



Woodstock Town Council

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Interim Town Clerk: Karen Howe

Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 27th June 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Kate Bailey, Ann Grant, Jo Lamb, Meg Manson, Ulli Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe – Clerk, Cllr A Graham Oxfordshire County Council (OCC) Councillor Cllr J Cooper West Oxfordshire District (WODC) Councillor

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 10

23/06/22 ETC	<p>1 - Apologies for Absence</p> <p>Apologies were received from Cllrs Bleakley, M Parkinson and Spencer-Churchill</p>
23/06/23 ETC	<p>2 - Declarations of Interests</p> <p>Cllr Poskitt declared an interest in Item 4 Planning due to being a WODC Councillor. Cllrs Manson and U Parkinson declared an interest in Item 4 Planning due to being a member of Woodstock Bowls & Tennis Club.</p>
23/06/24 ETC	<p>3 - Public Speaking and Question Time</p> <p>Kate from Woodstock Bowls and Tennis club addressed the Council regarding the planning application for the installation of sports lighting to serve a block of three tennis courts and a separately enclosed single tennis court at Woodstock Bowls and Tennis Club.</p> <p>Kate pointed out that this lighting was not flood lighting but much more subtle LED lighting placed at court level and would enable extended use of the Tennis Courts during winter month especially for the coaching of young members. Included in the proposal was that the lights would not be in use after 9.30pm.</p> <p>Questions were the asked by the councillors.</p> <p>Cllr Poskitt asked what the 2 high post in the application where for. Kate explained that these were an option to enable the player to see high balls. They are something they would like but can work without them.</p> <p>Cllr Lamb raised the issue that people nearby are concerned about is the noise level and asked for clarification on the cut of time. Would it be 9.30pm or 8pm? Kate said that this is something that can be discussed and that they are suggesting 9.30pm as they do not feel that this time is particularly late.</p> <p>Cllr Parnes also raised concerns with a 9.30pm cut off time with the noise and light and asked if neighbours had been asked. Cllr Parnes also asked why the application had been submitted again when it had been refused in the past. Kate explained that the previous application was for flood lighting which is more intrusive Cllr Parnes raised a point that the planning application form asks if the owner of the land has been notified and that he was surprised to see the application reach this stage before the WTC as the owner had been approached Kate said that she was not involved in the application and did not believe that the club needed the Landlords permission. Cllr Grant then asked a question to the Council about the area just being registered as a Green Space and does anyone know if lights can be added to a designated Green Space.</p>
23/06/25 ETC	<p>4 - Planning Applications</p> <p>To consider responses to the following application: -</p> <p>a.) 23/01279/HHD 28 Bear Close - Demolition of existing rear extensions, erection of single storey rear extension and internal works. Alteration to front window and installation of air source heat pump</p> <p>The councillors had no comments and agreed to submit a neutral response.</p>

b.) 23/01402/FUL Woodstock Bowls and Tennis Club - Installation of sports lighting to serve a block of three tennis courts and a separately enclosed single tennis court.
The councillors discussed the application
Cllr Grant raised the point about Green Spaces again
Cllr Poskitt said Green Spaces is like Greenbelt and maybe it should be mentioned.
Cllr U Parkinson also raised concerns regarding increase traffic and light pollution.
Cllr Parnes asked that it is noted that WTC has corporate interest in the property. He also said that he was concerned that we have not heard the views of the neighbouring residents and asked that we have more time to consult with the neighbours and asked for the item to be deferred.
Cllr Manson understood the concerns about the previous lighting but the new technology is more superior and light leakage is reduced. In regards to traffic this will only be a slight increase in the winter months.
Cllr Poskitt said it can be seen from WODC website that the neighbours have provided comments
Cllr Manby-Brown also pointed out that some have written in support.
A discussion about the cut off time took place.
Cllr Parnes then raised a point of order regarding his proposal to defer the item and asked if there was a seconder so that it can be voted on.
Clerk advised that they would need to check if an extension of time for responding could be given by WODC.
Cllr Grant seconded the proposal to defer.
Clerk advised that it would be possible to request and extension of time.
Cllr Parnes asked for a named vote.
The request to defer the item was put to a vote
For (3) Cllrs Grant, U Parkinson and Parnes
Against (5) Cllrs Bailey, Lamb, Manson, Manby-Brown and Poskitt
Abstaining (1) Cllr Addis

Decision
The motion fell
A final discussion about cut off time took place and it was proposed that the council response with a request that the lighting not be used past 8.30pm and that the response also refers to the site being an allocated Green Space.
The proposal was put to a vote.
For 5 Against 4 Abstaining 0

Decision
It was **agreed** that the council would provide a response to the consultation requesting a cut-off time of 8.30pm and to ask the WODC to consider that the site is an allocated Green Space when making their decision.

c.) 23/01361/FUL Marlborough School Shipton Road Woodstock - Construction of new two storey teaching building, extension of existing sports changing room facilities, and modifications and improvements to external areas to provide additional car parking and to improve vehicle access.
During the discussion Cllr Parnes requested that WODC ask for S106 contributions towards for example the Swimming Pool.
It was **agreed** that the council has no objections to the application but would submit a comment regarding requesting S106 contributions.

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ETC

5 - Trees Survey Report

a.) To note the tree survey report produced by Dowdeswell.
The RFO has sought quotes for the works identified in the report.
Cllr Manby-Brown referred to the report and explained that there are 3 categories of risk and that 16 trees required urgent works and these need to be carried as soon as possible.

	<p>b.) Should 3 quotes be received by the time of the meeting then the council are asked to approve a quote for the tree works. Only one quote had been received at the time of the meeting.</p> <p>d.) Should not all the quotes be received by the meeting then to approve delegated powers to the RFO and Clerk to approve a quote for the works to a maximum cost of £10,000 plus VAT Cllr Grant pointed out that the RFO cannot be given delegated powers unless the regulations are suspended. Due to this ruling this item could not be agreed</p> <p>The discussion continued about how to carry out the urgent works. Cllr Grant suggested that the Clerk and 3 Councillor be given the delegated power to meet when the quotes have been received and agree on the best value for money considering the urgent turnaround time and that the work was urgently needed. They could only approve quotes up to the value of £10,000. A report would be included on the July Agenda to inform the Council of the action taken under the jurisdiction of the Clerk. Cllr Grant asked if the Clerk was happy with this suggestion and she agreed. The Mayor said he would like to be one of the councillors, Cllr Poskitt also agreed to be a 2nd councillor, Cllr Grant asked Cllr Manson if she would be prepared to be the third and she agreed. The Mayor asked the council to agree to the new proposal</p> <p>Decision It was agreed that the Clerk and Cllrs Manby-Brown, Manson and Poskitt be given the delegated power to meet when the quotes have been received and agree on a quote to a maximum value of £10,000 plus VAT taking into account best value for money considering the urgent turnaround time and that the work is urgently needed. And to include a report on the July Agenda to inform the Council of the action taken under the jurisdiction of the Clerk.</p>
<p>23/06/27 ETC</p>	<p>6 - Purchasing of Audio Recording Equipment for Meetings To consider the following Motion from Cllr Manby-Brown. (Report to be circulated) Motion: That the Council approves the purchase of the audio recording system that will be used for Council meetings, and if required at other events at a cost of £2,162.50 Cllr Manby-Brown introduced the item and explained it has been hard to find quotes and that he has received one quote so far but is happy to seek others. Councillors requested further information regarding the equipment proposed and Cllr Manby-Brown suggested that he ask the company to bring the equipment to the next meeting for a demonstration.</p> <p>Item Deferred</p>
<p>23/06/28 ETC</p>	<p>7 - To confirm the next meeting of Woodstock Town Council, Date and time of next meeting is 7pm on Tuesday 18th July 2023 at Woodstock Town Hall The date and time of next meeting was confirmed as 7pm on Tuesday 18th July 2023 at Woodstock Town Hall.</p>
<p>23/06/29 ETC</p>	<p>8 - Close Meeting The meeting closed at 7.51pm</p>