

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

In Attendance: Mr M W Kennedy – Town Clerk
Miss J Smith – Minute Taker / Committee Administrator
Mr C Austin - Town Sergeant

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

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.

81. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs J Wood.

82. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

83. **MINUTES**

The minutes of the Full Council meeting held on 28 February 2012 were approved and signed by the Chairman, as a true record.

84. **PUBLIC PARTICIPATION**

Mr D Dickie, St Katherine's Road (Chairman of the Henley Hockey Club)

Mr Dickie referred to the new refurbished astropitch and the very positive comments he had received. He then referred to the minute 76 (i) and (ii) of the Recreation and Amenities Committee and asked the Council to reconsider the decision not to erect sponsorship advertising boards at Jubilee Park. In addition, the club wished to put a sponsored sign clearly indicating where the Henley Hockey Club is located with wording along the lines: 'Jubilee Park Home of the Henley Hockey Club'. He explained other local clubs e.g. rugby and cricket have numerous sponsorship signs on their pitches and that Jubilee Park would be a premium advertising space for potential sponsors and would bring revenue to the club.

Mrs A Wait, Bell Street

Mrs Wait referred to the issues regarding the allocated five parking spaces outside her house in Bell Street and how dangerous these were for the pupils at Rupert House school, residents and pedestrians. She explained vehicles needed to mount the pavement coming within inches of front doors and suggested parallel parking would be a far safer option and pose less of a safety risk. Mrs Wait advised out of the five residents who lived in this part of Bell Street, three residents had opposed the stopping up and she urged the Council to continue to oppose the stopping up order.

Ms A Chumas, Bell Street

Ms Chumas confirmed that she was making representation for Mr J Goumal, Bell Street and asked if Mr Goumal's letter had been received by the Council. She also asked when all the resolutions in minute 102 of the Finance, Strategy and Management Committee meeting would be actioned.

It was explained all resolutions from committees have to be ratified by Full Council at this meeting and then they would be actioned. It was noted that Mr Goumal's letter had been received.

Mr C Baker, Lauds Close

Mr Baker referred to the recent publicity regarding the financial situation of Henley Town Football club and advised a majority of UK sports clubs were suffering financially in the current economic climate. He asked if the newly appointed Town Centre Manager could make contact with the sports clubs/organisations in the town and provide help.

The Town Clerk agreed to speak with the Town Centre Manager regarding making contact with the local sports clubs/organisations.

Mr D Whittingham, The Malt House

Mr Whittingham referred to a large pile of commercial rubbish that was left in the Market Place over the Easter weekend and how this created a very bad impression to visitors and tourists to the town.

It was confirmed that the collection of commercial waste was not the responsibility of South Oxfordshire District Council and each retailer paid a contractor to collect commercial waste.

85. **DISTRICT/COUNTY COUNCILLOR REPORTS**

Members had before them reports (attached to the agenda) from District Councillors Mrs J Bland, Mrs J Wood and W Hall. It was

RESOLVED that the reports be received and noted.

Matter arising from reports:

District Councillors Reports

A member asked about the Youth Council and District Councillor W Hall reported that a recent meeting with the working group and Sam Bowden had been very productive. He reiterated the Youth Council were keen the scheme should not be led by adults.

District Councillor Mrs E Hodgkin confirmed a report regarding the Youth Council was being prepared by Sam Bowden and would be presented to the Council.

Members discussed the issue of commercial waste in the town and how many of the collections were made during the day. It was also explained that when businesses were closed for bank holidays then waste was likely to build up. It was highlighted that although collection of commercial waste was not SODC's responsibility it was their responsibility if this waste caused an environmental health issue by being left in the streets. District Councillor W Hall agreed to speak with SODC about the issue.

County Councillors' Reports

County Councillor Dr P Skolar was invited to the table to give his verbal report:

New Leader of Oxfordshire County Council (OCC): he confirmed a new leader would be starting in 10 days time. He confirmed that the appointment was unlikely to change any policies.

NHS Bill: he confirmed this was now an Act giving the Health and Well Being Board in the county power and influence.

Chipping Norton Hospital: he had recently visited, as part of a scrutiny committee, the new hospital which was an exemplar for the new Townlands and Bicester hospital developments. He explained the establishment was fantastic.

Shiplake Level Crossing: advised on Friday 13 April, Station Road, Shiplake barriers would be installed across the level crossing at Shiplake.

County Councillor D Nimmo-Smith referred to his report which he had emailed to Councillors previously. He gave the following verbal report:

Review of bus subsidies: existing services to be maintained. There would be changes to Route 139 which would now include a stop at Benson Marina.

Area Stewards: confirmed that although OCC funding was still tight, pot hole filling is still high on the agenda, with the pot holes in Vicarage Road recently being filled.

Road Closures: he advised Bell Street would be closed for one day w/c 16 April 2012 for routine maintenance works.

Fairmile: BIFFA were currently doing a tidy up of this area.

Chiltern Cycle Way: he advised this had been voted as the best cycle way in the UK.

A member asked following a request at the last meeting when the road signs in and around Henley would be cleaned, especially the ones on the A4155 from Shiplake to Henley.

County Councillor Dr P Skolar agreed to contact OCC Highways.

A member asked when the damaged bollards in the town centre would be repaired, especially in light of the forthcoming visit in June by Her Majesty the Queen.

County Councillor D Nimmo-Smith advised he had sent an email to Mr K Stenning, OCC Highways but would chase this matter up at the next Traffic Advisory Committee.

A member referred to the York Stone which had been removed due to works outside Patisserie Valerie, Market Place and when this area would be repaved.

County Councillor D Nimmo-Smith advised he would ask OCC when the patch repair would be replaced with the York Stone.

86. **REPRESENTATIVES ON OUTSIDE BODIES**

Members had before them copies of the following reports from outside bodies (attached to the agenda) which were noted:

- (i) A report from the NALC/OALC meeting on 'Supporting Communities with Planning' held on the 12 March 2012 (attached to the agenda).
- (ii) A report from Henley Partnership Tourism Group meeting held on 21st March 2012 (attached to the agenda).

87. **MAYOR'S REPORT**

- (i) Members had before them the list of Mayoral engagements from 22 February 2012 to 2 April 2012 inclusive, copy attached to the agenda. It was

RESOLVED that the report be received and noted.

- (iii) The Mayor made the following announcements:

- The Annual Town Meeting would be held on Thursday, 12 April 2012 at 7.30pm. It was noted that District Councillors and County Councillors had not been invited to present reports. It was agreed that these reports should be included on the agenda and District and County Councillors were invited to provide reports on key issues relating to Henley.

- There would be two Mayoral Events to raise monies for the Mayor's local chosen charities. 'Let me Entertain You' on 28 April 2012 at 7.30pm and 'The King is Back in Town' – an Elvis tribute on 4 May 2012 at 8pm, both events to be held in the Town Hall. Tickets £20 each.

88. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 6 March 2012 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 6 March 2012 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 196 – Neighbourhood and Community Planning

The Chairman of Planning read out the following statement:

'I have arranged a seminar, for councillors only, to be held between Henley Town Councillors, Harpsden and Rotherfield Greys Parish councillors, a representative from SODC Planning Policy Dept. and a representative from Thame Council. The date of this seminar will be 23 April 2012 at 7pm. The discussion will be about localism and particularly neighbourhood planning. This is absolutely the right timing as the facts and amendments to the Localism Act are just now finally being released by the Government.

We have always said that this council will not be panicked into town meetings regarding neighbourhood plans until all the facts are available. This Council has heard and read many incorrect assumptions from some residents. This is a complex process which is much misunderstood, can be very expensive, and can only be finally ratified by a town referendum. I fully expect that the presence of SODC and Thame (Pilot Town) at the seminar will unravel some of the detail we still need regarding this legislation.

After the seminar, the Mayor will call a Town Conference on the 30 April at the Town Hall. All residents of the town, and local organisations, will be invited and an advert will be placed in the Henley Standard. We will ask a planning consultant to be present at the meeting to give an introduction and explain the key points of neighbourhood planning. He will guide us through the meeting and help answer any questions. This meeting should provide councillors with a view of how the town feels about neighbourhood planning and which of the many planning options we might take (it's not just one route).

The next full council meeting is on the 8 May (a week after the Town Conference) where the Town Council can make a proposal on how to take this forward. This is a planned programme spread over three weeks, timing discussed and agreed with SODC, as to the best route Henley should take to embrace localism.

I feel that we have got it right for the people of this town so that they will have an informed council, in discussion with the residents, coming to a conclusion, based on facts and not supposition.'

- (ii) The Minutes of the meeting of the Planning Committee held on 27 March 2012 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 27 March 2012 and the recommendations therein be received, approved and adopted.

- (iii) The Minutes of the meeting of the Town and Community Committee held on 13 March 2012 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town and Community Committee held on 13 March 2012 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 115 – Parish Elections May 2011

A comment was made on whether HTC should pay SODC for the Parish Elections in May 2011 as the service received was not adequate and not what the people of Henley require and expect. In addition, no assurances had been received regarding future elections.

Minute 117 – Fairtrade Town Status

It was proposed 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. 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.

Action: Town and Community Committee Administrator to add as an agenda item to a future meeting.

- (iv) The Minutes of the meeting of the Finance Strategy and Management Committee held on 20 March 2012 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Finance Strategy and Management Committee held on 20 March 2012 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 102 – Northfield End

The Chairman of Finance, Strategy and Management Committee referred to the recommendation in this minute and proposed an amendment that the following words be added: 'that HTC seek legal advice on possible litigation against SODC/OCC by purchasers of any land in front of 94-102 Bell Street as a result of the land being wrongly declared to be Highway by OCC, up to a limit of £1000.' A discussion ensued regarding seeking legal advice and the costs. It was also highlighted that safety of the residents and pedestrians in this area was paramount.

A recorded vote was requested.

For

Cllr M Akehurst
Cllr S Gawrysiak
Cllr Miss K Gehrman
Cllr D Hinke
Cllr Ms L Meachin
Cllr Mrs P Phillips
Cllr I Reissmann

Against

Cllr Mrs J Bland
Cllr D Clenshaw
Cllr Miss S Evans
Cllr W Hamilton
Cllr L M Hillier
Cllr Mrs E Hodgkin
Cllr D Nimmo-Smith
Cllr D Silvester

Abstention

The Motion was lost, whereupon it was proposed that the original committee recommendations set out in the in minute 102 be adopted. A recorded vote was requested.

For	Against	Abstention
Cllr M Akehurst	Cllr Mrs J Bland	
Cllr D Clenshaw	Cllr Miss S Evans	
Cllr S Gawrysiak	Cllr W Hamilton	
Cllr Miss K Gehrman	Cllr L M Hillier	
Cllr D Hinke	Cllr D Nimmo-Smith	
Cllr Mrs E Hodgkin	Cllr D Silvester	
Cllr Ms L Meachin		
Cllr Mrs P Phillips		
Cllr I Reissmann		

The Motion was carried, whereupon it was

RESOLVED that

- HTC continues to support the principle of retention of public assets where there is need – including opposing the Stopping Up Order for the area in front of 94-102 Bell St;
- HTC rejects the responses to the Glanville's letter of 24 Jan, on behalf of Chesterton's, to HTC objections to the Stopping Up Order. HTC to write to OCC communicating the last three points in the previous resolution and inviting them to take the lead in bringing the parties together to resolve the situation (also to include SODC);
- HTC rejects this specific offer of the “green triangle” in return for dropping its objections to the Stopping Up Order as in the Glanville's letter of 23rd Feb on behalf of Chesterton's;
- HTC restate that its position remains that the issue needs to be resolved by discussion and negotiation in order to achieve an outcome that is fair and reasonable to all;
- HTC calls on OCC to take a lead as Highway Authority and set up discussions with stakeholders including residents and HTC in order to plan a solution that is fair and reasonable to all;
- In the event of OCC refusing to engage with the stakeholders, HTC discuss directly with the other stakeholders;
- HTC exercises its right under 1980 Highway Act S130 (incl ss2 & ss6) calling on OCC as the Highway Authority to explain why, under its duty under HA 1980 S130, the “Green Triangle” was not designated as highway in 2010. HTC refers OCC to the evidence submitted by HTC to OCC on 3 November 2009 which clearly shows the Green Triangle to be Highway and appears incontrovertible;
- HTC writes to Glanville responding to their letter communicating the previous resolution, including the suggested responses in this report; and
- HTC writes to OCC communicating the points raised and inviting them to lead in the negotiations with all parties including the developer, the town and district councils and the residents affected by the stopping up order.

Minute 104 – Progress Report

Northfield End – Amenity space fronting Sydney House

It was confirmed that a response from OCC would be received w/c 16 April 2012.

IT Website Review

A member asked the status of the new website. The Town Clerk confirmed he

would follow up with the HTC Accountant (Project Leader) for her to provide an update to Councillors.

Minute 106 (iii) – Grant Applications

It was suggested that the two grant applications for South Oxon School Sport Partnership (£250) and Town and Visitors Regatta (£1300) which were referred to the Olympic working group for consideration be now reviewed by Council as there would be insufficient funds in the Olympic budget to cover these applications. It was proposed that these should now come from the unapplied balance of £3817.50 remaining in the 2011/12 grants budget.

It was confirmed that both applications had been discussed during the grant application process at the FSM meeting on the 20 March and approval given. It was

RESOLVED that the two grant applications for South Oxon School Sport Partnership for £250 and the Town and Visitors Regatta for £1300 be awarded and funds taken from the unapplied balance of £3817.50 remaining in the 2011/12 grants budget.

- (v) The Minutes of the reconvened meeting of the Finance Strategy and Management Committee held on 28 March 2012 were before the Council. It was

RESOLVED that the Minutes of the reconvened meeting of the Finance Strategy and Management Committee held on 28 March 2012 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 120 – Town Clerk's Salary

Members wished to discuss this item and it was proposed this item be considered in the confidential session of the meeting. It was

RESOLVED that minute 120 be discussed and considered in the confidential session of the meeting.

- (vi) The Minutes of the meeting of the Recreation and Amenities Committee held on 27 March 2012 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Recreation and Amenities Committee held on 27 March 2012 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 75 – Henley Skatepark Initiative

A member opposed the recommendation, as he had concerns that the residents surrounding Makins had not been fully consulted and there needed to be an appraisal of other sites for the skatepark. A lengthy discussion ensued regarding the consultation process and the appropriate choice of location for the skatepark. It was highlighted that these items had been addressed at length in the report/presentation made by the Henley Skatepark Initiative (HIS) and that more investigations regarding planning and fundraising for the site would be taking place. It was proposed that the following be added to the recommendations in minute 75: 'subject to full consultation with surrounding residents within a neighbourhood planning framework and in addition an appraisal being carried out of other suitable sites in the town.' The Motion was lost, whereupon it was proposed that the recommendations in minute 75 be adopted. A recorded vote was requested.

For

Cllr D Clenshaw
 Cllr S Gawrysiak
 Cllr Miss K Gehrman
 Cllr Mrs E Hodgkin
 Cllr Ms L Meachin
 Cllr Mrs P Phillips
 Cllr I Reissmann
 Cllr D Silvester

Against

Cllr Mrs J Bland
 Cllr Miss S Evans
 Cllr W Hamilton
 Cllr L M Hillier
 Cllr D Hinke
 Cllr D Nimmo-Smith

Abstention

Cllr M Akehurst

The Motion was carried, whereupon. It was

RESOLVED that Henley Town Council grant, in principle, the Henley Skatepark Initiative permission to build a top-quality free-to-use concrete wheeled sports facility on the site of the existing skatepark at Makins Recreation Ground subject to Town Council approval of the designs and footprint, which will be researched and submitted by the HIS; and

that the Town Council continue to support this project and the investigations of the HSI Project Group to:

- explore designs and prices through a tender process
- explore and apply for funding for this project

Minute 76 – Jubilee Park – Signage and Sponsorship Boards

It was proposed that an amendment to the recommendation in minute 76 (i): ‘that the signage includes both Henley Hockey Club and AFC Henley logos.’ The Motion was carried, whereupon it was

RESOLVED that a double-sided (or similar) sign be erected on the corner of Jubilee Park nearest to the roundabout subject to the consent of AFC Henley; and

that the sign be white writing on a green background reading “Henley-on-Thames Town Council Jubilee Park www.henleytowncouncil.gov.uk” and includes both Henley Hockey Club and AFC Henley logos.

A lengthy discussion ensued regarding sponsorship advertisements boards being displayed at Jubilee Park. It was recognised this could provide extra funding for the clubs and potentially a percentage of this income could be allocated to HTC for future pitch refurbishments. It was highlighted that Jubilee Park was different to the other local sport pitches in the town that were owned or leased. It was also explained that if the Hockey Club and AFC Henley obtained sponsors for advertising this income would be included in their accounts and therefore future grant applications given by HTC could potentially be reduced. It was proposed that the recommendation in 76(ii): ‘that permission not be granted to the Henley Hockey Club to erect advertising boards at Jubilee Park be put to the vote.’ The Motion was lost, whereupon it was proposed to permit Henley Hockey Club and AFC Henley jointly to place discreet sponsorship signage around the pitch (at pitch level), with the income to be shared between the two clubs. A member asked for an amendment to the proposal: ‘that sponsorship advertising should be for local businesses only.’ This amendment was put to the vote and lost.

It was then proposed to permit Henley Hockey Club and AFC Henley jointly to place discreet sponsorship signage around the pitch (at pitch level), with the income to be shared between the two clubs. The Motion was lost.

It was then proposed that the matter regarding signage and sponsorship boards be referred back to the Recreation and Amenities Committee as an agenda item for further discussion. It was

RESOLVED that the matter regarding signage and sponsorship boards be referred back to the Recreation and Amenities Committee as an agenda item for further discussion; and

that the Hockey Club and AFC Henley meet prior to the item being brought to the Recreation and Amenities Committee to agree any recommendations.

Action: Recreation and Amenities Committee Administrator to add as an agenda item to a future meeting.

- (vii) The Minutes of the meeting of the Townlands Steering Group (TSG) Committee held on 20 February 2012 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Townlands Steering Group Committee held on 20 February 2012 and the recommendations therein be received, approved and adopted.

The Chairman advised the date of the next TSG meeting was yet to be confirmed.

Members had before them and noted a written report (attached to the agenda) from the Chairman of the Townlands Steering Group (TSG).

The Chairman of the TSG confirmed that the decision regarding the preferred bidder was due to be announced imminently and as soon as this was known Members and the Henley Standard would be informed. He confirmed that he had been pressing Primary Care Trust (PCT) to produce the plans for the development for scrutiny as well as inviting PCT to come and present the plans to the HTC Planning Committee. He also confirmed that the timetable as published in his report was still holding.

89. **TOWN HALL PAVEMENT LIGHTS**

Members had before them the report regarding progressing the replacement of the obsolete pavement lights to the rear of the Town Hall with paving slabs. The report recommended the Council approve the fee proposal submitted by Simpson Associates in the sum of £4,400 and authorise work to proceed. It was

RESOLVED that the fee proposal submitted by Simpson Associates in the sum of £4,400 is accepted and authorisation is given for the work to proceed.

90. **LEASE OF PROPERTIES**

It was proposed that the following leases be signed and sealed between HTC and;
(i) KVB Design, Kings Arms Barn
(ii) Mill Meadows Nursery, Pavilion, Meadow Road. It was

RESOLVED that the leases be signed and sealed between HTC and;

- (i) KVB Design, Kings Arms Barn
(ii) Mill Meadows Nursery, Pavilion, Meadow Road; and
(iii) The lease between HTC and Greenwich Leisure Astropitch and changing rooms, 353 Reading Road be deferred until the extent of the Management fee had been settled.

91. **TEMPORARY ROAD CLOSURES FOR STREET PARTIES**

Members had before them two temporary road closure applications for the Jubilee weekend. A discussion took place regarding road closures for street parties for the Jubilee and how these closures would affect the traffic in Henley. Members asked if there would be a complete plan of closures produced by Oxfordshire County Council. It was suggested that this would be produced after 4 May 2012, the deadline date for closures. As there were likely to be numerous applications for road closures over the Jubilee weekend it was proposed that the Town Clerk has delegated powers in consultation with the Mayor and Chairman of Town & Community to make decisions on such road closures as they are received. It was

RESOLVED that the Town Clerk has delegated powers, in consultation with the Mayor and Chairman of Town & Community Committee, to make decisions on such road closures as they are received.

The Mayor asked the Henley Standard to print that the 4 May 2012 was the deadline to apply for road closures for street parties over the Jubilee weekend (in a forthcoming edition).

92. **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 matters which were about to be discussed were considered to be confidential.

MINUTES OF THE CONFIDENTIAL SESSION OF THE FULL COUNCIL HELD ON 10 APRIL 2012

93. **CONFIDENTIAL**

(i) Town Medal Nominations

The Minutes of the meeting of the Town Medal Committee held on 13 March 2012 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town Medal Committee held on 13 March 2012 and the recommendations therein be received, approved and adopted.

(ii) Town Clerk's Salary – Minute 120, Finance Strategy & Management – 28.3.12

A vote was taken on the recommendation in the minutes of the reconvened Finance Strategy and Management meeting of 28 March item 120. It was

RESOLVED that the Town Clerk's salary scale be increased from 61-64 to 64-67 in order to recognise the Town Clerk's diploma in Local Policy awarded by the University of Gloucester in 1995. The Town Clerk will therefore be placed on SPC 65 on 1 April 2012.

The meeting closed at 10.20pm.

js

Mayor