

WALLINGFORD TOWN COUNCIL

MINUTES

of the

Meeting of Full Council held in the Town Hall, Wallingford on
17th February 2020

PRESENT

The Mayor, Councillor Lee Upcraft

Councillors Beatty, Cattermole, Dolton, Holford, Hughes, Keats-Rohan, Kidley, Lester,
Rennie, Whelan and Wilder.

The Town Clerk, Mrs Paula Lopez
Officer in Attendance: Tracey Collins (Minute Taker)

A period of quiet reflection led by The Mayor

***Councillors were asked to remember Gerard Latham an active member of Wallingford
Community particularly in relation to Wallingford's heritage, TWAS, The Rowing Club and
The Regatta***

581. APOLOGIES

*Apologies were received from Councillors Beatty, Davies and McGregor. Councillor
Sinkinson was not present.*

582. ADMISSION OF THE PUBLIC

*Councillor Hughes queried if Agenda Item 16 – 9 St Martin's Street should be taken in
confidential, after discussion – it was agreed that this was not necessary.*

It was Proposed by Councillor Upcraft, Seconded by Councillor Hughes 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 and that the papers relating to these items remain confidential 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

21 – Approval to seal engrossment

22 - Confidential Minutes of the Full Council Meeting 6th January 2020 as set out on page 201-202 of the minute book and the Confidential Minutes of the Extraordinary Meeting of Full Council 27th January 2020 as set out on page 223 of the minute book.

583. 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 interests.

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

i) Upper School of Art and Design – Memorial Railings – Mr Steve Holden on behalf of the Students Design and Technology Department stated that 6 students would be presenting their designs for the potential memorial railings. These designs had taken several weeks to prepare and were being given in the form of slides and models. The Students would appreciate feedback. Each student gave an overview of their project design for the railings around the war memorial. A copy of the designs are attached to the minutes.

Councillors applauded the students and asked if they could cherry pick from all of them to finalise the final design. Mr Holden stated that this was what they were expecting. The models and designs may remain with Councillors while they collate their decisions.

The Mayor thanked Mr Holden and the students. Council would need to seek further advice from the Conservation Officer regarding materials, etc.

ii) A resident of Radnor Road – The resident reported that the local community were concerned regarding the condition of the grass on the Radnor Road Green Space, that there is a known drug area close to the local primary school, dog fouling takes place, there are limited bins and the condition of the trees. The local residents would like to see Section 106 money used to fund an ambitious project which would include paths, natural play areas and a community orchard/wild area. The Mayor thanked the resident.

iii) Dave Cookson – S106 Officer, SODC – Mr Cookson explained that his area included Wallingford and his role was to help people to spend Section 106 money. The Hithercroft planning application which raised the Section 106 money mentioned in the previous minute mentioned that the Section 106 money was spent on Radnor Road and this would assist with the chance of approval being given by SODC. Applications by a recognised constitution would be looked at by the Council's Head of Service. This piece of land is owned by the District Council but the Town Council would need to give their approval and support to any plans. Mr Cookson stated that he could be contacted in the first instance and that the District Council's website had a great deal of information/guides on its relation to Section 106 monies.

Councillor Cattermole asked Mr Cookson to clarify the difference between Section 106 and CIL money, CIL fund gives more control to the parish/town councils and that if a Neighbourhood Plan is in place then 25% of CIL is given, if not it reduces to 15%.

iv) District Council Levy - Radnor Road – District Councillor Levy stated that he supported the residents of Radnor Road and that he believed that footpaths would enhance the area and that this should be a priority.

v) Dennis Jackson – St Georges Day – Mr Jackson stated that Wallingford in Business had agreed to run this event this year but they were concerned with its future: how it could be different and he asked that the Town Council should contribute with practical ideas and consider the future of the event.

585. VARIATION OF ORDER OF BUSINESS

Proposed by The Mayor, Seconded by Councillor Lester and RESOLVED: THAT Agenda Item 20 - FOOTPATH ACROSS RADNOR ROAD – Deferred from 27th January 2020 be brought forward.

586. DISTRICT AND COUNTY COUNCILLOR REPORTS (5 mins each)

i) District Councillor Levy reported that he held a regular surgery in Bean and Brew for his constituents. His District Councillor grant aided the Food Bank, Rainbow Pre-School, the Archery Group and Citizen's Advice Centre. District Councillor Levy is concerned with the possible impact of the Lloyds Bank development on the Corn Exchange. The proposed new District Council Office is to be environmental friendly, and extendable beyond a single storey if possible.

ii) County Councillor Sudbury was not present at the meeting.

587. MAYORS COMMS

i) SODC New Office Consultation – The Mayor had attended this and was concerned with how the use of these offices, with the inclusion of public space for hire, may impact on

the viability of the proposed plans for the new Regal Centre. He has requested a meeting with SODC to discuss.

ii) Pancake Race – 25th February 2020 – The Mayor stated that due to staff shortages the office staff were unable to support this event and therefore he asked Councillors to support it.

iii) Congratulations to Councillor McGregor and Mrs McGregor on the birth of their baby Girl, Lily

iv) Bull Croft Park – The deregistration of the Bull Croft Footprint had been completed.

v) New government data showed that SODC has built new homes well above target in the period 2016-2019 which gives further confidence that the Neighbourhood Plan will be safe from challenge related to housing delivery in the District.

588. FOOTPATH ACROSS RADNOR ROAD – Deferred from 27th January 2020

Councillors Keats-Rohan and Kidley.

i) The footpaths crossing the Radnor Road Green Space are nothing more than mud tracks worn in to the grass and are heavily used. Councillors to be asked to support installation of permanent footpaths and new fencing, costing circa £60,000, to be funded from S106 money. (P13/S3451/FUL (14S23) - Unit 158, Hithercroft Industrial Estate Moreton Avenue Wallingford OX10 9EU (Agreement dated 23 September 2014), Occupations £90,000.00 Towards upgrading/enhancing open space to the north of the site, Index linked. Spend within 10 years £91,804).

Councillor Keats-Rohan gave an overview of the plans, the paths would be wide enough for disable access, prams ect. Councillor Kidley gave a breakdown of the individual costs. The plans also included lighting and screening for the school but Councillor Keats-Rohan said that the residents needed more support from the police in relation to the drug problem. The Mayor stated that he was concerned as the District Council owned this site and that they should lead on the project, work and application.

RESOLUTIONS for both i) above and ii) below taken together

ii) If approved Council to consider whether the Town Council or SODC should apply for this funding.

(Councillors noted that the land belongs to and is managed by SODC)

It was Proposed by The Mayor, Seconded by Councillor Kidley and RESOLVED THAT: The Town Council supports an application to use S106 money for the Radnor Road Green Space

but that the application should be made by the District Council, and that the works be carried out by the District Council.

589. MINUTES

- i) To sign as a correct record the Minutes of the Meeting of Council held on the 6th January 2020 as set out on pages 190 - 200 of the Minute Book. PAPER 1

It was Proposed by The Mayor, Seconded by Councillor Cattermole and RESOLVED: THAT the Minutes of the Meeting of Council held on the 6th January as set out on pages 190-200 of the Minute Book, be signed by the Chairman as a correct record.

- ii) To sign as a correct record the Minutes of the Extraordinary Meeting of Council held on the 27th January 2020 as set out on pages 218-222 of the Minute Book. PAPER 2

It was Proposed by Councillor Dolton, Seconded by Councillor Whelan and RESOLVED: THAT the Minutes of the Meeting of Council held on the 27th January 2020 as set out on pages 218-222 of the Minute Book, be signed by the Chairman as a correct record.

590. COMMITTEES & OUTSIDE BODIES

To adopt the updated Committees & Outside Bodies. PAPER 3

It was Proposed by The Mayor, Seconded by Councillor Lester and RESOLVED: THAT The updated Committees and Outside Bodies (Councillor Dolton as the Town Council's Representative for Cholsey and Wallingford RPS added) are adopted by Council.

591. MEMORIAL RAILINGS (WAR MEMORIAL BY TOWN HALL)

Councillor Kidley gave an overview of need for the railings and a discussion took place. Councillors were very pleased with the railing designs presented by the 6 pupils of The Upper School of Art and Design. Councillors expressed their concern over whether 3 foot high was too high, whether it should be situated inside or outside the flower beds, and whether the public should be consulted.

The discussion was concluded, Councillor Holford volunteered to prepare a table to collate Councillors' responses regarding their preferred design and Councillor Hughes volunteered to give the school the feedback.

It was Proposed by The Mayor, Seconded by Councillor Dolton and RESOLVED: THAT Councillor Kidley will set up a small Working Party to establish concrete proposals for the design, obtain the relevant permissions and get estimates for the work.

592. CONSULTATION – PROPOSED AMENDMENT TO PARKING CHARGES

Oxfordshire County Council are seeking views on proposals to increase fees for various resident & visitor parking permits for schemes located in Abingdon, Henley-on-Thames, Oxford & Wallingford to include an increase to car parking charges. Objections or other representations to be submitted by Friday 6th March 2020. PAPER 4

The Mayor explained that the Wallingford did not have any resident parking but there is on street parking in Wood Street and St Peter's Street where the County Council had a charging system in place. The County Council is proposing to increase the charge from 30 to 40 pence and to increase the penalty charge from £20 to £50. The Mayor asked councillors how they wished to respond.

Councillors concluded that they had no strong views and that no response was required.

593. THE USE OF CIL MONEY

The Town Council currently has £8,998.19 CIL money available to it with another circa £4k expected in April. SODC have confirmed that CIL can be used for maintenance and improvement works to infrastructure and that this is appropriate for the proposed works on the Town Hall. The Mayor asked Council to approve the use of the money towards the plans for the Town Hall recently agreed by Council, instead of using money from the reserves. Minute 549 Refers. It was Proposed by Councillor Wilder, Seconded by Councillor Beatty and RESOLVED: THAT the Town Council approve the request for £15,000 to commission these drawings. PAPER 5

Following a brief discussion, It was Proposed by The Mayor, Seconded by Councillor Whelan and RESOLVED: THAT The Town Council uses £8,998.19 CIL money that is available to it with another circa £4k expected in April for plans for the Town Hall recently agreed by Council. Minute 549 Refers.

594. TOURSIM AND ECONOMIC

Suzanne Symons & Richard Prunier (guest speakers) gave an update to Council on the work carried out to date on events and related items. Report sent out by email 11th February 2020 and invited questions.

i) **To update on the Business Forum** – Mr Prunier stated that had taken place on the 28th January in the Town Hall from 5.30pm to 7pm. All invitations had been delivered by hand and 40 people had registered on the day. It had been an informal meet and greet forum to try to establish what the businesses wanted and was very well supported and received. Numbers of those interested had increased since the meeting and Mr Prunier stated he had now Created Aims & Ambitions and a Code of Conduct. Another meeting would be arranged shortly.

ii) **To approve suggested events going forward:**

a) **Easter Egg Hunt** – Mr Prunier is currently working on a Town Easter Egg Hunt – Easter Sunday Morning (a couple of hours) He stated that schools are being invited to join in and they would be given a large Wooden Easter Bunny to decorate. The best decorated one would receive a prize. There would be a small charge for entering the Easter Egg Hunt to enable a small prize to be given. Mr Prunier was working with Mrs Symons to see if the Town Hall could be open for Tea and Cakes and it was suggested that this would be the start and

finishing point of the hunt. Councillors asked questions regarding the fit with Church Service times and Health and Safety during hunt. Mr Prunier asked Councillor Holford for details of the Church Services that schools would be attending so that the event could be planned to avoid conflict and advised he will be taking into account all aspects of Health & Safety on the day. He will also look at sponsorship from local businesses as an alternative to the entrance fee.

b) V.E. Day – Mrs Symons asked Councillors to ‘Save the Date’ which is Saturday 9th May and was to be the first big Town Council run event for some time. Mr Prunier gave a list of what was being included but was unable to give a programme of times, this would be sent out as soon as possible. A road closure was in place – the main centre of the town plus an additional closure whilst a parade takes place from the Kinecroft to the town centre. Mr Prunier stated that the original budget was unrealistic and that they were working to obtain donations from businesses. The Mayor suggested contacting Site B for funding and stated that he could assist with contacting them. Councillor Dolton stated that he had some contacts because of his connection with BunkFest. The Mayor asked that the true cost of this event be presented to Council and hopefully this could be funded from the allocation in next year’s budget.

iii) Approval to become a Destination Partner of Visit Thames and to approve the spend of £325 subscription. PAPER 6

It was Proposed by The Mayor, Seconded by Councillor Wilder and RESOLVED: THAT the Town Council become a Destination Partner of Visit Thames for the cost of £325 subscription.

595. WALLINGFORD IN BUSINESS REQUEST FOR FINANCIAL HELP FOR ST GEORGES DAY

Councillors considered a request from Wallingford in Business for financial support towards this event. Total Cost £2,200, £1,000 received in sponsorship, £600 with 1155 therefore the request is for £600.

Councillors asked how money was left in the allocation for grants and it was reported that there was only a small amount. Councillors discussed and **it was Proposed by Councillor Wilder, Seconded by Councillor Lester and RESOLVED: THAT the Town Council grants £600 to Wallingford in Business towards funding the St George’s Day Event, subject to the usual grant application requirements with the Town Clerk receiving Wallingford in Business accounts and a full cost breakdown of the event.**

596. FLAG FLYING

Councillor Beatty to open a discussion to request that the Union flag is flown every day from the Town Hall. Flag schedule PAPER 7

It was proposed by Councillor Lester, seconded by Councillor Kidley and RESOLVED that this item be deferred in Councillors Beatty’s absence.

597. 9 ST MARTINS STREET

Following the resolution to sell the Council Offices, Confidential Minute 495 refers. **It was Proposed by Councillor Hughes, Seconded by Councillor Beatty and RESOLVED: THAT the Town Council Office at 9 St Martin's Street be sold to fund other projects.** The Architect who advised on the estimated sale value, has advised that planning permission should be sought before being sold as this would increase the sale value of the building and has quoted £3,350 + VAT to make plans and the application. Planning Permission is required rather than Permitted Development as the scheme would require additional dormers and windows to provide the necessary natural light.

Councillors discussed and **It was Proposed by The Mayor, Seconded by Councillor Hughes and RESOLVED: THAT the Town Council commission plans and makes a formal application for planning permission to convert 9 St Martin's Street into flats and that the quote for £3,350 + VAT should be accepted.**

598. CAR PARK DECKING

Councillor Whelan updated Council on investigations that she had undertaken to possibly increase the District Council's Cattle Market car parking. She had become aware of a unique opportunity to purchase car park decking at a greatly reduced cost which would increase the Cattle Market's car park by 120 spaces. Other Councils were also interested in purchasing this decking. All the details had been sent to the relevant officer as the District Council along with the estimated cost of the decking £650,000 plus erection. The response from the District council had been that they did not have the budget, time or the resources to take on this project. Councillor Whelan stating that she was giving this information to Councillors so that they were aware of what she had been working on. Councillors were disappointed that, once again, the District Council was not supporting Wallingford with the need for increased parking provision and **It was Proposed by Councillor Cattermole, Seconded by Councillor Whelan and RESOLVED: THAT The Mayor will write to SODC to make a formal request that they support this project.**

599. MOORINGS – ENGAGEMENT OF DISTRICT ENFORCEMENT

i) **To approve the design of the new signs within the contract.** PAPER 8 – Councillor Cattermole asked if all Councillors had seen the River Users Working Party Paper as the group did not consider that the design of the proposed signs were very welcoming. Councillors discussed at length.

(At this point Councillor Lester asked that Mr Prunier stop talking and accused him of coaching or giving direction to another Councillor throughout the meeting. Mr Prunier did not respond but left the meeting).

The Mayor stated that the Rivers Users Group should meet with District Enforcement to reach an agreement on the sign.

ii) **To approve the changes to the Mooring Policy.** PAPER 9 – Councillor Holford stated changes needed to be made to the Wallingford Mooring Policy and reiterated the Town Clerk that according to the legal agreement with the District Council approval to use an enforcement company for the collection of mooring fees must be obtained from them before proceeding with the contract. Councillor Holford had sent her proposed changes to the policy to The Town Clerk. **It was Proposed by The Mayor, Seconded by Councillor Whelan and RESOLVED: THAT The Town Clerk and Councillor Holford make the proposed changes to the Mooring Policy.**

iii) To approve the Town Clerk to approach SODC in respect of the above – **It was Proposed by The Mayor, Seconded by Councillor Holford and RESOLVED: THAT The Town Clerk seeks the District Council’s approval to use an enforcement agency for the collection of mooring fees along with approval from them for the siting of signs on the District Council side of the river.**

600. WALLINGFORD BEACH

Councillor Cattermole proposed that the designation of Wallingford Beach as a ‘Bathing Water’ under the Water Quality Directive. PAPER 10

Councillor Cattermole gave an overview of his request to designate Wallingford Beach as a ‘Bathing Water’ by 2021 stating that the only objection to this could come from Thames Water/Environment Agency who would be required to monitor the water quality. Apart from London this would be the only other designated beach on the River Thames. Councillors raised the following concerns: The Wallingford Bridge Estate Charity appeared to be the owners of part of this area not the Town Council; Health and Safety issues including public liability insurance and costs; would the path of boat users need to be changed; would a life guard be required, who provides evidence of the water quality for the initial application, and confirmation on the nature of Town Council’s responsibilities and liabilities. Councillor Cattermole believes that the current water navigation bouys would be sufficient for boat users and stated that signage would have to be erected regarding facilities that are/not available at the site. Councillor Rennie stated that she believed this project could be under the District Council’s remit.

Conclusion: Future Agenda Item when land ownership position is known and further investigation can be made on the concerns expressed.

601. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL

To facilitate minute taking councillors are requested to email a copy in prior to the meeting.

602. 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 Telephone Boxes Air Quality Goldsmith Lane – One Way Historic Asset Working Party River Working party Arts Working Party Equipment Bank 7 Thames Street Regal Working Party Timetable of meetings Change to Standing Orders Wallingford Beach Beacon Project Update on Reserves War Memorial Railings	Cllr Cattermole	Rolling Rolling Rolling Rolling As required As required As required As required As required As required As required As required As required 6 th April 2020 6 th April 2020
Parks Castle ruins Allotments		Rolling
Tourism Markets Tourism		
Finance Grants Finance reports		
Personnel		
Planning		

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