

# HENLEY-ON-THAMES TOWN COUNCIL

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*Town Clerk*

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COUNCIL OFFICES  
TOWN HALL  
MARKET PLACE  
HENLEY-ON-THAMES  
OXFORDSHIRE RG9 2AQ

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND  
A MEETING OF  
THE TOWN AND COMMUNITY COMMITTEE**

To be held on

**TUESDAY 15 MAY 2012 AT 7.30PM**

**IN THE COUNCIL CHAMBER, TOWN HALL  
HENLEY ON THAMES**

A handwritten signature in black ink that reads 'Mike Kennedy' with a stylized flourish at the end.

**Mr M Kennedy**  
**Town Clerk**  
**9 May 2012**

**MEMBERSHIP:** To all Members of the Town and Community committee appointed at the Annual Meeting on 14 May 2012 including the Mayor and Deputy Mayor (ex-officio).

Members are reminded to sign the attendance book.

1. **ELECTION OF CHAIRMAN**  
TO ELECT a Chairman for the year 2012-13.
2. **ELECTION OF VICE-CHAIRMAN**  
TO ELECT a Vice Chairman for the year 2012-2013.
3. **TERMS OF REFERENCE** (papers attached)  
TO CONSIDER and RE-ADOPT the attached Terms of Reference for the Town & Community Committee (subject to any changes the Committee wishes to make).

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

*Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct), a member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest. A member with a prejudicial interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. You do, however, have the same right as a member of the public to make representations, give evidence and answer questions about the matter during Public Participation and may remain in the room to enable you to exercise that right and then leave immediately. You must not seek to improperly influence a decision on the matter.*

6. **PUBLIC PARTICIPATION SESSION**

TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2-3 minutes.

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a

statement or discussion, or disqualify any member of the public from continuing to speak.

- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

7. **MINUTES**

**TO APPROVE** the Minutes of the meeting of the Town and Community Committee held on 17 April 2012 (previously circulated).

8. **PROGRESS**

**TO RECEIVE AND CONSIDER** a report on progress (report attached)

9. **APPOINTMENT OF SUB COMMITTEES, THE MEMBERSHIP THEREOF AND THEIR TERMS OF REFERENCE** (papers attached)

Traffic Advisory Group

2011-2012 Membership

Councillor Mrs J Bland (representing SODC)  
Councillor W Hamilton  
Councillor Mrs E Hodgkin  
Councillor Ms L Meachin  
Councillor D Nimmo-Smith (representing OCC)  
Councillor Mrs P Phillips (ex-officio)  
Councillor Dr P Skolar (OCC)  
Mr K Stenning (OCC)  
Ms C Spendley (SODC)  
Mrs C Wood (SODC)  
Mr C Langler (Henley in Transition)  
Inspector M Harling (Thames Valley Police)  
Mr C Hulme (Thames Valley Police)  
Sergeant G Pink (Thames Valley Police)  
Mr R Atkin (Henley Partnership)  
Mr H Legh (Henley Partnership)

Youth Council/Henley Town Council Liaison with Young People (Working Group)

2011-2012 Membership

Councillor Miss K Gehrman  
Councillor Mrs E Hodgkin  
Councillor W Hall (SODC)

10. **APPOINTMENT OF AD HOC WORKING GROUPS AND THE MEMBERSHIP THEREOF**

Hero's Return (Working Group)  
2011-2012 Membership

Councillor Mrs J Bland  
Councillor Miss K Gehrman  
Councillor Mrs E Hodgkin  
Councillor D Nimmo-Smith  
Councillor Mrs J Wood  
Mr R Reed (Henley Standard)

Old Fire Station Gallery Working Group  
2011-2012 Membership

Councillor Mrs E Hodgkin  
Councillor Ms L Meachin  
Councillor Mrs P Phillips  
Ms L Denney (Caversham Artists)  
Lady S Ferris (Henley Arts & Crafts Guild)  
Ms K Findlay (Henley Arts & Crafts Guild)  
Mr D Fletcher (Henley Arts & Crafts Guild)  
Mrs J Fletcher (Henley Arts & Crafts Guild)  
Ms J Halstead (Reading Guild of Artists / Henley Arts & Crafts Guild)  
Ms C Moody-Jerome (Saturday Ceramics / Spring Autumn Crafts)  
Mrs P Salaun-Smith (Reading Guild of Artists)  
Mr R Staley (Henley Arts & Crafts Guild)

Jubilee Celebrations Working Party  
2011-2012 Membership

Councillor Mrs J Bland  
Councillor Ms K Gehrman  
Councillor Mrs E Hodgkin  
Councillor Mrs P Phillips  
Councillor S Gawrysiak  
Mrs J Beyts  
Mrs M Daly (Lions)  
Mr E Facy (Henley Society)  
Mr I Guilliani (Henley Society)  
Mrs J Perigo (Henley Partnership)  
Mr R Reed (Henley Standard)  
Mr M Williams (Lions)

11. **BUDGET** (report attached).  
**TO RECEIVE AND CONSIDER** the budget report to 31 March 2012

12. **POLICE**  
**TO RECEIVE** a verbal report from Inspector Mark Harling.

13. **OLD FIRE STATION GALLERY WORKING GROUP**  
**TO RECEIVE AND CONSIDER** the notes of the Old Fire Station Gallery Working Group held on Monday 16 April 2012.
14. **TRAFFIC ADVISORY**  
**TO RECEIVE AND CONSIDER** the minutes of the Traffic Advisory Committee held on Tuesday 17 April 2012.
15. **JUBILEE CELEBRATIONS WORKING PARTY**  
**TO RECEIVE and CONSIDER** the notes of the Jubilee Celebrations Working Party meeting held on Friday 20 April 2012.
16. **FAIR-TRADE TOWN STATUS** (report attached)  
**TO CONSIDER**, in light of the additional information circulated, the depth of the initiative and the Council's required involvement in this scheme, whether or not the Council should renew its Fair Trade Status (Full Council 10.04.12 min 117 refers).

Terms of Reference for the Town and Community Committee

- i. The Town and Community Committee will consist of 9 members including the Mayor and Deputy Mayor ex Officio
- ii The Quorum for this Committee shall be 5 members
- iii The Committee will consider all matters referred to by the Council and will make recommendations to Council for approval
- iv The Committee will be able to spend up to the Budget, other requests will be forwarded to Finance, Management and Strategy Committee
- v To monitor the financial performance of this Committee's budgets against estimates and to set a budget for consideration and approval by the Finance, Management and Strategy Committee each year
- vi The Committee will be responsible for all spending relating to:
  - Annual Licences
  - Partnership Liaison
  - Street Furniture
  - Town Events
  - CCTV/Police/Crime
  - Tourism
  - Barn
  - Town Hall
  - Road Reports
  - Exhibition Centre
  - HTC Asset Lists
  - Day Centre
  - Youth Liaison
  - Transport & C/Parks
  - Twinning
  - Any other matters of a non strategic nature relating to the town and community
- vii The Committee will make recommendations to Council regarding policy and strategic matters relating to all of the above
- viii The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work

*NB in accordance with Standing Orders, the Chairman and Vice Chairman of the Town and Community Committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve*
- ix The Committee will receive and consider all reports and recommendations from every sub committee and working group it appoints
- x The Committee will consider rents and fees for persons or groups using the facilities provided and make recommendations to the Finance, Management and Strategy Committee each year as part of the budget setting for implementation from 1 April
- xi The Committee will exercise those delegated powers and duties as the Council directs relating to the Committee's functions as set out above

<b>Minute No</b>	<b>Subject</b>	<b>Progress</b>
13 (26.5.09) 57 (13.10.09) 94 (9.2.10) Full Council 111 (13.03.12)	<b>Town Hall Pavement Lights</b>	Full Council 10.4.12 approved the revised quotation submitted by Simpson Associates for the design and project management of the scheme to replace the obsolete Pavement Lights with paving slabs in accordance with the planning approval granted on appeal.
67 (15.02.11) Full Council 23 (5.7.11)	<b>Road Inspections</b>	Road Inspections reports still awaited from Councillors Gawrysiak, Hillier and Evans.
115 (1.3.11)	<b>Old Fire Station Gallery and Barn Users Group</b>	Meeting 3 of 6 Friday 1 June 2012.
62 (1.11.11)	<b>Signage And Physical Town Promotion Project</b>	Final approval taking place.
85 (13.12.11) 61 (17.01.12) Full Council	<b>Bus Shelter on the Reading Road</b>	Letters ready for distribution to bus companies by Councillor Mrs E Hodgkin
93 (31.01.12)	<b>Market Place Bollards</b>	Discussions taking place at County Council.
104 (31.01.12)	<b>Parking Control at Upper Market Place</b>	Further investigation to be carried out as to any other methods of parking control that can be used and a report brought back to a future meeting.
105 (31.01.12)	<b>Patisserie Valerie Mobile Ice Cream Cart</b>	Letter sent requesting more information, and a report to be brought back to a future meeting.
117 (13.03.12)	<b>Fairtrade Town</b>	Agenda item to further discuss rejoining the initiative.
130 (17.04.12)	<b>Decriminalisation of Parking</b>	Letter sent to Mr D Buckle asking for SODC's specific views on the pro's and cons of the decriminalisation of parking in the town, as it is happening in West Oxfordshire and nationally with no reported problems. Also asking how it would be possible for Henley Town Council to take responsibility.

**TRAFFIC ADVISORY COMMITTEE****TERMS OF REFERENCE**

1. The Committee shall consist of 7 Town Councillors and members from South Oxfordshire District Council, Oxfordshire County Council, Thames Valley Police and the Henley Partnership.
2. Quorum Shall be at least 4 Henley Town Councillors
3. A Chairman and Deputy Chairman shall be elected at the first meeting of the year.
4. The Committee reports to Town & Community and any recommendations will be reported back to Town & Community for Resolution.
5. The Committee has no budget responsibility.
6. On matters that require further research, for example requesting a more detailed report or seeking clarification from third parties on a specific item, then the Committee shall have a delegated power to act.
7. Items to be considered by the Committee include:
  - Traffic related matters
    - Henley Bridge
    - HGV's
    - Pedestrian Crossings / Small Schemes
    - Road Safety
    - School Travel
    - Speed Data
    - Traffic
    - Traffic Flow
    - Traffic limits / Speed Humps
    - Travel choices
  - Air Quality / Pollution
  - Cycle Routes/ Stands
  - Drain Covers
  - Line painting
  - Parking Orders
  - Regatta
  - Repairs to Pavements and Roads



Henley on Thames Town Council  
Budget Reporting 2011 - 12

## Town &amp; Community Expenses

March 2012 management accounts

£'000	Note	Actual 12 months to March 2012	Expected Out-turn 11/12	Budget 11/12	Final actual 2010/11	Variance Out-turn v Budget
<b>Town Hall Costs</b>						
Moving Visitor Info Centre to T Hall (extras)		0.0	0.0	0.0	1.9	0.0
Wages	1	35.4	35.4	34.5	36.2	(0.9)
Cleaning Materials		3.3	3.3	4.1	2.4	0.8
Health and Safety		0.5	0.5	0.5	0.5	0.0
Alarm & Fire Systems		1.7	1.7	3.4	1.5	1.7
Electricity (substantial rate incr Jan 2011)		5.0	5.0	3.4	3.6	(1.6)
Furniture & Equipment		1.7	1.7	2.1	0.7	0.4
Gas (substantial incr in rate 1 May 2011)		4.3	4.3	4.2	2.7	(0.1)
Insurance		6.1	6.1	6.9	6.9	0.8
Lift Maintenance		0.7	0.7	1.6	0.5	0.9
Rates		22.0	22.0	22.5	22.5	0.5
Repairs and Painting		7.5	7.5	7.2	9.7	(0.3)
TH Pro-active Maintenance per schedule		33.2	33.2	31.2	28.4	(2.0)
Additional maintenance budget		0.0	0.0	5.0	0.0	5.0
Public Clock Maintenance		0.5	0.5	0.4	0.4	(0.1)
Costs associated with wedding ceremonies		2.9	2.9	0.0	0.0	(2.9)
Water		1.6	1.6	1.0	1.3	(0.6)
		126.3	126.3	128.0	119.1	1.7
<b>Less Income</b>						
Hire of Rooms		(14.4)	(14.4)	(17.5)	(16.8)	(3.1)
Civil Ceremonies		(1.7)	(1.7)	0.0	0.0	1.7
<b>Net Costs Town Hall</b>		<b>110.3</b>	<b>110.2</b>	<b>110.5</b>	<b>102.3</b>	<b>0.3</b>
<b>Day Centre</b>						
Grant - Running costs		8.0	8.0	8.0	8.0	0.0
insurance - Building		0.2	0.2	0.2	0.2	0.0
Rates		0.2	0.2	0.2	0.2	0.0
Repairs/Maintenance		3.9	3.9	3.1	2.7	(0.8)
Day Centre Pro-active maintenance per sch		1.3	1.3	0.3	2.5	(1.0)
<b>Total Costs Day Centre</b>		<b>13.6</b>	<b>13.6</b>	<b>11.8</b>	<b>13.6</b>	<b>(1.8)</b>
<b>Barn</b>						
Rates		1.9	1.9	1.8	1.8	(0.1)
Electricity		1.0	1.0	1.2	1.0	0.2
Gas		2.0	2.0	2.0	2.0	0.0
Water		0.0	0.0	0.1	0.0	0.1
Telephone		0.1	0.1	0.0	0.1	(0.1)
Insurance		0.2	0.2	0.2	0.3	0.0
Maint/Cleaning		4.0	4.0	3.4	3.6	(0.6)
Maint per Pro-active maintenance schedule		2.0	2.0	0.1	0.9	(1.9)
Security		0.5	0.5	2.0	0.5	1.5
		11.7	11.7	10.8	10.3	(0.9)
<b>Less Income</b>						
Room Hire		(2.4)	(2.4)	(2.0)	(1.2)	0.4
Rent of downstairs		(11.5)	(11.5)	(12.0)	(11.3)	(0.5)
<b>Net Cost/(Income) Barn</b>		<b>(2.2)</b>	<b>(2.2)</b>	<b>(3.2)</b>	<b>(2.2)</b>	<b>(1.0)</b>
<b>The Old Fire Station</b>						
Electricity (lower rates negot. than budgeted)		0.2	0.2	0.4	0.2	0.2
Gas (substantial rate increase May 2011)		1.1	1.1	0.9	0.8	(0.2)
Insurance		0.2	0.2	0.2	0.2	0.0
Maintenance etc.		0.2	0.2	1.0	0.8	0.8
Maintenance per Pro-active schedule		3.0	3.0	0.1	0.6	(2.9)
Rates		0.9	0.9	0.9	0.9	(0.0)
Water		0.2	0.2	0.2	0.2	(0.0)
		5.9	5.9	3.7	3.7	(2.2)
<b>Less Income</b>						
Room Hire		(7.1)	(7.1)	(10.8)	(7.3)	(3.8)
<b>Net Cost/(Income) The Old Fire Station</b>		<b>(1.2)</b>	<b>(1.2)</b>	<b>(7.1)</b>	<b>(3.7)</b>	<b>(5.9)</b>
<b>Mkt Place Expenses</b>						
		1.7	1.7	2.1	1.4	0.4
<b>Less Income</b>						
Market Rents-Charter & Farmers		(27.4)	(27.4)	(26.0)	(23.9)	1.4
Continental Markets		(4.1)	(4.1)	(4.2)	(4.3)	(0.1)
Licences		(13.3)	(13.3)	(13.3)	(12.8)	0.0
Car Parking Upper Mkt Place		(8.3)	(8.3)	(8.0)	(7.4)	0.3
		(53.1)	(53.1)	(51.5)	(48.4)	1.6

£'000	Note	Actual 12 months to March 2012	Expected Out-turn 11/12	Budget 11/12	Final actual 2010/11	Variance Out-turn v Budget
<b>Net (Income) Market Place</b>		<b>(51.4)</b>	<b>(51.4)</b>	<b>(49.4)</b>	<b>(47.0)</b>	<b>2.0</b>
<b>Tourism</b>						
Salary of VIC staff		14.2	14.2	15.1	15.2	0.9
Telephone		0.0	0.0	0.0	0.1	0.0
Goods for Resale		2.3	2.3	0.5	0.4	(1.8)
Henley Partnership - Subs		0.5	0.5	0.5	0.5	0.1
Town Improvements / Action Plan		1.6	1.6	3.6	3.9	2.1
Town Centre Management costs		0.1	0.1	0.0	0.0	(0.1)
Regatta Bus Service		1.1	1.1	0.0	0.0	(1.1)
Visitor Info Centre sundry income		(2.8)	(2.8)	(0.5)	(1.1)	2.3
<b>Net Cost Tourism</b>		<b>16.8</b>	<b>16.8</b>	<b>19.2</b>	<b>19.0</b>	<b>2.4</b>
<b>Security</b>						
CCTV: Town Centre		14.1	14.1	16.2	15.8	2.1
CCTV: M Meadows		7.7	7.7	8.8	8.6	1.1
Police Comm Support Officer		14.3	14.3	17.0	16.4	2.7
<b>Security Costs</b>		<b>36.1</b>	<b>36.1</b>	<b>42.0</b>	<b>40.8</b>	<b>5.9</b>
<b>Other Income</b>						
Sundry - eg Film Money		(5.1)	(5.1)	0.0	(1.2)	5.1
Ice Cream - Slipway & MM and Mooring Red Lion		(3.0)	(3.0)	(3.4)	(3.3)	(0.4)
Wayleave New St Slipway		(0.7)	(0.7)	(0.6)	(0.6)	0.1
<b>Total Other (Income)</b>		<b>(8.8)</b>	<b>(8.7)</b>	<b>(4.0)</b>	<b>(5.1)</b>	<b>4.7</b>
<b>Net Committee Expenditure</b>		<b>113.2</b>	<b>113.1</b>	<b>119.8</b>	<b>117.6</b>	<b>6.6</b>

Note 1: Includes JCC overtime while CA on holiday until end of August 2011. New part time position from Sept 2011

Informal notes of a meeting of the Old Fire Station Gallery Working Group held on Monday 16 April 2012, in the Committee Room, Town Hall, Henley on Thames

Present: Councillors Mrs E Hodgkin and Mrs P Phillips, Lady S Ferris, Mr D Fletcher, Mrs J Fletcher, Mr R Staley, Ms K Findlay, Ms J Halstead and Mrs N Taylor – Note taker / Administrator.

Apologies were received from Ms C Moody-Jerome.

Councillor Mrs E Hodgkin thanked everyone for attending the second meeting of six set up to find better ways to promote and market both the Old Fire Station Gallery and the Barn.

The idea of footprints showing the way to the Gallery was discussed in length again, the following suggestions were made: Artists to paint within the confines of the footprint, a brand sign used by the Town Hall with the footprint, possible sponsorship for the footprints, numbering or lettering on each footprint, first print to be on the Market Place leading people to the left of the Town Hall and up to the Gallery and possibly to the right of the Town Hall and to the Kings Arms Barn, letters by the toes spelling out either Gallery / Old Fire Station Gallery and Kings Arms Barn.

It was decided that a removable footprint would be the best option with a maximum of eight being placed from the Market Place.

*Action: Dick Fletcher to investigate removable footprints and report back to next meeting.*

The group discussed ways of better promoting the facilities and encouraging more usage.

Information board at the Gallery

Something on a pole that could be placed by the door and by the tree

A removable glass fronted notice board that could be hung from the bottom of the existing notice board by hirers of the Gallery on the front of the Town Hall

A 'What's On' Board (best position would need to be considered)

Perspex leaflet holder that has six spaces for the Gallery (best position would need to be decided.

A Perspex leaflet holder that has six spaces for the walkway in the Kings Arms Barn

A reduction in the cost of hiring the facilities

Henley Town Council to pay for a promotional leaflet and an advert in the Henley

Standard promoting what's on (it was noted that it was unreasonable to expect the Town Council to lower the cost of hiring the facilities and also pay for promotion)

Provide attendants

Bookings and Fees payable electronically

*Action: Quotation for a removable notice board for the front of the Town Hall to be sought.*

Post Meeting Note: A site visit was made to the Gallery immediately following the meeting and it was suggested that the wall area to the right hand side of the sliding door could be utilised as a "what's on" board and around the corner from this could hold a red sign which would be visible as you walked up the hill. The information board could be placed behind the seating area. It was noted that the sign above the door was looking tired and perhaps this could be refreshed at the same time as painting the doors.

It was suggested that in the future a 'Friends group' be set up for both the Gallery and the Barn, other friends groups include the Kenton Theatre and other Galleries. A membership fee of £10

could be charged which would pay for 4 flyers a year to be sent out. If 100 friends were found that would raise £1000 which would make news letters / flyers etc self financing.

When groups booked the venues they could be given information and be encouraged to become a friend – this could happen automatically if an additional £10 was added to the booking form that included membership.

Possible benefits of becoming a friend could include automatic invitation to private viewings and possible reduced booking rates.

A discussion was held on the possibility of the Town Council producing a quarterly leaflet that would promote the Gallery, and it was noted that if all the relevant information was provided on the booking form, there was no reason why the Information Centre staff could not produce in house a basic leaflet with the possibility of a professional one being produced in the future. To be included in this leaflet, the person placing the booking would be responsible for providing all the information including a photograph electronically at time of booking.

Following a discussion on the payment of Public Liability Insurance it was suggested that all hirers who don't qualify to use the Town Council's Insurance should be advised to go to one nominated insurance company, i.e. Towergate.

*Action: Check to be made with the Accountant to see if this is possible or if there is any way around groups having to pay for their own Public Liability Insurance.*

Further discussion was held on the possibility of replacing the disabled ramp at the Gallery.

*Action: Mr R Staley and Mrs N Taylor to further investigate costs for replacing the ramp, and Mrs Taylor to check with Richard Oxley if it is possible to replace existing.*

*Post meeting note: Mr Richard Oxley gave the following information: Mr Phil Ogle designed the alterations to Old Fire Station. The ramp was designed in accordance with the requirements of the Building Regulations (Part M).*

*It is unlikely that Building Control Officers will compromise on Part M requirements for aesthetic reasons, though in the 2010 version of the AD (which came out after the work was complete), the following wording about historic buildings is in place: "The need to conserve the special characteristics of (listed) buildings must be recognised. In such work the aim should be to improve accessibility where and to the extent that it is practically possible, always provided the work does not prejudice the character of the historic building" (Para 0.18).*

*An approach to SODC Building Control could be made for the requirements to be relaxed in this particular case, saying that the Town Council has tried with the ramp but that it is proving to be detrimental to the character of the building.*

*If a proposed ramp does not comply with the Building Regulations it will need to be an approved 'variation', which would be necessary in "protecting" the council from any future claims if ever there was a mishap where a ramp was not compliant.*

*An alternative is to remove the ramp and install a temporary removable ramp, but this has other implications with regard to access and storage.*

Mrs J Fletcher has produced a folded leaflet that has a picture on the front and includes a Gallery plan which was thought to be a good start and could be utilised by the Town Hall to promote the Gallery.

It was noted that if any of the users wanted to place a gazebo on the Market Place and promote their exhibitions they would have to use their own gazebo and get permission from the Information Centre Office.

Date of next meeting: 2.30pm in the Committee Room, Friday 1 June 2012.

Meeting closed at 4.40pm

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HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE TRAFFIC  
ADVISORY COMMITTEE  
MEETING HELD ON TUESDAY  
17 APRIL 2012 IN THE KINGS  
ARMS BARN, MARGARET DAY  
ROOM, HENLEY ON THAMES

**Present:** Councillor Ms L Meachin – Henley Town Council (Chair)  
Councillor Mrs E Hodgkin – Henley Town Council (Vice  
Chair)  
The Mayor, Councillor Mrs P Phillips – Henley Town Council  
Councillor W Hamilton – Henley Town Council  
Councillor D Nimmo-Smith – Henley Town Council  
/Oxfordshire County Council  
Mr K Stenning – Oxfordshire County Council (Area Steward  
– South, Environment and Economy)  
Councillor Mrs J Bland – Henley Town Council / South  
Oxfordshire District Council  
Ms C Spendley – South Oxfordshire District Council (Air  
Quality Officer)  
Ms D O’Brien – South Oxfordshire District Council (Shared  
Economic Development Officer)  
Mr R Atkin – The Henley Partnership (Environmental Group)  
Mr H Legh – The Henley Partnership (Commercial Group)  
Mr C Hulme – Thames Valley Police (Traffic Management  
Officer)  
Mr C Langler – Henley in Transition

**Also Present:** Mr M Kennedy – Town Clerk  
Mrs N Taylor – Minute Taker / Administrator  
1 Member of the Press  
3 Members of the Public

**54. APOLOGIES**

Apologies were received from Councillor Dr P Skolar – Oxfordshire County Council, Inspector M Harling and Sergeant G Pink – Thames Valley Police.

**55. DECLARATIONS OF INTEREST**

None received

**56. PUBLIC QUESTION TIME**

Mrs Susan Phillips – Swiss Farm questioned why it wasn't possible to have a speed camera on the Marlow Road?

Mr David Palmer – Swiss Farm advised that 10 years ago a request was made for a speed camera to be placed on the Marlow Road in the

area of Swiss Farm. The residents want assurance that something will be done, and stated that any measures would be welcome. They understand that an Island in the middle of the road would not be possible but feel that flashing signs would be a good idea. Mr Palmer also suggested that the only objection that would be received for a Pelican Crossing would be from Borlaise House. Mr Palmer also suggested that a crossing would be better positioned near Swiss Farm and not the Rugby Club.

57. **MINUTES**

The Minutes of the Meeting held on 17 January 2012 were received, approved and signed by the Chairman as a true record.

58. **PROGRESS**

Members received and considered a report on progress and after the following observations noted the information contained therein.

Managing HGV's through Henley Ongoing investigation, Letter sent to Boris Johnson with no reply to date.

*Action: Councillor L Meachin to continue investigation.*

Centre Line in Reading Road (North) Remove from progress.

20mph Zones Still nothing to report, item to remain on progress.

*Action: Mr K Stenning to report back to this meeting when information available.*

Sustainable Travel Choices for Business Mr H Legh to report back to the Henley Partnership to arrange a meeting with Mr R Winter (Transport Planner for Oxfordshire County Council) to pass the business database across.

*Action: Mr H Legh to arrange meeting with Mr R Winter.*

School Route Safety Schools to be invited to submit a report or attend meetings.

*Action: Committee Administrator to contact schools prior to each meeting.*

Bus Stop on the Fairmile Remove from progress.

SODC Officers Remove item from progress.

59. **HENLEY PARTNERSHIP REPRESENTATIVE**

Mr Legh was welcomed to the Committee as the new representative for the Henley Partnership Commercial Group.

60. **HENLEY IN TRANSITION REPRESENTATIVE**

Mr C Langler was welcomed to the Committee as the new representative for Henley in Transition.

**61. SWISS FARM / MARLOW ROAD CROSSING**

An in depth discussion was held as to the best form of crossing for the area.

It was noted that a Zebra Crossing would not be possible as although there is no accident history in the area, a Zebra crossing is only possible when the 85 percentile is less than 35 in a 30mph zone, which is exceeded in this area.

A Pelican Crossing is the most suitable form of crossing and will cost in the region of £50k, of which £25K is available from Section 106 HE05 funding – the remaining funds will need to be found from elsewhere. Henley Town Council has £30k in a Road Safety budget that can be used for the additional funding.

The possibility of a pedestrian refuge and widening the road on the Swiss Farm side was also discussed, it was noted that this option would be possible for a cost of approximately £33k. A minimum gap of 20m between the crossing and a junction would be required. This option would restrict access and possibly cause traffic issues and was not deemed suitable.

Speed cameras were discussed but neither the County Council nor the Police will provide new ones. Thames Valley Police are responsible for the operation but will not provide additional.

The police are very happy to promote the installation of speed humps but they would be considered unjustifiable by Oxfordshire County Council as there is no accident history in the area and therefore no safety requirement.

Vehicle Activated Signs can be installed at a cost of £3k per sign, out bound on a lamp column. Inbound signs would be more difficult as they would have to be Solar powered and require sufficient sunlight. The cost for these would be £10k and would require some of the trees in the area being cut down and then regularly maintained.

There is no evidence that VAS reduce speed.

Councillor Mrs J Bland left the meeting at 10.55am

After much debate, it was agreed that a Pelican Crossing was the only way forward. A consultation would have to take place before any scheme can take place, with any objections being considered by Cabinet who will make the final decision. As this could take some time it was agreed that one outward bound VAS should be installed as a quick fix solution in the interim.



It was **RESOLVED TO RECOMMEND**

- i) that the Town & Community and Finance Strategy and Management Committees consider the application of the £30k in the budget for road safety projects be earmarked for this project.
- ii) that Oxfordshire County Council install an outward bound flashing 30 MPH VAS at a cost of £3k, for use whilst Oxfordshire County Council carry out a public consultation and investigate the perfect position for the Pelican Crossing, once the Pelican Crossing is in place the VAS can be moved to another location.

Pedestrian safety at the Four Oaks Caravan Park was also discussed, and it was noted that, as suggested by Mr R Atkin, two pedestrian crossing signs would be appropriate for this area.

Mr K Stenning advised that he would investigate the possibility of providing two pedestrian crossing signs in the location of the caravan park as indicated on the map supplied by Mr R Atkin.

**62. GREYS ROAD CROSSING**

It was noted that there is currently no S106 or Town Council funding available for a crossing on the Greys Road.

As no funding is available, a request was made for a pedestrian crossing sign, this request was refused as there are regulations that have to be followed and there is no accident history on Greys Road.

When asked if there was any other possible funding for use on Greys Road, Mr Stenning advised no, as there are other projects seeking funding including public transport / bus shelters, conservation cycle racks and bollards in the Market Place. All applications have to be justifiable to the Capital Investments Board.

Item to remain on progress for future consideration.

**63. CYCLE STANDS**

Members noted that a meeting has taken place and 12 possible sites with 24 double racks have been identified (two of the identified sites are not on Oxfordshire County Council land) Mr R Atkin also pointed out another site that had been overlooked which was outside Browns and Huddledays on Duke Street.

Mr K Stenning advised that there was up to £14k Section 106 money available from the Capital Investment Board, although he questioned the need to spend all of this, as when he carried out a check many of the existing sites were unused.

It was **RESOLVED**

that Mr K Stenning sends the plan of where the new cycle stands could be situated to the committee administrator next week, which will then be circulated to all members before the next meeting.

**64. JUBILEE AND OLYMPIC CONGESTION**

Members discussed the arrangements for dealing with possible congestion on White Hill during the Jubilee, Torch Relay and the Olympic Celebrations, it was suggested that the events should be treated like the Regatta with the pedestrian safety railings being in place on the Henley Bridge for all three events.

Members also discussed the problem of piecemeal road closures for Jubilee Street Parties. It was noted that no major roads (A or B roads) were being closed, and that the closures were not all for the same period of time or on the same day. Although the Chairman was concerned that this was not being managed as best it could be, the overall consensus was that it was satisfactory.

It was **RESOLVED**

that Mr K Stenning talk to Mr P Ronald to request that congestion is dealt with in the same manner as the Regatta (lights and railing etc).

**65. LONG STAY CAR PARK SIGNAGE**

A check to be made to see if the signage for the Station car park advises that it is long stay.

*Action: Check to be made by Councillor D Nimmo-Smith, Oxfordshire County Council and Henley Town Council.*

**66. PARKING ON PAVEMENTS / ILLEGAL PARKING IN HENLEY**

As no report was available item to be placed on next agenda.

**67. AIR POLLUTION IN HENLEY**

Members considered the 2010 Air Quality Progress Report for South Oxfordshire District Council and received a verbal update on air pollution in Henley from Ms C Spendley. Ms Spendley advised that the 2010 report is due in April but would not be available until September, which shows a general decrease across the area except for the Vale.

When questioned why the 2010 report is only just becoming available Ms Spendley reported that unfortunately several discrepancies had to be sorted out and DEFRA have a 6-8 month turnaround time.

Ms Spendley advised that the new Action Plan is now in progress and a further meeting either with this group or with selected members would be appreciated.

It was noted that although, at the time of installation the Scoot system was badged up as air quality at the last minute, it has to be a compromise between air quality and pedestrian safety.

Henley currently has over 60 micrograms of NO<sub>2</sub> in some places and 40 in others, whilst the Reading Road reading was only 10. The legal limit is 40, therefore, some of the areas are 50% above the legal limit. Ms Spendley reported that some areas are comparable to London Streets.

It was questioned why emissions were not reduced as even though there is an increase in traffic, all new vehicles are now low emission. Ms Spendley advised that even a 40% reduction in vehicles would not provide a sufficient reduction. DEFRA have acknowledged that emissions from new vehicles are not as good as expected.

When asked if it was now time to review the SCOOT system Ms Spendley advised that LTP3 had been signed off by Oxfordshire County Council, so there would be no opportunity for phasing to be altered. There is no funding for any works in Henley for the next 5-10 years, so any spending would need to come from Henley Town Council.

The Chairman asked the following questions of Ms C Spendley, based on South Oxfordshire District Council's own proposals as outlined in the report which shows that there are now 8 further areas in Henley beyond the one in Duke Street that significantly exceed the legal limit of NO<sub>2</sub>:

Although NO<sub>2</sub> levels have continued to rise across the town, this has not seen any committed action. What is SODC's commitment to improving air quality now?

It is clear from the report that SODC recognise HGV's as a major factor in air pollution. The report suggests the use of CCTV and restricted areas for HGV's – has anything happened on this?

Will SODC talk to OCC about improving Scoot in order to better manage traffic levels in the town as outlined in the report?

Will SODC talk to First Great Western about better use of the Station car park as outlined in the report?

Will SODC support decriminalisation of parking as advocated in the report?

Will SODC offer to lead a reconvened Henley Clean Air Group?

Ms Spendley did not have answers to these questions, but did agree to reform the Henley Clean Air Group and requested a list of interested parties be forwarded to her.

Ms D O'Brien left the meeting at 11.45am

It was **RESOLVED**

that a list of interested parties be sent to Ms Spendley to enable the reformation of the Henley Clean Air Group.

**68. GREYS ROAD CAR PARK**

Members had previously discussed the possibility of developing an adopted road through the Greys Road car park. The car park has been used as a highway since the pedestrianisation of the Market Place caused drivers to look for an alternative route through the town. The road would have to be constructed to highway standard before Oxfordshire County Council would adopt it as a highway.

10 years ago a road was put through the car park, with the middle section of parking removed, but the parking spaces were later reinstated (no plans available at Oxfordshire County Council)

It was noted that as South Oxfordshire District Council own the car park and have not indicated that they want to give it up, Oxfordshire County Council would not be interested in taking this idea any further.

**69. ALTERATIONS TO HENLEY BUS SERVICE**

Members received and considered preliminary alterations to bus routes and timetables in Henley from Wednesday 6 June 2012.

- the 139 Wallingford –Nettlebed-Henley on Thames, broadly hourly service be maintained but diverted between Huntercombe and Crowmarsh via Benson to achieve operational efficiency. Interchange with Oxford service (X39/X40) introduced at Benson Marina instead of at Crowmarsh Church. Sunday service continues (as above through operation). Operated as now by Thames Travel. Mid evening journey on Fridays and Saturdays only discontinued due to poor usage.
- the 145 Woodcote - Checkendon-Sonning Common-Henley on Thames service, existing timetable to be maintained and contract re awarded to Whites Coaches Ltd.
- the 151-154 Henley Town Service will have its existing timetable retained with the contract re-awarded to Whites Coaches Ltd.

- the 800 Reading –Henley-High Wycombe Service will receive County Council support for the hourly Sunday service within Oxfordshire will be maintained. Operated by Arriva the Shires Ltd.

It was noted that the 145 service comes from Woodcote before Checkendon.

70. **DATE & TIME OF NEXT MEETING**  
10am Tuesday 24 July 2012.

The meeting closed at 12.05pm

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Chairman

NOTES OF THE JUBILEE CELEBRATIONS 2012 WORKING PARTY HELD  
IN THE COUNCIL CHAMBER, TOWN HALL ON FRIDAY 20 APRIL 2012  
AT 2.30PM

Present: Councillor Mrs J Bland, Councillor Ms K Gehrmann, Councillor Mrs E Hodgkin, Councillor Mrs P Phillips and Mr R Read

1. **APOLOGIES FOR ABSENCE**

Apologies received from Mr E Facy, Mr I Guilliani, Mrs J Beyts, Mrs M Daly.

2. **NOTES**

The notes of the Jubilee Working Party Meeting held on 21 March 2012 were received and noted.

3. **PROGRESS REPORT**

A report on progress was considered and the following suggestions were noted:

Bunting / Flags The group approved the suitability of the Union flag for mounting on buildings around the Town. It was suggested that a cost of £20 be charged for each flag which would include the cost of erecting the flag and removing it at the end of the season.

The Henley Standard to be advised of the cost as soon as it is confirmed so that it can be promoted in the paper.

Town Manager to be kept up to date with any information.

*Action: Administrator to make a check with Mr M Trimmings to see if he would be willing to erect the flags and what the charge would be.*

Lighting of the Beacon It was noted that unfortunately the Saracens Head are unable to supply an outside bar for the event.

Councillor Mrs J Bland advised that she has a licence to sell alcohol and if no alternative can be found she would be willing to run a bar.

It was suggested that Chris Hearn at the Loddon Brewery be contacted to see if they would be interested in running a bar selling local beer – if not Ms J Perigo advised that she would speak to Neil at the Argyll.

*Action: Administrator to contact Loddon Brewery inviting them to run an outside bar at the event.*

Nomad hold a fund day at Making Recreation ground and may possibly be able to assist with the event.

*Action: Administrator to contact Nomad to see if they would like to be involved in the event.*

Ms J Perigo advised that she will be on Radio Berkshire at the weekend promoting the Big Lunch and will promote all the events happening over the Jubilee weekend.

River Flotilla/ Picnic on the Meadows and Music on the Bandstand It was noted that the Flotilla would reach Mill Meadows at 2pm, and that the boats will be making 2 loops of the circuit starting at Temple Island and going as far as Hambleden Lock.

It was also noted that there may be an issue with the boats mooring at Fawley Meadows, if this is the case, Councillor Mrs E Hodgkin will request that this Council reserve it's temporary mooring for the Flotilla's use.

The Salvation Army to be offered a donation of £100 if they are available to perform on the bandstand.

Town Clerk has given permission for the Henley H to be used on Burgees.

The cost of a Cherry Picker up to a maximum of £500 may be required to be budgeted.

*Action: Administrator to find prices for the hire of a Cherry Picker.*

Gift from the Town A check to be made with the Primary Schools to see what times they will be able to hold an assembly where the Mayor can present the Jubilee Medals (the Mayor Elect has suggested a morning assembly Monday to Friday the week before the Jubilee Weekend).

*Action: Administrator to contact the Primary Schools and arrange assembly times, contact Mr R White at Invesco to see if he would like to attend the assemblies with the Mayor and write a thank you letter from the Mayor to Mr White to thank Invesco for their kind and generous donation of £650 towards the cost of the medals and £350 for the Big Lunch.*

Competition The Competition sheets to be handed out at school and placed in Henley Standard, Town Hall Offices and Temptations three weeks before the Jubilee Weekend (11/12 May).

A section for Name, Age and Address to be printed on the back of each form along with instruction which state – Here is a picture of the Queen, make her look beautiful for her Street Party.

The age groups for the competition will be 5 – 7 years and 8-11 years. Members to consider for the next meeting who they think should judge the competition.

The Big Lunch Invesco Perpetual have sponsored the event for the sum of £350. Organisation for the event is going well, the marquee has been arranged and all five restaurants have now confirmed. The lunch will be for sixty eighty year olds and nomination forms are being printed in the Henley Standard this week, and are also available from the Sixty Plus Club. Guests who are being collected will be dropped off at the Market Place at 12.15pm, guest arriving by own transport to be advised to arrive at 12.40 with lunch being served at 12.45pm after the Civic Service.

If there are any medals left over they will be distributed at the lunch.

Town Centre Manager Town Centre Manager to be kept informed of all events that are happening, invited to attend meetings and be supplied with information on the flags to enable him to promote them to the businesses of the town.

4. **BUDGET**

The budget report was considered and the following suggestions were made:

The funding for the new bunting should have come out of a budget for last year.

A maximum of £500 to be allocated for the hire of a Cherry Picker if required for the decoration of the band stand.

A donation of £100 to be made to the Salvation Army Band if they are able to perform on Saturday 2 June.

The total cost of the Beacon should have been covered from Action Plan funding.

*Action: Administrator to check with the Accounts Department to see which budget the bunting was purchased from and if there was any more Action Plan money that should have been added to the budget report*

Richard Reed left the meeting at 3.20pm.

5. **FURTHER SUGGESTIONS**

Councillors Mrs J Bland and Miss K Gehrman to organise a meeting with Lady Sew & Sew in Farm Road to look at materials that can be tied as ribbons to the trees in the Market Place.

6. **DATE OF NEXT MEETING**

Tuesday 8 May at 11.30am.

The meeting closed at 3.45pm.

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**HENLEY TOWN COUNCIL**

**Town & Community Committee Tuesday 15 May 2012**

**Report on Renewing the Fairtrade status of Henley**

**1. Executive Summary**

1.1 To consider if this Council wishes to renew the towns Fairtrade status.

**2. Background Information**

2.1 In November 2006 this Committee considered a request from Mr Peter Slip, of the Henley Fairtrade Initiative for this council to support Fairtrade and the Fairtrade mark and to serve Fairtrade tea and coffee at its meetings and for its staff.

2.2 After consideration this Committee recommended that Henley Town Council support Fairtrade and the Fairtrade mark and agrees to offer Fairtrade tea and coffee at their meetings and to their staff.

2.3 Fairtrade refreshments were offered at meetings and to the staff but were not popular or well received.

2.4 The Council failed to commit fully to the five criteria as detailed by the Fairtrade Foundation's Fairtrade Towns Initiative (previously circulated to all Councillors) and a renewal was never made.

2.5 The Council now offers specialty teas and coffee at its meetings and the staff drink regular branded or supply their own if they prefer something other than standard.

2.6 In March 2012, this committee considered renewing the application and recommended its renewal with Councillor Mrs J Wood acting as the Council's nominated representative.

2.7 At Full Council on 10 April 2012 it was **RESOLVED** that rather than the Council rushing to renew its Fairtrade Town Status, that the item be referred back to the Town and Community Committee in light of the additional information circulated by the Committee Administrator regarding the depth of the initiative and the Council's involvement in this scheme.

**3. Detailed Consideration**

3.1 Serious consideration should be given to renewing the Towns Fairtrade status the following link will take you to the Fairtrade website for further information [www.fairtrade.org.uk](http://www.fairtrade.org.uk)

3.2 Henley in Transition would not be in support of renewing the status as they feel it is much more important to support a campaign to buy local.

3.3 The financial implications of renewing the town's Fairtrade status need to be considered as due to workload volumes, unless members allocate a suitable budget there will be no Officer time available to co-ordinate, administer, run or promote the project and manpower / volunteers will need to be found.

4. **Recommendation**

4.1 That the Committee's further consideration is sought on the renewal of the towns Fairtrade status.