA has been received from the Football Club. The Council

RESOLVED (7 votes for and 1 against) that the Council:

1. Will continue dialogue with the Football Club and residents
2. Welcomes whole-heartedly the Football Club's suggestion of a dialogue between the Club and the Council about matters of mutual interest and future cooperation, mindful that the Club is a valuable part of our community and that relations have at times been strained in the past, which should now be repaired.

(iii) Bill from the Council's Solicitors: The latest bill from Henmans Freeth was received and considered. Cllr J Cooper proposed, the Mayor seconded the motion and the Council

RESOLVED (unanimous) that the bill dated 14th December 2015 is approved for payment.

WTC/214/15 **PROPERTY MATTERS.** Cllrs received and noted the report from the Council Member for Property. The following matters were noted:

24 Market Place: The tenant wishes to leave at the end of January 2016 and Carter Jonas will then take possession of the property and start advertising for a new tenant.

Capability Brown Picture: The sale of the picture is progressing.

ACTIONS:

1. *The CMfP will bring a report to Council in February that suggests options for capital projects using this money.*
2. *Cllrs will send any suggestions and supporting information to the CMfP and where possible include estimated costs.*

The Council then went back into public session.

The meeting closed at 10.15pm

Signed Date