



Wallingford Town Council

9 St Martin's Street  
Wallingford  
Oxfordshire  
OX10 0AL

Tel: 01491 835373  
Email: [seniorofficer@wallingfordtowncouncil.gov.uk](mailto:seniorofficer@wallingfordtowncouncil.gov.uk)  
Web: [www.wallingford.co.uk](http://www.wallingford.co.uk)

13<sup>th</sup> March 2018

2018-03-19 Council ba

**To: All Members of Council**

Dear Councillor,

The Mayor of Wallingford has convened an extraordinary meeting of Council and you are hereby summoned to attend **on Monday 19<sup>th</sup> March 2018 at 7p.m in CENTRE 70, KINECROFT, WALLINGFORD** for the transaction of business as set out on the agenda below.

Yours sincerely,

The Town Clerk

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***Before the start of the meeting and the formal business of the agenda is transacted, prayers will be said by  
The Mayor's Chaplain, The Reverend David Rice***

**AGENDA**

**1. APOLOGIES**

Apologies for absence will be received.

**2. ADMISSION OF THE PUBLIC**

To consider whether members of the public should be excluded from the meeting.

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

**3. DECLARATION OF INTERESTS**

Information for each Member will be available at the meeting.

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

At the time the agenda was prepared the following members of the public notified their attendance:

- (i) Abigail Brown, Arts Development Officer – Arts Grants
- (ii) lapd Architects – The Regal Centre
- (iii) Wendy Tobitt – Volunteer Member of Wallingford Neighbourhood Plan Steering Group

#### **5. MAYORS COMMUNICATIONS**

(i) Ridgeway Rouleur Event Plan 2018 – Cycling Event – copy email distributed to Councillors for their information.

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

#### **6. 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.

#### **7. MARKET TOWN CO-ORDINATORS ROLE**

The Town Clerk to give an update.

#### **8. ART GRANT**

Mrs Blacker. Councillors to hear ideas from the tourism committee for works of art and to have an initial discussion on Art Grant. Agenda Item 4(i) refers.

#### **9. THE REGAL**

Agenda Item 4 (ii) refers.

Councillor Upcraft to give Councillors update and to ask for approval of the following:

- i) Demolish or refurb The Regal Centre – Resolution required.
- ii) If approval is to demolish, a resolution is required to seek the district council's building control for permission to demolish.
- iii) Regal Working Party to review concept study and consultation documents in order to develop a brief design to be used for tender - Resolution required.
- iv) Town Council offices to be included in the new building – Resolution required.
- 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 – Resolution required.

#### **10. PROJECT MANAGER'S RESIGNATION**

The Town Clerk to appraise councillors.

#### **11. NEIGHBOURHOOD PLAN**

Councillor Holland to give an update on the following:

- i) The Neighbourhood Plan and where we are.

- ii) Discussion on filling the vacancy left by the Project Manager's resignation.
- 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.

## **12. ASSETS OF COMMUNITY VALUE**

Councillor Lloyd to ask Councillors if they considered any assets of community value for the Town Council to register – Minute 580/02/2018 refers.

## **13. 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> 2018.
- 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.
- iii) Councillor Upcraft to request Councillors approval for outline planning permission to replace the Bull Croft Recreation rooms – Resolution required.
- 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. Resolution required.
- 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. Resolution required.

## **14. STATUTORY DAYS**

Minute 557/02/2018 refers.

The Town Clerk to update Councillors on the following recommendation:

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

### **RECOMMENDED:**

**THAT** the result of discussions with staff regarding taking the 4 statutory days at Christmas and New Year or adding them to the holiday entitlement will be ratified at the Council Meeting to be held on the 19<sup>th</sup> March 2018.

Resolution required.

## **15. GENERAL DATA PROTECTION REGULATIONS**

Minute 493/01/2018 refers. The Town Clerk to report and to ask for approval to amend the resolution below to reflect an increase in cost from £2k to £3k.

Councillors discussed and It was Proposed by Councillor Titchener, Seconded by Councillor Upcraft and

### **RESOLVED:**

**THAT** £2k is included in the budget, providing the Responsible Finance Officer does not have to increase the Precept, for the provision of an External Data Protection Officer.

Resolution required

## **16. DRAFT TIMETABLE OF MEETINGS**

Councillors to note a 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)

Councillors to approve the adoption of the timetable of meetings. Resolution Required.

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

Councillors to suggest 6 street names for the new development. The district council has suggested that the Town Council might wish to choose a theme which has the potential to be added to. If street names are suggested after persons of note then surviving relatives have to be contacted for permission. Councillors to receive an email regarding previous suggestions that have been made.

## **18. TOWN INFORMATION CENTRE STAFF**

The Town Clerk to give an update.

## **19. ACTIVITIES ON BEHALF OF THE TOWN COUNCIL**

## **20. FUTURE AGENDA ITEMS**

<b><u>Committee</u></b>	<b><u>Lead</u></b>	<b><u>Anticipated Agenda</u></b>
<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	May 2018
Youth Worker	Cllr Dolton	
Air Quality/Bridge Closure	Cllr Lloyd	
Grants Policy	Town Clerk	May 2018
Committees and Outside Bodies	Town Clerk	May 2018
Code of Conduct, Protocol	Town Clerk	May 2018
Standing Orders		
Aged Debtors	RFO	May 2018
Are You Ready for an Emergency	Public Participation	May 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		
Personnel Full Evaluation of all job roles Project Manager Role		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>		

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

Councillors to elect The Mayor for the 2018/2019 Municipal Year.

Distribution: District and County Councillors; The Mayor's Chaplain The Reverend David Rice; Town Information Centre; Wallingford-in-Business; Wallingford Police; Press; Radio; Library; Notice Boards

**ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THE ABOVE MEETING AND WHO HAS MOBILITY DIFFICULTIES IS REQUESTED TO CONTACT THE TOWN COUNCIL OFFICES ON 01491 835373 BY 10A.M. ON FRIDAY 16<sup>TH</sup> MARCH 2018. ALL REASONABLE ATTEMPTS WILL BE MADE TO ENSURE THAT THEY HAVE ACCESS TO THE MEETING. [NON CONFIDENTIAL REPORTS ARE AVAILABLE ON REQUEST.](#)**