

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE MEETING OF  
THE TOWN AND COMMUNITY  
COMMITTEE HELD ON 18 MAY  
2010, AT 7.30PM, IN THE COUNCIL  
CHAMBER, TOWN HALL, HENLEY-  
ON-THAMES

Present: Councillor Mrs J Bland  
Councillor Mrs P G Buckett  
Councillor Miss L Hillier  
Councillor Mrs E Hodgkin (Chairman)  
Councillor Miss L Pye  
The Deputy Mayor, Councillor C I Pye  
Councillor I Reissmann (Vice-Chairman)  
Councillor S Smith  
The Mayor, Councillor Mrs J Wood

In Attendance: Councillor A J Follett  
Mr M Kennedy, Town Clerk and Mrs A Gliddon, Committee  
Administrator/Minute Taker

Also Present: 1 Member of the Press, 1 Member of the Public (*from 8.10pm*)

**1. ELECTION OF CHAIRMAN**

The Mayor called for nominations for the election of Chairman

Councillor I Reissmann proposed and Councillor Mrs P G Buckett seconded,  
that Councillor Mrs E Hodgkin be elected Chairman for the year  
2010 – 2011

There being no further nominations, and following a vote, it was **RESOLVED**  
that Councillor Mrs E Hodgkin be elected Chairman of the Town and  
Community Committee for the following municipal year

Councillor Mrs E Hodgkin took the Chair

**2. ELECTION OF VICE-CHAIRMAN**

The Chairman, Councillor Mrs E Hodgkin, called for nominations for the election  
of Vice-Chairman

Councillor C I Pye proposed and Councillor Mrs J Wood seconded,  
that Councillor I Reissmann be elected Vice-Chairman for the year  
2010 – 2011

There being no further nominations, and following a vote, it was **RESOLVED**  
that Councillor I Reissmann be elected Vice-Chairman of the Town and  
Community Committee for the following municipal year

**3. COMMITTEE TERMS OF REFERENCE**

The Terms of Reference for the Town and Community Committee, copy having  
been issued, were considered. It was

**RESOLVED** that the Terms of Reference for the Town and Community  
Committee be adopted subject to a change in the committee membership from 9  
to 10

**4. APOLOGIES FOR ABSENCE**

Councillor Mrs R Myer. Apologies received from Councillors Miss L Hillier and Miss L Pye for lateness

**5. DECLARATIONS OF INTEREST**

None given

**6. PUBLIC PARTICIPATION SESSION**

None

**7. APPOINTMENT OF WORKING PARTIES SUB-COMMITTEES AND THE MEMBERSHIP THEREOF**

It was **RESOLVED** that the Traffic Advisory Committee and the membership thereof for the municipal year 2010 – 2011 is as follows

Councillor Mrs E Hodgkin – Henley Town Council  
Councillor A Follett – Henley Town Council  
Councillor C W Gibson – Henley Town Council  
Councillor D Nimmo-Smith – Henley Town Council  
Councillor C I Pye – Henley Town Council  
Councillor Dr P J Skolar – Henley Town Council  
Councillor I Reissmann – Henley Town Council  
Mr P Ronald – Oxfordshire County Council  
Councillor Mrs J Bland – South Oxfordshire District Council  
Mr S Hill – South Oxfordshire District Council  
Mrs C Wood – South Oxfordshire District Council  
Mr D Clenshaw – The Henley Partnership  
Mr B Woods – The Henley Partnership  
Mr C Hulme – Thames Valley Police

**8. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 20 April 2010 were received, approved, adopted and signed by the Chairman, Councillor Mrs E Hodgkin

**9. PROGRESS**

Councillors received a report on progress and made the following comments:

Road Reports, Minute 112, 16.3.2010. The Chairman reminded Councillors who had not yet submitted Road Reports that these were still outstanding.

**10. BUDGET**

Councillors received and accepted the budget report to March 2010. The Chairman, Mrs E Hodgkin, noted that this report was for the end of the financial year and was pleased that the Committee was under budget.

*Councillor Miss L Hillier entered the meeting at 7.40pm*

**11. CCTV MANAGEMENT GROUP**

Councillors considered the appointment of a Town Council representative on the CCTV Management Group (Town Clerk and one member representative required)

The Committee **RESOLVED** that

Councillor Mrs E Hodgkin is appointed as the Town Council representative on the CCTV Management Group.

## **12. THE OXFORDSHIRE PARTNERSHIP BOARD**

Councillors considered the appointment of a Town Council representative on the board of the Oxfordshire Partnership.

Councillor I Reissmann requested more information on the Oxfordshire Partnership Board which he had not been aware of previously. He noted that it appeared to have significant terms of reference and asked for details of its authority and funding.

The Town Clerk advised that the Oxfordshire Partnership was a requirement of statute, driven by the County Council, with membership including representatives from the voluntary and community sectors as well as Oxfordshire Association of Local Councils, Thames Valley Police and other Councils within Oxfordshire. He had been advised of the vacancy at a meeting of the Oxfordshire Association of Local Councils. If other larger town councils in Oxfordshire wished to submit a nomination as well as Henley there would be a ballot.

The Committee **RESOLVED** that

The Mayor, Councillor Mrs J Wood, is put forward to represent Henley Town Council on the Oxfordshire Partnership Board. If elected, Councillor Mrs Wood would report back to this Committee on the work of the Board.

*Councillor Miss L Pye entered the meeting at 7.48pm*

## **13. REGISTRATION OF TOWN HALL FOR MARRIAGE CEREMONIES**

Councillors re-considered the registration of Henley Town Hall for the conduction of marriage ceremonies. It was noted that the matter had previously been considered by the Finance and Administration Committee on 16 September 2008, when it had been decided not to pursue the idea of licensing the Town Hall for civil wedding ceremonies. Members had suggested that that this could be reconsidered in the future.

Councillors agreed during discussion that there were a number of issues to be considered prior to a decision being taken. These included:

- Financial Implications (no budgetary provision in 2010/11)
- Marketing and Promotion of the venue (in-house or externalise)
- Staffing costs (extent of additional resources needed to service the booking)
- Premises costs (extent of additional cleaning costs/fabric of the hall etc.)
- Comparison with other providers (room hire charges, services provided)
- Internal improvements (adequate kitchen facilities for cooking)
- Car Parking (assess the availability of both on and off street parking)
- Miscellaneous (purchase of floral pedestals as a backdrop for the wedding ceremony; CD player for music; consider varying the licensable activities specified within the Town Hall's Premises Licence to enable the sale of alcohol to take place)
- Premises licensed by the Oxfordshire Registration Services before weddings could take place. The cost of the licence is £1,950 and is valid for three years. As the lead-in time is around 3-6 months it is not envisaged that this service could be offered before spring 2011.

Some Councillors were of the opinion that all Town Council buildings should be fully utilised and that the Town Hall would be a popular venue for weddings. Others advised that it was not a particularly attractive building and the proposal could be a waste of money. The possibility of appointing a franchise to take

responsibility for all aspects of the proposal was discussed. It was agreed that this would reduce the financial risk to the Town Council and would not increase the workload of staff.

The Committee **RESOLVED TO RECOMMEND** that

Organisations willing to take up a franchise on the licensing and conduction of marriage ceremonies in the Town Hall be explored and a report brought back to a future meeting of this Committee.

#### **14. PROVISION OF BUS SHELTER IN HART STREET BY OXFORDSHIRE COUNTY COUNCIL**

(i) Councillors received and considered a report regarding the installation and maintenance of a bus shelter in Hart Street. It was noted that Oxfordshire County Council (OCC) would provide 100% of the capital funding to install the shelter but required written confirmation that Henley Town Council would take responsibility for ongoing maintenance, cleaning etc. However, OCC had advised that local parish and town councils were able to take advantage of negotiated contract rates for repairs/cleaning etc. Councillors had details of the rates before them.

Councillors noted that OCC had recommended that prior to the installation of the shelter in Hart Street the Town Council carried out a consultation with the businesses whose premises fronted the proposed site of the bus shelter.

(ii) The Town Clerk advised that an officer in the Public Transport Team at OCC had advised that c£25k of interest on developer funding had been identified which could be put towards improving the bus stops in Henley. This could include:

- 4 or 5 brand new shelters;
- New ex-lite bus stop poles at the principal stops ;
- A Henley 'Where to catch your bus map'

In addition the officer had advised that OCC had two spare shelters in stock which might be suitable for Henley. They were both 3 x 1.5 metre designs, finished in black with half end panels.

It had been confirmed by OCC that developer funding could be used for supply and installation of the shelter but not for maintenance costs.

The Town Clerk advised that in the longer term when the new Parks Service team was fully functional, he envisaged that cleaning of bus shelters could be carried out in house, with the cost of any replacement panels required met from the maintenance budget. In the meantime, as an alternative to the OCC maintenance scheme, he suggested that a local contractor be appointed to clean the shelters, the costs of which were likely to be significantly lower.

Councillors noted that the type of shelter for Hart Street had previously been agreed through Committee and confirmed to OCC. Discussion ensued on the preferred type of any further shelters to be installed in Henley. Some Councillors were of the opinion that wooden or brick shelters would be more appropriate in a conservation area, others advised that these took up more space, could be prone to anti social behaviour as people were able to hide in them and cleaning costs were likely to be higher; it was therefore suggested that Perspex shelters would be a better option.

The Committee **RESOLVED TO RECOMMEND** that

- (i) OCC are instructed to proceed with the installation of the shelter in Hart Street;
- (ii) No public consultation is carried out prior to the installation;
- (iii) a six month cycle of maintenance/cleaning is agreed, to be reviewed after six months;

- (iv) The Town Clerk obtains a quotation from a local contractor for a more frequent maintenance programme;
- (v) The provision of additional bus shelters to be funded from OCC's £25k interest on developer funding, together with the two shelters they hold in stock, is agreed in principle, and;
- (vi) OCC is asked to provide details of the types of shelters available.

## **15. HENLEY ACTION PLAN**

(i) Councillors received and noted the notes of a Henley Action Plan Co-ordination meeting held on 14 April 2010

The Mayor, Councillor Mrs J Wood, expressed disappointment that when the issue of Air Quality had been discussed at the meeting, Councillors A J Follett and B G Wood, who had started the scheme in Henley, had not been mentioned.

Councillor I Reissmann expressed concern that Henley was in breach of EU regulations regarding Air Quality. He suggested that pressure be put on the District Council to work to improve Air Quality in the town, otherwise the consequences could be detrimental to people's health and could also result in fines being imposed which would take money from other areas.

Councillor Mrs J Bland confirmed that the Air Quality Group was still holding meetings which she attended.

Councillor Reissmann stressed the importance of the District Council having an Air Quality Action Plan.

Councillor I Reissmann advised that the Town Council should make it clear that it did not support any electronic signs for car parks in the town. This had been included in the Action Plan as a future project.

The Committee **RESOLVED to RECOMMEND** that

Henley Town Council would not support any electric signage in Henley and that a letter to this effect should be sent to South Oxfordshire District Council

(ii) Councillors received and noted South Oxfordshire Market Towns Action Plan 2010–11

The Chairman, Councillor Mrs E Hodgkin, advised that the Henley Partnership had submitted its plans to the Town Council for comment.

The Town Clerk advised that the Partnership's Tourism Group had suggested

- 1) that the SODC website should be much more widely promoted within Henley.
- 2) that there should be explicit support for promoting Henley in the run up to the 2012 Olympics. This was not mentioned anywhere in the action plan and was perceived to be a major omission, which would require implementation and staff time if Henley was to gain maximum benefit.
- 3) They hoped that Henley would benefit from the promotion of the proposed new Chilterns Cycle way in Wallingford
- 4) Concern had also been expressed that there was no infrastructure in place for travel from London and/or Heathrow airport to and from Henley.

The Mayor, Councillor Mrs J Wood advised that she had been in communication with an officer at District Council regarding the provision of an information cabinet, for the Henley Information Centre, to house a sponsored computer which a local company would be providing free of charge. Housed in the cabinet, the computer would be suitable for access to the SODC website by able bodied and disabled people. This would enable the website to be promoted more effectively.

Councillor Mrs Wood also advised that she had spoken to the Partnership in support of improved transport links. Currently there was no direct link from

Heathrow or Dorney to Henley. An officer in the Henley Information Centre had been speaking with local coach companies but without success so far.

The Committee **RESOLVED TO RECOMMEND** that

Henley Town Council supports South Oxfordshire District Council's draft Action Plan, with the following additions

- i. that the SODC website should be much more widely promoted within Henley;
- ii. that there should be explicit support for promoting Henley in the run up to the 2012 Olympics. (This had not been referred to anywhere in the action plan and was perceived to be a major omission, which would require implementation and staff time if Henley was to gain maximum benefit.);
- iii. assurances are given that Henley would benefit from the promotion of the proposed new Chilterns Cycle way in Wallingford; and
- iv. that better transport links are established between London, Dorney and Heathrow airport, to and from Henley.

#### **16. STREET LITTER IN HENLEY**

Councillors received and noted Councillor A J Follett's report on street litter in Henley, which they had before them. The Chairman, Mrs E Hodgkin, invited Councillor A J Follett to the table to speak to his paper.

Councillor Follett advised that in February this Committee had approved a proposal to form a working group to address residents' concerns regarding litter in the town. The minutes of the first meeting of the group had been submitted to the meeting of this Committee on 20 April (Minute 127). The group was working well together. The purpose of the current report was to fund a strategy for 2010/11 with the aim of improving anti social behaviour, graffiti in the town and the town centre and economic environments. He was asking members to consider the four proposals contained in the report.

The Chairman, Councillor Mrs E Hodgkin, suggested adding washing down bins to the proposal. A clean with a bucket of soapy water would be an immediate improvement.

Councillor S Smith agreed that all the bins in the town were inadequate and should be replaced with bigger bins which also had a facility for cigarette butts. Underused bins should be relocated.

Councillor Miss L Hillier suggested that a footfall survey be carried out prior to a decision being made regarding the relocation of bins.

It was agreed that the type of litter generated had changed dramatically in the past ten years as a result of the large number of fast food outlets. Councillor Follett confirmed that, as had been reported at the last meeting, he would be visiting fast food outlets to ask them to sign up to a voluntary code of conduct regarding litter disposal.

Councillor Follett thanked Members for the useful points they had raised. He confirmed that no decision had been made regarding the types of bins, locations etc, discussion on which would take place at a later stage with the experts. In the meantime, he requested that a quotation be sought for the refurbishment in situ of the litter bins in Market Place and Bell Street which were in a particularly bad condition.

The Mayor, Councillor Mrs Hodgkin, confirmed that Councillors had also been working on the Big Litter campaign which involved going into schools and the

college to highlight the effects of litter to young people, and the Big Tidy Up Campaign which had been held on 1 May 2010 in the town centre.

The Committee **RESOLVED TO RECOMMEND** that

- i. HTC urgently addresses the refurbishment and painting of the litter bins in the town centre. This was delayed last year due to manpower shortages / budget restrictions;
- ii. HTC allocates 2010/11 capital expenditure of £5,000 for additional bins for the town centre;
- iii. HTC requests SODC to fund an additional £5,000 for additional litter bins, larger volume recycling types of bins to be installed; and
- iv. HTC joins with SODC and its contractor in ensuring that Henley's streets are litter free.

## **17. TRAFFIC ADVISORY COMMITTEE**

- (i) Councillors received and noted the minutes of the Traffic Advisory Committee meeting held on 20 April 2010

Councillor I Reissmann expressed concern about the lack of ticketing of dangerous and illegal parking in Greys Road.

Councillor S Smith asked Councillor Follett if the Better Ways to Schools project was ongoing.

Councillor Follett replied in the affirmative and advised that before Oxfordshire Highways would consider the installation of crossings on routes to schools they were required to carry out speed checks to establish the what types of crossings were appropriate.

The Committee **RESOLVED** that

A letter is sent to the Highways Officer at OCC to request that the process for the installation of pedestrian crossing is started and that speed checks be carried out in the following three locations,

1. Greys Road to the junction of Greys Hill and Green Lane
2. The top end of Greys Road from the Wootton Roundabout to Gillotts corner
3. Gravel Hill down to the junction with Hop Gardens

Members discussed safety issues along the Marlow Road. Residents of Swiss Farm had repeatedly requested a pedestrian crossing. In response to a request from a resident, Oxfordshire Highways had carried out a speed check in Marlow Road beyond the Rugby Club but had said that no funding was available for a pedestrian crossing. Members confirmed that the residents' concerns had been conveyed to the police at the last meeting of this Committee.

Councillor I Reissmann advised that during the recent electioneering, safety issues including the lack of a pedestrian crossing had been the biggest issue raised by residents of Swiss Farm.

- (ii) Councillors considered a suggestion from Oxfordshire Highways that Henley Town Councillors provide them with a list of any directional signs in need of cleaning or which are obscured by foliage.

The Committee **RESOLVED** that

Councillors forward details of directional signs in need of cleaning, obscured by foliage, or no longer relevant, to the Committee Administrator for onward transmission to Oxfordshire Highways

## **18. HENLEY INFORMATION CENTRE**

- (i) Councillors received and considered a report regarding the purchase of a limited range of merchandise to be sold in the Henley Information Centre. The Committee was generally of the opinion that this was a good idea but sought

clarification as to where merchandise could be displayed. The Town Clerk confirmed that a review of the operation would be carried six months from the opening of the centre.

The Committee **RESOLVED TO RECOMMEND** that

Agreement is given in principle to the provision of a budget of £500 for the purchase of merchandise to be sold in the Henley Information Centre, subject to the six month review having been carried out

(ii) Councillors received and noted a report on footfall for the month of April 2010. Councillors sought clarification as to why it appeared that there had been no local bookings in the period. The Town Clerk confirmed that during the same period last year there had been three bookings and suggested that the inclement weather this year had had an influence. It was agreed that the value of local bookings should be included in future reports.

**19. TEMPORARY ROAD CLOSURE AND WAITING RESTRICTIONS – HENLEY REGATTA 2010**

Councillors received and noted a letter from Oxfordshire Highways giving details of temporary road closure and waiting restrictions during the Henley Royal Regatta 2010

Councillor I Reissmann queried why closures for areas such as Henley Bridge and Thameside had been requested from 0900 to 2300, when it seemed clear that there was no intention to close these roads for that length of time.

The Committee **RESOLVED** that

A letter is sent to Oxfordshire Highways proposing that closures are requested for no longer than was actually needed.

**20. MRS ADRIENNE GLIDDON – SENIOR COMMITTEE ADMINISTRATOR**

The Chairman, Councillor Mrs. Hodgkin, paid tribute to Adrienne Gliddon, who was attending her last meeting of the Town and Community Committee before her retirement on 31 May, and spoke of her dedication and of her terrific standard of work describing Adrienne as “an ambassador for the town”. It was

**RESOLVED** that the Council’s thanks and appreciation to Adrienne Gliddon be recorded in the minutes

There being no further business the meeting closed at 9.30 pm.

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Chairman