



Wallingford Town Council  
9 St Martin's Street,  
Wallingford,  
OX10 0AL  
Tel: 01491 835373

30<sup>th</sup> August 2017,

Email: [senioradmin@wallingfordtowncouncil.gov.uk](mailto:senioradmin@wallingfordtowncouncil.gov.uk)  
2017-09-04 Council ba

**To: All Members of Council**

Dear Councillor,

You are hereby summoned to attend a meeting of Council which is being held in **THE TOWN HALL, WALLINGFORD** on **Monday 4<sup>th</sup> September 2017 at 7p.m.** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

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***Before the start of the meeting and the formal business of the agenda is transacted, prayers will be said by  
The Mayor's Chaplain, The Reverend David Rice***

**AGENDA**

**1. APOLOGIES**

i) Apologies for absence will be received. Councillors Lloyd.

ii) The Mayor to welcome New Councillors Deborah Whelan and Ruth Baroni to the meeting. Both Councillors have completed their Declaration of Acceptance of Office. New and existing Councillors Term of Office is until May 2019

2. **ADMISSION OF THE PUBLIC**

To consider whether members of the public should be excluded from the meeting.

- Agenda Items 18 and 20.

3. **DECLARATION OF INTERESTS**

Information for each Member will be available at the meeting.

4. **PUBLIC PARTICIPATION (10 MINUTES IN TOTAL)**

To be notified to The Town Clerk by 10am on Friday 28<sup>th</sup> July 2017.

- Wallingford Conservation Area Appraisal – Emily Karau, SODC
- Beacon Group Small Group Meetings – Pupils and Karen Whiting.

5. **IMPROMPTU PUBLIC PARTICIPATION (15 MINUTES IN TOTAL)**

6. **COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

- i) County Councillor L. Atkins
- ii) District Councillor E. Hornsby

7. **MAYORS COMMUNICATIONS**

8. **TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE**

To consider and resolve the following recommendations from the meeting held on the 26<sup>th</sup> June 2017.

(i) **Minute 107/06/2017 Refers – Terms of Reference**

Councillors reviewed the Terms of Reference. Councillor Holland stated that within the Terms of Reference there should be a budget. Councillors discussed and agreed that this Committee and all other Committees would be able to function more efficiently if they had a budget allocated to them. It was Proposed by Councillor Holland, Seconded by Councillor Lester and

**RECOMMENDED:**

**THAT** a review of budget and spend for all committees is undertaken and thereby a budget is allocated to each committee.

(ii) **Minute 122/06/2017 Refers Market Town Co-Ordinator – Role Scope and Role 2018 Onwards**

Members had all received a copy of Melanie Smans' report. The roles of the Market Town Co-ordinator are different in each of the Market Towns and the information contained in Miss Smans' report can be used to look at the role scope and role in 2018 onwards. It was agreed after a detailed discussion that a working party should be set up. It was Proposed by Councillor Holland, Seconded by Councillor Cockman and

**RECOMMENDED:**

**THAT** a Working Party be set up to look at the role of the Market Town Co-ordinator and how the role can be developed. The working Party will report back to the Tourism and Economic Development Committee, the Personnel Committee and Full Council.

**9. APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES**

The Town Clerk

i) Committees - List of Committees attached. Councillors to consider the filling the vacancies on:

- Finance and Properties (1), Personnel (1) and Planning Committees (2).
- Neighbourhood Plan Steering Group (4).
- Grants Working Party (1).
- Working Party for Market Town Co-Ordinators Role.

ii) Outside Bodies – List of Outside Bodies attached.

- Councillor Hughes to be reappointed as a Trustee to the Walter Bigg Trust. Resolution Required.
- To note that Ms Jordan’s Term of Office on the Municipal Charities expires on the 11<sup>th</sup> November 2017. Ms Jordan has stated that she does not wish to stand again. Councillors to consider a replacement.
- Wallingford Volunteer Centre – The Volunteer Centre advised that Councillor Holland does not need to attend their meetings but to be their first point of contact if they need help or advice from the Town Council.

**10. MINUTES**

a) To sign as a correct record the Minutes of the Meeting of Council held on the 31<sup>st</sup> July 2017 as set out on pages 67 to 77 of the Minute Book.

**11. TO ADOPT THE FOLLOWING MINUTES**

To adopt the minutes of the following committee meeting held in 2017, copies previously signed as a correct record and circulated to Councillors:

Parks, Gardens, Allotments & Open Spaces	24.04.17	Pages280-284
Plans & General Purposes	15.05.17	13-17
Finance & Properties	22.05.17	18-22
Planning	05.06.17	23-26
Planning	19.06.17	37-39
Planning	03.07.17	46-48
Planning	17.07.17	57-59
Planning	07.08.17	78-81

- 12. FREE CAR PARKING AT CHRISTMAS**  
To consider which day of the week to have as a free parking day in the District Council run parks.
- 13. NEIGHBOURHOOD PLAN**  
Councillor Norton to give Councillors an update.
- 14. PLAY EQUIPMENT – LEVEL OF REPAIRS**  
To consider the level of repairs required to the play areas. Copy of ROSPA reports attached.
- 15. APPOINTMENT OF NEW INTERNAL AUDITOR**  
The Town Clerk to update Councillors and propose a new internal auditor.
- 16. PLANNING APPLICATION P16/S4275/O – AMENDMENT No.3 (MAJOR)**  
Type: Major  
Amendment: No 3 dated 14<sup>th</sup> August 2017  
Proposal: Residential development of up to 550 dwellings (including an extra care facility), a primary school and access (as amplified by additional information received 22 March 2017, and update to Environmental Statement received 19 and 27 June 2017, and as amended by parameter plans and additional information received 14 August 2017).  
Address: Land north of A4130 Wallingford Bypass
- 17. THE REGAL CENTRE**  
The Regal Working Party to update Councillors.
- 18. YOUTH WORKER**  
Councillor Dolton to update Councillors. Councillors to consider the Ridgeway Community Church’s proposal regarding the Youth Worker’s contract of Employment.
- 19. SAMPLE OF COUNCIL LAPEL PIN**  
Councillor Lester to show Councillors a sample lapel pin and seek agreement for its use by Councillors who would then be required to purchase it themselves.
- 20. TO CONSIDER NOMINATIONS FOR THE ROYAL GARDEN PARTY INVITATIONS**  
Councillors to consider and resolve the Town Council’s nominations (3) for the above.
- 21. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL**

## 22. FUTURE AGENDA ITEMS

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
<b>Council</b>		
Neighbourhood Plan	Cllr Norton	Rolling
County/District Councillors		Rolling
Site B and Infrastructure	Cllr Lloyd	
Sand and Gravel	Cllr Lloyd	
Site B and Infrastructure	Town Clerk	Rolling
Media Policy	Town Clerk	
Local Plan	Cllr Lloyd	
Castle Street Yard	Cllr McGregor	16.10.2017
Band Concert Refreshments	Cllr Lester	
Promoting the Town Hall	Suzanne Symons	16.10.2017
The Town Hall Repairs	The Town Clerk	16.10.2017
<b>Parks</b>		
Car Parking	Cllr Davidson	
Parking Near Kerbs (Police to be asked to attend)	Cllr McGregor	
PCSO's attendance re		
Allotment Security		
Use of Phone Boxes	The Town Clerk	
CCTV	Cllr Dolton	
Rubbish	Cllrs Kidley and Lester	
Dual Markets & Terms & Conditions	Cllr Cockman	
<b>Tourism</b>		
Future of Market Town Co-Ordinator – SODC Funding	Town Clerk	Rolling
Celebration Garden Party for RAF		
<b>Finance</b>		
Freedom Parade – Breakdown of cost	RFO	
<b>Personnel</b>		
Health and Safety		
<b>Planning</b>		
<b>Civic and Ceremonial committee Meeting</b>	Procedures and Protocols The Mayor	To agree a date
<b>Bull Croft Working Party</b>		

Distribution: District and County Councillors; The Mayor's Chaplain The Reverend David Rice; Town Information Centre; Wallingford-in-Business; Wallingford Police; Press; Radio; Library; Notice Boards

**ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAS MOBILITY DIFFICULTIES IS REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON FRIDAY 1<sup>ST</sup> SEPTEMBER 2017. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT THEY HAVE ACCESS TO THE MEETING.**