

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 10<sup>th</sup> JUNE 2014  
IN THE LIBRARY OF  
THE MARLBOROUGH SCHOOL, WOODSTOCK**

**PRESENT:**

Cllr J Cooper (Mayor)  
Cllr B Yoxall  
Cllr P Jay  
Cllr L Maybury  
Cllr S Parnes

Cllr M Robertson (Deputy Mayor)  
Cllr Mrs V Edwards  
Cllr Mrs E Stokes  
Cllr T Wray  
Cllr E Poskitt (joined the meeting during Mr Shaw's public participation)

**ALSO IN ATTENDANCE:** 13 members of the public.

**WTC/35/14 APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllrs C Carritt and Mrs E Jay and County Cllr I Hudspeth.

**WTC/36/14 DECLARATIONS OF INTEREST:** The following Cllrs notified the meeting of general interests:

Cllr E Poskitt: Agenda Item 10 Planning as a Member of West Oxfordshire District Council (WODC) who sits on the Uplands Sub Committee.

Cllr J Cooper, The Mayor: Agenda Item 10 Planning, as a Member of WODC who is involved in planning

**WTC/37/14 MINUTES:** The minutes of the Town Council meeting that took place on Tuesday 13<sup>th</sup> May 2014 were approved and signed as a correct record. The minutes of the Extraordinary Town Council meeting that was held on 3<sup>rd</sup> June 2014 were also approved and signed as a correct record. Cllr S Parnes voted against approving this set of minutes.

**WTC/38/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

(i) Mr Phil Shaw, Area Development Manager WODC

Mr Shaw explained his job function and said that he was also currently deputising for the Head of Planning Services until the new member of staff takes up this post. He acknowledged the WTC complaint that had recently been submitted to WODC. Mr Shaw said that his primary purpose for attending the meeting was to answer questions and that he hoped to achieve three things:

1. To enable Cllrs and residents to put a face to a name
2. To explain the reasons why the WODC planning officers had recommended approval for the Marlborough Fields planning application. However he noted that two formal complaints had been received about the planning application – one from WTC and one from a third party – and he therefore could not circumvent the responses to these complaints.
3. To suggest the methods available to WTC for future interactions with planning officers at WODC.

The following issues were raised:

- (i) The 5 Year Land Supply – Mr Shaw said that as this was the subject of a formal complaint he could not discuss this matter at the meeting.
- (ii) Site Visits. Mr Shaw said that it was standard practice for applicants to be in attendance at site visits. He said the Cllrs attending the site visit had

interacted with lots of dog walkers. The agents had only been asked one question and this was about car parking.

- (iii) Rights of Access – Mr Shaw said that this is privately owned land and the landowners would know if they could withdraw access.
- (iv) A reference to 8.5 hectares being available for public access on the GIS system but with no reference on the site as to where they are – Mr Shaw said that he could ask the policy team to respond to this point.
- (v) It was noted that only a resolution to approve had been given at present and Mr Shaw was asked when this could be expected to be finalised - Mr Shaw said that the S106 agreement was currently being drawn as per Heads of Terms and so it was hard to give an exact date but it would probably be within the next couple of months. He noted that WODC had already resolved to approve the application and that if it was delayed for too long the planning applicant had a right to appeal for ‘non-determination’.
- (vi) The figures in the Oxfordshire Strategic Housing Management Assessment (SHMA) were discussed and the possibility of objections from the District Councils. It was noted that WODC had over delivered on its previous quotas and that towns such as Woodstock had already accepted many houses. It was suggested that they should get credit for doing this when other district councils such as the Vale of the White Horse had not met their targets. Mr Shaw noted that there were no penalties for district councils that had not met their housing targets previously.  
Mr Shaw said that the SHMA process was set by Government and that it was unlikely that the figures would be amended downwards substantially and may even be increased in future depending on Government policy. When asked what this might mean for Woodstock Mr Shaw suggested that it could result in an additional 5.5 thousand houses being built in West Oxfordshire between now and 2030 and in a worst case scenario possibly as many as 13 thousand extra houses. He noted that planning officers have to work on the basis that there is a presumption for sustainable development and noted that out of the 86 settlements in WODC Woodstock had been identified as the third most able to accommodate additional housing with only Chipping Norton and Witney out performing Woodstock in the sustainability rankings. The rankings were part of the Local Development Framework (LDF) and based on a variety of criteria including jobs, access to schools, access to healthcare and access to public transport etc. Mr Shaw did not know whether the criteria had been set locally or nationally but suspected that it was part of a national policy. When asked how likely it was that the SHMA figures might be successfully challenged in light of the current land supply figures Mr Shaw said that Cherwell District Council had already tried unsuccessfully and so it was unlikely.

Cllr E Poskitt joined the meeting at this point.

- (vii) S106 – Mr Shaw was asked what WTC could do to get more S106 money for the town, to ease the process and maximise the benefits. Mr Shaw suggested that Parish and Town Councils adopted one of three approaches
  - (i) Some councils say no to almost all planning applications for developments. Mr Shaw said that this sets the bar very high as 93% of these planning applications considered by WODC are approved. He suggested that always saying ‘no’ can downplay the key sites that a parish or town is objecting to. These towns and parishes will not get S106 money as they are not engaging with the District Council and developers.
  - (ii) Brize Norton was faced with 700 houses and ran an effective ‘no’ campaign that also told the District Council and developers what they wanted if the planning application was approved. The developers

- have accepted a lot of the parishes' requirements and therefore by 'riding both horses' the parish may ultimately achieve a lot.
- (iii) Some Councils such as Carterton and Clanfield accept most development and fully engage with the District Council and developers and so get most of what they ask for.

The Town Mayor thanked Mr Shaw for his presentation.

(ii) Mrs T Redpath

Mrs Redpath noted that she had not expected to speak after Mr Shaw. She said that CPRE had analysed the SHMA figures and were putting up a strong case against them. She had written to the National Case Workers who said that they would encourage localism but they are not doing so. Mrs Redpath said that it was a myth that Woodstock Town Council objected to all planning developments e.g. it supported the Shipton Road development in 2004 even though OCC and WODC objected to it, and had only objected to the old railway station building being lost when that site was redeveloped. She noted that it was only possible to build on one quarter of Woodstock and not possible in Old Woodstock. Mrs Redpath said that this area of Woodstock had already been subject to 160 new houses instead of the proportionate 60 since 2004 and although S106 money had been received residents living in that area now had to look after their interests. She asked how residents would feel if they accepted more housing and then the SHMA figures were reduced.

Mr Shaw said that although Woodstock does not always say no to development it is trying to protect what it has rather than secure more services by embracing the current pro-planning government policy. He noted that things had moved on since 2006-2011.

A resident noted their disappointment at receiving a standard letter in response to their concerns about the sharp bend in Shipton Road. Mr Shaw said that 1200 letters of objection had been received and so it would have been too expensive and time consuming to respond individually. Another resident wanted to ask Mr Shaw further questions but the Mayor did not want to detain Mr Shaw any longer and so thanked him for attending the meeting and moved on to the next business.

**WTC/39/14 COUNTY AND DISTRICT COUNCILLOR UPDATES**

(i) Report from County Councillor I Hudspeth

The Council received and noted the June report from County Cllr I Hudspeth.

(ii) Report from District Councillors J Cooper and E Poskitt

The Council received and noted the June report from District Cllrs J Cooper & E Poskitt.

**WTC/40/14 COMMUNICATIONS:** The Mayor reminded Cllrs that the unveiling of the memorial plaque to Cllr Mrs Pauline Richardson would take place at noon on Saturday 14<sup>th</sup> June and that all Cllrs and residents were welcome.

The Mayor noted that the Woodstock Carnival would take place on 21<sup>st</sup> June and Mayor's Sunday on 20<sup>th</sup> July 2014. The Right Honourable The Lady Soames, LG DBE, a relative of the Duke of Marlborough, had recently passed away. The Mayor had sent a letter of condolence to His Grace and would send a similar message to Sir Nicholas Soames MP, Lady Soames's son.

The Mayor asked for the Council's agreement to take Agenda Item 10 (iii). The Marlborough Fields Planning Application next as he considered that it would be of interest to the residents in attendance. The Council agreed to do this.

**WTC/41/14** **MARLBOROUGH FIELDS PLANNING APPLICATION:** Cllrs J Cooper and E Poskitt declared a general interest.

The Council received and considered a progress report about the actions that had been agreed by the Council. The letter of complaint had been sent to West Oxfordshire District Council but no response had as yet been received.

Cllr S Parnes proposed a 4 part motion to the Council. Cllr P Jay agreed to second the motion if the fourth part was deleted and Cllr S Parnes agreed to this. The Council then considered the motion as amended, that in augmenting agreed actions and resolutions from May and June, relating to Planning Application 13/0982/P/FP Woodstock Town Council:

1. Asks the Mayor to withdraw from participation as Town Mayor in the Woodstock carnival due to the corporate sponsorship of Pye Homes
2. Removes promotional material containing the corporate logo of Pye Homes from the Town Council web site
3. Books a stand or gazebo at the Woodstock Carnival where local, regional or national charities who contributed to objections or complaints relating to Planning Application 13/0982/P/FP can exhibit information relevant to the application, and where copies of the Town Council's objections and complaints will be exhibited.

Discussion followed. The motion was then voted upon in its three separate parts. A Member called for named vote.

The result of the vote on part 1 of the motion was:

For: Cllrs S Parnes and P Jay (2)

Against: Cllrs J Cooper, M Robertson, Mrs V Edwards, L Maybury, E Poskitt, Mrs E Stokes, T Wray and B Yoxall (8)

Part 1 of the motion therefore fell.

The result of the vote on part 2 of the motion was:

For: Cllrs S Parnes, P Jay and B Yoxall (3)

Against: Cllrs J Cooper, M Robertson, Mrs V Edwards, L Maybury, E Poskitt and Mrs E Stokes (6)

Cllr T Wray did not vote.

Part 2 of the motion therefore fell.

The result of the vote on part 3 of the motion was:

For: Cllrs S Parnes and P Jay (2)

Against: Cllrs J Cooper, M Robertson, Mrs V Edwards, L Maybury, E Poskitt, Mrs E Stokes and T Wray (7)

Abstention: Cllr B Yoxall (1)

Part 3 of the motion therefore fell.

The Mayor asked for the Council's agreement to take Agenda Item 20, the Property Report next as the Council Member for Property (CMfP) was in personal distress due to an injury and Cllrs agreed to this.

**WTC/42/14** **EXCLUSION OF THE PUBLIC AND PRESS:** The Mayor proposed, Cllr E Poskitt seconded and the Council.

**RESOLVED** (by majority view) that in view of the commercial nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

**WTC/43/14** **PROPERTY REPORT:** The Council received and considered the report from the CMfP.

The following matters were discussed and decisions taken by the Council:

a) 2 Park Street

The work on the bulging wall has been temporarily halted whilst experts investigate a potential issue affecting a load bearing wall. This investigation will incur an unavoidable additional cost.

b) Community Centre Tenancy Extension

The Heads of Terms for a 6 month extension to the lease of a current tenant was received and considered. The CMfP proposed, the Mayor seconded the motion and the Council

**RESOLVED**

- (i) to agree to the 6 month extension to the lease subject to the conditions included in the Heads of Terms
- (ii) reaffirm its policy of not allowing dogs in the Community Centre and Town Hall other than official guide dogs or dogs for the disabled that are accompanying their owners.

c) Computers

A new computer has been purchased for the Town Clerk. The other two computers need upgrading and the operating system being used by WTC needs to be updated. WTC also needs to plan for the replacement of the WTC server as Triumph Technology have advised that it is nearing the end of its useful life. The CMfP will report further at the next meeting.

d) Town Square

The CMfP and Town Clerk will meet with County Cllr I Hudspeth to discuss the possibility of WTC taking a peppercorn lease on the Town Square. WTC would continue working closely with existing users and WODC but this would help when taking bookings for weddings/civic ceremonies in the Mayor's Parlour. Many ceremonies are booked months in advance and couples expect to have their official photographs taken on the Town Square therefore managing this area would potentially help WTC increase its wedding income. An on-line booking system will also be investigated and a report brought back to Council.

Cllr Mrs V Edwards then left the meeting.

***The Council then went back into open session. One resident rejoined the meeting.***

**WTC/44/14** **QUESTIONS:** None.

**WTC/45/14** **MOTIONS PRESENTED TO COUNCIL:** A motion submitted in accordance with WTC Standing Orders by Cllr S Parnes was considered by the Council but was not seconded and so fell.

**WTC/46/14** **COUNCIL REPRESENTATION ON THE YOUTH CLUB:** The Mayor explained that Cllr L Maybury was no longer able to join the Youth Club Committee due to her other commitments. The Mayor asked whether any other Cllr would volunteer to do so but nobody did. It was noted that WTC can nominate someone to join the Committee who is not a WTC Cllr.

**WTC/47/14** **PLANNING**

(i) Planning Applications The Mayor and Cllr E Poskitt declared general interests as District Cllrs involved in Planning. The following planning applications were received and considered:

(a) Ref: 14/0749/P/FP: 5 Farm End, Woodstock. Erection of single storey extension with extended balcony above.

**RESOLVED** that Woodstock Town Council wishes to make no comment about this planning application.

(b) Ref: 14/0751/P/FP: 127 Manor Road, Woodstock. Erection of replacement single storey rear extension to rear elevation.

**RESOLVED** that Woodstock Town Council wishes to make no comment about this planning application.

**ACTION:** *The Administrative Assistant will send the planning responses to WODC.*

(ii) Neighbourhood Plan

It was noted that Cllrs T Wray and E Poskitt will attend a training course about Neighbourhood Planning later in June and then report back to Council.

**WTC/48/14** **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2014**

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

(i) The list of payments for May

The Council received and considered the list of payments for May 2014.

**RESOLVED** that the Council resolve that the list of payments totalling **£29,365.86, made in the month of May 2014 be received and approved.**

**ACTION:** *The Town Clerk will distribute a response to a query from Cllr S Parnes about the quarterly BT phone bill.*

(ii) Bank Reconciliation Statements for May 2014

The Council received and considered the bank reconciliation statements for May 2014.

(iii) Summary and Detailed Income & Expenditure Statements for May 2014

The Council received and considered the summary and detailed income & expenditure statements for May 2014. Cllr P Jay said that the detailed sheets did not tie up with the summary sheet and asked that this be resolved before the July meeting.

**ACTION:** *The Town Clerk will discuss this matter with the Finance Officer and ensure that any issues are resolved before the Town Council meeting in July 2014.*

**WTC/49/14** **FOOTPATHS AND OPEN SPACES WORKING GROUP:** The Council received and considered the minutes of the meetings of the Open Spaces and Footpaths Working Group held on 5th June 2014. A response to this item was received from the Old Woodstock Town Football Club and circulated to Cllrs. Cllr P Jay proposed, Cllr S Parnes seconded the motion and WTC

**RESOLVED** (unanimous) that the Council takes note of the response to the questionnaire by the Old Woodstock Town Football Club set out in their tabled paper of 9<sup>th</sup> June 2014 and looks forward to constructive collaboration in future about the field.

It was noted that a copy of this response will be on file in WTC.

**ACTIONS:**

1. *The Town Clerk will write to Mr White of the Old Woodstock Football Club to thank him for the response and report the Council's resolution.*
2. *The Town Mayor will write to the landowners and tenants of the relevant fields in Old Woodstock introducing and explaining the questionnaire about the paths in that will be enclosed in the next WTC Newsletter.*

**WTC/50/14** **MAYOR'S COMMITTEE:** The Council received and considered the minutes from the Mayor's Committee that took place on 27<sup>th</sup> May 2014 and the recommendation included at item MC/10/14 regarding death in service provisions.

**RESOLVED** (unanimous) that WTC does not include a provision for 'Death in Service' to staff in the staff contracts. Staff who decide to opt out of a pension scheme will be advised that they will not have any death in service benefits.

**WTC/51/14** **COMMUNICATIONS WORKING GROUP:** The minutes of the meeting of the Communications Working Group that took place on Thursday 8<sup>th</sup> May 2014 were received and noted.

**WTC/52/14** **TRAFFIC ADVISORY COMMITTEE:** The minutes of the Traffic Advisory Committee that took place on Tuesday 29<sup>th</sup> April 2014 were received and considered.

At this meeting a resident had suggested a couple of solutions to the problem of HGV deliveries to Owen Mumford on Green Lane one of which was that a new Road from Banbury Road to Green Road might be introduced.

Cllr P Jay proposed, Cllr S Parnes seconded the motion and WTC

**RESOLVED** (8 votes for and 1 abstention) that the Council notes item 3 of the minutes of 29<sup>th</sup> April 2014 and records its firm opposition to any new road between Banbury Road and Green Lane, which would be bound to lead to pressure for in-filling development.

Cllr S Parnes expressed concerns about item 10 of the TAC minutes concerning the routing of school buses.

**ACTION:** *The Town Clerk will include this matter as an item on the agenda of the next Environment Committee.*

**WTC/53/14** **OWL EXTENSION:** The report from the Deputy Mayor was deferred until the Environment Committee meeting.

**WTC/54/14** **MINUTE STYLE:** The six month trial of the current style of Council minutes was due to finish. The Council therefore discussed the current minute style and also the motion that Mr G Myatt proposed about this matter at the Annual Town Meeting.

The Mayor proposed that WTC confirms the continued use of the current style of minutes. Cllr P Jay seconded the motion. Discussion followed.

A Member called for a named vote the result of which was as follows:

For: Cllrs J Cooper, P Jay, L Maybury, T Wray, M Robertson, E Poskitt (6).

Against: Cllrs S Parnes, B Yoxall and Mrs E Stokes (3)

**RESOLVED** that WTC confirms the continued use of the current style of minutes.

**WTC/55/14** **WALL PLAQUES:** The Council received and considered a report from Cllr E Poskitt. The working group considered that the 10 plaques were sufficient. It was suggested that the Head of History at the Marlborough School might like to make pupils aware of the historic buildings in the town. WTC will need to distribute the updated leaflets.

**WTC/56/14** **OXFORDSHIRE GOOD NEIGHBOURS:** Cllr E Poskitt presented an oral report about the meeting that took place on 30<sup>th</sup> May 2014 noting that Woodstock had no emergency plan.

**ACTION:** *Cllr E Poskitt will bring a paper to a future Mayor's Committee for consideration.*

**WTC/57/14** **EXCLUSION OF THE PUBLIC AND PRESS:** The Mayor proposed, Cllr E Poskitt seconded and the Council.

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

**WTC/58/14** **BANK REPAIRS AT THE WATER MEADOWS:** The Town Council received and considered a paper from Cllr C Carritt that contained information about the submissions that had been received for the bank repair work at the Water Meadows. The Environment Agency had previously refused an application to use cement for the repair and so bio-engineering solutions had been sought. Four contractors had been invited to submit proposals and two had done so. The Town Clerk has written to both contractors asking for documentation on insurances, the possible need to close the Right of Way, guarantee periods and the protection of new planting.

**RESOLVED** that subject to satisfactory responses on these matters, WTC employs Five Rivers Environmental Contracting to undertake the work on the Water Meadows.

The meeting closed at 9.40pm

Signed ..... Date .....