

Present: Mayor, Councillor Mrs J Wood (presiding)
Councillor Mrs J Bland
Councillor Mrs P G Buckett
Councillor Mrs G M Dodds
Councillor A Follett
Councillor Miss L M Hillier
Councillor Mrs E Hodgkin
Deputy Mayor, Councillor C Pye
Councillor Miss L H Pye
Councillor I Reissmann
Councillors Dr P Skolar
Councillor D Nimmo-Smith
Councillor S Smith
Councillor Dr B Wood

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
11 members of the public

The Mayor 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.

36. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C W Gibson and from Mrs R Myer. Mrs J Bland would be arriving late following a meeting at South Oxfordshire District Council (SODC).

37. **DECLARATIONS OF INTEREST**

Councillors Miss L Hillier and Mrs J Bland - item 10 Resolutions Moved on Notice – personal and prejudicial interest as local traders.
Councillor Miss L Hillier stated that she would be making representation during the Public Participation on Town and Community Minute 47 (14 September 2010) – Continental Markets.

38. **MINUTES**

The Minutes of the Full Council meeting held on 12 October 2010 were approved and signed by the Chairman, as a true record subject to the following amendments:

Minute 32 District/County Councillors Reports (page 4)

BT Broadband Boxes: the sentence 'New BT Broadband boxes were being installed in the rural areas to improve the broadband coverage in these areas.' To 'New BT Broadband boxes were not being installed in the rural areas to improve the broadband coverage in these areas.'

Minute 35(ii) Reports of Committees (page 6 and 7)

The sentence: 'Following a lengthy debate and on a motion that was duly seconded and carried" be replaced with: 'Following a debate. It was

Minute 35 (v) Townlands Steering Group (page 8)

The sentence: 'It was confirmed that as this meeting was to be adjourned, a Townlands Progress Report would be circulated to Members separately' be replaced with: 'As the extension to the meeting was about to expire, Councillor Reissmann suggested a choice between a further extension and submitting a written report. The meeting opted for the latter.'

39. **PUBLIC PARTICIPATION**

Members wished Mr Doug Ellis, a regular member of the public for the Full Council Public Participation a full and speedy recovery.

Miss L Hillier, Hot Gossip, Friday Street

Miss Hillier read the following on behalf of the some of the town's traders:

"As there is a Special Resolution on the agenda to debate the item on Continental markets, I wish to make representation from the traders point of view. I do not speak for all traders, but for those who have spoken to me regarding the Continental Markets. A policy is in place for granting of the Market Place dated 2006, revised May 2008 which does not apply to 'occasional Continental/French Markets.' However, these are now more than occasional and feature regularly each year. Concerns from the traders are : (i) the selling of similar goods at a more competitive price due to the traders paying less overheads; (ii) the Continental markets take the money out of the local economy; (iii) traders experience a drop of up to 50% in takings when there is a market; (iv) create parking problems by taking up the majority of spaces in the long stay car park; (v) take footfall away from the town as a whole. 'Market Square Group' who held the Keen, Green and ethical market last year are advertising on their website for 2011 a four day market from Friday April 22nd and a three-day on 16 September. Whilst at present four markets are granted and each market last several days and the Council received last year just £1,050 per market i.e. £350 per day on a three day and now 2.5% increase equals £358.75 per day at a time when local retailers are facing increases in rent, rates and utility costs plus importantly VAT prices from January next year."

Action: Item referred to the Town and Community Committee for consideration.

Mr W Hamilton - Greys Road

Mr Hamilton advised that he had attended the Town and Community Committee meeting on 26 October 2010 as he wanted to ask the question who pays for the PCSOs in Henley, however, the Police were not present at this meeting. He stated that they do a brilliant job but wanted clarification on how many PCSOs had been allocated to Henley in the past six months.

It was confirmed that a PCSO Report is submitted every other month to Henley Town Council (HTC) and that a meeting was held on 22 November with the Value For Money working group to discuss the funding for next year.

Mr R Atkin, Elizabeth Road

Mr Atkin felt that before the new PCSO contract is signed in April 2011, HTC should ensure it would be getting value for money.

Mr D Silvester, Luker Avenue

Mr Silvester asked if HTC has anything planned to commemorate the Queen's Jubilee in 2012, for example with a plaque or similar at the Town Hall.

It was confirmed that discussion had not yet taken place on how to commemorate the Jubilee as there would be an election in May and it would be up to the party in power post the election to organise a celebration.

Mrs J Perigo, Station Road

Mrs Perigo asked what the Council's strategy was in planning to mark the Royal wedding on 29 April 2011, the Jubilee and the Olympics in 2012 and to involve local citizens.

It was confirmed that as the Royal wedding news had only just been announced (within the last 24 hours), therefore, no plans had yet been discussed but obviously a celebration would take place.

Action: Item referred to the Town and Community Committee for consideration.

Mr A Drake, Albert Road

Mr Drake stated he was a fairly new resident to Albert Road and had recently received two parking tickets. He asked if there were any plans to increase residents parking as after carrying out an investigation there appeared to be only 125 resident parking bays and currently around three times as many valid permits. He stated he felt it was unethical to be selling parking permits for so few resident parking spaces. In addition he mentioned that the Station Road car park is under utilised and that there is a Police campaign to clear cars parked on yellow lines.

It was confirmed that Oxfordshire County Council is responsible for issuing parking permits and that the County Councillors would address Mr Drake's issues with On Street Parking, OCC. It was stated that parking on double yellow lines is illegal and dangerous. County Councillors confirmed that a survey had just been carried out to remove certain double yellow lines in the town and suggested that Mr Drake contacted OCC to see when the next review would take place.

Mr K J Arlett, Elizabeth Road

Mr Arlett thanked the Mayor for choosing his grand daughter as the winner of the Mayor's Christmas Card Design competition. He also stated that in regard to the Continental Markets debate and the recent publicity in the Henley Standard he suggested that there appeared to be some sort of vendetta against certain traders in the town.

It was noted that the Mayor expressed sorrow to hear that Mr Arlett should feel this way and that this was certainly not the feeling among the Councillors.

40. **PROGRESS REPORT**

Members had before them a progress report and it was noted that all items had been removed as they had been referred back to the relevant Committees.

41. **DISTRICT/COUNTY COUNCILLOR REPORTS**

The following verbal reports were received from County and District Councillors.

County Councillor reports:

The following matters were reported:

- Boundary Commission: OCC had made representation. Councillors for the Henley area will be reduced with a saving of £150k/year up to 2013.
- NHS: Oxfordshire has been fast-tracked with 15 authorities asked to make representation to oversee the Health and Well Being Board.
- 2012 Jubilee and Olympics: confirmed that OCC were putting in place celebrations for both events.
- Planning tree works: Hop Gardens would be shut on 17 January 2011 for one week for planned tree works.
- Bus Stop in Bell Street/Northfield End: there has been an objection received from a resident regarding the moving of this bus stop to outside number 75 Bell Street. Awaiting outcome from OCC.

The Council was updated on the threat by OCC to cut the £25k grant for the Youth Centre. It was confirmed that the Youth Centre has been in discussions with OCC and that support had been given by John Howell, MP for these funds to continue to be provided. An agreement was made in 1961 whereby the Youth Centre moved from Thamesfield House, Wargrave Road to its present site in return for an annual contribution towards its overheads from Oxfordshire County Council. The Council later sold Thamesfield House, which is now a nursing home. Both County Councillors agreed that they were in favour of funds being paid to the Youth Centre.

A member stated that OCC was not setting budgets until February 2011 and the contract does not expire until March 2011. It was also confirmed that OCC would be getting rid of the many levels of management to save on costs.

A member asked why OCC announced the cuts every week rather than announcing the total cut to services. The County Councillors explained that these cuts, which are being implemented between now until 2014 in order to fill a £50m hole in the budget, were being announced as and when the decisions were being made and that this was just the beginning.

A member asked if Oxfordshire libraries were under threat and it was confirmed that a review of libraries would be taking place.

District County Councillor reports:

The following matters were reported:

- Core Strategy: confirmed Henley had not be included in recent discussions.
- Boundary Commission: it was confirmed that SODC would be reducing the number of Councillors from 48 to 30 and this would mean a reduction for Henley to one District Councillor for the north ward and one for the south ward.

A Member asked that following the Core Strategy discussions and the windfall of 400 houses for Oxfordshire would some of these houses be built in Henley. Members were advised that Henley is surrounded by an area of outstanding beauty and is on a flood plain, plus Henley does not have currently the infrastructure and that these additional houses would be built in Thame, Wallingford and Didcot.

42. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

There was nothing to report.

43. **MAYOR'S REPORT**

Members had before them the list of Mayoral engagements from 7 October to 17 November 2010 inclusive, copy attached to the Agenda. It was

RESOLVED that the report be received and noted.

Members thanked the Mayor, HTC staff and all those involved in the Remembrance Service which had been a very moving and successful event.

44. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 19 October 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 19 October 2010 and the recommendations therein be received, approved and adopted.

Arising from the report:

Planning Committee, 19 October 2010 - Minute 101 – Red Lion Hotel, Hart Street

It was noted that SODC had granted permission for the two planning applications even though the recommendation from HTC had been for refusal and representation from HTC had been made at the meeting.

- (ii) The Minutes of the meetings of the Planning Committee held on 26 October 2010 and were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 26 October 2010 and the recommendations therein be received, approved and adopted.

Arising from the report:

Planning Committee, 26 October 2010 – Minute 113 – Rose Cottage, 23 Fairmile

It was noted that SODC had granted permission for this application.

A member asked why the District Councillors had not called this application in for a Committee decision and highlighted this was another example of SODC taking undemocratic decisions and not taking the interests of residents into account. It was confirmed the current SODC planning process for parish councils had been in operation for a year and needed to undergo a review. The Chairman of the Planning Committee advised he would review past plans that had been approved on delegated powers and in particular the applications where HTC had recommended refusal as part of this process.

- (iii) The Minutes of the meeting of the Planning Committee held on 9 November 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 9 November 2010 and the recommendations therein be received, approved and adopted.

Arising from the report:

Planning Committee, 9 November 2010 – Minute 119 – The Garden Cottage, Rod Eyot

A member stated he was disappointed that a recommendation of 'No Strong Views' had been decided regarding this application even though it was for a much bigger building that currently exists on the site.

A discussion took place as to whether questions raised at Public Participation during the Planning Committees were being taken into account when discussing planning applications. It was confirmed only concerns that related specifically to agenda items were considered by the Committee.

- (iv) The Minutes of the meeting of the Town and Community Committee held on 26 October 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town and Community Committee held on 26 October 2010 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 63 Police

A discussion took place as to why Henley paid for the provision of a dedicated PCSO when other parish councils do not make any financial contribution, yet still received the same dedicated PCSO service. A member also asked had HTC been informed of the leave of absence for one of the Henley's PCSO. It was confirmed the notes from a meeting held with the Police on the 22 November would be received at the next Finance, Strategy and Management Committee on 14 December 2010 and it was not Henley's dedicated PCSO that had been on a leave of absence. It was noted the current PCSO contract would be subject to a review

Minute 64 Wi-Fi in Henley

Members considered the appointment and membership of a Working Group to explore in more detail the TJames Telecoms Ltd proposal along with alternative

Wi-Fi providers. It was suggested that Councillors Dr P Skolar, I Reissman and D Nimmo Smith join Councillors Mrs J Bland, Mrs E Hodgkin and the Town Clerk as members. It was

RESOLVED that Councillors Dr P Skolar, I Reissmann and D Nimmo-Smith join this working group and that a meeting is arranged early in the New Year.

Minute 68 – Youth Council / Henley Town Council Liaison with Young People

A proposal was put forward to change this recommendation to include that the 'Transforming Henley for Young People' be invited to give a short presentation prior to the next Town and Community Committee meeting and an invitation extended to all Councillors to attend. Following this session a way forward for the Youth Council be discussed at a future Town and Community Committee.

A member suggested that professional advice is sought on Safeguarding procedures from The Children's Board via Oxfordshire County Council. It was

- (a) **RESOLVED** that the 'Transforming Henley for Young People' be invited to give a short presentation prior to the next Town and Community Committee meeting and an invitation extended to all Councillors to attend. Following this session, a way forward for the Youth Council be discussed at a future Town and Community Committee; and
- (b) professional advice is sought on Safeguarding procedures from The Children's Board via Oxfordshire County Council.

Action: Committee Administrator to add to invite 'Transforming Henley for Young People' to give a presentation prior to the next Town and Community Committee meeting and an invitation extended to all Councillors to attend. Following this session, a way forward for the Youth Council be discussed at a future Town and Community Committee.

Minute 73 – Citizenship Ceremonies

It was noted that a Member was disappointed that this resolution did not get resolved as it could have potentially put Henley on the map.

- (v) The Minutes of the meeting of the Finance Strategy and Management Committee held on 2 November 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Finance Strategy and Management Committee held on 2 November 2010 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 71 – Henley Information Centre (HIC) – Post Implementation Review

Members considered the appointment of a Working Group (for a limited duration) and the membership thereof. It was

RESOLVED that the Mayor, Councillors Mrs J Wood, Councillor Dr B Wood and Councillor Mrs E Hodgkin be appointed to this Working Group.

Minute 72 – Revised Standing Orders (SO)

A member stated that it was unfair to limit the Public Participation session to 10 minutes in duration. If a Member declares a prejudicial interest and wants to speak during this session this would curtail the time available for the public to speak. It was confirmed that SO item 1(f) states that public participation 'shall not exceed 10 minutes, but capable of being extended at the Chairman's discretion.' A proposal that the Public Participation session be extended to 20 minutes was put to the vote and declared lost.

Minute 74 – Presentation of Business to Full Council

Order of Business

A discussion took place regarding the recommendation for the Order of Business at Full Council to be varied in such a way that Council considers the Reports of Committees after Public Participation Session. The view was expressed that the status quo prevail and that the reports from County and District Councillors should follow the Public Participation session. It was

RESOLVED that in respect to the Order of Business that the status quo prevail and that the reports from County and District Councillors should follow the Public Participation session.

District and County Councillors Reports

Further discussion between District and County Councillors took place regarding the recommendation it was not practical to only submit written reports and verbal reports were necessary, so that Full Council could be updated with any developments which had occurred after the written reports had been submitted. After a debate some members suggested that in order to follow good governance at meetings, that District and County Councillors should submit written reports (bullet points recommended) which could be circulated with agenda papers and that a verbal report could be given at Full Council if there were any further developments following the submission of the written report. It was

RESOLVED that District and County Councillors should submit written reports (bullet points recommended) which could be circulated with agenda papers and that a verbal report could be given at Full Council if there were any further developments following the submission of the written report.

Minute 77 – Review of Polling Districts and Places

It was noted that SODC are trying to reduce the number of Polling Stations in Henley and it was agreed by Members that two polling stations needed to remain in each ward to allow for a democratic process for voting. A proposal was recommended that the Town Hall could be utilised for both north and south wards. This “doubling up” arrangement of two wards in one station is already used in some parishes around Henley. In addition, Members proposed that for the May Election in 2011 that the counting of votes needed to be undertaken on the night in Henley not Crowmarsh Gifford.

Action: Committee Clerk to write to SODC.

Local Transport Plan 2011-30

A Member reported that there would be an informal briefing session on 10 December 2010.

- (vi) The Minutes of the meeting of the Recreation and Amenities Committee held on 9 November 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Recreation and Amenities Committee held on 9 November 2010 and the recommendations therein be received, approved and adopted.

- (vii) The Minutes of the meeting of the Townlands Steering Group Committee (TSG) held on 14 October 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Townlands Steering Group Committee held on 14 October 2010 and the recommendations therein be received, approved and adopted.

The Chairman updated Members following the Public Meeting held on the 22 November 2010. He stated that Mr Richard Darch, Townlands Project Manager Primary Care Trust who had replaced Mrs Catherine Mountford had been present. Thanks were given to Mrs Mountford for her dedication and hard work on the Townlands project over the past 18 months.

Members were advised that a further slip to the current timetable of several months had been announced at the meeting. Other issues discussed were: the closure and the moving of Chiltern End nursing home to the new Townlands site; the nursing home would remain the same size and be improved; there would be a ward of dedicated beds like the existing Peppard Ward; and issues regarding Capital Funding.

Members stated there needed to be assurance that the current Peppard Ward (a ward of dedicated beds) would not be lost in the future.

The Chairman reiterated that PCT were committed to the project and Mrs S Mills, Chief Executive, PCT had agreed to attend a TSG in February/March 2011. It was noted the next meeting of Townlands Steering Group Committee would be held on Monday, 24 January 2011.

9.30pm - Councillor Mrs J Bland joined the meeting.

45. **RESOLUTIONS MOVED ON NOTICE**

The Town Clerk notified Members that a Notice of Motion had been duly received on the 26 October signed by Councillors Miss L M Hillier; Mrs J Bland; C Pye; D Nimmo-Smith and Dr P Skolar, in accordance with Standing Order number 36(a) in relation to Minute 47 – Continental Markets which was to consider the matter of Continental type markets in Henley for 2011 and this item was not debated at Full Council on 12 October 2010 following a motion taken to proceed to the next business. In order to give the item full consideration, the above aforementioned Councillors request that the above item is revisited.

It was recommended that the item regarding the Continental Markets which was to consider the matter of Continental type markets in Henley for 2011 be reopened, as a matter of principle, in order that a democratic debate could take place. It was

RESOLVED that the item regarding the Continental Markets which was to consider the matter of Continental type markets in Henley for 2011 be reopened for further debate.

Councillors Miss L M Hillier and Mrs J Bland left the meeting.

No further debate on this item took place.

Councillors Miss L M Hillier and Mrs J Bland re-entered the meeting.

46. **REVISED STANDING ORDERS**

The revised Standing Orders as at 17 November 2010 were before the Council. It was

RESOLVED that the revised Standing Orders as at the 17 November be received, approved and adopted.

47. **EXCLUSION OF THE PUBLIC AND THE 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.

48. **MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF THE FULL COUNCIL HELD ON 23 NOVEMBER 2010**

49. **CONFIDENTIAL**

(i) **TOWN MEDAL NOMINATION**

The Minutes of the meeting of the Town Medal Committee held on 8 October 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town Medal Committee held on 8 October 2010 and the recommendations therein be received, approved and adopted.

(ii) The Minutes of the meeting of the Town Medal Committee held on 16 November 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town Medal Committee held on 16 November 2010 and the recommendations therein be received and approved.

Arising from the report:

Several Members expressed their concerns regarding making a decision without the proper time to consider the nominations that had been put forward for a Town Medal. It was noted, however, that the Town Medal Committee had worked to a set of guidelines and have been duly elected and therefore have delegated powers to make the recommendation after careful consideration of each nomination.

The Town Clerk advised that 'pen portraits' for each nomination were available for Councillors to view. It was noted that the Mayor had previously advised that the 'pen portraits' for the nominations be attached to the Minutes and tabled.

The Chairman invited Councillors and members of the public to join her for refreshments in the Mayor's Parlour.

The meeting closed at 10:05pm.

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Mayor