

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

To be held on

TUESDAY 1 NOVEMBER 2011 AT 7.30PM

In

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

Mr M Kennedy
Town Clerk
26 October 2011

MEMBERSHIP: Councillor Mrs E Hodgkin (Chair)
Councillor Mrs J Bland
Councillor W Hamilton
Councillor D Hinke
Councillor Ms L Meichin (substitute for Councillor Ms K
Gehrmann)
Councillor D Nimmo-Smith
Councillor I Reissmann
Councillor Mrs J Wood
The Mayor, Councillor Mrs P Phillips (ex-officio)

Members are reminded to sign the attendance book.

AGENDA

1. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Councillor Ms K Gehrmann

2. **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.

3. **PUBLIC PARTICIPATION SESSION**

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

- 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.

4. **MINUTES**
TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 20 September 2011 (previously circulated).
5. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (report attached).
6. **BUDGET**
TO RECEIVE AND NOTE THE OUTTURN of the budget report to September 2011 (report attached).
7. **ESTIMATES 2012/13**
TO RECEIVE AND CONSIDER the draft Revenue Estimates for 2012/13 (report attached).
8. **SIGNAGE AND PHYSICAL TOWN PROMOTION PROJECT**
TO RECEIVE AND CONSIDER a report from Deborah O'Brien, South Oxfordshire District Council on the £12,000 capital allocation in the South Oxfordshire Market Towns Action Plan programme for undertaking a signage review in Henley and delivering signage projects in the town including existing notice boards, town maps and information boards throughout Henley (report attached).
9. **FARMERS AND CONTINENTAL MARKETS**
TO RECEIVE AND CONSIDER a report on the increase in charges to be made to the Farmers and Continental style markets for the year 2012/13 (report attached).
10. **HEROES RETURN / OLYMPIC WORKING GROUP**
TO RECEIVE, CONSIDER AND NOTE the notes of the meeting held on 15 September 2011.
11. **EMERGENCY PLANNING / PREPARATIONS FOR WINTER**
TO RECEIVE an oral report from the Town Clerk following his attendance of at a Seminar on 19 October 2011, organised by Oxfordshire County Council Emergency Planning Unit.
12. **TRAFFIC ADVISORY**
TO RECEIVE, CONSIDER AND NOTE the minutes of the Traffic Advisory Committee held on 18 October 2011(papers attached).