

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Meeting of Council held in the Town Hall, Wallingford on
Monday 7th October 2019

PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Beatty, Beauchamp, Cattermole, Davies, Dolton, Keats-Rohan, Kidley, Lester,
McGregor, Prunier, Rennie, Sinkinson, Whelan and Wilder

The Town Clerk, Mrs Paula Lopez
Officer in Attendance: Barbara Atkins

311. APOLOGIES

Apologies for absence were received from Councillor Hughes.

312. ADMISSION OF THE PUBLIC

Proposed by Councillor Upcraft, Seconded by Councillor McGregor 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 items: 26 - Castle Lodge
27 - Independent Market
28 - Landscape Architect
Confidential Minutes

313. 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.

Councillor Prunier – Agenda Item 13

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

Vicki Baker – Wigod Way Wallingford Family Centre – Mrs Baker thanked everyone for supporting the family centre and said how valuable this service was. Mrs Baker is a trustee and a user of the centre and uses its services at least twice a week. Mrs Baker thanked the Town Council for helping to fund the service.

Councillor Rennie thanked Mrs Baker and asked if centre had any plans to involve the community. Mrs Baker stated that the Wigod Way Wallingford Family Centre received a National Lottery to extend its services. The Centre is working on extending its services and building partnerships and if Councillors know of any contacts they would be grateful to receive this information.

1907 Hours – Here Councillor Beatty arrived

The centre also needs more volunteers to help with the garden, etc and business sponsorship is also sought. Mrs Baker also mentioned that a local café had helped the centre in the past with planting of vegetables, etc and this was now being enjoyed by the users of the centre.

315. VARIANCE OF ORDER OF BUSINESS

Signing of confidential minutes to be taken under confidential

316. WELCOME TO NEW COUNCILLOR KATHARINE KEATS-ROHAN AND ADOPTION TO COMMITTEES

The Mayor and Councillors welcomed Councillor Keats-Rohan to her first Full Council meeting. Councillor Keats-Rohan elected to be on Parks, Gardens, Allotments and Open Spaces and Personnel. However, as soon as a vacancy arises she asked to be adopted onto the Planning committee.

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

RESOLVED: THAT Councillor Keats-Rohan be adopted on Parks, Gardens, Allotments and Open Spaces, and Personnel Committees. When a vacancy arises on the Planning she can then be considered for adoption onto this Committee.

317. WIGOD WAY WALLINGFORD FAMILY CENTRE

The Mayor stated that the Wigod Way Wallingford Family Centre had asked for assurance, as there had been a change of Council, that the Resolution **Minute 123/07/2018** still stood. The Mayor also stated that the Lieutenancy were very interested in the family centre and he would not be surprised if they received a request from them to visit it.

Councillor Rennie stated that she had met and spoken to the Trustees and that she would recommend that the Town Council continue to support the Wigod Way Wallingford Family Centre.

Proposed by Councillor Rennie, Seconded by Councillor McGregor and RESOLVED: THAT The Town Council will continue to support the Wigod Way Wallingford Family Centre (WWWFC) for the following years 2019/2020, 2020/2021 and 2021/2022) at £20,000 per annum.

318. DISTRICT COUNCILLOR REPORTS

Members had received a copy of District Councillor Sue Roberts' report in advance of the meeting. Councillor Roberts' report is attached to these minutes. Councillor Roberts gave a very comprehensive overview of her address to the Inaugural meeting of the District's Climate Committee. She recommended that the Town Council should endorse Climate Emergency.

Councillor Roberts gave an overview on the District Council's Local Plans, the current and the 2034 Local Plan and concluded that she believed Wallingford's Neighbourhood Plan, if it were in place, would rank above either the current or the 2034 Local Plan.

319. MAYORS COMMUNICATIONS

The Mayor reported on the following:

i) Grant thank you letters from Enrych and Home-Start

ii) Event thank you letters from Nasio Trust and Multiple Sclerosis Therapy Centre.

iii) Best Small Shops Competition – Rides on Air have received an award in this competition and the Town Council has been asked if they wish to send two people to House of Commons reception.

iv) Letter from Lord Bradshaw – for councillor Information, The Mayor has responded to a letter of complaint.

v) Wallingford Accessible Boat – The boat has arrived and there are photographs available for councillors to see.

vi) Street Pastors – Copy of their latest newsletter is available for councillors to see.

vii) Food Bank - Copy of their latest newsletter is available for councillors to see.

viii) Former Councillor Complaint – The Mayor reported that a complaint against himself by a former councillor had not been pursued by the District Council. If any Councillor did not think that they were being treated fairly could they in the first instance please direct any complaint to the Town Clerk.

ix) Councillor Dolton – The Mayor expressed the Town Council's congratulations to the Councillor Dolton on his engagement to Sue.

320. MINUTES

To sign as a correct record the Minutes of the Meeting of Council held on the 19th August 2019 as set out on pages 89 - 97 of the Minute Book. Confidential Minutes to be approved later in the meeting.

It was Proposed by The Mayor, Seconded by Councillor Beatty and RESOLVED: THAT the Minutes of the Meeting of Council held on the 19th August 2019 as set out on pages 89 - 97 of the Minute Book, be signed by the Chairman as a correct record.

321. TO ADOPT THE FOLLOWING MINUTES

To adopt the Minutes of the following committee meetings held in 2019, copies previously signed as a correct record and circulated to Councillors:

Personnel	08.04.19	269-273
Tourism and Economic Development	29.04.19	285-289
Planning	05.08.19	72-75
Planning	03.09.19	99-107
Planning	16.09.19	113-117

Proposed by Councillor Kidley, Seconded by Councillor Beatty and

RESOLVED: THAT the Minutes of the committee meetings as previously circulated to Councillors and listed above be adopted.

322. POTENTIAL ECONOMIC AND TOURISM DEVELOPMENT MANAGER

Minutes 227/08/2019 (Council) and 266/09/2019 (Personnel) refers.

Councillor Prunier removed himself to the seating area reserved for the public and did not take part in the discussion.

i) Proposal - The Mayor reported that Councillor Prunier had offered to take on the role of Economic and Tourism Development Manager on a voluntary basis for a year and if Council approved he would resign as a Councillor. Following the year of voluntary work the role would be subject to a full and open recruitment process and if Councillor Prunier wishes he may then apply for the role.

At this stage The Mayor announced it would be better to confirm if the proposed job description is appropriate before deciding on this proposal.

ii) Draft Job Description – The draft job description was distributed to all Councillors in advance of the meeting. Councillor Lester stated that she had looked at the job description and had been concerned by the crossover of roles with existing staff and had in fact put staff initials by each of the roles. She was further concerned that existing staff may have their hours/pay cut and therefore she could not support this. She was particularly concerned about the Market Town Co-ordinators role and believed that the role should be under taken by paid staff.

The Town Clerk and the Mayor stated that existing office staff roles were

not part of this discussion.

Councillor McGregor stated that this new role had not come about in order to be harmful to staff jobs but that the role was too much for existing staff to do. Councillor Prunier wishes to work with staff as a volunteer for a year to see if it is a worthwhile role - it is a trial period. Councillor Dolton reported that he had concerns over the project, the effect on staff, how a volunteer will be managed and that the emphasis should be more on community than tourism. Councillor Lester reported that there could be a confidentiality issue with a volunteer working in the office and she believed that the line manager for this role should be the Town Council rather than the Town Clerk. Councillor Beatty stated that the volunteer option was good as it would be seen if the role worked, if it did it could be a paid role in the future. The Mayor reminded Councillors that this role had come about due to the work that Tony Sefton had carried out which supported an argument for a full time professional to help build tourism opportunities for the benefit of the town's economy.

1940 Hours – Here Councillor Wilder arrived.

The Town Clerk stated that the new role was complimentary to that of paid staff. Councillor Rennie stated that it was an opportunity to fill a gap and was in addition to existing staff. The Town Clerk stated that the Job Description was a first draft and could be changed to include confidentiality. Following further discussion, **it was Proposed by The Mayor, Seconded by Councillor Beatty and RESOLVED: THAT following further emphasis on the community side of the role that the job description for the role is approved.**

Councillor Lester voted against the job description and Councillor Keats-Rohan abstained.

i) Proposal Continued – Councillors continued their discussion on the proposal and Councillor McGregor stated that the role should be reviewed after 3 to 4 months and Councillor Rennie suggested that this 'probationary period' would offer a good safety net. Councillor Lester pointed out that Councillor Prunier's resignation could result in a Bi-election which would cost £8,000 and Councillor Beatty thought that having Councillor Prunier's services free would result in good value for money even if the Council had to spend £8,000 for a Bi-election. Councillor Whelan stated the job description could be adapted prior to recruitment next year which Councillor Cattermole said should be open to all. **It was Proposed by The Mayor, Seconded by Councillor Beatty and RESOLVED: THAT Councillor Prunier's proposal to work full time voluntarily for a year as the Tourism, Business and Community Development Manager be accepted.**

Councillors Dolton and Lester voted against the above motion.

iii) Budget – Councillors considered a budget for event planning/tourism, business and community engagement for the remainder of this year from general reserves. Councillor Wilder stated that at this stage it was difficult to know how much was required. **It was Proposed by Councillor Upcraft, Seconded by Councillor McGregor and RESOLVED: THAT the decision regarding a budget for the role be deferred until Councillor Prunier drafts a budget. This is required by the 4th November 2019.**

iv) Pro-rata Allowance – Councillors considered whether a pro rata allowance be made for this role in the financial year 2020/2021. **This item was deferred.**

Councillor Prunier returned to his councillor's seat

323. PROMOTING THE TOWN HALL

Members considered approving The Town Hall Events Manager obtaining a personal licence (cost £37.00) and also a premises licence (cost £180). A training course for the personal licence costing £120 - £150 will be covered by the training budget. The Mayor stated that the Town Hall Events Manager was doing a superb job. **It was Proposed by The Mayor, Seconded by Councillor Whelan and RESOLVED: THAT the Town Hall Events Manager may obtain a personal licence (cost £37.00) and also a premises licence (cost £180).**

324. TOWN HALL REPAIRS

The Town Clerk reminded Councillors of the need to consider the repairs such as the Weather Vane and roof overhaul which should have been completed within the recommended timescale. Councillor Dolton reported that he was arranging a meeting of the Town Hall/Historic Building Working Party for next week.

325. REGAL CENTRE CONCEPT DESIGN

i) Proposed Design - Council to review the proposed design so far, approve if appropriate and endorse RIBA Stage 2. Plans were circulated prior to the meeting, but the Mayor reported that the most recent meeting of the Regal Working Party had asked for some changes which were not shown, however the layout in terms of proposed uses would not change, nor would the principles of the general exterior style. **It was Proposed by The Mayor, Seconded by Councillor Lester and RESOLVED THAT this Council approves the design and endorses RIBA Stage 2.**

ii) Business Plan – The Mayor reminded Councillors that a Business Plan will be required before proceeding beyond RIBA 3 (as per minute 528(ii) from Full Council of 11th February) and that this will be partly based on the forthcoming public consultation. Significant work will be required to determine the likely viability. The Mayor is reaching out to the previous users to see if they wish to come back. The Town Clerk asked if the business plan was not viable on the current design and the building plans had to be re-visited would the architects charge again, the Mayor answered probably. The town Clerk advised Council to be mindful that this might happen. Councillor McGregor stated that the Regal Working Party have had some good conversations and he wished to thank Bernard Stone for his input into the working party.

iii) Public Consultation – **It was Proposed by The Mayor, Seconded by Councillor Prunier and RESOLVED: THAT the following dates for Public Consultation: Friday 8th Nov - 2:30pm to 7pm, Saturday 9th 10am to midday, and Sunday 10th 11:30am to 1pm are approved, however the Sunday may not go ahead as it clashes with the Remembrance Sunday reception.**

326. REGAL CENTRE CONSTRUCTION

i) Discussion on BREEAM vs Near Zero Energy

The Mayor gave an overview and stated that it was not clear as to the advantages of one over the other for a community building. Councillors discussed and highlighted the following:

Accreditation is linked to ongoing cost of BREEAM;

There are different levels and should the Council strive as far as possible;

Pre-application planning advice could include advice being sort from the planning officer in respect to BREEAM vs Near Zero Energy.

Funding may be linked to BREEAM.

Action: To review at next meeting.

ii) Ground Investigation Report

To approve up to £6,650 for a ground Investigation report if required.

The Mayor gave an over view and it was suggested that the developers of the surrounding buildings should be contacted to see if they would share the findings of the investigations carried out for them. **It was Proposed by The Mayor, Seconded by Councillor Whelan and RESOLVED: THAT the Town Council approves up to £6,650 but the architects should be instructed to try to get it cheaper.**

iii) Specialist Reports

To approve up to £10,000 in total for these reports.

The Mayor gave an overview and **it was Proposed by The Mayor, Seconded by Councillor Kidley and RESOLVED: THAT the Town Council approves up to £10,000 for the specialist reports which are required for the planning application in respect of the Regal Centre.**

327. 9 ST MARTINS

Minute 229/08/2019 refers - The Town Clerk gave an overview on her work to date regarding trying to find out how much 9 St Martin's Street is worth commercially. This was proving to be difficult and councillors suggested the following: to ask the Regal Architects for advice; Commercial value should be based on foot space and Savills may be able to help. The Town Clerk suggested engaging John Carrol and Partners, Dunston Moreton or ADP which Councillor Wilder suggested should not cost more than £1,000. **It was Proposed by the Mayor, Seconded by Councillor Beatty to approve up to £1,000 on the engagement of a surveyor or other professional body to report on maximising the value of the asset.**

328. LIDL

i) Pedestrian Crossing – Councillor Lester reported that £5,000 had been included in the original planning agreement as a contribution towards a crossing and that she would suggest that we wait for a new County Councillor to be elected who could then work with our District Councillors on this project. Councillors also briefly discussed the bus stop, Section 106 money provision for bus services and that there are no traffic figures for the Hithercroft.
Action: Defer for now

ii) Litter Bins – Councillor Dolton stated that bins were required by Lidl that schools and business were buying lunch at Lidl and then not disposing of their rubbish in a responsible

manner. It was suggested that Lidl could support the provision of bins and District Councillor Roberts advised that the District were conducting a review of all bins in the area but this will take about 2 years. Councillor Whelan also stated that the short cut across the grass was becoming very muddy and a proper path and dropped kerb was required. The Mayor suggested putting together a shopping list and that we look to speak regularly with LIDL to resolve issues related to their presence.

Action: Defer for now

329. PROTECTION OF WAR MEMORIAL

Councillor Kidley stated that he believed the War Memorial needed some protection as people were sitting/standing on the shoulders of the war memorial which was disrespectful. Warbrough has some decorative fencing around their War Memorial and perhaps Wallingford could do likewise. Councillor McGregor suggested that maybe the Arts Working Party could look into this. **It was Proposed by The Mayor, Seconded by Councillor Mr Gregor and RESOLVED: THAT Councillor Kidley brings back some proposals.**

330. SPECIAL CONSTABLE

The Mayor reported that as the police did not have the resources to police parking he would like the Town Council to consider supporting a Special Constable. The Mayor stated that he had recently had communication with the Police Deputy Commissioner and that they had discussed an alternative such as a voluntary Special Constable although the Town Council cannot fund directly. A suitable person would have to volunteer for the role and they would be trained by the police. Although this person would have other duties they could also undertake parking enforcement. **It was Proposed by the Mayor, Seconded by Councillor Beatty and RESOLVED: THAT The Town Council supports the encouragement of a person to volunteer as a Special Constable.**

331. BI-ELECTIONS

The Mayor reported that having printed polling cards for bi-elections was optional and that the cost of a bi-election could be reduced if a viable alternative could be found. Councillors discussed and concluded with **it was Proposed by the Mayor, Seconded by Councillor Davies and RESOLVED: THAT a community wide tool such as the Window on Wallingford could be used for polling rather than the Town Council having the expense of printing polling cards. Councillor Beatty abstained.**

332. COMMUNICATION FROM FIREFIGHTER

Councillor McGregor reported that he had been in conversation with some firefighters from Wallingford and that they had been trying to recruit more firefighters although this had not been very successful. In their role as Safety Officers the fire fighters were trying to get in touch with the less abled. An open day is booked for the future when they hoped to recruit more volunteers and support. Councillor Lester suggested that they go out to all the local businesses.

333. NEIGHBOURHOOD PLAN UPDATE

The Mayor reported that the District Council's Cabinet were likely to withdraw the local plan but that he was not concerned regarding Wallingford's emerging neighbourhood plan as it does not change the position for Wallingford and its 2 year's protection. The recent public consultation at the Ridgeway had drawn 74 visitors and there is another couple of weeks until the end of the consultation period.

334. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

Councillor Lester: WAGS Show; 2 meetings of Friends of Adult Learning; Regal Working Party Group plus gathering data for meeting places in the town; Neighbourhood Plan Consultation: Opening of the Michaelmas Fair; Arts Working Party; Bullcroft Working Party

The Mayor: Bunkfest opening; Site B Developer/Residents Forum; Discussions with PC Sgt Marris; Andrew Wilding Service; WAGS Autumn Prize Giving; NASIO Trust Firewalk; Bull Croft Working Party Mayor of Henley's Civic Ceremony; Michaelmas Fair opening; Comrades Club Centenary Dinner; Portcullis Tennis Club new clubhouse opening; Regal Working Party; Meeting with local Extinction Rebellion representatives; Neighbourhood Plan Meetings; Neighbourhood Plan Public consultation Discussions with Thames Valley Deputy Police & Crime Commissioner

335. FUTURE AGENDA ITEMS

<u>Committee</u>	<u>Lead</u>	<u>Anticipated Agenda</u>
Council Neighbourhood Plan County/District Councillors Site B and Infrastructure Site E and Infrastructure Promoting the Town Hall Telephone Boxes Air Quality Goldsmith Lane – One Way 9 St Martin's Street Mooring Proposals Historic Assets Working Party Equipment Bank Town Hall Wedding Charges 7 Thames Street	The Mayor Cllr Cattermole	Rolling Rolling Rolling Rolling Rolling November
Parks Castle ruins Pond/Eco system		
Tourism Markets Future High Street Fund		
Finance Commission		

Grants		
Personnel Full Evaluation of all job roles		
Planning		

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