

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Meeting of Council held in Centre 70, Wallingford on
Monday 3rd December 2018

PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Baroni, Beatty, Cripps, Dolton, Hughes, Kidley, Lester, Lloyd, McGregor, Norton,
Whelan and Wilder

The Town Clerk, Mrs Paula Lopez
The Responsible Finance Officer, Michelle Taylor
Officer in Attendance: Barbara Atkins (Minute Taker)

Before the start of the meeting and the formal business of the agenda is transacted,

Prayers were said by The Mayor's Chaplain, Reverend David Rice

401. APOLOGIES

Apologies for absence were received from Councillors Davidson and Titchener and District Councillors Hornsby and Lokhon.

402. ADMISSION OF THE PUBLIC

It was Proposed by Councillor Lester, Seconded by Councillor Norton 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 15 – High Sheriff's Awards

403. DECLARATION OF INTERESTS

A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders Code of Conduct (Item 13) in a matter

being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and his right to participate and vote on the matter (guidelines are available at the meeting and all Councillors have received a copy prior to the meeting) Information for each Member was available at the meeting.

There were no declarations of Interest

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

(i) **Mr Paul Favell, Parent re Rainbow Pre-school** – Mr Favell stated that Rainbow Pre-school was a robust pre-school and that he wished to have clarification as to why the Rainbow Preschool's lease had to end early that is in July 2019. The two most recent leases both had specific start and end dates and no modifications to the current lease. Rainbow pre-school had been tenants for over 40 years and he asked Councillors to honour the current lease. Mr Favell further stated that Rainbow would ask that there is no further material damage to the operation of the pre-school and did the cost of repairs justify the outcome of the loss of 40 – 50 pre-school places, the loss of 14 jobs and the homes to the Citizen's Advice Bureau, Food Bank and the Bell Ringers. Mr Favell believed that they could all work in collaboration to achieve the best possible outcome.

(ii) **Mr Mark Savery, Treasurer of Rainbow Pre-School** – Mr Savery asked that the community pull together and referred to the criticism on Social Media to Rainbow and Councillors. Rainbow would ask for a building fit for the town and Mr Savery was disappointed not to have had sight of the Structural Engineer's report in advance of the meeting. Mr Savery stated there were two options if the first were taken to end the lease early then there would be the loss of income (rent) up to the end of lease and although he did not know the exact costs involved this could be in the region of £2,000 the same as the loss of income. Mr Savery asked Councillors to look at the bigger picture he believed that currently £10,000 was being spent on the Regal Centre as an empty building. County Councillor Lynda Atkins had offered moral support but she also believed that the time frames were unrealistic. Mr Savery stated that there were two exciting prospects to pursue but both were charities with committees and that this would take time therefore could the Council honour the lease until the end date to facilitate finding new premises.

405. MAYORS COMMUNICATIONS

- **Open Spaces Society** – The Threat of Deregistration – Further information is available from town council office
- **Incredible Edible** – Sustainable Wallingford have sent information about two plots by Wallingford Library for people to pick their own vegetables. The working days have passed but further information is available from town council office
- **Worldwide Cancer Research** asks if we want to launch Wallingford Beats Cancer – Further information is available from town council office
- **Merchant Navy Flag** – Thank you to the Town Council for supporting.

406. COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORTS

i) **County Councillor L. Atkins stated that she had asked for her agenda item to be moved to the later part of the meeting however she would now give just an overview of the part of her report that was in respect of the Recreation Rooms and send her report in to the Town Council offices.** Councillor Atkins stated that a longer time frame was required regarding the end date of the lease and that she had been investigating various alternative accommodation options.

- Wigod Family Centre – This building has been assessed by the County Council and was not an option as it is only available for 5 afternoons a week, was too small for the number of current number of children at Rainbow and the cost of OFSTED registration for this criteria would be too expensive.
- Day Centre (Westgate House) – This, in Councillor Atkins opinion, would be a fantastic location but Rainbow would need to pursue this with the Order of St John’s and hopefully the current lease issues could be overcome. The premises, at a cost, could be adapted to their needs.
- Piece of land in front of Westgate House, rear of St Georges Road (owned by County Council) – A purpose built building should be possible but planning permission could take months and therefore it was not feasible in the time frame.

County Councillor Atkins stated that she was also trying to find alternative accommodation for the Citizen’s Advice Bureau and the Food Bank.

ii) District Councillors Hornsby and Lokhon sent their apologies.

407. MINUTES

To sign as a correct record the Minutes of the Extraordinary Meeting of Council held on the 19th November 2018 as set out on pages 151 - 158 of the Minute Book.

Proposed by Councillor Dolton, Seconded by Councillor Kidley and RESOLVED: THAT the Minutes of Extraordinary meeting of Council held on the 19th November 2018 as set out on pages 151 - 158 of the Minute Book be signed by the Chairman as a correct record.

408. TO ADOPT THE FOLLOWING MINUTES

It was Proposed by Councillor Lloyd, Seconded by Councillor Hughes and **RESOLVED THAT the** minutes of the following committee meetings in 2018, copies previously signed as a correct record be adopted by the Town Council

Tourism and Economic Development	24.07.18	57-61
Planning	01.10.18	118-123
Finance and Properties	22.10.18	124-127
Planning	12.11.18	147-150

409. BULL CROFT RECREATION ROOMS

(i) Councillors had all received a copy of the Structural Engineer's report (the Mayor thanked Rainbow for allowing the engineer access at short notice) and asked if they needed clarification. To summarise the report the building could be kept open until July 2019 with no further work but the soleplate would need to be inspected every two months. If steel ladder unpinning props (adjustable props) were used to support the soleplate that touches the brick buttresses the building could be kept open until the end of Rainbow's lease but inspections will be required every six months. Councillors discussed in detail concluding that the structural engineer's recommendations would need to be carried out if the building were to remain open. Concerns were expressed regarding damp and mould and the effect on children's health, the open ended liability of the Town Council if further building issues are found at the time of inspection and the cost of the inspections and the closure of the East Wing at (2nd August 2019) and how this would be made safe (doors would be locked and boarded up).

(ii) Proposal to close the Bull Croft Recreation Rooms and give notice to the current tenants to vacate in July 2019. Deferred from Full Council meeting (29.11.18) Agenda Item 11 (ii).

The Mayor stated that Councillors had debated well and Proposed the following:

That the East Wing be closed effective 2nd August 2019. That the West Wing remain open until 31st March 2020 (and no lease will be renewed after that date) subject to each of:

- 1. a third party (i.e. Rainbow, SODC, OCC) confirming in writing to the Town Council by 15th December 2018/31st January 2019 that they will pay for the repairs identified by the Structural Engineer's report of 29th November to enable the West to remain open until the 31st March 2020 date.**
- 2. a third party (i.e. Rainbow, SODC, OCC) confirming in writing to Town Council by 18th January 2019/31st January 2019 that they agree to pay for future repairs as they become necessary between 2nd August 2019 and 31st March 2020.**
- 3. the remaining tenants of the West Wing confirm in writing to Town Council by 18th January 2019/31st January 2019 that they indemnify the Town Council against any ongoing risks of use of the building beyond 2nd August 2019 and that they waive the right to claim under Town Council's insurance of the building after this date. This may require that the tenants seek their own insurance, including Public Liability coverage.**

This proposal was Seconded by Councillor Beatty and RESOLVED by the majority of Councillors.

At this point the meeting was interrupted by Mr Mark Savery who stated that the dates

above were too rigid. Following a brief discussion it was agreed that the confirmation dates would be moved to the end of January 2019. The Mayor stated that he was trying to find workable solutions and that a local businessman might be able to assist the Citizens Advice Bureau and the Food Bank. The Mayor also stated that he was willing to grant a total of £1,500 of his allowance to the Recreational Tenants to assist with their relocation expenses. The Mayor thanked Councillors and stated that it had been a difficult decision.

The Formal Business of the meeting resumed.

410. COUNCILLOR VACANCY

Doctor Tony Stead had put himself forward for co-option. Councillors briefly discussed and it was Proposed by Councillor Upcraft, Seconded by Councillor Norton and

RESOLVED THAT Doctor Tony Stead be co-opted as a Councillor.

The Mayor congratulated Dr Stead and The Town Clerk stated that she would get in touch with Dr Stead so that he could complete the necessary paperwork.

411. BULL CROFT LODGE

(i) The Town Clerk reported to Councillors that she had received 3 estimates for the repairs to the Bull Croft Lodge in the region of: £15,000; £13,000 (including a new kitchen); £10,550 (including new kitchen) however none of these estimates include treatment/rectifying the damp. Councillor Norton stated that the cheapest was not necessary the best and that she would like to see the quotations.

(ii) Councillors briefly discussed the next step regarding the Bull Croft Lodge and concluded that this property was an asset that should be repaired, the damp issues need to be investigated and that a discussion regarding change of use from residential to business use could be undertaken at a later date. It was Proposed by Councillor Norton, Seconded by Councillor Dolton and

RESOLVED THAT the repairs to the Bull Croft Lodge be authorised, that the Town Clerk investigate the issue with damp and that all Councillors be given sight of the estimates. The final decision of which contractor to be appointed to determined by The Town Clerk and the Chairman of the Finance and Properties

It was Proposed by Councillor Beatty, Seconded by Councillor Baroni and

RESOLVED THAT agenda item 13 - The Regal be discussed before agenda item 12 – Site E.

412. REGAL CENTRE

- i) The Mayor reported that the Town Clerk, Councillor Lloyd and himself had raised Watt's contract issues which they had with the County's procurement team. These had been rectified and the County's legal team were happy that this contract would protect the Town Council.
- ii) To sign and seal Watt's Project Management contract for the Regal Centre. A detailed discussion by Councillors took place regarding delegating the signing and sealing of the contract to the Town Clerk; the amount of money the Project Management cost spread over 2 year period; the demolition of the Regal, the requirement of a business case following the architect designs. It was further noted that signing the contract was not committing the Town Council to build a new Regal.

The Town Clerk stated that she would be willing to sign and seal the contract on the advice of the County's legal procurement team rather than her own interpretation of the lease. The Mayor stated that all Councillors should have a copy of the contract and that they must if they have any concerns respond by the end of Monday 17th December.

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

RESOLVED THAT on the advice of County's Legal Procurement Team and providing there are no further concerns from Councillors that The Town Clerk be authorised to sign and seal the Project Management contract with Watts

2015 Hours – Here Councillor Beatty left the meeting

413. SITE E – SECTION 106 AGREEMENT FOR PLAY AREAS

The Mayor and Councillor Baroni had met with District Council officers regarding the Section 106 contributions for play and leisure from the Site E developers. Approximately £400,000 has been secured towards the costs of a new pavilion in the Bull Croft. The developers have also stated that they will reconsider the distribution of play areas on Site E, and will engage with Town Council on how those areas will be developed. There are also prepared to offer to transfer ownership of the play areas to Town Council – details will be made available later.

414. RECOMMENDATIONS TO RESOLVE FROM FINANCE AND PROPERTIES COMMITTEE

The Mayor referred to the draft Finance and Properties minutes and the recommendations that the committee members had made.

2025 Hours – Here Councillor Wilder left the Meeting

2026 Hours – Here Councillor Baroni left the meeting

(i) The internal audit be accepted and adopted – Proposed by Councillor Lloyd, Seconded by Councillor Norton and

RESOLVED THAT the internal audit be accepted and adopted by the Town Council.

2028 Hours – Here Councillor Wilder returned to the meeting

(ii) Mooring Fees to be increased to £10 per night – Proposed and Councillor Whelan, Seconded by Councillor Lloyd and

RESOLVED THAT with effect from the 1st April 2019 the Summer mooring fees be increased from £7.00 to £10.00 per boat per overnight stay.

(iii) Allotment Fees to be increased to small plot £20, Full plot £30 per annum – Proposed by Councillor Wilder, Seconded by Councillor Hughes and

RESOLVED THAT with effect from the 1st April 2019 the Allotment Fees be increased to small plot £20 and large plot £30 per annum.

Councillor McGregor declared an interest in the next item as he has a car parking space.

(iv) Castle Street Yard Parking Space be increased to £370 including VAT – Proposed by Councillor Wilder, Seconded by Councillor Hughes and

RESOLVED THAT with effect from the 1st April 2019 The Castle Street Yard car parking spaces be increased to £370.00 including VAT per car space per annum.

Councillor Cripps reported that the Castle Street Yard was a disgrace and that she wished the condition of this area to be a future agenda item. Councillor McGregor suggested that it could be included within the Town Council's wider future development plans.

v) Estimates – following adjustments/recommendations by the Finance and Properties Committee the Estimates be accepted and adopted.

The Responsible Finance Officer reported on the recommended changes to the estimates and the effect on the proposed Precept. The Town Clerk added that the increase would mean an approximate annual increase of £10 per annum for Band D properties. It was Proposed by Councillor Norton, Seconded by Councillor Lloyd and

RESOLVED THAT the draft estimates be accepted and adopted by the Town Council.

415. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

Councillor Whelan: Celebration of Light at St Mary’s Church; supporting the Mayor at the Santa Dash.

Councillor Lester: Governors meeting at RAF Benson x2; Friends of Day Centre x3; Coms WG meeting; Town Hall WG meeting; Site D developers meeting; Millcroft Christmas lights and carols; starting Santa run with Mayor and Deputy Mayor.

Councillor Lloyd: Cholsey/Wallingford Railway AGM; Structural Engineer visit to Rec Rooms; Meeting with OCC to discuss rainbow’s rec rooms; Discussions with Jane Murphy re rainbow rooms; Neighbourhood Plan Steering Group; SODC Planning meeting; SODC meeting re Neighbourhood Plan; Meeting with Thames Water to discuss Site B sewerage; Meeting with Turley to discuss Site D; NP Meeting with Croudace to discuss Site A.

Councillor Beatty: Meeting with Sportswize re branded clothing

The Mayor: Civic & Ceremonial; Bull Croft Working Party; WAGS Presentation; Abingdon Civic Service; Andrew Wilding Service; Allotments with Thames Water; High Sheriff of Oxfordshire’s Garden Party; Comms Group; Watts & P. Hinton-Smith (OCC) for the Regal; Michaelmas fair; Neighbourhood Plan Consultation; Review of Bull Croft Tenders; Site B Developers Forum; Donkey Sanctuary Hospital Opening; St Frideswide Civic Service (Oxford); 2nd Review of Bull Croft Tenders; S106 discussion on Site E with SODC; Comms Group; Press statements on Castle Ruins; High Steward of Wallingford’s Awards; Welcome of new RAF Benson Station Commander; Properties Review Meeting; Discussions with Rainbow Treasurer; Bonfire Night; Portcullis Club Redevelopment Consultation; Meeting with OCC regarding the Rec Rooms; Didcot Remembrance Dinner; Remembrance Sunday; Properties Review Meeting; Signing of Bull Croft tender with LAPD; Meeting with Rainbow; Wallingford Volunteer Centre; Bull Croft Working Party; Comms Group; Wallingford Charities Christmas Bazaar; Meeting with Rainbow; 1155 Fireworks presentations; Meeting with Rainbow parents; Meeting with Site D Developer; Style Acre Santa Dash; Turn on Christmas lights; Discussions for future options of Rec Rooms Tenants; Talking Newspaper Christmas Meeting; Centre 70 AGM.

416. FUTURE AGENDA ITEMS

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
Council 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 Castle Street yard –condition Contract Re Branded Items Notes from RAF Garden Party Wash up meeting Park Sites Adopted Phone Boxes	 Cllr McGregor Suzanne Symons Cllr Lloyd Cllr Dolton Cllr Cripps & McGregor Cllr Beatty Cllr Norton Councillor Baroni	Rolling Rolling Rolling Rolling Rolling

PRECEPT		Jan' 2019
Parks Castle ruins Car Parking	Councillor McGregor Councillor Davidson	
Tourism		
Finance		
Personnel		
Planning		
Civic and Ceremonial Working Party Procedures and Protocols	The Mayor	
Bull Croft Working Party	Update by Chairman	
Grants Working Party	Update by Chairman	
Communications Strategy Working Party	Update by Chairman	
Regal Working Party	Update by Chairman	

CONFIDENTIAL ITEMS SEE PAGE 181