

Present: Mayor, Councillor Mrs P A Phillips (presiding)
Deputy Mayor, Councillor Mrs E Hodgkin
Councillor M S 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 A Meachin
Councillor D R Nimmo Smith
Councillor I Reissmann
Councillor D M Silvester
Councillor Mrs J Wood

In Attendance: Mr M W Kennedy – Town Clerk
Miss J Smith – Minute Taker / Committee Administrator
Mr C Austin - Town Sergeant
District Councillor W Hall
County Councillor Dr P Skolar

Also Present: 1 member of the press
12 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.

46. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

47. **DECLARATIONS OF INTEREST**

Councillors D Hinke and D Silvester, Recreation and Amenities Committee, minute 45 Mill Lane Car Park – personal (Henley Football Club)
Councillors Miss L Hillier and Mrs J Bland, Town and Community, minute 66 Farmers and Continental Markets – personal (town traders)

48. **MINUTES**

The minutes of the Full Council meeting held on 18 October 2011 were approved and signed by the Chairman, as a true record.

49. **PUBLIC PARTICIPATION**

Ms A Chumas, Bell Street

Ms Chumas referred to minute 66 (ii) of the Finance Strategy and Management Committee meeting held on 8 November 2011 and stated that as this item was conducted under the Confidential session of this meeting she wanted to read a statement publicly in order that her side of the complaint could be heard thus drawing a line under this Code of Conduct complaint to South Oxfordshire District Council (SODC) Assessment Panel against Councillor I Reissmann.

The Mayor confirmed the Assessment Panel's report had been presented to the Finance Strategy and Management Committee and was noted without debate. The matter was therefore considered closed.

Mr K Arlett, Elizabeth Road

Mr Arlett referred to minute 56 (iii) *List of Payments* from the Finance, Strategy and Management Committee and asked how many spot checks did the Town Clerk make before he signs off the list of payments?

The Town Clerk agreed to send Mr Arlett a written response.

Mr G Biggs, Henley Town Football Club, Caversham, Reading

Mr Biggs referred to Minute 45 of the Recreation and Amenities Committee meeting, held on 15 November 2011, and the recommendation that permission be given for the Henley Town Football Club (HTFC) to cone off and reserve 22 spaces on the afternoons of match days from August until April each year. He explained that as the club had recently moved to the Premier Division there were more spectators/officials now in attendance at games. He explained that concerns had been raised by Councillors regarding August being holiday season and confirmed this reserved parking was now to commence from September through to April each year to cover home fixtures. In addition, regarding concerns how reserving areas of the car park could effect relations with members of the community, he explained that if members were to agree to the recommendation then HTFC would appoint a car park liaison person to handle and liaise with members of the public regarding the allocated parking. He stated he understood that HTFC had no legal rights to these spaces and the club did not want to antagonize other members of the community who use the car park.

Mr R Atkin, Elizabeth Road

Mr Atkin referred to a recent Councillors Surgery and asked if a report on questions raised at these surgeries was produced. At this session he had asked when the old bin that was next to the new recycling bins in Greys Road would be removed. It was still being used for waste (instead of the new bin being used) and it could be better utilised by being repositioned in Deansfield Road (near to Henley College).

It was confirmed questions/enquiries are fed back to the Henley Town Council (HTC) officers to answer/action. District Councillor Mrs E Hodgkin agreed to speak with SODC about Mr Atkin's request.

Mr K Arlett, Elizabeth Road

Mr Arlett referred to agenda item (9) on the agenda – Charges for Farmers Markets 2012/13 and he felt that the increase from £200 to £210 was not enough and HTC should not be subsidising these stall holders when other businesses in the town are paying high rates.

It was confirmed this item would be discussed later in the meeting.

50. **DISTRICT/COUNTY COUNCILLOR REPORTS**

Members had before them reports (attached to the agenda) from District Councillors Mrs E Hodgkin, Mrs J Bland and W Hall and from County Councillors Dr P Skolar and D Nimmo-Smith. It was

RESOLVED that the reports be received and noted.

Matter arising from reports:

District Councillors Reports

District Councillor W Hall gave the following verbal update:

Greys Car Park Night Club – owners had withdrawn their appeal. Two applications for Temporary Event Notices for one off events in December and January had been approved by Thames Valley Police.

It was confirmed that SODC are pursuing recovery of £8,400 legal costs.

Pathway Clearance: it was reported that the pathway next to Nexus Leisure Centre would be cleared on 3 December 2011.

A member asked how District Councillor W Hall had voted on changing the Constituency Name from Henley and Thame Constituency to South East Oxfordshire. He confirmed he had abstained from voting but confirmed he disagreed with the name change. It was confirmed there is a consultation process being held on the name change and members were urged to log onto the Boundary Commission website and vote against the decision for the name change. A decision would be made on the 5 December 2012. The press were also asked to publicise the details in the Henley Standard for members of the public to vote.

A member referred to the Community Investment Fund (CIF) Panel and expressed his concerns regarding the very poor average rate of return earned on its investments at 1.8%, stated in the report, when HTC were getting 4% on investments. It was noted members concerns on the CIF should be sent directly to the Cabinet Member responsible, Councillor Bill Service.

County Councillors' Reports

County Councillor Dr P Skolar gave the following verbal update:

Health and Well Being Board: first meeting was held on 24 November. He explained this Board is the integration of democratically elected representatives and patient representatives, bringing them together with local commissioners across health, public health, and social care. At the meeting they used Townlands as an example of how there would be nine different agencies working on one site and therefore the job of the Health and Well Being Board was seen as very important.

A member asked what the future of the Henley Bluebells Group (an organisation who offer a day centre from the Christchurch Centre supporting mental health) would be with the forthcoming review on local day services.

County Councillor Dr P Skolar agreed to give the Henley Bluebells Group consideration at future reviews.

County Councillor D Nimmo-Smith gave the following verbal update:

Gillotts Academy Status: stated that Gillotts is likely to gain academy status by March 2012, using a foundation and academy to gain ownership of lands. He explained that it was likely that all secondary schools in the County would be gaining academy status within the next five years and this would mean OCC would not then be supporting these schools legally or providing maintenance. OCC would continue to support with primary schools.

Schools Organisation: He confirmed Badgemore will have half to full form entry and that in Oxfordshire, Oxford city would be the only constituency to place children in boundary schools. He confirmed that children living in Henley would go to school in Henley and not placed in boundary schools e.g. Benson.

51. **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 Henley partnership Tourism & Hospitality Group Consultation held on 18 October 2011.
- (ii) A report from the CCTV Management Group meeting held on 10 November 2011.
- (iii) A report from Annual Chilterns Forum held on 11 November 2011.
- (iv) A report from Town and Parish Councils Forum held on 22 November 2011.

52. **MAYOR'S REPORT**

- (i) Members had before them the list of Mayoral engagements from 12 October to 23 November 2011 inclusive, copy attached to the agenda. It was **RESOLVED** that the report be received and noted.
- (ii) The Mayor informed members of the Living Advent Calendar event starting with the opening of the window on 1 December 2011 at 6.15pm on the Town Hall steps and

referred to the A4 leaflet that had been produced promoting all the events encouraging members to attend the performances. The Mayor also announced the opening of the second window would take place at the Christmas Festival on 2 December 2011. The Mayor's Santa Fancy Dress Fun Run would be held on the 4 December 2011.

53. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 25 October 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 25 October 2011 and the recommendations therein be received, approved and adopted.

- (ii) The Minutes of the meeting of the Planning Committee held on 15 November 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 15 November 2011 and the recommendations therein be received, approved and adopted.

- (iii) The Minutes of the meeting of the Town and Community Committee held on 1 November 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town and Community Committee held on 1 November 2011 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 61 - Minutes

It was confirmed the meeting at SODC with the Cabinet Member, Leader of SODC and representatives from the three Market Towns to discuss the future of the Market Town Co-ordinators role was being held on 30 November 2011.

Minute 62 – Signage and Physical Town Promotion Project

It was confirmed a meeting had been held and a report would be presented to the next Town and Community.

Minute 63 - Pinsent Redgrave Award

It was confirmed this had been arranged for 16 December 2011 at 7pm in the Council Chamber.

Minute 66 – Farmers and Continental Markets

Item 9 on the agenda Charges for Markets 2012/13 was brought forward and discussed under this item.

The Town Clerk confirmed a meeting had taken place with the manager of the Farmers Market. A debate ensued regarding the small percentage increase proposed and why HTC does not charge per stall. It was confirmed that the Farmers Market Manager is responsible for coordinating the stall holders, collecting rents and promoting the markets. The proposal recommended a 5% increase in rent from £200 to £210 per market in line with inflation from 1 April 2012; the Council continues to service the 12 monthly farmers' markets as at present; and that stallholders bring their own awnings for the four Sunday markets as a means of reducing the Council's staffing costs. It was

RESOLVED that

- A 5% increase in rent from £200 to £210 per market in line with inflation;
- The Council continues to service the 12 Monthly Farmers' Markets as at present; and
- The stallholders bring their own awnings for the four Sunday markets.

Members discussed the second half of the recommendation from Minute 66 that the four Continental/Ethical Market be charged £1,130 per weekend market. Members discussed whether HTC were charging enough for these markets as some felt these markets took away business from retailers in the town and the quality of these markets had deteriorated. It was

RESOLVED that the four Continental/Ethical Markets be charged £1,130 per weekend market.

- (vi) The Minutes of the meeting of the Finance Strategy and Management Committee held on 8 November 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Finance Strategy and Management Committee held on 8 November 2011 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 56 (iii) – List of Payments

A member questioned that this item should have gone to the Value For Money Group (VFMG) and a question was raised when the next meeting would be held. It was confirmed the next VFMG would take place in January and the chairman called for agenda items.

Minute 57 - Staffing Levels

Referring to the second part of this proposal a member proposed the Town Clerk carries out a review (throughout 2012-13) to identify efficiency savings and produces a report for consideration by the Finance Strategy and Management Committee and this review is carried out in conjunction with the Mayor and Committee Chairmen. It was

RESOLVED that the Town Clerk carries out service reviews (throughout 2012-13) to identify efficiency savings and produces a report for consideration by the Finance Strategy and Management Committee; reviews to be carried out in conjunction with the Mayor and Committee Chairmen.

Minute 58 – Level of Precept

The Chairman of Finance, Strategy and Management Committee proposed that the recommendation be changed as the wording in the minute was now incorrect. It was proposed that the precept is increased by 4% from £468,700 in 2011-12 following receipt of changes to the Council's tax base to £487,448 in 2012-13 which would generate an additional £18.7k of income to the Council. (A 4% increase would increase the amount paid by an average Band D property owned by £1.32 or 1.7% per year to £83.48 because the tax base has increased by 2.3%).

A recorded vote was requested.

For

Cllr M Akehurst
Cllr D Clenshaw
Cllr S Gawrysiak
Cllr Miss K Gehrman
Cllr Mrs E Hodgkin
Cllr D Hinke
Cllr Ms L Meachin
Cllr Mrs P Phillips
Cllr I Reissmann
Cllr D Silvester
Cllr Mrs J Wood

Against

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

Abstention

The Motion was carried whereupon, it was

RESOLVED that the precept is increased by 4% from £468,700 in 2011-12 to £487,448 in 2012-13 which would generate an additional £18.7k of income to the Council. (A 4% increase would increase the amount paid by an average Band D property owned by £1.32 or 1.7% per year to £83.48 because the tax base has increased by 2.3%).

Some members disagreed with increasing the precept in the current economic climate. However, a member explained that the Town Council was undertaking additional services on behalf of OCC and SODC, who despite cutting costs were still receiving 2.5% grant from central government.

Minute 64 – Calendar of Meetings from 212 and 2013

Item 10 on the agenda 2012 Annual Meeting (Mayor Making) – Monday 14 May 2012 was brought forward and discussed under this item.

It was explained that in the past Mayor Making had been very successful being held in the daytime and in 2009 it was decided as there were too many guests attending and for fire regulations the reception should be held in the large hall instead. Some members suggested holding the event in the evening (from 6.30-7.00pm) would have more members of the public attending. It was proposed that the Council does not support the change and the meeting remains at 11.30am, followed by a lunch time reception afterwards. It was

RESOLVED that the Council does not support the change and the Annual Meeting remains at 11.30am, followed by a lunch time Reception afterwards.

- (vii) The Minutes of the meeting of the Recreation and Amenities Committee held on 15 November 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Recreation and Amenities Committee held on 15 November 2011 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 45 – Mill Lane Car Park

The Chairman confirmed she was pleased that the HFC had moved to the Premier League and expressed her support for the recommendation.

Minute 46 (ii) and (iii) – Christmas Events and Decorations Sub Committee

The Chairman of the Recreation and Amenities Committee reminded members of the town's Christmas Festival on the 2 December and called for volunteers to help marshal/litter pick at the end of the evening.

Minute 47 – Red Lion Lawn

It was confirmed that the quote highlighted in the report of £19,500 (to investigate the engineering options including consultation with other agencies, a site survey, geotechnical desk study and ecological walkover survey, investigation of reconstructions options and reporting) was very high. The Chairman explained that she was pleased that Councillor D Nimmo-Smith had attended a meeting with Mr J Murray, Strategic Manager at OCC to discuss options/costs and the possibility of a simpler scheme. It was confirmed that a temporary solution to fill the void with concrete bags could last approximately ten years and would cost in the region of £20k-£30k whilst further investigations took place for a longer term and more permanent solution. Councillor D Nimmo-Smith confirmed that he would be presenting a report to the next Recreation and Amenities Committee.

Action: Committee Administrator to add to the next Recreation and Amenities Committee agenda.

Minute 48 – Mill Meadows – Maze to Celebrate the Jubilee and 2012 Olympics

A member asked if the maze could be put at Marsh Meadows instead of Mill Meadows. It was agreed that all stakeholders should be consulted before continuing any maze project.

Minute 54 (i) & (ii) – Benches – Mill Meadows

A member expressed her disappointment that HTC would not be funding the replacement of the missing bench to the member of the public who had purchased it in the 1990's. It was also noted before the draft bench policy had been recommended in minute 54(ii) that benches were reviewed on a case by case basis. It was proposed that HTC does fund the replacement of the said bench. Motion was lost.

A member asked if the benches were covered by the council's insurance policy and it was confirmed that items covered have a £250 excess. The Town Clerk confirmed a new bench costs £650 plus costs for an inscription.

- (viii) The Minutes of the meeting of the Townlands Steering Group Committee held on 12 October 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Townlands Steering Group Committee held on 12 October 2011 and the recommendations therein be received, approved and adopted.

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

Arising from the reports:

Several members asked when responses would be given by Mr D Scott-Malden and Mr R Darch asked at the meeting on 12 October. The Chairman advised he would remind them to respond to questions raised at this meeting.

It was confirmed that the summary of commercial deals had not yet been seen by the three community representatives and therefore they had been unable to assure the public regarding the information about the financial and commercial structure of the proposed bids i.e. who owns the land, who holds the leases, what the terms of the leases are, etc. He confirmed Primary Care Trust (PCT) had offered to give them a summary and let them see the full submissions of the final two bidders proposals (Amber Solutions and Kajima). He confirmed a meeting was being held on 2 December with PCT and the bidders and the timetable for the project remained the same. Final invitation to tender submissions from bidders at the end of January 2012; a signed contract with the preferred bidder at the end of March 2012; construction commencing in autumn 2012 and being completed in autumn 2013.

A member read a statement from an email regarding the relocation of the Sue Ryder Nettlebed Hospice and Chiltern End Care Home.

Members considered the appointment of Councillor Mrs J Wood to replace Councillor Ms L Meachin on the Townlands Steering Group Advisory Committee. It was

RESOLVED that Councillor Mrs J Wood replaces Councillor Ms L Meachin on the Townlands Steering Group Advisory Committee.

54. **MAYOR'S SANTA FANCY DRESS FUN RUN – 4 DECEMBER 2011**

Members considered the proposal to suspend the Parking Place Order at Mill Meadows Car Park for the duration of the Mayor's Santa Fancy Dress Fun Run on Sunday 4 December 2011. It was

RESOLVED to suspend the Parking Places Order at Mill Meadows Car Park for the duration of the Mayor's Santa Fancy Dress Fun Run on Sunday 4 December 2011.

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

The meeting closed at 9.40pm.

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Mayor