



Wallingford Town Council

**MINUTES
of a meeting of the
FINANCE AND PROPERTIES
COMMITTEE
held on Monday, 11 November 2024 at 7.00 pm
in Wallingford Town Hall**

Present

Members: Cllr Ailsa Charter
Cllr Mahmood Ebrahimjee (Chairman)
Cllr Marcus Harris
Cllr Claire Holford
Cllr Mark Hoskins
Cllr Nigel Hughes (Vice-Chairman)

Officers: Karen Crowhurst, Locum Clerk & Responsible Finance Officer (RFO)
Luke Whitcomb, Meetings Officer
Arthur Hodsdon, Head of Parks and Estates
Jade Howard-Tull, Assistant Finance Officer

Others: 3 members of the public
0 members of the press

366/24 MEETING PROTOCOL

The Chairman read out the meeting protocol that would be followed and which should be respected by all of those in attendance.

367/24 APOLOGIES

Councillor Keats-Rohan had submitted her apologies for non-attendance.

It was proposed by Councillor Ebrahimjee, and seconded by Councillor Hughes, and

RESOLVED that the apology and reason for absence be accepted

368/24 DECLARATION OF INTERESTS

No interests were declared.

369/24

MINUTES

It was proposed by Councillor Ebrahimjee and seconded by Councillor Holford, and

RESOLVED that the minutes of the meeting of the Finance and Properties Committee held on 17 June 2024 be approved as a correct record and be signed by the Chairman.

370/24

ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on 'open' actions agreed at previous meetings, several of which we not able to be closed.

371/24

TOWN CLERK'S REPORT

The Committee received the Town Clerk's Report that contained an update on urgent repairs to the Town Hall.

Standing Orders were suspended

372/24

PUBLIC PARTICIPATION

A representative of the Wigod Way Family Centre thanked the Council for their financial support over the past year.

Standing Orders took effect again

373/24

INTERNAL CONTROLS - INTRODUCTION

The Committee considered proposed developments to internal controls.

It was proposed by Councillor Holford, and Councillor Charter, and

RECOMMENDED that

(a) Invoices and Payments lists

The Responsible Finance Officer (RFO) needs to ensure control of the invoices and query them if there is something does not seem right or the work has not been carried out to the expected standard.

Two Members of the Council to also sign off invoices against a payment list

Payments lists (usually one month in arrears) to be accepted Council Meetings - resolution to include the total amount of expenditure as stated in the list. (The amount for staff should be included but not the names). Once a resolution has been passed for the Mayor should sign the lists for storing.

(b) Bank reconciliation(s)

The Auditor will check that the bank reconciliation(s) have been accepted by Full Council. The Bank Reconciliation documents should then be signed by the Mayor. The alternative to this is to appoint a Member of the Council to sign the Bank Reconciliations and report back to Council. It is good practice to ensure reconciliations for all accounts are presented for approval on a quarterly

(c) Cost Centre Reports

Cost Centre reports should be generated periodically.

The Cost Centre reports provide actual costs against budget. This is a tried and tested measure which enables Committees and the Council to monitor the budget position against budget headings. This also provides an opportunity to address underspends and overspends and agree whether to establish any virements from another budget heading or reserve.

(d) Works Orders

Some Councils implement a Works Order System, this is different to Purchase Order as it states the amount quoted for the work and acts as a document for the work to proceed as per the quotation presented.

374/24

PAYMENTS – MONTHLY BILL SCHEDULES

The Committee reviewed the bill schedules for recent months and the Locum Clerk and the Assistant Finance Officer took questions.

It was proposed by Councillor Harris, and seconded by Councillor Holford, and

RESOLVED that the bill schedules for July, August and September 2024 be approved

375/24

COST CENTRE ANALYSIS – QUARTERLY ACCOUNTS

The Committee reviewed the accounts for Quarter 1 of 2024-25.

It was proposed by Councillor Holford, and seconded by Councillor Charter, and

RESOLVED the accounts for Quarter 1 of 2024-25 be approved

376/24

RISK MANAGEMENT

The Committee reviewed a revised Finance Risk Assessment prepared by the Locum Clerk. The changes related to staff and the absence of the Town Clerk.

It was proposed by Councillor Harris, and seconded by Councillor M Hoskins, and

RESOLVED that the revised finance risk assessment be approved

The Locum Clerk confirmed that any revisions would always be brought back to Committee.

377/24 **EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Ebrahimjee, and seconded by Councillor M Hoskins, and

RESOLVED that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted

378/24 **INTERNAL AUDIT**

The Committee reviewed quotations for the Internal Audit.

It was proposed by Councillor Holford, and seconded by Councillor Charter, and

RECOMMENDED that Mulberry & Co be appointed as the Internal Auditor to carry out two audits (mid-year and annual), subject to the Locum Clerk being able to bring the cost down to below the fee below the existing auditor; the Locum Clerk to bring the issue back to Committee should the proposed fee be higher

379/24 **PROCUREMENT POLICY**

The Committee reviewed a new procurement policy which complemented the existing Financial Regulations.

It was proposed by Councillor Ebrahimjee, and seconded by Councillor Holford, and

RESOLVED that the new procurement policy be approved

380/24 **PROPERTY PORTFOLIO MANAGEMENT**

The Committee considered a proposal by the Head of Parks and Estates for how the management of part or the entirety of the Council's property portfolio could be outsourced.

It was proposed by Councillor Charter, and seconded by Councillor Hughes, and

RECOMMENDED that the management of the Council's receipted properties, with the exception of the major development projects for the Town Hall and The Regal, be outsourced through a new tender process

381/24 OTHER COUNCIL-OWNED PROPERTIES

This had been covered in the Town Clerk's Report (see Minute 371/24)

382/24 ACTIONS FROM PREVIOUS MEETINGS [CONFIDENTIAL]

The Committee reviewed progress on actions on confidential matters agreed at previous meetings.

Requests for agenda items for future meetings could be emailed to the Locum Clerk or the Meetings Officer.

The meeting ended at 8.07 pm

Minutes of the meeting of the
Finance and Properties Committee
held on
11 November 2024,
signed as a correct record

Chairman

2024-11-11 FIN minutes CONFIDENTIAL



Wallingford Town Council

**MINUTES
of a meeting of the
FINANCE AND PROPERTIES
COMMITTEE
held on Monday, 9 December 2024 at 7.00 pm
in Wallingford Town Hall**

Present

Members: Cllr Dan Beauchamp (The Mayor) (ex-officio) (from Minute 458/24 onwards)
Cllr Ailsa Charter
Cllr Marcus Harris
Cllr Claire Holford
Cllr Mark Hoskins
Cllr Nigel Hughes (Vice-Chairman) (in the chair)
Cllr Katharine Keats-Rohan

Officers: Karen Crowhurst, Locum Clerk & Responsible Finance Officer (RFO)
Luke Whitcomb, Meetings Officer
Jade Howard-Tull, Assistant Finance Officer

Others: 0 members of the public
0 members of the press

454/24 MEETING PROTOCOL

The Chairman read out the meeting protocol that would be followed and which should be respected by all of those in attendance.

455/24 APOLOGIES

Apologies were submitted from Councillor Ebrahimjee.

456/24 DECLARATION OF INTERESTS

No interests were declared.

457/24 MINUTES

It was proposed by Councillor Charter, and seconded by Councillor Holford, and

RESOLVED unanimously that the minutes of the meeting of the Finance and Properties Committee held on 11 November 2024 be approved as a correct record and be signed by the Chairman.

458/24 ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on 'open' actions agreed at previous meetings, several of which we not able to be closed.

459/24 TOWN CLERK'S REPORT

There were no updates and therefore no report.

460/24 PUBLIC PARTICIPATION

No members of the public were present

461/24 BUDGET FOR 2025-26

The Committee reviewed the final draft Council budget for 2025-26 and the proposed increase in the Precept.

Discussion focussed on three areas that accounted for the majority of the increase: staffing (driven by annual cost of living and employer national insurance rises), conservation of the Town Hall, and the Castle Motte

All other cost centres were also reviewed.

It was proposed by Councillor Beauchamp, and Councillor Holder, and

RECOMMENDED by majority vote that the Full Council approves the budget for 2025-26, totalling £680,885, representing a 10.57% increase (£65,087) equivalent to an additional £15.79 for a Band D household or £1.58 for each of the 10 months; this excluded £38k for the Castle Motte which would be considered for the 2026-27 budget

Votes in favour: 5

Votes against: 1

Abstentions: 0

Councillor Keats-Rohan asked that her vote against be recorded in the minutes

Action:

A report on the first year of mooring fee collection by District Enforcement be brought to the next meeting of the Committee

Locum Clerk to investigate grass-cutting provision

Locum Clerk to investigate repairs to electricity points in the Market Place

The Castle Motte project to be more clearly phased so that it can be accurately included in the centralised project list

462/24 TOWN HALL REPAIRS

The Locum Clerk advised that almost all the repairs had been completed and any health and safety issues prioritised. Some tile replacement and moss removal was still to be undertaken. Budgetary provision existed for the remaining work. The Council had bought a humidifier.

463/24 OUTSOURCING OF PROPERTY MANAGEMENT

The Locum Clerk reported that a person was being sought to prepare the tender documentation and that in the meantime, fortnightly meetings were being held with Homebase.

464/24 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Councillor Beauchamp, and seconded by Councillor Charter, and

RESOLVED that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted

The meeting ended at 8.16 pm

Minutes of the meeting of the
Finance and Properties Committee
held on
9 December 2024,
signed as a correct record

Chairman

2024-12-09 FIN minutes PUBLIC



Wallingford Town Council

MINUTES
of a meeting of the
PARKS, GARDENS, ALLOTMENTS &
OPEN SPACES COMMITTEE
held on Monday, 2 September 2024 at 7.00 pm
in Wallingford Town Hall

Present

Members: Cllr Mike Acreman (Vice-Chair)
Cllr Sue Hendrie
Cllr Steve Holder (Chair)
Cllr Katharine Keats-Rohan

Officers: Luke Whitcomb, Meetings Officer
Arthur Hodsdon, Head of Parks and Estates
Scott Wells, Parks and Estates Manager

Others: 2 members of the public
0 members of the press

246/24 **MEETING PROTOCOL**

The Chair outlined the protocol that would be following in the conduct of the meeting.

247/24 **APOLOGIES**

Apologies, including reasons for absence, were tabled for Councillors Lester and Sandall.

It was proposed by Councillor Keats-Rohan, and seconded by Councillor Acreman, and

RESOLVED unanimously that the apologies be received and accepted.

248/24 **DECLARATIONS OF INTEREST**

No interests were declared.

249/24

MINUTES

It was proposed by Councillor Hendrie, and seconded by Councillor Acreman, and

RESOLVED unanimously that the minutes of the meeting of the Parks, Gardens, Allotments and Open Spaces Committee held on 18 July 2024 be approved as a correct record and signed by the Chair

250/24

ACTIONS FROM PREVIOUS MEETINGS

The Committee reviewed progress on 'open' actions agreed at previous meetings.

Action:

An action concerning the pond in Castle Gardens to be reinstated and the Chair to make clear what the action is

251/24

TOWN CLERK'S REPORT

The Committee received the Town Clerk's Report which comprised of updates.

252/24

PUBLIC PARTICIPATION

A member of the public and allotment holder spoke about the need for renewed pest control at the Fir Tree allotments due to recent damage by, and sighting of, rats.

The Chair read out an update from Wild about Wallingford in which the group expressed their continued commitment to working with the Town Council and local partners to support green spaces and wildlife and provided news of recent events and collaboration with the Wallingford Allotments and Gardens Society. The cancellation of this year's annual show was noted, but plans are underway for future events.

Action:

An update on pest control at the Fir Tree allotments to be included in the Town Clerk's Report at the next meeting

253/24

VERGE CUTTING

The Committee discussed the rising costs of verge cutting and associated concerns expressed by residents.

It was proposed by Councillor Holder, and seconded by Councillor Acreman, and

RECOMMENDED unanimously

- (a) that short-term action to be taken to address the immediate issues;
- (b) that a review be undertaken to inform the budgetary provision for 2025/26, or
- (c) the responsibility be passed back to the County Council

A full report to accompany the recommendations to Full Council

Action:

Prepare report for Full Council supporting the recommendations and including options

254/24

MARKET PLACE, TREES

The Committee considered a report by Councillor Acreman proposing the introduction of trees in planters in the Market Place.

It was proposed by Councillor Acreman, and seconded by Councillor Keats-Rohan, and

RECOMMENDED unanimously that a trial be undertaken in Feather's Yard subject to the necessary permissions of the landowners, with an indication of how the trial will be evaluated, with the potential to extend subsequently into the Market Place

Action:

A paper outlining this proposal to be developed for Full Council

255/24

RED KITES

The Committee considered proposals from Councillor Acreman to increase public understanding of red kites and the latest advice of Chilterns National Landscape on interactions between kites and people.

It was proposed by Councillor Acreman, and seconded by Councillor Hendrie, and

RECOMMENDED unanimously

- (a) that a red kite stop-feeding campaign (including leaflet drop) be developed and executed;
- (b) that a red kite trail around the town be developed and funded, starting with the current red kite installation in the Kinecroft

Action:

Councillor Acreman to develop a paper for Full Council supporting both these proposals

256/24

AGATHA CHRISTIE BENCH, HARD STANDING, KINECROFT

The Chair informed the Committee that this item would be presented and discussed at the meeting of the Committee in November 2024.

Action:

Schedule item for the November meeting of the Committee

257/24

BUDGET FOR 2025/26

The Committee considered items for the 2025/26 budget.

It was proposed by Councillor Holder, and seconded by Councillor Keats-Rohan, and

RESOLVED unanimously that the following items be costed and submitted to the preliminary budget meeting of the Full Council on 13 November 2024:

- Security across the Council's estate
- Castle Gardens, fencing
- Rest Garden, contribution towards paving and groundworks around art installation (see note under Minute 258/24 below)
- Allotments
- Vegetation management – removing the sole dependence on volunteers
- Verge cutting
- Size and shape of Parks and Estates Team

Action:

Prepare costs for the above items in time for the meeting on 13 November 2024

Consider whether there is a need for an Extraordinary meeting of the Committee before the Full Council's preliminary budget meeting, the Town Clerk to be included in that conversation

Members to submit any further items to the Head of Parks and Gardens in time for the 2025-26 budget discussions

FUTURE AGENDA ITEMS

The Committee identified the following items for decision-making or updates at future meetings:

- Financial update – spend against budget
- ROSPRA play area update
- Health and safety report
- Pest control at the allotments
- Red kite trail (probably going straight to Full Council)
- Allotments – waiting list and vacant plots – separated by site
- Agatha Christie bench, hard standing, Kinecroft
- Rest Garden proposal (to review it in its totality)

Action:

Review allotments policy, including aspects to do with pest control

The meeting ended at 8.16 pm

Minutes of the meeting of the
Parks, Gardens, Allotments and Open Spaces Committee
held on
2 September 2024,
signed as a correct record

Chairman

2024-09-02 PKS minutes PUBLIC



Wallingford Town Council

MINUTES
of a meeting of the
PARKS, GARDENS, ALLOTMENTS &
OPEN SPACES COMMITTEE
held on Monday, 18 November 2024 at 7.00 pm
in Wallingford Town Hall

Present

Members: Cllr Mike Acreman (Vice-Chair) (in the chair)
Cllr Sue Hendrie
Cllr Katharine Keats-Rohan
Cllr Ros Lester
Cllr Christine Sandall

Officers: Luke Whitcomb, Meetings Officer
Arthur Hodsdon, Head of Parks and Estates
Scott Wells, Parks and Estates Manager
Della Farren, Parks and Estates Administrator

Others: 3 members of the public
0 members of the press

383/24 MEETING PROTOCOL

The Chair outlined the protocol that would be followed in the conduct of the meeting.

384/24 APOLOGIES

Apologies, including reasons for absence, were tabled for Councillor Holder, the Committee Chair.

It was proposed by Councillor Lester, and seconded by Councillor Sandall, and

RESOLVED unanimously that the apology be received and accepted.

385/24 DECLARATIONS OF INTEREST

No interests were declared.

386/24

MINUTES

It was proposed by Councillor Keats-Rohan, and seconded by Councillor Hendrie, and

RESOLVED unanimously that the minutes of the meeting of the Parks, Gardens, Allotments and Open Spaces Committee held on 2 September 2024 be approved as a correct record and signed by the Chair

387/24

ACTIONS FROM PREVIOUS MEETINGS

The Committee reviewed progress on 'open' actions agreed at previous meetings.

388/24

TOWN CLERK'S REPORT

The Committee received the Town Clerk's Report which was comprised of updates.

389/24

PUBLIC PARTICIPATION

Three members of the public expressed concern with a major rat infestation at the Fir Tree allotments which was destroying the crop of some tenants, including the MIND community allotment. Whilst recognising the responsibilities of individual tenants, the Council were also encouraged to take action through professional services given the scale of the problem.

See Minute 391/24 below.

390/24

VARIATION OF AGENDA ORDER

It was proposed by Councillor Lester, and seconded by Councillor Keats-Rohan, and

RESOLVED unanimously that Agenda Item 13, Allotments, be taken next given the interest in the public gallery

391/24

ALLOTMENTS

The Committee considered revised policies for both the Fir Tree and Highcroft sites that included more explicit guidance on pest control measures as advised by the National Allotment Society.

It was proposed by Councillor Sandall, and seconded by Councillor Lester, and

RECOMMENDED that the revised policies be approved subject to the strengthening of the paragraph in 12.4 (final paragraph) by making more

explicit the action that the Town Council itself would take on pest control, and when they would be triggered, and ensure that these measures are in place in time for the next growing season

Action:

Head of Parks and Estates and Parks and Estates Manager to develop strategy

Meetings Officer to schedule Council strategy for February 2025 meeting

392/24

VERGE CUTTING – AND VEGETATION MANAGEMENT

The Committee considered a proposal from the Head of Parks and Estates on future arrangements for verge-cutting. The shortcomings in verge-cutting over the past year had attracted public criticism.

Disappointingly there had been a poor response from potential contractors.

It was proposed by Councillor Acreman, and seconded by Councillor Sandall, and

RECOMMENDED unanimously that the contract be awarded to Oxford Direct Services, a subsidiary company owned by Oxford City Council, based on their quotation DQTE-1701 dated 12 November 2024

393/24

HEALTH AND SAFETY AUDIT

The Committee NOTED the outcome of a health and safety audit that had previously been considered by the Personnel Committee.

This item was deferred pending a clearer report on progress against identified actions.

Action:

Parks and Estates Team to develop a more accessible progress report

Meetings Officer to schedule this item for the February 2025 committee meeting

394/24

FRESHWATER HABITATS – RESTORING THE MILL BROOK

Councillor Acreman outlined an imaginative proposal to restore part of the Mill Brook which had strong heritage and ecological value. The focus of attention would be the stretch between the culvert headwall (near the Fir Tree Avenue) and the bypass culvert.

The Mill Brook was no longer effective in evacuating flood water from the Sports Park and no longer supported wildlife, history or amenity. The proposed work would be undertaken in a co-ordinated way by multiple parties within the community.

It was proposed by Councillor Acreman, and seconded by Councillor Sandall, and

RECOMMENDED unanimously that this initiative be strongly welcomed and endorsed by the Town Council

Councillor Acreman was thanked by the Committee for developing this initiative which had long been talked about.

395/24

EXTREME WEATHER POLICY

The Committee considered the need for a policy concerning extreme weather and events, including an exemplar policy of Oxford City Council.

It was proposed by Councillor Sandall, and seconded by Councillor Keats-Rohan, and

RESOLVED that a policy on extreme weather and events be developed for ratification by the Committee and onward recommendation to the Full Council

Action:

Detailed policy to be developed

Meetings Officer to schedule item for February 2025 meeting

396/24

SECURITY FOR EVENTS

The Committee considered the need for additional security at certain public events on Council-owned spaces.

It was proposed by Councillor Lester, and seconded by Councillor Sandall, and

RECOMMENDED in principle that additional charges for security for some public events (to be identified by the Parks and Estates Team) be raised for payment by hirers

Action:

Determine level of additional charges

397/24

BRITAIN IN BLOOM

The Committee considered the approach to Britain in Bloom entries for 2025.

The Town had re-entered the competition for the first time in many years in 2023 and the Wallingford in Bloom initiative for 2024 had been highly successful picking up a Silver Gilt award for the town and the Castle Gardens entries and the Regional Award for Community Involvement (which had also been won in 2023).

It was proposed by Councillor Sandall, and seconded by Councillor Lester, and

RECOMMENDED that the working group continue for another year (2025) and that a budget of £300 be included in the Council's budget for 2025-26 for the Town and Park entries

The Parks and Estates Manager was thanked for the work of his team on Britain in Bloom.

Action:

Working group terms of reference to go forward to the Full Council

398/24

REST GARDEN, ART INSTALLATION

The Committee had requested at its last meeting to review this proposal in its totality as there was a need to bring the initiative back into the formal governance of the appropriate Council committee.

The Committee received the minute trail and heard from the Head of Parks and Estates who confirmed that no written contract had been issued. He had not seen the design but described what he knew.

It was proposed by Councillor Sandall, and seconded by Councillor Lester, and

RESOLVED that the Committee step back from the current plan and rethink several factors, including:

- (a) How the Rest Garden should be managed as an amenity going forwards
- (b) The groundworks necessary to improve the existing amenity
- (c) A more appropriate place for an art installation commemorating the accession of King Charles III, the Rest Garden being an inappropriate place for a 2.5 to 3 metre installation (including plinth) due to the scale
- (d) Options and costings (that could included the previous concept for reassessment)

The input of the Parks and Estates Manager was welcomed to all these aspects.

Action:

Head of Parks and Estates to correspond with the artist to bring them up to speed

399/24

FUTURE AGENDA ITEMS

The Committee identified the following items for decision-making or updates at future meetings:

- Allotments – pest control strategy, including actions to be undertaken by the Town Council if infestations reach a particular level
- Extreme weather policy
- Health and safety progress report against actions
- The future of the Rest Garden as an amenity and the groundworks necessary to improve the existing amenity
- Alternative place for an art installation commemorating the accession of King Charles III

The meeting ended at 8.11 pm

Minutes of the meeting of the
Parks, Gardens, Allotments and Open Spaces Committee
held on
18 November 2024,
signed as a correct record

Chairman

2024-11-18 PKS minutes PUBLIC



Wallingford Town Council

MINUTES
of an Extraordinary meeting of the
PERSONNEL COMMITTEE
held on Wednesday, 30 October 2024 at 8.10 pm
in Town Hall, Wallingford

Present:

Members: Cllr Ailsa Charter (Chair)
Cllr Marcus Harris
Cllr Sue Hendrie
Cllr Jacki Hoskins
Cllr Katharine Keats-Rohan
Cllr Ros Lester (Vice-Chair)
Cllr Dan Beauchamp (The Mayor) (ex-officio)

Officers: None

Others: No members of the public or press were present as this was a closed meeting
(Minute 13/23)

336/24 APPOINTMENT OF MINUTE TAKER FOR MEETING

It was proposed by Cllr Charter and seconded by Cllr J Hoskins, and

RESOLVED that the Cllr Lester would take minutes for this meeting

337/24 APOLOGIES

Apologies were tabled from Cllr Keats-Rohan and Cllr Harris,

It was proposed by Cllr J Hoskins, and seconded by Cllr Hendrie, and

RESOLVED that the apologies including reasons for absence be received and accepted

338/24 DECLARATIONS OF INTEREST

No interests were declared.

339/24

LOCUM CLERK SUPPORT

Cllr Charter summarised the background and continuing need for Locum Clerk support and provided copies of the brief that had been posted externally inviting applicants for a minimum three-month period

Interest had been expressed by a number of Locums, some of which were not able to meet the Council's requirements.

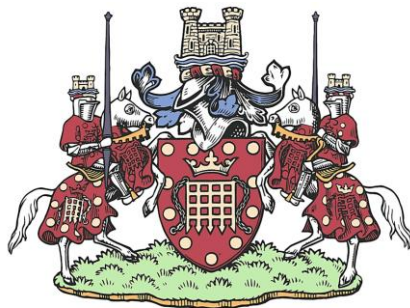
Members considered the options presented.

It was proposed by Councillor J Hoskins, and seconded by Councillor Hendrie, and

RESOLVED that LGRC be appointed to provide Locum Clerk/Responsible Finance Officer services for a period of three months in accordance with the brief and proposal provided.

The meeting ended at 8.25 pm

The next ordinary meeting of the Personnel Committee would be held on **Monday, 2 December 2024**.



Wallingford Town Council

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Oxfordshire
OX10 8DL

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MINUTES OF THE PERSONNEL COMMITTEE
MONDAY, 02 DECEMBER 2024, 7.00 PM
AT
THE TOWN HALL WALLINGFORD, MARKET PLACE, OX10 0EG

Present: Mayor Daniel Beauchamp attended the meeting in his capacity of being an Ex-Officio

Members: Councillor Ailsa Charter (Chair)
Councillor Marcus Harris
Councillor Sue Hendrie
Councillor Katharine Keats-Rohan
Councillor Ros Lester (Deputy Chair)

Officers: Karen Crowhurst, Locum Town Clerk

Others: No members of the public or press were present as this was a closed meeting (Minute 13/23)

440/24 MEETING PROTOCOL_ The Chairman to advise those present of the protocol to be followed for this meeting.

The Chair welcomed everyone in attendance and read the protocol of meeting to all Members.

441/24 APOLOGIES ABSENCE - To receive and accept apologies for absence (RESOLUTION REQUIRED)

There were no apologies of absence.

442/24 DECLARATION OF MEMBERS INTERESTS – To receive Members Declarations 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 their 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

Cllr J Hoskins declared pecuniary interests in relation to items 8b, 10 and 12 and agreed to leave the meeting when the items will be discussed.

443/24

MINUTES

To approve the minutes of the meeting of the Personnel Committee on 25 July 2024 and the Extraordinary Personnel Committee held on 30 October 2024, and to authorise the Chairman to sign them (SUPPORTING DOCUMENT/RESOLUTION REQUIRED)

RESOLVED that the minutes of the Personnel Committee Meeting held on the 25th July be approved.

Proposed by Cllr Hendrie. Seconded by Cllr Harris. All were in favour.

RESOLVED that the minutes of the Extraordinary Personnel Committee Meeting held on the 30th October 2024 be approved.

Proposed by Cllr J Hoskins. Seconded by Cllr Lester All were in favour.

444/24

ACTIONS FROM PREVIOUS MEETINGS – To note the current actions position

Members noted the actions presented in the action log. It was requested that regular agenda items and updates be placed on future agendas relating to the office move.

445/24

POLICY AND PROCEDURE - To receive updates as required expecting updates on lone working, flexible working, and working from home Policies.

The Locum Clerk reported that both policies will be under review to mitigate risks and add additional policy items if required.

446/24

NEW APPOINTMENTS – To receive an update on any new appointments of staff

The Locum Clerk reported that two appointments have been made. One as a Receptionist Administrator and one as the Estates Assistance with an emphasis on health and safety.

Both posts are on a fixed term contract for one year.

447/24

RECRUITMENT – To receive an update

(a) Head of Parks and Estates and consider a Temporary Project Manager to allow for the role to be defined and oversee existing works needing to be carried out

This item was discussed. Members agreed that finding Temporary Project Manager(s) would assist whilst the Organisational Review is underway.

- (b) Community transport scheme, temporary member of staff (provided for in grant), referred by the Full Council at their meeting on 19 February 2024

After considering pros and cons, it was agreed to continue with recruitment and assess the Job Description meets the requirements of the post.

Members requested a vote of thanks be recorded to Cllr M Hoskins.

- (c) Other (if necessary)

There were no other recruitment matters for discussion or decision.

448/24 TEMPORARY STAFFING To consider the need for temporary staffing to assist with workload and/or to cover vacancies – This is included in the Locum Clerk’s confidential report.

This was covered within the confidential report.

449/24 ORGANISATIONAL DESIGN REVIEW

- a) To receive an update on progress the Organisational Design Review from the Chair of Personnel and the Locum Clerk.

Cllr Charter provided an update and informed Members that they will receive a paper quite soon highlighting aspects of the review. Cllr Charter informed Members that the review will harmonise in terms of Committees and Staffing arrangements.

- b) To consider any further actions or decisions arising from the update

There were no other actions for discussion or decision.

450/24 HEALTH AND SAFETY- To receive an update

The Locum Clerk reported that training is required regarding lone working and manual handling, and will look at the latest Health and Safety Audit.

451/24 STAFFING MATTERS

- a) To receive and accept the confidential report from the Locum Clerk

It was agreed to receive and accept the confidential report from the Clerk.

- b) To note the increase contained within the Locum Clerk's confidential report request that Full Council notes this at the December Full Council Meeting as the Employer

RESOLVED – To note the increase amount and to request that Full Council notes and accepts the increase and payment.

- c) To consider any recommendations contained within the report for actioning

Except for one recommendation, it was agreed to accept others highlighted in the confidential report.

- d) To make a recommendation to increase the membership of the Personnel Committee to the Full Council meeting in December for consideration.

After hearing and considering the rationale to increase member of the Personnel Committee. It was agreed to refer this to Full Council for consideration.

452/24 **FUTURE AGENDA ITEMS** – To agree any agenda items for the next Personnel Committee Meeting.

It was agreed for the Locum Clerk to check against a report from Oxfordshire Association of Local Councils regarding employment compliance to establish if anything is lacking which needs the Personnel Committee.

453/24 **TO CLOSE THE MEETING**

There being no further business, the meeting closed at 8.17pm.

The next meeting of the Personnel Committee will be held on **Monday, 03 February 2025**. The agenda papers for this meeting will be issued on Tuesday, 26 November 2024. Items for the agenda need to have been submitted to the Meetings Officer by Friday, 22 November 2024.



Wallingford Town Council

**MINUTES
of a meeting of the
PLANNING COMMITTEE
held on Wednesday, 16 October 2024 at 7.00 pm
in Wallingford Town Hall**

Present

Members: Cllr Mike Acreman
Cllr Mahmood Ebrahimjee
Cllr Sue Hendrie (Chair)
Cllr Mark Hoskins
Cllr Ros Lester

Officers: Luke Whitcomb

Others: 1 member of the public
0 members of the press

301/24 MEETING PROTOCOL

The Chair read out the protocols that should be followed in the conduct of the meeting.

302/24 APOLOGIES

Apologies were tabled from Town Councillor Hughes and District Councillors Barlow and Keats-Rohan.

It was proposed by Councillor Hendrie, and seconded by Councillor Ebrahimjee, and

RESOLVED unanimously that these apologies be received and accepted

303/24 DECLARATION OF INTERESTS

No interests were declared

304/24 MINUTES

It was proposed by Councillor Ebrahimjee, and seconded by Councillor Hendrie and

RESOLVED that the minutes of the meeting held on 25 September 2024 be approved as a correct record.

305/24 ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on 'open' actions agreed at previous meetings.

306/24 PUBLIC PARTICIPATION

A member of the spoke to the application minuted as 307/24(f) below.

307/24 PLANNING APPLICATIONS

The Committee considered the following applications:

(a) Fire Station, Station Road, Wallingford, OX10 0HU
[P24/S3111/LDP](#)

Installation of solar PV Array.

It was proposed by Councillor Lester, and seconded by Councillor Hendrie, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 268513

(b) 25 Chiltern Crescent, Wallingford, OX10 0PG
[P24/S2806/HH](#)

Single storey front, rear and side extensions, and construction of dormer window as part of loft conversion. (Amended plans received 2 October 2024)

It was proposed by Councillor Acreman, and seconded by Councillor M Hoskins, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 286515

(c) The Dolphin, 2 St Mary's Street, Wallingford, OX10 0EL
[P24/S3091/FUL](#)

New kitchen extract and internal works

It was proposed by Councillor Hendrie, and seconded by Councillor Acreman, and

RESOLVED unanimously that a holding objection be submitted to the Planning Authority due to significant concerns over the proposed removal of the chimney breast and insufficient detail being provided in this application on this detail

COMMENT NO. 286516

(d) The Dolphin, 2 St Mary's Street, Wallingford, OX10 0EL
[P24/S3092/LB](#)

New kitchen extract and internal works

It was proposed by Councillor Hendrie, and seconded by Councillor Acreman, and

RESOLVED unanimously that a holding objection be submitted to the Planning Authority due to significant concerns over the proposed removal of the chimney breast and insufficient detail being provided in this application on this detail

COMMENT NO. 286517

(e) 3 Crispin Place, Wallingford, OX10 0DR
[P24/S2973/LDP](#)

Installation of 6kw air source heat pump

It was proposed by Councillor Hendrie, and seconded by Councillor M Hoskins, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 268518

(f) Wallingford Sports Park and Social Club, Hithercroft Road, Wallingford, OX10 9RB
[P24/S3040/FUL](#)

Erection of two 15m high floodlighting columns and installation of eight floodlight luminaires. Two fitted to the new columns, and two fitted to each of the existing two lighting columns.

A member of the public spoke to this application.

It was proposed by Councillor Hendrie, and seconded by Councillor Acreman, and

RESOLVED unanimously that a holding objection be submitted to the Planning Authority due to concerns over (i) light spillage including compliance with the Neighbourhood Plan policy, especially given the concern of neighbouring residents about the impact of existing lighting, (ii) the inadequacies of the ecological elements of the application, including biodiversity net gain, and (iii) a failure to consult adequately with neighbouring residents about this proposal

COMMENT NO. 268519

The Committee however supported the Sports Park's ambition to improve its facilities.

(g) Midgar, 23 Winterbrook Lane, Wallingford, OX10 9EH
[P24/S2987/HH](#)

Relocating an existing side door and converting existing back window to double doors.

It was proposed by Councillor Lester, and seconded by Councillor Ebrahimjee, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 268520

(h) 72 Wantage Road, Wallingford, OX10 0LY
[P24/S2984/HH](#)

Proposed first floor rear extension and insertion of new window openings.

It was proposed by Councillor Acreman, and seconded by Councillor M Hoskins, and

RECOMMENDED that this application be granted

COMMENT NO. 268521

308/24 **PLANNING DISCHARGES**

The Committee NOTED recent discharges made by the Planning Authority.

309/24 **PLANNING DECISIONS**

The Committee NOTED recent decisions taken by South Oxfordshire District Council that were all in line with the Town Council's recommendations.

310/24 OXFORDSHIRE COUNTY COUNCIL (OCC) CONSULTATION

There were no matters to consider.

311/24 FUTURE AGENDA ITEMS

The following items were identified:

- Highcroft (Site B) Primary School, ongoing.
- Town lighting – Cattlemarket and Goldsmith's Lane car parks

Action:

Meeting Officer to follow-up with District Councillor Barlow on the timing of the safe travel plan to/from the new Highcroft (Site B) Primary School; Cllr Barlow had recently met with residents about this

Meetings Officer to follow-up with both District Councillors regarding poor light in parts of the Cattlemarket and Goldsmith's Lane car parks

The meeting ended at 7.29pm

Minutes of the Planning Committee, 16 October 2024,
signed as a correct record

Chair

2024-10-16 PLA minutes PUBLIC



Wallingford Town Council

MINUTES
of a meeting of the
PLANNING COMMITTEE
held on Wednesday, 6 November 2024 at 7.00 pm
in Wallingford Town Hall

Present

Members: Cllr Mahmood Ebrahimjee
Cllr Sue Hendrie (Chair)
Cllr Mark Hoskins
Cllr Ros Lester
District Councillor Katharine Keats-Rohan

Officers: Luke Whitcomb, Meetings Officer

Others: 5 members of the public
0 members of the press

355/24 MEETING PROTOCOL

The Chair read out the protocols that should be followed in the conduct of the meeting.

356/24 APOLOGIES

Apologies were tabled from Town Councillor Acreman and Hughes and District Councillor Barlow.

It was proposed by Councillor Lester, and seconded by Councillor M Hoskins, and

RESOLVED unanimously that these apologies be received and accepted

357/24 DECLARATION OF INTERESTS

No interests were declared

358/24 MINUTES

It was proposed by Councillor M Hoskins, and seconded by Councillor Ebrahimjee, and

RESOLVED that the minutes of the meeting held on 21 October 2024 be approved as a correct record.

359/24 ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on 'open' actions agreed at previous meetings.

360/24 PUBLIC PARTICIPATION

Four members of the public spoke against Planning Application P24/S2926/HH and P24/S2927/LB, 12A Thames Street, Wallingford, OX10 0HD, minuted as 361/24(a) & (b) below.

361/24 PLANNING APPLICATIONS

The Committee considered the following applications:

(a) 12A Thames Street, Wallingford, OX10 0HD

[P24/S2926/HH](#)

New outbuilding to provide classic car storage and home office, existing vehicular access to be reinstated with new gate

It was proposed by Councillor Hendrie, and seconded by Councillor Ebrahimjee, and

RECOMMENDED strongly that this application be refused on the following grounds:

- The joint South Oxfordshire and Vale of White Horse Design Guide that stipulates that garages should not have domestic features or fenestration
- The scale and bulk of the proposal which is detrimental to the setting of the listed building
- Loss of light to a first floor window of an adjacent property
- The loss of neighbour amenity
- The proposal is too close to a historic wall

Contrary to suggestion made in the application, the Committee wishes to reinforce that this part of Wallingford is one of the earliest of the original settlement

COMMENT NO. 269381

(b) 12A Thames Street, Wallingford, OX10 0HD

[P24/S2927/LB](#)

New outbuilding to provide classic car storage and home office, existing vehicular access to be reinstated with new gate.

It was proposed by Councillor Hendrie, and seconded by Councillor Ebrahimjee, and

RECOMMENDED strongly that this application be refused on the following grounds:

- The joint South Oxfordshire and Vale of White Horse Design Guide that stipulates that garages should not have domestic features or fenestration
- The scale and bulk of the proposal which is detrimental to the setting of the listed building
- Loss of light to a first floor window in an adjacent property
- The loss of neighbour amenity
- The proposal is too close to a historic wall

Contrary to suggestion made in the application, the Committee wishes to reinforce that this part of Wallingford is one of the earliest of the original settlement

COMMENT NO. 269382

(c) Rags in Bags, 53a St Mary's Street, Wallingford, OX10 0EL
[P24/S3203/N5C](#)

Change of use of the first and second floors from commercial use to two flats.

It was proposed by Councillor Hendrie, and seconded by Councillor Ebrahimjee, and

RECOMMENDED by majority vote the application be granted with the following reservations: the loss of the cellar (in an area of the town where the water table is high) and noise from neighbouring pubs and cafes

Councillor Lester abstained

COMMENT NO. 269384

(d) Oxfam, 53b St Mary's Street Wallingford, OX10 0EL
[P24/S3205/N5C](#)

Change of use of the first and second floors from commercial use to two flats.

It was proposed by Councillor Hendrie, and seconded by Councillor Ebrahimjee, and

RECOMMENDED by majority vote the application be granted with the following reservations: the loss of the cellar (in an area of the town where the water table is high) and noise from neighbouring pubs and cafes

Councillor Lester abstained

COMMENT NO. 269385

(e) 30 Sinodun Road, Wallingford, OX10 8AB
[P24/S3354/HH](#)

Full width rear extension, warm roof construction over ground floor with GRP roof finish, part first floor rear extension with pitch roof over. Pitch, profile and roofing tiles to match existing, white through render fining to ground floor, grey composite cladding to first floor rear extension.

It was proposed by Councillor Lester, and seconded by Councillor M Hoskins, and

RECOMMENDED unanimously that the application be granted

COMMENT NO. 269386

(f) 2 Orchard Close, Wallingford, OX10 9DY
[P24/S3265/PDS](#)

Enlargement of a dwellinghouse by construction of additional storey.

It was proposed by Councillor M Hoskins, and seconded by Councillor Lester, and

RECOMMENDED unanimously that the application be granted

COMMENT NO. 269387

(g) Holbrook House, Reading Road, Wallingford, OX10 9DT
[P24/S3315/HH](#)

Installation of a timber construction garden studio in the rear garden

It was proposed by Councillor Hendrie, and seconded by Councillor Lester, and

RECOMMENDED unanimously that the application be granted, subject to tree root protection

(h) Pavement licence applications:

- a. The Old Post Office, 10 Market Place, Wallingford, OX10 OAD
(SUPPORTING PAPER)
- b. Bean and Brew, 27 St Mary's Street, Wallingford, OX10 OEL
(SUPPORTING PAPER)

It was proposed by Councillor M Hoskins, and seconded by Councillor Hendrie, and

RECOMMENDED these applications be granted

COMMENT COMMUNICATED BY EMAIL

- (i) The Committee NOTED that the following applications had been withdrawn:

- a. **Friends Meeting House, 13 Castle Street, Wallingford, OX10 8DL**
[P24/S1118/LB](#)
[P24/S1116/FUL](#)

Demolition and removal of timber outbuildings, various alterations and extension to Meeting House and subdivision of the plot to create independent dwelling and associated landscaping.

362/24 PLANNING DISCHARGES

The Committee NOTED recent discharges made by the Planning Authority.

363/24 PLANNING DECISIONS

The Committee NOTED recent decisions taken by South Oxfordshire District Council that were all in line with the Town Council's recommendations.

364/24 OXFORDSHIRE COUNTY COUNCIL (OCC) CONSULTATION

There were no matters to consider.

365/24 FUTURE AGENDA ITEMS

The following items were identified:

- Dark skies policy and lighting, presentations by County Council lead officer, if a date can be found

The meeting ended at 7.55 pm

Minutes of the Planning Committee, 6 November 2024,
signed as a correct record

Chair

2024-11-06 PLA minutes PUBLIC



Wallingford Town Council

MINUTES
of a meeting of the
PLANNING COMMITTEE
held on Wednesday, 27 November 2024 at 7.00 pm
in Wallingford Town Hall

Present

Members: Cllr Mahmood Ebrahimjee
Cllr Sue Hendrie (Chair)
Cllr Mark Hoskins
Cllr Ros Lester
District Councillor Katharine Keats-Rohan

Officers: Luke Whitcomb, Meetings Officer

Others: 5 members of the public
0 members of the press

429/24 MEETING PROTOCOL

The Chair read out the protocols that should be followed in the conduct of the meeting.

430/24 APOLOGIES

Apologies were tabled from Town Councillor Acreman and Hughes and District Councillor Barlow.

It was proposed by Councillor M Hoskins, and seconded by Councillor Ebrahimjee, and

RESOLVED unanimously that these apologies be received and accepted

431/24 DECLARATION OF INTERESTS

No interests were declared

432/24 MINUTES

It was proposed by Councillor Ebrahimjee, and seconded by Councillor Lester, and

RESOLVED that the minutes of the meeting held on 6 November 2024 be approved as a correct record.

433/24

ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on 'open' actions agreed at previous meetings.

434/24

PUBLIC PARTICIPATION

One member of the public, speaking on behalf of a wider campaign group, argued against Planning Application [P24/S3481/O](#) Land West of Shillingford Road, Wallingford, Oxfordshire (see Minute 435(a)/24 below)

Three members of Wallingford Rugby Club argued in favour of amended Planning Application [P24/S3040/FUL](#) Wallingford Sports Park and Social Club, Hithercroft Road, Wallingford, OX10 9RB (see Minute 435(c)/24 below)

435/24

PLANNING APPLICATIONS

The Committee considered the following applications:

(a) Land West of Shillingford Road, Wallingford, Oxfordshire
[P24/S3481/O](#)

Outline planning application, with all matters reserved except for access, for the erection of up to 400 homes (Use Class C3) and up to 80 age-restricted older persons homes (Use Class C3), affordable housing, sports pitches with associated clubhouse and parking (Use Class F1/F2), vehicular accesses from Shillingford Road, public open space, and landscaping and biodiversity enhancements.

It was proposed by Councillor Hendrie, and seconded by Councillor Lester, and

RECOMMENDED that this application refused and that the Town Council make known to the Planning Authority (South Oxfordshire District Council) its strong objection on the following grounds:

Planning law requires that applications for planning permission be determined in accordance with development plans, Local and Neighbourhood, unless material considerations indicate otherwise. There are no material considerations to warrant 480 homes being built on land that has not been allocated in South Oxfordshire Local and Wallingford Neighbourhood plans.

Statutory Development Plans

The site is not allocated for development in either the South Oxfordshire District Council Local Plan (SOLP) 2035 nor the emerging Joint Local Plan.

Policy H1 of the SOLP Delivery of New Homes sets out the spatial strategy for the area: the application fails to meet the criteria.

The site is not allocated for development in either the Wallingford Neighbourhood Plan (WNP) May 2021 nor in the Wallingford Neighbourhood Plan Review which, at the time of writing, the Examiner has determined can go to referendum. The made Plan remains strong and the Revised plan carries 50% weight at this time. The Revised plan contains a Built Up Area Boundary, outside of which Wallingford Town Council would not support development. (Policy WS3, WS3.2 and Map 3)

Housing Need

Policy H3 of the SOLP identifies a minimum number of homes to be delivered. Wallingford was allocated 1,070 new homes but is now providing 1,435. The SOLP 2035 sets the housing numbers for Wallingford to zero. Existing completions and commitments satisfy the identified housing need in the town. Consequently, there is no requirement to allocate any further strategic or non-strategic housing sites in the WNP. To do so would be unsustainable since a number of essential services and facilities do not have capacity to support further housing development.

Wallingford Neighbourhood Plan Policy WS2 recognises that housing allocations meet the housing requirement for Wallingford as advised by the District Council and set out in the Local Plan 2035, and that it exceeds the local requirement as identified in the Wallingford Housing Needs Assessment (HNA). The Town Council is conscious of the requirement in Local Plan Policy H13. In Policy WS2.2 it seeks to meet these requirements by commenting that any future housing on the land previously allocated for a school at Site E should incorporate specific housing to meet the needs of older people where the delivery of such homes would be both practicable and viable. In addition, the care facility on Site E should be designed to take account of specific needs of the elderly and disabled as identified in the District Council's housing assessment.

Mineral Safeguarding

Sites A1 and A2 are within the Strategic Resource Area and Mineral Safeguarding Area for sharp sand and gravel in the Oxfordshire Minerals and Waste Local Plan: Part 1 – Core Strategy, policies M3 and M8.

All the Local and Neighbourhood Plans state that the Land West of Shillingford Road is safeguarded for gravel.

Traffic and Travel

Unacceptable traffic increase onto a narrow and busy road that meets congested 4-way traffic lights in the centre of Wallingford to the south and to the north traffic lights onto the single lane Grade II* early C19 Shillingford Bridge. Most homes have two vehicles, thus the potential is

for 800 plus vehicles accessing/egressing this road which would not be sustainable.

To build 480 dwellings, over a period of two or three years, construction traffic would need to come through the congested Anglo Saxon street layout of the town or across Shillingford Bridge.

Any increase of traffic on Shillingford Road and Castle Street would contribute to the existing air pollution within the Air Quality Management Area around the crossroads of Castle Street and the High Street.

The site is not near public transport and the Safe Travel plan provided is inadequate and undeliverable.

The proposed Dedicated Pedestrian/Cycle route is not viable. On the Illustrative Masterplan the Dedicated Pedestrian / Cycle route (19) terminate at Pedestrian access point (8) clearly this is absurd. It is contradicted by ES Tech App - 8.1 - Transport Assessment (Part 2), which shows a shared use Pedestrian / Cycle exit at the southern end of the site.

Also, ES Tech App - 8.1 - Transport Assessment (Part 2) this has a shared use Pedestrian / Cycle lane running down Castle Street from the site all the way to point opposite the entrance to the Cemetery. Cyclists going into town at the point will have to re-join the road, which will involve crossing to the other side, no provision has been made to make this crossing point safe for cyclists. It is also highly unlikely that Wallingford Town Council would wish to lose the linear north/south land on the east side of Glyn Road. This is an important part of the design layout for the 'Harwell Estate' and is due for restoration as part of Wallingford Town Council's Biodiversity Plan.

As the proposed shared Pedestrian / Cycle lane will be serving the new development and existing housing on Blackstone Rd, Norries Dr, etc. it will bring the total number of households served by the Cycle Lane to around 550. OCC's policy for cycle lanes that serve over 500 households is for dedicated rather than shared use. This is especially important as the site would be providing community sports fields so will see a number of people cycling to the site from the rest of the town.

If SODC is minded to grant the application a restriction should be put on the permission that prevents the site from being used to provide motor vehicular access to land west of the site.

Effect on the North Wessex Downs National Landscape (formerly known as an AONB) and open countryside

SODC Landscape Capacity Assessment published in September 2017 concluded that Site A was not suitable for development because:

1. Development on this site could lead to harm to views from the North Wessex Downs AONB including the Public Rights of Way

2. Development would extend the built-form of Wallingford well beyond the settlement limit and encroach into open countryside, eroding the separation of the AONB

3. Access to the site via the eastern boundary could do harm to the rural character of the Brightwell- cum-Sotwell Conservation Area

Wallingford Town Council retained these objections in selecting the currently developing site on the western side of the town for siting their housing requirements.

Wallingford town cannot sustain any further loss of its surrounding countryside which plays an important role in both leisure pursuits and ecology. No amount of biodiversity gain from a development application will bring back nesting skylarks (listed as a UK bird of Conservation Concern whose numbers have fallen steeply since the mid 1970s) and deer which roam these fields.

Loss of Prime Agricultural Land

The land is Grade 1 (Excellent) agricultural land in Natural England's Agricultural Land Classification map London and the South East (ALC007). SOLP Policy DES7.

Archaeology

Insufficient archaeological evidence. The site is of considerable archaeological potential and sits within close proximity to the Scheduled Monument comprising Wallingford Castle. The road north from Wallingford to Shillingford (& beyond) is an ancient way of historic importance. WTC would wish to see a full archaeological excavation before determination of any planning application. If SODC is not minded to do this then we request that full archaeological excavation of the site prior to any work starting should be a condition.

Lack of infrastructure

The impact of 400 new homes and 80 age restricted homes on the water and sewage supplies to the town would be unsustainable.

The Environment Agency has designated the Thames Water region to be "seriously water stressed". It offers a pre app service for developers. This has not been taken advantage of.

COMMENT NO. 270504

(b) Fairford House, 60 High Street, Wallingford, OX10 0DB [P24/S3571/HH](#)

Installation of roof mounted (on roof and inset) solar pv arrays.

It was proposed by Councillor M Hoskins, and seconded by Councillor Lester, and

RECOMMENDED that this application be granted

COMMENT NO. 270506

(c) Wallingford Sports Park and Social Club, Hithercroft Road, Wallingford, OX10 9RB
[P24/S3040/FUL](#)

Erection of two 15m high floodlighting columns and installation of eight floodlight luminaires. Two fitted to the new columns, and two fitted to each of the existing two lighting columns. (As amplified by additional plan received 04 November 2024.)

This was an amendment

It was proposed by Councillor Hendrie, and seconded by Councillor Ebrahimjee, and

RECOMMENDED that the amended application be granted, subject to strict timing conditions out of sensitivity to neighbouring households

COMMENT NO. 270507

(d) Withdrawals

The Committee NOTED the following withdrawals:

(i) 12A Thames Street, Wallingford, OX10 0HD
P24/S2927/LB

New outbuilding to provide classic car storage and home office, existing vehicular access to be reinstated with new gate.

(ii) 12A Thames Street, Wallingford, OX10 0HD
P24/S2926/HH

New outbuilding to provide classic car storage and home office, existing vehicular access to be reinstated with new gate.

(e) Tree works

The Committee considered the following tree works@

(i) K P Stationers, 18 Market Place, Wallingford, OX10 0AD
[P24/S3285/TCA](#)

Sycamore - Sever Ivy at base, remove bulk of Ivy from tree, remove deadwood.

It was proposed by Councillor M Hoskins, and seconded by Councillor Lester, and

RECOMMENDED that these works be supported

NO COMMENT NO. PROVIDED

436/24 **PLANNING DISCHARGES**

The Committee considered the following planning discharge:

St Nicholas CE Primary School, Land west of Wallingford (Site B), Wallingford
[P24/S3561/DIS](#)

Discharge of condition 5 (proposed levels details) on application P21/S4699/FUL (Construction of new two form entry, single storey primary school, comprising of 14 classrooms and a 30 place nursery together with supporting teaching and staff space, associated playground, sports field, landscaping, access and parking).

It was proposed by Councillor Lester, and seconded by Councillor M Hoskins, and

RECOMMENDED that this discharge be supported

NO COMMENT NO. PROVIDED

437/24 **PLANNING DECISIONS**

The Committee NOTED recent decisions taken by South Oxfordshire District Council that were all in line with the Town Council's recommendations.

438/24 **OXFORDSHIRE COUNTY COUNCIL (OCC) CONSULTATION**

There were no matters to consider.

439/24 **FUTURE AGENDA ITEMS**

The following items were identified:

- Revised Neighbourhood Plan – Examiner's Report
- Dark skies policy and lighting, presentations by County Council lead officer, if a date can be found
- Watching brief on Planning Application [P24/S3481/O](#)
Land West of Shillingford Road, Wallingford, Oxfordshire

The meeting ended at 7.50 pm

Minutes of the Planning Committee, 27 November 2024,
signed as a correct record

Chair

2024-11-27 PLA minutes PUBLIC



Wallingford Town Council

**MINUTES
of a meeting of the
PLANNING COMMITTEE
held on Wednesday, 18 December 2024 at 7.00 pm
in Wallingford Town Hall**

Present

Members: Cllr Mike Acrema
Cllr Mahmood Ebrahimjee
Cllr Sue Hendrie (Chair)
Cllr Mark Hoskins
Cllr Nigel Hughes
Cllr Ros Lester

Officers: Luke Whitcomb, Meetings Officer

Others: 7 members of the public
0 members of the press

489/24 MEETING PROTOCOL

The Chair read out the protocols that should be followed in the conduct of the meeting.

490/24 APOLOGIES

Apologies were tabled from District Councillors Barlow and Keats-Rohan.

It was proposed by Councillor M Hoskins, and seconded by Councillor Lester, and

RESOLVED unanimously that these apologies be received and accepted

491/24 DECLARATION OF INTERESTS

No interests were declared

492/24 MINUTES

It was proposed by Councillor Ebrahimjee, and seconded by Councillor Lester, and

RESOLVED that the minutes of the meeting held on 27 November 2024 be approved as a correct record.

493/24 ACTIONS FROM PREVIOUS MEETING

The Committee reviewed progress on ‘open’ actions agreed at previous meetings.

494/24 PUBLIC PARTICIPATION

Five members of the public argued against Planning Application [P24/S3775/HH](#), 12A Thames Street, Wallingford, OX10 0HD, on the grounds of disagreement with applicant’s claim of a reinstatement of vehicular access and loss of car parking places in the Town Centre.

495/24 VARIATION OF AGENDA ORDER

It was proposed by Councillor Lester, and seconded by Councillor Hendrie, and

RESOLVED that Planning Application [P24/S3775/HH](#), 12A Thames Street, Wallingford, OX10 0HD, be considered next given the interest of those members of the public who were attending

496/24 PLANNING APPLICATIONS

12A Thames Street, Wallingford, OX10 0HD
[P24/S3775/HH](#)

Reinstatement of existing access with new gates in existing close boarded fence.

This was a new application, not an amendment of a previous application relating to the same proposal.

It was proposed by Councillor M Hoskins, and seconded by Councillor Ebrahimjee, and

RECOMMENDED that this application be refused as this is not a reinstatement of an existing vehicular access as the applicant alleges

COMMENT NO. 271833

497/24 REVISED NEIGHBOURHOOD PLAN – EXAMINER’S REPORT

The Committee review the Examiner’s Report into the Neighbourhood Plan.

The referendum would be held on 6 February 2024 and a simple majority vote was required.

It was proposed by Councillor Ebrahimjee, and seconded by Councillor Lester, and

RESOLVED that Examiner's Report be accepted

498/24

PLANNING APPLICATIONS (CONTINUED)

The Committee considered the following applications:

(a) Land north of A4130, Wallingford Bypass, Wallingford

[P24/S3845/NM](#)

Non material amendment to planning application P16/S4275/O (Residential development of up to 502 dwellings (including an extra care facility), a primary school and access) - to vary the description of the development to "Development of residential dwellings and access"

It was proposed by Councillor Acreman, and seconded by Councillor Hendrie, and

RECOMMENDED unanimously that this application be refused on the grounds that it is a material amendment

COMMENT SUBMITTED DIRECTLY TO CASE OFFICER ON 18 DECEMBER 2024. NO NUMBER PROVIDED.

(b) 9 Egerton Road, Wallingford, OX10 0HL

[P24/S3721/HH](#)

Erection of single storey rear extension

It was proposed by Councillor Lester, and seconded by Councillor Acreman, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 271834

(c) St Nicholas House, 90 High Street, Wallingford, OX10 0BW

[P24/S3829/HH](#)

Alterations to rear elevation and internal layout.

It was proposed by Councillor Hendrie, and seconded by Councillor Acreman, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 271835

(d) St Nicholas House, 90 High Street, Wallingford, OX10 0BW

[P24/S3830/LB](#)

Alterations to rear elevation and internal layout.

It was proposed by Councillor Hendrie, and seconded by Councillor Acreman, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 271836

(e) Smarts, 64-65 High Street, Wallingford OX10 0BX

[P24/S3758/FUL](#)

Proposed replacement extract flue to building.

It was proposed by Councillor Hughes, and seconded by Councillor Ebrahimjee, and

RECOMMENDED unanimously that this application be granted

COMMENT NO. 271837

(f) 9 Market Place, Wallingford, OX10 0EG

[P24/S3766/LB](#)

Proposed gas pipe installation at the front elevation from street level to the first floor

It was proposed by Councillor Hughes, and seconded by Councillor M Hoskins, and

RECOMMENDED that this application be granted

COMMENT NO. 271838

(g) Existing play area, Blue Mountains Estate, Wallingford

[P24/S3674/FUL](#)

The proposals involve removing existing play equipment on site and installing new play items and outdoor gym equipment as part of a circular play trail. The proposals seek to enhance the natural appearance and features of the site, whilst extending the existing play offer to make more of the available space. The new play area will cater to children aged 0-14 providing an enhanced play area. Additionally, the refurbishment will include modest improvements to existing boundaries, whilst respecting residents' privacy and addressing known issues of anti-social behaviour.

It was proposed by Councillor Hendrie, and seconded by Councillor Lester, and

RECOMMENDED that this application be granted

COMMENT NO. 271839

(h) Bullcroft Park, Wallingford

[P23/S0105/FUL](#)

Proposed demolition of existing pavilion, erection of replacement pavilion, new NEAP playground, removal of existing children's playground, installation of adult exercise area, and installation of access bridges/steps. (As amended by information received 6 February 2023, and 12 November 2024).

This was an amendment

It was proposed by Councillor Acreman, and seconded by Councillor Lester, and

RESOLVED that the response of “no comment” be submitted

COMMENT NO. 271840

(i) 9 Egerton Road, Wallingford, OX10 0HL

[P24/S3721/HH](#)

Erection of single storey rear extension.

This was an amendment.

This appeared to be duplication of the application minuted as 408(b)/24 above.

499/24

PLANNING DISCHARGES

The Committee considered the following planning discharge:

Land at Hithercroft Road, Wallingford, OX10 9TA

[P24/S3919/DIS](#)

Discharge of condition 14 (Travel Plans within 3 months occ) on application P20/S1179/FUL (Erection of industrial / distribution units (Class B1(c), B2, and B8) including access and servicing arrangements, car parking, landscaping and associated works.)

It was proposed by Councillor Hendrie, and seconded by Councillor Ebrahimjee, and

RECOMMENDED that this discharge be supported

COMMENT SUBMITTED DIRECTLY TO CASE OFFICER ON 18 DECEMBER 2024.
NO NUMBER PROVIDED.

500/24 PLANNING DECISIONS

The Committee NOTED recent decisions taken by South Oxfordshire District Council that were all in line with the Town Council's recommendations.

501/24 OXFORDSHIRE COUNTY COUNCIL (OCC) CONSULTATION

There were no matters to consider.

502/24 FUTURE AGENDA ITEMS

No items were identified for future meeting.

The meeting ended at 7.54 pm

Minutes of the Planning Committee, 18 December 2024,
signed as a correct record

Chair

2024-12-18 PLA minutes PUBLIC



Wallingford Town Council

MINUTES
of a meeting of the
TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE
held on Monday, 4 November 2024 at 7.00 pm
in Wallingford Town Hall

Present

- Members:** Councillor Mike Acreman
Councillor Mahmood Ebrahimjee
Councillor Jacki Hoskins (Chair)
Councillor Mark Hoskins
Councillor Len Pannett (Vice-Chair)
- Officers:** Karen Crowhurst, Locum Clerk and Responsible Finance Officer
Luke Whitcomb, Meetings Officer
- Others:** 3 members of the public
0 members of the press

340/24 ELECTION OF CHAIR

It was proposed by Councillor Acreman, and seconded by Councillor Pannett, and

RESOLVED that Councillor J Hoskins be elected Chair of the Tourism and Economic Development Committee for the 2024-25 Municipal Year

341/24 ELECTION OF VICE-CHAIR

It was proposed by Councillor Acreman, and seconded by Councillor Ebrahimjee, and

RESOLVED that Councillor Pannett be elected Vice-Chair of the Tourism and Economic Development Committee for the 2024-25 Municipal Year

342/24 MEETING PROTOCOL

The Chair explained the meeting protocol that would be followed in the conduct of the meeting.

343/24 APOLOGIES

Apologies were tabled from Councillor Margarido.

It was proposed by Councillor Acreman, and Councillor Ebrahimjee, and

RESOLVED unanimously that the apology and reason for absence be received and recorded

344/24 DECLARATIONS OF INTEREST

No interests were declared.

345/24 MINUTES

It was proposed by Councillor Acreman, and seconded by Councillor Ebrahimjee, and

RESOLVED unanimously that the minutes of the meeting of the Tourism and Economic Development Committee held on 4 March 2024 are an accurate record and be signed by the Chair

346/24 ACTIONS FROM PREVIOUS MEETING

No Action Log had yet been prepared due to this being the first meeting of the 2024-25 Municipal Year.

Standing Orders were suspended

347/24 PUBLIC PARTICIPATION

A member of the public spoke in criticism of the way that the Christmas Fayre had been supported by the Town Council, specifically the outsourcing of the Christmas market and the lack of funds for entertainment.

A member of the public spoke in favour of the continuation of the Curfew Bell which would be entering its third year in 2025.

Standing Orders took effect again

348/24 TOWN CLERK'S REPORT

The Committee received the Town Clerk's Report which included footfall and sales updates from the Town Information Centre.

349/24

TERMS OF REFERENCE

The Committee reviewed their terms of reference now that the Town Council had - for the time being - lost the General Power of Competence (Localism Act 2011) due to the lack of an appropriately-qualified, permanent Town Clerk.

The Locum Clerk reported that she was developing a new Scheme of Delegation that would in due course be coming to the Full Council.

It was proposed by Councillor Pannett, and seconded by Councillor Acreman, and

RECOMMENDED unanimously that the Committee's terms of reference be retained for the time being but adapted to accommodate the temporary loss of the General Power of Competence (Localism Act 2011)

Action:

Town Clerk to adapt Committee's Terms of Reference as part of the new Scheme of Delegation

350/24

ECONOMIC DEVELOPMENT OF THE TOWN

Without the General Power of Competence (Localism Act 2011), the Town Council had limited powers to carry out duties in this respect.

Consequently, no agenda items had been received.

351/24

PROMOTING WALLINGFORD AND ITS VISITOR ECONOMY

No agenda items for discussion had been received.

352/24

WELL-BEING OF LOCAL BUSINESSES

(a) Newsletter for local businesses

The Committee considered a proposal by Councillor Pannett.

It was proposed by Councillor M Hoskins, and seconded by Councillor Acreman, and

RESOLVED unanimously that a quarterly Town Council e-newsletter for local businesses be developed as soon as resources allow

Action:

Maintain watching brief by inclusion on the Action Log

(b) Contacts database

The Committee considered a proposal from Councillors Acreman and Pannett.

It was proposed by Councillor Acreman, and Councillor Pannett, and

RESOLVED unanimously that the Council consolidates and improves its database of contacts relating to the scope of the committee's work, as resources allow, particularly businesses and community groups and leaders, conforming in all aspects to data protection legislation

Action:

Maintain watching brief by inclusion on the Action Log

353/24

OVERSIGHT OF THE TOWN COUNCIL NON-CIVIC EVENTS PROGRAMME FOR 2025

(a) Christmas 2024

The Town Council's contribution to the 2024 Christmas celebrations – which had now been designated as 'civic' activities - comprised the Christmas tree in the Market Place, the lighting of the town centre which had been expanded in recent years, and a carol-singing event.

The market – which was not owned by the Town Council - had been outsourced as a form of support to a third party as a one-off arrangement.

Entertainment, including the Santa Dash, was being organised by local voluntary and charitable organisations.

Action:

Use clarification for signposting if the Town Council Office receive queries

(b) Town Council non-civic events programme for 2025

The Committee considered the non-civic events programme for the next calendar year.

It was proposed by Councillor Pannett, and seconded by Councillor Acreman, and

RECOMMENDED unanimously that the following programme proposal for 2025 be endorsed by the Full Council

- i. The Pancake Race be supported (not run) by the Town Council, through administration for the road closure and the free use of the Town Hall (if available)
- ii. No support (including staff time) be provided to any activities associated with the Easter holiday period
- iii. No support (including staff time) be provided for the Oxfordshire Artweeks
- iv. The Curfew Bell event, which will be in its third year, be supported (not run) by the Town Council
- v. Four band concerts be run by the Town Council in the Castle Gardens, mitigating recent concerns expressed by neighbours
- vi. The Agatha Christie weekend be supported (not run) by the Town Council
- vii. Christmas celebrations directly provided by the Town Council be limited to the Christmas tree and the lighting of the town centre (to be treated as a civic event) and a carol-singing event, all of which would be treated as 'civic' activities - and that the Town Council undertake a review (only) of the outsourcing of the 2024 Christmas market in February 2025 on behalf of voluntary groups and stall holders with no intention for the Town Council to take on the direct management of the market
- viii. An annual budget of £14k for non-civic events be included in the Town Council's 2025-26 budget, based on an assumption of £2k per non-civic event, with some costing more and others less

Action:

Submit recommendation to the meeting of the Full Council in November 2024

Schedule review of outsourcing of 2024 Christmas market for consideration at the February 2025 meeting of the Full Council

354/24

FUTURE AGENDA ITEMS

The following items were identified for future meetings:

- Twinning update, including markets and twinning

The meeting ended at 8.21 pm

Minutes of the
Tourism & Economic Development Committee
4 November 2024,
signed as a correct record

Chair

2024-11-04 TED minutes PUBLIC