

**Present:** Mayor, Councillor Ken Arlett  
Deputy Mayor, Councillor Dave Eggleton  
Councillor Ian Clark  
Councillor Donna Crook  
Councillor Stefan Gawrysiak  
Councillor Will Hamilton  
Councillor Lorraine Hillier  
Councillor John Hooper  
Councillor Paula Isaac  
Councillor Glen Lambert  
Councillor Sarah Miller  
Councillor Laurence Plant  
Councillor Ian Reissmann  
Councillor Rob Romans

**In attendance:** Becky Walker – Estate’s Manager  
James Churchill-Coleman – Town Sergeant  
Louise Hastings – Minute Taker  
10 Members of the Public  
1 Member of the Press

The Mayor, Councillor Arlett, welcomed the incoming Town Clerk, Mr Sheridan Jacklin-Edward to the meeting. Mr Jacklin-Edward was in the public gallery and will take up the post on 2 September 2019. The Mayor thanked Cath Adams (Proper Officer) and Liz Jones (Responsible Financial Officer) for their work during the interim period and also the Working Group and Interview Panel, particularly Councillor Hinton who administered the appointment process.

The Mayor provided an update on fundraising for the Mayor’s Relief and Convalescent Fund which includes sponsorship from Tesco Stores, the Henley Standard, Jessica Arlett, Henley Barbers and Badgemore Park Golf Club and also named his chosen charities for the year as follows:-

- Nomad Youth and Community Project – to fund an away-day for 80 people
- Mencap – for a river cruise
- the Henley Music School - to help provide bursaries for young children

The Mayor offered thanks to the following:-

- the Henley in Bloom Sub-Committee, Parks Services and volunteers for their work involved in the recent Thames and Chilterns in Bloom judging
- the Parks Service for their work at Mill and Marsh Meadows which has been awarded the Green Flag for the sixth consecutive year
- the Henley Society for their work on the refurbishment of name plaques on Victorian terraces in the town which helps keep Henley’s heritage alive
- Dr Michael Warner and David Baker for arranging the 50<sup>th</sup> anniversary celebration of the Moon Landing held in the Market Place which was enjoyed by many

**20. APOLOGIES**

Apologies of absence were received from Councillor Hinton, Councillor Thomas, Liz Jones (Responsible Financial Officer) and Cath Adams (Proper Officer).

**21. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

## 22. MINUTES

- i. The Minutes of the Full Council meeting held on the 18 June 2019 were approved and signed by the Chairman as a true record.

*Minute 8 – Reports of Committees* - Councillor Hillier stated that she had been appointed as the South Oxfordshire District Council (SODC) representative on the Transport Strategy Group by the Leader of the Council, Sue Cooper.

- ii. The Minutes of the Annual Meeting held on 13 May 2019 were approved and were signed by the Chairman as a true record.
- iii. The Minutes of the Special Full Council meeting held on 23 May 2019 were approved and signed by the Chairman as a true record.

## 23. PUBLIC PARTICIPATION

*Mr Takhar, Gillott's Lane – Item 5 – County Councillor's Report – Greys Road Crossing* – Mr Takhar stated the crossing had been investigated five years ago and a number of valid points had been made against it. He queried what had subsequently changed. Mr Takhar also stated the new proposal had not considered the location of the two bus stops and parked cars. Mr Takhar commented that the school crossing lights have never been switched on.

*Councillor Gawrysiak* replied that an established process is being followed which includes the scheme drawn up by officers and which has his approval. This has been sent out for public consultation and will be followed by a hearing which will be held at County Hall in September when all will have the opportunity to have their say.

*Mr Frank Browne* thanked the Mayor for raising the issue of the Greys Road toilets at District Council and asked whether there is a date for the refurbishment and urged that the other SODC toilets in the town not be forgotten. Mr Browne also referred to there being 76 'A' boards throughout the town's four central streets and stated that a balance is required between the need to promote businesses and the safety of pedestrians.

The Mayor advised a meeting was to be held with Sue Cooper, Leader of SODC, on Friday 2 August and these matters would be raised. It was suggested an item be placed on the next Town and Community agenda to consider the use of 'A' boards in the town.

*Chris Baker – Lauds Close* – spoke as a representative for St James Gate Management Company who manage the flats in Tilebarn Close and raised safety concerns regarding the large trees which overhang these flats. The Mayor agreed to arrange a meeting with Mr Baker, himself and the Parks Service to investigate.

*Pam Phillips – St Mark's Road* – raised safety concerns due to the missing bollards and the need to resurface the pavement at Thameside. Councillor Gawrysiak confirmed he is awaiting a response from County Council officers.

Mrs Phillips commented that the toddler playground had hardly been used over the last week due to the extreme weather and suggested consideration be given to providing shade over the equipment. Mrs Phillips also queried what had happened to the snow clearing equipment purchased by the Town Council a number of years ago.

*Mr G Lockett - Lime Court* – voiced his frustration at the car parking situation at Townlands Hospital where it is very difficult to find a space. It appears that the car park is being used by people not connected to the hospital as the area is not monitored by cameras nor manned.

Councillor Reissmann acknowledged patients and staff are having considerable problems with parking and he had forwarded concerns to the NHS Property Services and was awaiting a response.

## 24. DISTRICT COUNCILLORS' REPORTS

Members had before them reports from three District Councillors.

The Mayor read out a question from Councillor Hamilton to District Councillor Hinton as follows "Given the Local Plan is good for Henley why did she not support it as is?".

The Mayor read out a response from Councillor Hinton which advised that a motion to support the plan as is had not been proposed and that she had supported the motion which had been proposed by the Cabinet as she believed it would be better for Henley and the district as a whole.

The Mayor spoke to a report attached to the agenda which listed a number of questions and their responses asked by himself and District Councillor Gawrysiak at the last SODC Full Council meeting. The Mayor noted that the answers given were from officers and the Mayor would have preferred these to be from the Cabinet member himself.

It was **RESOLVED**

**that the reports be received and noted**

### COUNTY COUNCILLOR REPORT

Members had before them a report from County Councillor Gawrysiak.

The Mayor reported that he had submitted a question to Councillor Gawrysiak asking if the names of the 5 people who had objected to the Greys Road crossing in the consultation were readily available and if not could Henley Town Council submit a Freedom of Information request to Oxfordshire County Council (OCC) to ask for the names.

Councillor Gawrysiak, having consulted with OCC officers, advised that the names were not available as it was a private consultation.

Councillor Gawrysiak read out questions submitted by Councillor Will Hamilton and responded as follows:-

- When will the lines on the Bridge be painted?
- In order to repaint the lines on the Bridge the road will need to be closed and therefore the works and timing have to be carefully planned.
- Can an update be given on the resurfacing and installation of bollards on the Thameside pavement.
- A price has now been obtained for the bollards. Officers are investigating the best way to resurface the pavement given its sloping nature to ensure safety and it is hoped to provide a fuller update soon.
- How much extra money has OCC received from Central Government and what percentage of this will be spent on Henley's roads, laybys etc?
- OCC has received £3 million extra and he will ask officers for the percentage figure.

The Mayor proposed the three items above be placed on the Planning Committee agenda under Traffic Matters once responses are received.

It was **RESOLVED**

**that the above 3 questions be placed on the Planning Committee agenda under Traffic Matters once responses are received**

**that the report be received and noted**

**25. FEEDBACK FROM REPRESENTATIVES OF OUTSIDE BODIES**

Councillor Reissmann paid tribute to Paul Bradbury, past Chairman of the Henley Cricket Club, a member of Henley Rugby Club and the Townlands Steering Group, who passed away recently. Councillor Reissmann extended his deepest sympathies to the family.

Councillor Hamilton reported that having a Henley Town Council representative on the Henley Cricket Club Committee had been a condition of the loan from the Council and now that the loan had been paid back there was no longer the need to have a Henley Town Councillor to serve on this committee.

Councillor Hamilton provided an update on the Bled Twinning Association and advised there could be a potential gift of a hayrack currently on show in a London park to the town of Henley and would provide an update in due course.

**26. MAYOR'S CIVIC ENGAGEMENTS**

Members received the Civic Engagements from **13 June – 24 July 2019.**

**It was RESOLVED**

**that the list of Mayoral Civic Engagements for the period 13 June – 24 July 2019 be received and noted.**

The Mayor thanked the Deputy Mayor, Councillor Eggleton for deputising and handing out 500 medals at the Pub to Club Swim and another 750 medals at the Children's Triathlon.

**27. REPORTS OF COMMITTEES**

- i. The Minutes of the Meetings of the Planning Committees held on 25 June and 16 July 2019 were before the Council.

**It was RESOLVED**

**that the Minutes of the Planning Committees held on 25 June and 16 July 2019 and the recommendations therein be received, approved and adopted**

- ii. The Minutes of the Meetings of the Town and Community Committee held on 25 June 2019 were before the Council.

Minute 23 - Event Sub Committee – Councillor Miller advised that although a previous decision had been taken to hold the Grotto at the Town Hall this year, the Regal Cinema had subsequently offered to host the Grotto and would create a festive wonderland for all the children to enjoy. The Regal would staff the event, involve local businesses and would provide all the gifts for the children. This would not only reduce costs for the Town Council but also reduce officer time required and have the added benefit of promoting the Regal.

**It was RESOLVED**

**that Santa's Grotto be held at the Regal Cinema for the Christmas Festival 2019**

Minute 26 – Progress - Georgian Paving Bell Street – members were advised that a site meeting had been held with Tim Wilde, Technical Officer – Highways (OCC) regarding the possible reinstatement of the Georgian paving by the Bell Street Triangle and sections of the tarmac were going to be removed to see if there was Georgian paving beneath.

Minute 26 – Progress - Town Centre Signage – a meeting to discuss the Town Wide Signage is scheduled for September.

Minute 26 – Progress - Mermaid Statue – the mermaid statue has been re-installed.

**It was RESOLVED**

**that the Minutes of the Town and Community Committee held on 25 June 2019 and the recommendations therein be received, approved and adopted subject to the changes detailed above.**

- iii. The Minutes of the Recreation and Amenities Committee held on 2 July 2019 were before the Council.

Minute 25 – Public Meeting Regarding Anti-Social Behaviour at Makins – Councillor Isaac advised the meeting had been attended by representatives from the Neighbourhood Police Team, SOHA, Nomad, Councillors and residents and a report had been circulated which included suggestions and these would be discussed further at the relevant meetings.

**It was RESOLVED**

**that the Minutes of the Recreation and Amenities Committee held on 2 July 2019 and the recommendations therein be received, approved and adopted.**

Minute 25 Anti-social behaviour at Makin's Recreation Park. The graffiti is bad at Makin's. Parks staff had spent a whole day removing it. Action needs to be taken with immediate effect.

- iv. The Minutes of the Finance Strategy and Management Committee held on 9 July 2019 were before the Council.

It was proposed that Councillor Clark be added to the 353 – 357 Reading Road Working Group.

Minute 35i b – Land Next to 65 Valley Road - The Mayor advised he had an update on this matter of a confidential nature.

**It was RESOLVED**

**that Councillor Clark be added to the 353- 357 Reading Road Working Group**

**that the Minutes of the Finance Strategy and Management Committee held on 9 July 2019 and the recommendations therein be received, approved and adopted with the exception of minute 35i b – Land next to 65 Valley Road and an update be provided in the confidential session**

**28. EDUCATION MARCH ON 7 SEPTEMBER 2019**

The Council had before them a report regarding the planned "Education March" which was being organised to campaign against the lack of funding for schools and considered whether it should be a Town Council supported and organised event.

Following discussion **it was RESOLVED**

**that the Education March to be held on 7 September 2019 be a Town Council supported and organised event including:-**

- **use of the Town Council's Public Liability Insurance**
- **officer support in preparation, including road closures, medical support, marshalling and any other items required**
- **officer support on the day**
- **costs to come out of the contingency up to £5,000**

29. **353 - 357 READING ROAD – INCLUSION OF SITE IN NEIGHBOURHOOD PLAN REVIEW**

Members received and considered a report regarding whether to keep the 353-357 Reading Road site as a site for development of housing in the Neighbourhood Plan Review.

After discussion it was **RESOLVED**

**that the 353 – 357 Reading Road site remain as a site for the development of housing in the review of the Joint Henley and Harpsden Neighbourhood Plan**

30. **LAYBY AT GILLOTT'S FIELD**

Members had before them a report with costings for a new layby on the highway verge outside Gillott's Field. Support was given in principle to the provision of a new layby but concerns were raised at the estimated cost of £29,500 provided by OCC to construct it.

It was **RESOLVED**

**that the Town Council agree in principle to this project and ask for more detailed costings, drawings and alternative schemes from Oxfordshire County Council prior to final approval by the Finance Committee and Full Council**

31. **ADDITIONAL PARKS SERVICE VEHICLE**

Members received and considered a report regarding the purchase of an additional "run about" parks vehicle and felt more information was required in order to make a decision.

After discussion it was **RESOLVED**

**that this item be referred back to Recreation and Amenities to consider in more detail the purpose, logistics and need for the vehicle.**

32. **EXCLUSION OF THE PUBLIC AND PRESS**

It was moved by the Chairman and **RESOLVED**

**that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business transacted.**

It was moved by Councillor Reissmann and **RESOLVED**

**that the incoming Town Clerk be permitted to stay in the chamber for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.**

33. **353-357 READING ROAD DEVELOPMENT**

Councillors had before them a report regarding the engagement of an external agency to draw up the Heads of Terms for the sports club leases regarding 353-357 Reading Road development.

After discussion it was **RESOLVED**

**that an external agency is engaged to draw up the Heads of Terms for the new sports club leases at a cost of up to £2,000**

34. **DEATH OF A SENIOR FIGURE**

Councillors had before them a report on the procedure on the death of a senior figure and **RESOLVED**

**that the report and the recommendations therein be received, approved and adopted.**

Thanks was given to Nicci Taylor, Office Manager, for such an in-depth report.

35. **PLANNED MAINTENANCE PROGRAM**

The Council had before them a report on the Planned Maintenance Program for 2019-2024.

**It was RESOLVED**

**that the report and the recommendations in appointing Company A with the cost to be taken from the legal and professional fees budget herein be received, approved and adopted.**

36. **FINANCE, MANAGEMENT AND STRATEGY COMMITTEE MINUTES – 9 JULY 2019**

**Minute 35i b – Land next to 65 Valley Road**

The Mayor updated members with professional advice on this matter. Further details are available in Confidential Appendix A

Following a full discussion **it was RESOLVED**

**that delegated powers be given to the HR and Legal Group to progress this matter**

The meeting closed at 9.05pm.

bw

Chairman