

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

Meeting of Council held in Centre 70, Kinecroft, Wallingford on  
Monday 19<sup>th</sup> February 2018

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PRESENT

The Mayor, Councillor Michael Kidley

Councillors Baroni, Beatty, Cripps, Cockman, Dolton, Holland, Hughes, Lester, Lloyd,  
Norton,  
Upcraft and Whelan

The Town Clerk: Mrs Paula Lopez

Senior Officer/Minute Taker: Mrs Barbara Atkins

**Before the formal business of the agenda was transacted, prayers were said by The  
Mayors Chaplain, The Reverend David Rice**

**571. APOLOGIES**

Apologies for absence were received from Councillors McGregor and Titchener and District Councillor Hornsby.

**572. ADMISSION OF THE PUBLIC**

There were no admissions for the public.

**573. DECLARATION OF INTERESTS**

Information for each Member will be available at the meeting. The Mayor declared an interest in the Cholsey and Wallingford Railway.

**1905Hours – Here Councillor Hughes arrived**

**574. PUBLIC PARTICIPATION –NOTIFIED AND IMPROMPTU (Total 15 Minutes)**

**i) Ricardo Rios, Senior Neighbourhood Planning Officer, SODC – Wallingford Neighbourhood Plan**

Mr Rios stated that the Neighbourhood Plan Steering Group and Volunteers had asked if he would report at this meeting. The current status of how other

Neighbourhood Plans are progressing are on the District Council's website. Some neighbourhood plans are quite advanced such as Benson, Warborough and Shillingford which are immediately adjacent to Wallingford and will have an impact on Wallingford (copy of planning status map attached). Councils will benefit from the protection of their neighbourhood plan once it is in place, it may protect Wallingford from the next developer who submits a speculative plan. It is essential that the Town Council interact with the Neighbourhood Plan Groups. Once in place the Neighbourhood Plan should be used by the Town Council as a working/living document and its use must be monitored.

- ii) **John Jenkins – Wheelyboat Mooring** – Mr Jenkin's report had been distributed in advance of the meeting. Mr Jenkins stated that he had been disabled since contracting polio at the age of 5, he lived in Wallingford and was passionate about equal opportunities. Mr Jenkins very much hopes that Town Council will support this project and that he already had the support of a number of disability groups. There is only one Wheelyboat mooring and that is in Marlow. Councillors asked for a few points to be clarified: car parking nearby, slipway disabled toilet and storage are all required. Mr Jenkins stated that the public slipway and adjacent area at the Oxford University Boathouse is ideal.
- iii) **Christian Sinkinson, Yellow Dog Creative** – Keep Up Project (Castle Garden's Structure) – Mr Sinkinson had distributed an information pack regarding the Keep Up Project to all Councillors. The temporary re-construction of Wallingford Castle's Old Keep would be situated on the top of the motte for around 3-4 months during the summer. Mr Sinkinson believes the structure will raise Wallingford's profile in all respects as a commercial centre, tourist destination and enrich the lives of the local community through creative projects. Wallingford Museum are happy to work in collaboration with Yellow Dog Creative and Historic England have been approached. Mr Sinkinson asked for the town council's support. Councillors raised the following: storage, health and safety, self-containing/funding, stakes, continuing discussions with Historic England.
- iv) **Tony Stead – Cholsey and Wallingford Railway** – Mr Stead explained that the railway had received a grant amounting to £350,000 thus enabling the historic platform canopy which was originally at Maidenhead station and built during the Brunel era of the Great Western Railway to be brought to Cholsey and Wallingford station. Lidl have agreed that a wooden wall can be erected on part of their land and before a planning application can be submitted the Town Council's permission is required for part of the construction to be erected on Wallingford Town Council's land. Mr Stead stated that he was formally requesting the Town Council's approval and permission.
- v) **Tony Sefton – Wallingford Festival of Cycling** – Mr Sefton formally thanked the Town Council for their support last year. This year the event is planned for the 6<sup>th</sup> to 8<sup>th</sup> July and will not be on such a large scale as to require substantial support from the district and county councils. Planned events include Friday on the Kinecroft and Saturday and Sunday morning community rides events. 3,000 local bikers are expected and they are working closing with Style Acre and 120 disabled cyclists. There will also be free group rides. Racing will be on Sunday afternoon after Church services and a traffic management company is involved this year. The event is open to residents and there will bike fix companies at the event.

## **575. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS**

i) **County Councillor L. Atkins** distributed a copy of her report (attached) in advance of the meeting but summarised it for councillors. Councillor Whelan asked when the new County Councillor budget allocation of £15,000 would be available - April but the full conditions are not yet known. Councillor Hughes asked what was happening with the proposed new car park – no longer happening as terms could not be agreed although maybe this may change next year. Councillor Lester asked County Councillor L. Atkins advice regarding the paths at the cemetery. County Councillor Lynda Atkins advised that the District Council are responsible for all paths.

ii) **District Councillor E. Hornsby** sent her apologies.

## **576. MAYORS COMMUNICATIONS**

- a) **Pancake Race** – The Mayor reported that this event had been successful despite the rain. The Mayor thanked Councillor Lester, Town Council Staff and Mr Houston for all their assistance with this event.
- b) **Wallingford Regatta** – Event is on Sunday 6<sup>th</sup> May at Eton Dorney Lake from 7am to 7pm. Councillors have been invited to the event.
- c) **New SO Charitable Lottery** to raise funds for good causes in South Oxfordshire – Being launched on 28<sup>th</sup> February at Cornerstones Didcot from 2pm – places limited but we can register 2 Councillors to attend.
- d) **Charity Golf Day Events** – details have been sent by email to Councillors.
- e) **Shed Break-ins** – details have been sent to Councillors.
- f) **Are You Ready for an Emergency** – SODC would like to know if Wallingford could host a talk which focuses on ‘Are You Ready?’.
- g) **Regal** – LAPD reported to Councillor Upcraft that they had 400 responses to the consultation and the finished concept will be ready for presentation by the end of the month.
- h) **Marina** - Wednesday 10am there is a meeting at Cholsey Pavilion with the developers of the proposed Marina – Councillors welcome, Councillor Lloyd is attending.
- i) **Wallingford Wigod Family Centre** – Councillor Lloyd, because of all his other commitments, will be resigning as a Trustee.

## **577. MINUTES**

To sign as a correct record the Minutes of the Meeting of Council held on the 8<sup>th</sup> January 2018 as set out on pages 205 - 214 of the Minute Book.

It was Proposed by Councillor Whelan, Seconded by Councillor Lester and

### **RESOLVED:**

**THAT** the Minutes of the Meeting of Council held on the 8<sup>th</sup> January 2017 as set out on pages 205 -

214 of the Minute Book be signed by the Chairman as a correct record.

**578. TO ADOPT THE FOLLOWING MINUTES**

To adopt the minutes of the committee meeting held in 2017 and 2018, copies previously signed as a correct record and circulated to Councillors:

It was Proposed by Councillor Lloyd, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** the Minutes of the following committee meetings as previously circulated to Councillors be adopted:

Parks, Gardens, Allotments & Open Spaces	06.11.17	Pages 151-155
Personnel	15.11.17	162-165
Finance and Properties	20.11.17	166-169
Planning	27.11.17	184-187
Planning	11.12.17	202-204
Planning	08.01.18	215-219
Planning	29.01.18	226-232

**579. NEIGHBOURHOOD PLAN**

Councillor Holland stated that there are a great many planning applications coming through at the moment so work on the Neighbourhood Plan is extremely important. Councillor Holland thanked the extremely good work that the volunteers are undertaking they have been very busy with 2 policy workshops, 2 steering group meetings with consultants and one developer, they have also met with district council officers. A site assessment meeting regarding call for sites had taken place. Neighbourhood Plan articles had been placed in the Window for Wallingford and also in the Council eNewsletter. Councillor Holland thanked volunteers and Councillors for their detailed work and undertaking to the Neighbourhood Plan.

**580. ASSETS OF COMMUNITY VALUE**

Councillor Lloyd asked Councillors to consider assets of community value and stated that buildings such as the Cross Keys Pub would be difficult to register as there are so many pubs already in Wallingford. However, Wallingford is very short of space for medical/educational and community purposes. If, for instance, St Nicholas and St John's Schools were to move because of the new sites then their current buildings could be considered. The Neighbourhood Plan are considering 'Assets of Community Value' but they would like the Town Council to nominate and register assets of

community value with the District Council however it should be noted that owners of the buildings can object. Councillor Lloyd urged the Town Council to register assets of community value.

#### **581. WHEELYBOAT – SEMI- PERMANENT MOORING FACILITY**

See Minute 474(ii)/02/2018 above. Councillor Whelan presented her report to Councillors and asked them to consider the request for a semi-permanent mooring facility for Wheely Boats. Councillor Whelan concluded her report by stating that the Wallingford Accessible Boat Club (WABC) would have to raise £50,000 for a suitable boat and that she hoped the Town Council would provide a mooring and support the project.

The Town Clerk appraised Councillors of the legal agreement which the Town Council has with the District Council in respect of the collection of mooring fees. The Town Clerk reported that if the Town Council agreed to provide a mooring this proposal/agreement would have to go back to the district council's cabinet members for their consideration. Councillors discussed in detail stating that the Town Council did not have a suitable mooring but that there are several in the vicinity however consent of the riparian owner and the Environment Agency would be required. The Oxford University Boathouse along with their car park area both of which are situated next to the public slip way would be ideal in all respects and Councillors considered that the University should be supporting the town. Councillors Lloyd and Dolton expressed interest in working with the WABC. Councillors concluded their discussion and it was Proposed by Councillor Cripps, Seconded by Councillor Lloyd and

#### **RESOLVED:**

**THAT** the Town Council supports the principle/concept of the Wheelyboat proposal and that they will contact the Oxford University Boathouse to request that they fully support the proposal by providing mooring, car parking and storage. The Town Clerk is not required to take any action with SODC regarding the Town Council Mooring Agreement with them.

#### **582. CASTLE GARDEN STRUCTURE**

See Minute 474(iii)/02/2018 above. Councillors considered the proposed castle garden structure, that is the Keep Up Project as presented by Yellow Dog Creative. Councillors had several concerns: Insurance, legal liability, Historic England Consent as the land is a scheduled ancient monument and planning permission will be required. It was Proposed by Councillor Lloyd, Seconded by Councillor Dolton and

#### **RESOLVED:**

**THAT** providing the Town Clerk is satisfied that Insurance and liability are covered, storage facilities are found by Yellow Dog Creative, Historic England provide in writing that they have no objection and that temporary planning

permission is obtained then the Town Council will support the concept of the Keep Up Project.

**The Mayor left The Chair for the next item.**

It was Proposed by Councillor Lester, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** Councillor Upcraft (Deputy Chairman) Chair the item on Cholsey and Wallingford Railway

### **583. CHOLSEY AND WALLINGFORD RAILWAY**

Minute 474(iv)/02/2018 above refers. Councillors considered the request from the Cholsey and Wallingford Railway to site the Maidenhead Canopy on land owned by the Town Council. Councillor Lloyd reported an adjacent property owner, Mr Stowe had met with Dr Stead and on being consulted about the proposal and was willing to allow the railway to put containers on his land and thereby the track could be improved. Councillor Lloyd thanked Mr Stowe. In addition, the sewer may be upgraded on Railway/Lidl land but the site of the canopy would still allow room, if required, for a rising main. Any agreement regarding the request to use town council land must be added to the existing legal agreement. It was Proposed by Councillor Upcraft, Seconded by Councillor Whelan and

**RESOLVED:**

**THAT** Wallingford Town Council agrees to the Cholsey and Wallingford Railway request to position the Maidenhead Canopy on Town Council land however this must be added to the existing lease. Costs to be picked up by the Railway

### **584. MOORING FEE CHARGES**

Minute 526/01/2018 refers (copy of minutes attached) Councillor Whelan's report attached. Councillors to resolve the Finance and Properties Committee Members recommendation of:

**RECOMMENDED:**

**THAT** with effect from the 1<sup>st</sup> April 2018 the mooring fee is increased from £5.00 to £10.00 per night for mooring in the spring/summer season.

Councillors discussed the recommendation in detail with Councillor Upcraft stating that the above recommendation was not an accurate reflection of what was decided. Councillors had very mixed views on an increase to £10.00 with Councillor Lester stating that she strongly objected as the increase was too much when the town council did not offer any facilities. Councillor Lloyd stated that he had too much planning work to do to be able to fulfil his commitment regarding producing a report to support the increase in mooring fees and would like to see other councillors do more.

Councillor Dolton stated that he had hoped to see a report which included the repercussions of an increase to £10. Councillor Norton stated that as an ex river user she believed that £10 was too much when no facilities were offered and with regards to Councillor Lloyd's comments regarding Councillors commitment in respect of the time they offered to the council, she objected and stated that councillors do as much as they can. Councillor Hughes Proposed, Seconded by Councillor Whelan that the moorings be increased to £10 and when put to the vote the Mayor used his casting vote and the motion was lost. It was then Proposed by Councillor Cockman, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** with effect from the 1<sup>st</sup> April 2018 the overnight mooring fee be increased to £7.00 per night.

**2030 Hours – Councillor Whelan left the meeting.**

**585. FINANCIAL RISK ASSESSMENT 2018/2019**

Minute 524(iv)11/2018 refers (copy of minutes attached) – Councillors were requested to resolve the Finance and Properties Committee Members recommendation relating to the Financial Risk Assessment. It was Proposed by Councillor Holland, Seconded by Councillor Lloyd and

**RESOLVED:**

**THAT** the reviewed and amended Financial Risk Assessment for 2018/2019 is adopted by Council.

**2035 – Councillor Whelan returned to the meeting**

**586. LICENCE TO OCCUPY THE BOATHOUSE MOORINGS TO HENLEY CHARTER**

The Town Clerk appraised Councillors of the advice received from Hedges Solicitors regarding the licence to occupy the Boathouse Moorings to Henley Charter. The Council could consent to such a lease if they wished and Hedges would prepare a letter of consent, the cost of which £375 which would be charged to Greene King who in turn would pass this to Henley Charter Boats. The Town Clerk stated that the issuing of a licence by Greene to Henley Charter may be reviewed next year. It was Proposed by Councillor Beatty, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** Hedges Solicitors draw up a licence of consent for Greene King to allow Henley Charter Boats to operate from the moorings of the Boathouse and that the cost of £375 is charged to Green King.

**587. GARDEN PARTY FOR THE RAF IN 2018**

Minutes 292/09/2017 and 333/10/2017 refer – Councillors to resolve the recommendation of the Tourism and Economic Development Committee Members in respect of organising a Garden

Party to celebrate the 100 years that the RAF have been based at Benson. Councillors discussed stating that these events were excellent in bringing the whole community together. Councillor Norton stated that when she had mentioned it to the Station Commander, he thought it would be a very good idea and stated that the RAF could offer support with music, etc. It was Proposed by Councillor Norton, Seconded by Councillor Upcraft and

**RESOLVED:**

**THAT** the Town Council will organise an event in the Castle Gardens on the 12<sup>th</sup> August 2018 to celebrate the 100 years of the RAF being based at Benson.

It was further Proposed by Councillor Norton, Seconded by Councillor Beatty

**RESOLVED:**

**THAT** that a working party is set up to co-ordinate this event. Councillors Norton, Beatty, Dolton, Whelan and Hughes plus other invited members form the working party.

**588. MINUTE TAKING**

Councillor Upcraft stated that with Council meetings being held every 6 weeks he would appreciate the minutes being distributed as soon as possible in order that possible actions can be completed by the next meeting. The Town Clerk explained that once the minutes are typed up they are sent to herself to check for the legality and the Chairman for approval before the draft minutes can be circulated. There may be delays with this process, if for example, the Chairman is not available to approve the minutes. With effect from the new municipal year the format of the minutes will be changed and an action column will be added. Councillor Upcraft thanked the office staff for their work on this.

**589. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL**

Councillor Lester – Pancake Race; Bull Croft Trust Working Party; Communications Strategy Working Party; Parks staff and their uniforms; Friends of the Day Centre.

Councillor Cripps – Pancake Race

Councillor Baroni - Bull Croft Trust Working Party

Councillor Hughes – Wallingford Sports Park

Councillor Beatty -

Councillor Holland – Numerous Neighbourhood Plan meetings.

Councillor Lloyd – Neighbourhood Plan Meetings, Pancake Race, Cholsey and Wallingford Railway

Councillor Upcraft -

The Mayor – Citizens Advice Bureau’s AGM, 966 Squadron’s Foundation dinner, Beavers Tour of the Town Hall, Gang Show, Pancake Race.

**590. FUTURE AGENDA ITEMS**

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
<b>Council</b>		
Neighbourhood Plan	Cllr Holland	Rolling
County/District Councillors		Rolling
Site B and Infrastructure	Cllr Lloyd	Rolling
Sand and Gravel		Rolling
Site E and Infrastructure		Rolling
Castle Street Yard	Cllr McGregor	
Promoting the Town Hall	Suzanne Symons	
Mooring Projects Proposals	Cllr Lloyd	March 2018
Youth Worker	Cllr Dolton	
Air Quality/Bridge Closure	Cllr Lloyd	
Statutory Days	Town Clerk	March 2018
Data Protection	Town Clerk	March 2018
Draft Timetable	Town Clerk	March 2018
Grants Policy	Town Clerk	March 2018
New Street Names – Site B		March 2018
Election of Mayor		March 2018
<b>Parks</b>		
Castle ruins	Councillor McGregor	
Car Parking	Councillor Davidson	
Wilding Road and Radnor	Councillor Baroni	
Road Play areas		
<b>Tourism</b>		
Use of the Town Hall for Events and refreshments that could be provided		
<b>Finance</b>		
Investment Policy		
<b>Personnel</b>		
Full Evaluation of all job roles		October 2018
<b>Planning</b>		
<b>Civic &amp; Ceremonial Working Party</b>		
Procedures and Protocols	The Mayor	
<b>Bull Croft Working Party</b>	Update by Chairman	March 2018
<b>Grants Working Party</b>	Update by Chairman	March 2018
<b>Communications Strategy Working Party</b>	Update by Chairman	March 2018
<b>Regal Working Party</b>	Update by Chairman	March 2018

Council 2018.02.19 ba

Chairman