

**WALLINGFORD TOWN COUNCIL**

MINUTES

of the

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

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PRESENT

The Mayor, Councillor Michael Kidley

Councillors Baroni, Cripps, Cockman, Davidson, Dolton, Hughes, Lester, Lloyd, Norton,  
Titchener, Upcraft and Whelan

The Town Clerk: Mrs Paula Lopez

Minute Takers: Mrs Barbara Atkins and Mrs Clare Blacker

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

**628. APOLOGIES**

Apologies for absence were received from Councillors Beatty, McGregor and County  
Councillor L. Atkins

**629. ADMISSION OF THE PUBLIC**

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

**RESOLVED:**

**THAT** in accordance with Section 1(2) of the Public Bodies  
(Admission to Meetings) Act 1960, as amended by Section  
100 of the Local Government Act 1972, the public be  
excluded from the Meeting during consideration of the  
following items on the grounds that publicity would be  
prejudicial to the public's interest by reason of the  
confidential nature of the business to be transacted: -

- Agenda Item 11 (iii) Neighbourhood Plan Consultant's Contract.

**630. DECLARATION OF INTERESTS**

Information for each Member was available at the meeting.

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

(i) **Abigail Brown, Arts Development Officer – Arts Grants – Presentation Packs distributed prior to report** - Ms Brown reported that there is Section 106 money available from the Hithercroft development to spend on public art. The amount is £31,421 plus a further £4,700 for maintenance.

**1907Hours – Here Councillor Hughes arrived**

Public art can be anything physical for example lighting, seating, village trails. The ‘public art’ must however be made by a professional artist, be bespoke and of a high quality and it must be situated within a 6 mile radius of the Hithercroft.

**1910Hours – Here Councillor Davidson arrived**

There is a further £72,000 of Section 106 money to be allocated to public art from Site B. The presentation pack contains a timeline/usual process for commissioning the art. Councillors made various suggestions for the public art including climbing frame/sculpture, lighting in the Market Place and interactive sculptures. It was suggested that Councillors gather a list and Ms Brown stated that she would be happy to work with the Town Council on any projects.

(ii) **lapd Architects – The Regal Centre** – Mr Liddar reported on outcome of the concept study and explained the drawings of the ‘new’ Regal which were on display. These had been based on the comments of the public and pupils of Wallingford School. An estimate of the cost of refurbishing the Regal is £1.45 million plus new heating/plumbing as opposed to a new build of £2.1 million.

Councillors thanked Mr Liddar and the team at lapd Architects.

(iii) **Wendy Tobitt – Volunteer Member of Wallingford Neighbourhood Plan Steering Group** – Ms Tobitt (report attached) stated that she was reporting on behalf of the diminishing volunteers. The volunteers are concerned over the future support of the Town Council to the Neighbourhood Plan as the Project Manager is leaving and asked that without further delay a consultant and project manager is appointed to work with them in order to progress the plan successfully.

Councillors asked how much longer would it be before the plan is finished? Ms Tobitt stated about 12 months but the strategic environment assessment is awaited before the plan may be finalised. The finished plan has the following stages to go through: pre submission public consultation, to SODC, to an independent consultant, further public consultation, further updates and then to referendum. Ms Tobitt reminded Councillors that the Town Council are the accountable body and that community support involvement is a requirement.

Councillors acknowledged the amount of support the volunteers had given to the plan and thanked them.

(iv) **Mark Brett – 1155 Club – Town Litter Pick** – Mr Brett reported that the pick had gone well with 70 – 80 litter picks being handed out and this had been in despite of the snowy weather. 125 bags of rubbish had been collected. It was the first year that the 1155 Club had run the event having taken it over from Theresa Jordan. The worst area was the by-pass with left over event signs being some of the worst litter. Social media had been used to publicise the event and the groups that attended included: scouts, guides, explorers and fire service who had found the publicity good for their organisations. Mr Brett felt that people should take responsibility for their litter and in particular those organisations that were leaving their event signs up after the event had taken place. Councillors thanked Mr Brett.

### **632. MAYORS COMMUNICATIONS**

(i) **Councillor Amanda Holland** – The Mayor reported that Councillor Amanda Holland has resigned as a Town Councillor and as chairman of the Neighbourhood Plan. The Town Clerk will look into how the vacancy will be filled.

(ii) **Neighbourhood Police Newsletter** – The latest copy is available to collect.

#### **1945 Hours – Councillor Cockman left the meeting**

(iii) **Ridgeway Rouleur Event Plan 2018** – Cycling Event – copy email has been distributed to Councillors for their information.

(iv) **Rubbish Art Exhibition** – Thursday 24<sup>th</sup> May 6pm – 8.30pm – The Cart Shed, Crowmarsh Battle Barns – copy email has been distributed to Councillors for their information.

### **633. MINUTES**

To sign as a correct record the Minutes of the Meeting of Council held on the 19<sup>th</sup> February 2018 as set out on pages 252 - 260 of the Minute Book.

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

**RESOLVED:**

**THAT** the Minutes of the Meeting of Council held on the 19<sup>th</sup> February 2018 as set out on pages 252 - 260 of the Minute Book, copies previously circulated be signed by the Chairman as a correct record.

**1955 Hours – Councillor Cockman returned to the meeting**

**634. MARKET TOWN CO-ORDINATORS ROLE**

The Town Clerk reported that the post for a Market Town Co-ordinator had been advertised on a 2 year contract. There were 4 applicants along with Mrs Blacker, however the other applicants had not reached the required criteria and following an interview Mrs Blacker had been appointed.

**635. ART GRANT**

Minute number 631(i)/03/2018 above refers. Mrs Blacker reported that public art was a wide term and the Tourism and Economic Development committee members had an initial discussion on the Art Grant. The Members had suggested lighting, signage and an Agatha Christie Sculpture. Mrs Blacker had been instructed to carry out a feasibility study. Councillor Norton asked if the members would work with Ms Brown and Mrs Blacker stated that they would, along with other appropriate people.

**636. THE REGAL**

Minute Number 631(ii)/03/2018 refers.

Councillor Upcraft stated that he had brought this to this meeting as he did not wish to delay the consideration of the following items until the 21<sup>st</sup> May. He asked Councillors to consider and approve of the following:

**i) Demolish or Refurb The Regal Centre**

It was Proposed by Councillor Upcraft, Seconded by Councillor Norton and

**RESOLVED:**

**THAT** due to the structural problems The Regal Centre should be demolish.

- ii) If approval is to demolish**, a resolution is required to seek the district council's building control's permission to demolish – Councillors discussed and It was Proposed by Councillor Upcraft, Seconded by Councillor Lester and

**RESOLVED:**

**THAT** an application for permission to demolish The Regal should be submitted to the District Council's Building Control Department.

- iii) **Regal Working Party to review concept study and consultation documents in order to develop a brief design to be used for tender** – Councillors discussed and It was Proposed by Councillor Upcraft, Seconded by Councillor Cripps and

**RESOLVED:**

**THAT** the Regal Working Party review the concept study and consultation documents with view to developing a brief for tender.

- iv) **Town Council offices to be included in the new building** – Councillors discussed and It was Proposed by Councillor Upcraft, Seconded by Councillor Titchener and

**RESOLVED:**

**THAT** the Town Council offices be included in the new Regal building.

- v) **Draw down on the £25,000 from the Section 106 money** which was set aside for the Regal in order to fund the next stage of work – Councillors discussed and it was Proposed by Councillor Upcraft, Seconded by Dolton and

**RESOLVED:**

**THAT** from the Section 106 money set aside for the Regal up to £25,000 may be drawn down from the next stage of the work.

**637. PROJECT MANAGER'S RESIGNATION**

The Town Clerk reported that the Project Manager working on the Neighbourhood Plan had resigned and that her last working day was the 29<sup>th</sup> March 2018.

**638. NEIGHBOURHOOD PLAN**

Councillor Lloyd stated he would be presenting the update since Councillor Holland has resigned. He also stated that he personally would miss Councillor Holland and her contribution to the Neighbourhood Plan.

i) **The Neighbourhood Plan and where we are** – Councillor Lloyd reported that the bulk of the hard work had been completed. That the evidence now needed to be turned into a draft document which would go to public consultation prior to going to the District Council for examination.

ii) **Discussion on filling the vacancy left by the Project Manager’s resignation** – Councillor Lloyd reported that a replacement would be recruited and The Town Clerk and the Personnel Committee would carry out the recruitment process and the contract would short term.

iii) **Approval and resolution for appointment of a consultant along with approval for the Town Clerk to sign the contract. (Contract to follow) Resolution required** – Discussed under confidential.

#### **639. ASSETS OF COMMUNITY VALUE**

Minute 580/02/2018 refers - Councillor Lloyd asked Councillors if they had any assets of community value for the Town Council to register. Councillor Lloyd suggested St Nicholas and St John’s School, the Library and the Day Centre. Councillors to consider and respond to Councillor Lloyd.

#### **640. THE BULL CROFT**

i) **Councillor Upcraft to present the Bull Croft Working Party’s vision for the Bull Croft. Approval sought for a public consultation to be held at the St Georges Day event on the 21<sup>st</sup> April 2018.**

Councillor Upcraft gave an overview of the Bull Croft Working Party’s vision for the Bull Croft. Councillor Baroni will be taking over as chair for this working group. It was Proposed by Councillor Upcraft, Seconded by Councillor Davidson and

#### **RESOLVED:**

**THAT** with the organiser’s agreement a public consultation regarding the vision for the Bull Croft may be held at the St George’s Day event on the 21<sup>st</sup> April 2018.

#### **2015 Hours Mrs Atkins left the Meeting**

ii) **Councillor Lloyd to appraise Councillors regarding the remedial work that is required to the Bull Croft Recreation Rooms. Councillors’ approval to authorise the expenditure for the work required in a resolution.** Councillor Lloyd explained that the Rainbow Pre-school will need bracing, that is reinforcing and suggested the possibility of underpinning jacks using pre stressed concrete beams could be investigated. Costings have not yet been established but it is likely to be in the region of 8 props at £80 each, Councillor Lloyd

offered to carry out the work subject to insurance. Councillors Dolton, Upcraft and Kidley offered to help Councillor Lloyd with the work. Councillors discussed and concluded with Councillor Lloyd Proposing, Seconded by Councillor Upcraft and

**2020 Hours Mrs Atkins returned to the meeting**

**RESOLVED:**

**THAT** all permissions and paperwork regarding insurance, etc are completed then Councillor Lloyd will organise a working group to carry out the reinforcing with underpinning jacks the Rainbow Pre- school's building. Furthermore the completed work will be signed off by a structural engineer.

**iii) Councillor Upcraft to request Councillors approval for outline planning permission to replace the Bull Croft Recreation rooms – Councillors discussed. It was Proposed by Councillor Upcraft, Seconded by Councillor Lloyd and**

**RESOLVED:**

**THAT** The Town Council will apply for outline planning permission at a cost of £230 in respect of replacing the recreation rooms with a single storey building.

**iv) Councillor Upcraft to ask for approval to draw down on funds from the Section 106 money set aside for the Bull Croft in order to more detailed work and to apply for outline planning permission. Councillors discussed and It was Proposed by Councillor Upcraft, Seconded by Councillor Lloyd and**

**RESOLVED:**

**THAT** The Town Council draws down on Section 106 money set aside for the Bull Croft and applies for outline planning permission.

**v) Approval to instruct Hedges Solicitors to investigate as to whether the nature of the Councils ownership of the Bull Croft and Properties should be expressly stated at Land Registry. To investigate whether the Bull Croft Lodge forms part of the endowment gift in the indenture. Approximate cost of investigation £780. Councillors discussed and It was Proposed by Councillor Cripps, Seconded by Councillor Dolton and**

**RESOLVED:**

**THAT** Hedges Solicitors are instructed to investigate as to whether the nature of the Town Councils ownership of the Bull Croft and Properties should be expressly stated at Land Registry and to investigate whether the Bull Croft Lodge forms part of the endowment gift in the indenture.

Councillors thanked Councillor Upcraft for his work on the Bull Croft Trust.

**641. STATUTORY DAYS**

Minute 557/02/2018 refers. The Town Clerk updated Councillors on the recommendation made regarding statutory days.

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

**RESOLVED:**

**THAT** the 4 statutory days are added to the holiday entitlement which staff receive.

**642. GENERAL DATA PROTECTION REGULATIONS**

Minute 493/01/2018 refers. The Town Clerk reported and asked Councillors for approval to amend a previous resolution to reflect an increase in cost from £2k to £3k.

Councillors discussed and It was Proposed by Councillor Cockman, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** to cover a full data audit along with the cost of the Data Protection Officer Service for 12 months the allocation should be increased from 2k to 3k.

**643. DRAFT TIMETABLE OF MEETINGS**

Councillors noted the change on the draft timetable of meetings in that the Finance and Properties Committee meeting has been moved from the 8<sup>th</sup> May 2018 to the Wednesday 30<sup>th</sup> May 2018 (Amended copies attached). It was Proposed by Councillor Upcraft, Seconded by Councillor Lester and

**RESOLVED:**



**THAT** the Town Council adopts the timetable of meetings 2018/2019 Municipal Year.

**2045 Hours Mrs Atkins left the meeting and Mrs Blacker took the Minutes for the remainder of the meeting**

**644. NEW STREET NAMES FOR PHASE 1 OF SITE B DEVELOPMENT**

Councillors discussed street names for the new Site B development. The district council has suggested that the Town Council might wish to choose a theme which has the potential to be added to. It was Proposed by Councillor Upcraft, Seconded by Councillor Lloyd and

**RESOLVED:**

**THAT** the street names for Phase 1 of the Site B development should follow the theme 'Wallingford Castle and famous royalty'.

**645. TOWN INFORMATION CENTRE STAFF**

The Town Clerk updated Councillors in respect of the staff changes – 2 members had resigned and a new member of staff commences employment on the 3<sup>rd</sup> April 2018.

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

Councillor Davidson – Staff interviews

Councillor Lester – Bull Croft Working Party, Comms Work, Municipal Charities

Councillor Baroni –

Councillor Dolton – RAF Garden Party meeting

Councillor Lloyd – Neighbourhood Plan, Site Assessments, Marina Development,

Councillor Norton – staff interviews, RAF Garden Party meeting

Councillor Upcraft – Rainbow Pre-School, Bull Croft working Party

Councillor Cockman – Marina Development, Carnival meeting

Councillor Whelan – Wallingford Museum open evening, Regal Working Party, RAF Garden Party meeting.

**647. FUTURE AGENDA ITEMS**

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
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<b>Council</b> Neighbourhood Plan County/District Councillors Site B and Infrastructure Sand and Gravel Site E and Infrastructure Castle Street Yard Promoting the Town Hall Mooring Projects Proposals Youth Worker Air Quality/Bridge Closure Grants Policy Committees and Outside Bodies Code of Conduct, Protocol Standing Orders Aged Debtors Are You Ready for an Emergency	Cllr Holland  Cllr Lloyd  Cllr McGregor Suzanne Symons Cllr Lloyd Cllr Dolton Cllr Lloyd Town Clerk Town Clerk  Town Clerk  RFO Public Participation	Rolling Rolling Rolling Rolling Rolling  May 2018  May 2018 May 2018  May 2018  May 2018 May 2018
<b>Parks</b> Castle ruins Car Parking Wilding Road and Radnor Road Play areas	Councillor McGregor Councillor Davidson Councillor Baroni	
<b>Tourism</b> Use of the Town Hall for Events and refreshments that could be provided		
<b>Finance</b> Investment Policy		
Personnel Full Evaluation of all job roles <b>Project Manager Role</b>		October 2018
<b>Planning</b>		
<b>Civic and Ceremonial Working Party</b> Procedures and Protocols	The Mayor	
<b>Bull Croft Working Party</b>	Update by Chairman	May 2018
<b>Grants Working Party</b>	Update by Chairman	May 2018
<b>Communications Strategy Working Party</b>	Update by Chairman	May 2018
<b>Regal Working Party</b>	Update by Chairman	
<b>BULL CROFT TRUST CHARITY MEETING</b>		May 2018

#### **648. ELECTION OF THE NEW MAYOR**

Councillors to elect The Mayor for the 2018/2019 Municipal Year. Three Councillors had expressed an interest in being Mayor and It was Proposed by Councillor Titchener, Seconded by Councillor Dolton and

**RESOLVED:**

**THAT** Councillors Upcraft, Cockman and Norton are considered for role of Mayor for the 2018/2019 Municipal Year.

Voting took place via a secret ballot with The Town Clerk and Mrs Blacker counting the voting slips – Councillor Upcraft had the most votes. It was Proposed by Councillor Lloyd, Seconded by Councillor Cripps and

**RESOLVED:**

**THAT** Councillor Upcraft be Mayor Elect for the 2018/ 2019 Municipal Year.

Councillor Upcraft stated that he was looking forward to a busy year.

**CONFIDENTIAL MINUTES SEE PAGE 286**