

Present: Mayor, Councillor M S Akehurst  
Deputy Mayor, Councillor Mrs J Wood  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor S J Gawrysiak  
Councillor W Hamilton  
Councillor Miss L M Hillier  
Councillor D Hinke  
Councillor Miss K L Hinton  
Councillor Mrs E Hodgkin  
Councillor Ms L A Meachin  
Councillor D R Nimmo Smith  
Councillor Mrs P A Phillips  
Councillor I Reissmann  
Councillor D M Silvester

In Attendance: District Councillor W Hall  
Mr M W Kennedy - Town Clerk  
Mrs P Price-Davies - Minute Taker / Committee Administrator  
Mr C Austin - Town Sergeant

Also Present: 16 members of the public  
1 member of the press

The Town Clerk read out the fire evacuation procedure and reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda. He also drew members of the public's attention to the laminated rules placed on each seat in the public gallery.

**48. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs J Bland.

**49. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**50. MINUTES**

(i)The minutes of the Full Council meeting held on 23 September 2014 were approved and signed by the Chairman as a true record, save to the following extent:

Minute No.39 – Public Participation

A Member pointed out that two names of members of the public had been spelt incorrectly and requested that they be corrected to *Mr R Atkin* and *Mrs V Alasia*.

It was **RESOLVED**

**that the minutes be amended to reflect these corrections.**

**51. PUBLIC PARTICIPATION**

Mr M Dodds, Greys Road

Mr Dodds spoke of the Townlands Hospital being regarded as the town's pride and joy and congratulated the Townlands Steering Group (TSG) on their dedication and effectiveness in ensuring that this development had been achieved. He also commended the Town Clerk on his proposals for the future terms of reference of the group and called for all Councillors to vote to adopt the recommendations.

He then proceeded to read out a letter from:

Mr J Bolt, St.Marks Road

The letter requested that Henley Town Council submit a request for a weight restriction traffic order to be pursued separately to any initiatives planned at County level within LTP4 to control HGV movements.

County Councillor D Nimmo Smith responded to this request stating that Oxfordshire County Council (OCC) were not assessing the control of Heavy Goods Vehicles within Henley in isolation but as part of Oxfordshire as a whole.

Mr C Baker, Lauds Close

Mr Baker, on behalf of the HRG and as a Henley resident, thanked the Town Clerk for producing the report on the TSG and wished the group all the best in continuing their work.

Dr P Ashby, Townlands Steering Group

Dr Ashby spoke of the recent correspondence in the local press about the possible disbandment of the TSG and called for its continuation and spoke of the importance of its work and the need for a residents' group to be working alongside the Developers in a supervisory role. He urged all Councillors to vote to adopt the recommendation that the Town Council should appoint a steering Group until the development was complete.

Dr B Wood, Townlands Steering Group

Dr Wood spoke of the resilience of the TSG and his view that without its presence there would not be any new Townlands Development and that he hoped the Council would vote to adopt the recommendations contained within the Town Clerk's report. He felt it was important that the Council were behind the TSG until the project was completed which he estimated to be another two years.

Mr J Brookes, Parkside

Mr Brookes spoke on the Neighbourhood Plan, enquiring as to the composition of the membership of the Focus Group and the selection criteria. He requested the names of the members but was informed by the Chair of the Neighbourhood Planning Governance Committee that the names could only be put into the public domain once those individuals had consented to this disclosure. Nexus Planning were selecting the membership of the Focus Group randomly from local residents that had submitted Public Consultation questionnaires.

Mr D Whittingham, New Street

Mr Whittingham referred to the Environment Secretary's recent comments urging the nation to stop cutting grass to help insect population; he suggested that the Council test this theory by suspending grass cutting on the Fairmile for a period of time. The Mayor responded by acknowledging that the preservation of wildlife had to be balanced against the ongoing issue of maintenance.

Mr D Smewing, St.Marks Road

Mr Smewing spoke in support of the TSG and he also raised concerns of HTC operating as the voice of the Town with the 16 elected Councillors being responsible for the decisions rather than it being constrained by the legal fraternity.

Mr R Atkin

Mr Atkin read out a letter that he had sent to Councillor Hudspeth (leader of the Oxfordshire County Council) on the 2 November 2014 on the subject of LPT4: Hangovers from the Henley integrated Traffic Study.

**52. VARIATION TO THE ORDER OF BUSINESS**

It was **RESOLVED**

**that having regard to the importance of this item and the many Members of the public in attendance, the order of business be varied to take Agenda Item 8 vi, Townlands Steering Group ,(*minutes of the Townlands Steering Group meeting held on 10<sup>th</sup> September 2014*) followed by Agenda Item 9 Townlands Steering Group ,(report by the Town Clerk) - before Agenda Item 5.**

**53. REPORTS OF COMMITTEES**

(vi) Townlands Steering Group (TSG) Committee

The Minutes of the meeting of the Townlands Steering Group

held on 10 September 2014 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Townlands Steering Group held on 10 September 2014 and the recommendations therein be received, approved and adopted.**

**54. TOWNLANDS STEERING GROUP**

Members had before them a report prepared by the Town Clerk on the status of the Townlands Steering Group (TSG). The Mayor thanked the Town Clerk for preparing such a thorough report on the TSG and its relationship with Henley Town Council in the light of recent legal advice.

The Town Clerk explained the necessary background research, opinions and legal advice that had fed into the report and the justification of the recommendations outlined therein having regard to the changing role of the TSG and the Localism Act, so far as the Council's ability to apply the General Power of Competence was concerned. He was content that the Council were now availed of all the necessary information to enable Councillors to make the right and proper decision.

The Council debated the changing role of the TSG and discussed its relevance and terms of reference as the Townlands Development progressed. Several Members congratulated the members of the TSG on their huge achievements since its inception in 2003 and were disappointed that there had been such a misconception amongst local residents and the press about the level of support and respect that the council had for the TSG. The reason that the Council had requested new terms of reference was simply because its presence within the new construction phase of this development was of a different nature. Several Members expressed concern over the membership of the TSG as they felt that the wider remit of the Townlands Development serving surrounding parishes and areas was not adequately represented and that instead it was deemed to be more of a Henley focussed group. The Chairman of the TSG defended its membership claiming that it was representative of the local area and that surrounding parishes had been approached to join the Group and that they had the full backing of the wider community.

A debate ensued as to legal position of the TSG and HTC and how imperative it was to ensure that the TSG was brought into the legal confines of the Council. Councillor Clenshaw, the Chair of the Legal Group summed up this viewpoint, re-iterating the commitment of the Council and commending the Group on the work they had achieved but felt that due to a recent breach of confidentiality by one of his fellow Councillors regarding decisions made on this issue, he was resigning as the Chair of the Legal Group. The Mayor requested him to re-consider this decision as his expertise and professionalism was highly regarded by Members. It was **RESOLVED**

**that the report be received and noted and that the following terms of reference and recommendations for the TSG be approved and adopted:**

## TSG Terms of Reference

*The Townlands Steering Group will be constituted as*

1. *An Advisory Committee to Henley Town Council reporting to Full Council.*

2. **Membership**

<i>Henley Town Council</i>	<i>4 Councillors</i>
<i>SODC</i>	<i>1 Councillor</i>
<i>OCC</i>	<i>1 Councillor</i>
<i>GPs, Clinicians, Health Care</i>	<i>1 representative</i>
<i>FROTH</i>	<i>1 representative</i>
<i>Community</i>	<i>3 representatives</i>

**TOTAL 11 representatives (maximum)**

3. *Quorum 6 members*

4. *This committee has no delegated powers*

5. *This committee is responsible for advising the relevant authorities on all matters relating to the redevelopment of Townlands hospital in particular Planning, Highways, Transport, Health and Safety. This includes:*

*a. liaising with relevant stakeholders, such as Amber,*

*b. reporting back to HTC and the community*

*c. representing community concerns*

*d. monitoring the conditions attached to the planning consent granted in November 2011 (with any amendment) and notifying SODC of any variation to those permissions granted.*

*e. discussing and representing community interests over any unresolved aspects to the development, such as Arts, landscaping, highway matters, public space and bringing these matters to the attention of the relevant authorities.*

*and;*

*(i) that the Town Clerk undertakes training in the exercise of the General Power of Competence as a separate exercise to his existing and qualifying Diploma in Local Policy;*

*(ii) that subject to the Town Clerk passing this test, the Council passes a resolution at a subsequent meeting of Full Council that it meets the specified conditions relating to electoral mandate and relevant training for the clerk and grants itself the General Power of Competence in accordance with the Localism Act 2011;*

*(iii) Notwithstanding the independent and concurring legal advice from NALC and SLCC, this Council continues to appoint a Townlands Steering Group, reporting to the Town Council with the revised terms of reference set out in the report.*

Members were in agreement that the adopted Terms of Reference would have to be reviewed again when the Townlands Development was finally commissioned and in operation. It was agreed that a meeting of the TSG should be called as soon as possible.

## **55. COUNTY AND DISTRICT COUNCIL REPORTS**

### **County Councillor Report**

Members had before them a report from County Councillor D Nimmo-Smith. It was **RESOLVED**

**that the report be received and noted.**

Matters arising from the report:

County Councillor D Nimmo Smith referred to a photograph taken of a Heavy Goods Vehicle causing congestion within the Town Centre earlier in the day highlighting the need for weight restrictions to be imposed within the town centre. He re-iterated the fact that OCC could not just look at this issue within the constraints of Henley but in order for it to be fully addressed it had to be assessed on a County-wide basis.

A member enquired as to developments on traffic surveys with regards to the sites coming forward as part of the Neighbourhood Plan. They were told that OCC did not have the budget to undertake traffic surveys on all the potential developments and that normal practice was that each developer would fund a traffic survey for their particular site.

He informed Council that Oxfordshire was now considered a low quality fracking area and that licences were being obtained for this practice within the County.

A Member referring to his report, expressed his opinion that he regarded the fact that Oxfordshire students within state funded schools gaining 2.5% above the national average was not perceived to be such an achievement. He also enquired about what type of extra 85,000 jobs would be created within the transport systems and was informed that they would be a combination of research, development and manufacturing jobs. He asked how many County Councillors were deemed to be 'older people' Councillor Nimmo Smith said that he was unaware of the ages of his colleagues.

The Chair of the Neighbourhood Planning Governance Committee put forward a request for County Council to undertake a complete Traffic Survey on behalf of the Housing Working Groups for the Neighbourhood Plan for the whole of the Henley area.

A Member suggested that in future OCC should place an advert in the Henley Standard in advance of any necessary works being carried out which affects the traffic flow within the town centre or results in road closures. This dissemination of information and advance warning would be extremely helpful for local businesses.

**District Councillor Reports**

Members had before them a report from District Councillor W Hall. It was **RESOLVED**

**that the report be received and noted.**

District Councillor Hall spoke of the upcoming deadline for the Capital Grants Scheme and urged all Councillors to publicise this grant programme, it was suggested that other ways of advertising this worthwhile grant for Young People be implemented.

A Member spoke of 3% of traffic in Henley being HGV's and called for this figure to be reduced as it would obviously reduce pollution.

The issue of fly tipping and the problems with the recycling site at Kings Road Car Park was highlighted by Members. Councillor Hall spoke of the adequate recycling services and waste facilities available to residents: the roadside recycling service and the recycling facility at Oakley Wood and Members were in agreement with this viewpoint.

Members had before them reports from Councillors Mrs E Hodgkin and Mrs J Wood. It was **RESOLVED**

**that the reports be received and noted.**

**56. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES**

There was nothing to report.

**57. MAYOR'S REPORT**

Members had before them the list of Mayoral engagements from the period **17 September – 28 October 2014**. It was **RESOLVED**

**that the report be received and noted.**

*Councillor Ms L Meachin left the meeting at 8.58 pm.*

**58. REPORTS OF COMMITTEES**

(i) The Minutes of the meetings of the Planning Committee held on the 30 September & 21 October 2014 were before the Council. It was **RESOLVED**

**that the Minutes of the meetings of the Planning Committee held on 30 September & 21 October 2014 and the recommendations therein be received, approved and adopted.**

(ii) The Minutes of the meeting of the Town and Community Committee, held on 7 October 2014 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Town and Community Committee held on 7 October 2014 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No. 58 – Progress – Footprints

Members were informed that the Committee Administrator was currently liaising with the suppliers of the footprints that were used to guide people to the Fire Station Gallery over the fact that they had not been fit for purpose as they had unpeeled fairly shortly after being positioned to the pavement.

Minute No. 58 – Progress – Northfield End/ Bell Street Parking

A Member spoke of the need for clarification on the regulation of parking and heritage in this area of the town following the conclusion of the Stopping-up Order in 2012. Councillor Nimmo Smith agreed to speak to Officers at OCC to get clarification on the situation.

(iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 14 October 2014 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Finance Strategy and Management Committee held on 14 October 2014 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No. 56 iv – Youth Centre Grant

Members discussed the re-allocation of the £5k grant that had been ring fenced for the Youth Centre Work now that it had ceased operating. The scope of NOMAD's youth work within the town was suggested as being worthy of funding as they had taken over the execution of some of the Youth Centre's outreach programme. Members were in agreement that until a funding application from NOMAD had been received then this could not be discussed and that this issue should be referred back to the Committee for further consideration. After further discussion it was **RESOLVED**

**that the words 'with the balance reassigned to the grants budget' be deleted.**

Minute No. 59 – Christmas Arrangements

Members discussed the Council's contribution of £500 towards the staff Christmas team building event and were largely in agreement that this figure was justified and was an appropriate way of thanking the staff for all the work that they undertook on behalf of the Council and considering the number of members of staff, this figure was a nominal amount per head anyway. One Member expressed her opinion that as paid members of staff this contribution towards a staff festive event was not appropriate.

- (iv) The Minutes of the meeting of the Recreation and Amenities Committee held on 21 October 2014 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Recreation and Amenities Committee held on 21 October 2014 and the recommendations therein be received, approved and adopted.**

Arising from the report:

Minute No.39 ii – Budget – George Orwell Trust

The Town Clerk confirmed that he had recently been in contact with Mr P Burness-Smith who had confirmed that he was now in a situation to proceed with his George Orwell Trust Project at the First Chapel in the Fairmile Cemetery. Following this news, he pointed out that the required work needed to bring the external decorations of the building up to the required standard would now be scheduled.

- (v) The Minutes of the meeting of the Neighbourhood Planning Governance Committee held on the 15 October 2014 were before the Council. It was **RESOLVED**

**that the Minutes of the meetings of the Neighbourhood Planning Governance Committee held on 15 October 2014 and the recommendations therein be received, approved and adopted, save to the following extent:**

Minute No.31 – Public Participation, Councillor I Reissmann

The wording at the end of the second sentence be changed to '*abbreviated in the Nexus Summary Document as presented on the Neighbourhood Plan website*'.

Arising from the report:

The Chair updated Council on developments on the Neighbourhood Plan and explained that as three additional sites had now come forward a Focus Working Group session was scheduled for Saturday 29<sup>th</sup> November to test out the adoption of these new sites and that the decisions from this group would be fed back to the Housing Working Group session due to be held on Thursday 4<sup>th</sup> December. This would then have an impact on the development and delivery of the Plan.

**59. THE SANTA FUN RUN 2014**

Members considered the proposal to suspend the Parking Place Order at Mill Meadows Car Park for the duration of The Santa Fun Run on Sunday 7 December 2014. It was **RESOLVED**

**To suspend the Parking Place Order at Mill Meadows Car Park for the duration of The Santa Fun Run on Sunday 7 December 2014.**

The Mayor reminded Members that they were expected to attend the Remembrance Service that was scheduled to be held on Sunday 9 November on the Town Hall steps and he invited members of the public to join Council for refreshments in the Town Hall following the service.

The meeting closed at 9.49 pm.