

**Present:** The Chair, Councillor D Nimmo Smith  
The Vice Chair, Councillor Miss H Chandler-Wilde  
Councillor D Eggleton  
Councillor Miss L M Hillier  
Councillor I Reissmann  
Councillor Sarah Miller  
The Mayor, Councillor Julian Brookes  
Councillor Will Hamilton (Deputy Mayor – ex officio)

**In Attendance:** Mrs J Wheeler – Town Clerk  
Ms H Barnett – Town Manager  
Inspector Mark Harling  
1 Member of the Press  
3 members of the public

**187. APOLOGIES**

Apologies were received from Cllr S. Evans.

**188. PUBLIC PARTICIPATION SESSION**

*Mr Hugh Buckland of Duke Street* queried whether the Town Council would do anything about the occupants in the doorway of the empty shop in Market Place. Cllr Nimmo Smith confirmed that the Housing Department at SODC was looking into this.

*Mr David Dickie of St Katherine's Road* congratulated a Henley resident for allowing a green wall on the side of his house. He stated that the electric car charging units were not easily identifiable and needed to be positioned where the public would be more aware such as in the car parks.

*Cllr Robert Simister (SODC)* stated that there was an electric charging point due to be installed in Kings Road carpark. Each device would charge two cars.

*Mr David Dickie* spoke of the “drop-in” consultation session on air quality being run by SODC on 29 October 2016. Mr Dickie queried what would be the key messages from the Town Council to SODC.

Henley Town Council is working with a number of Groups to tackle air quality along with other issues and would be attending the “drop-in” session.

**189. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 6 September 2016 were received, approved and signed by the Chair as a true record.

**190. DECLARATIONS OF INTEREST** There was no Declarations.

**191. POLICE**

*Inspector Mark Harling was invited to the table.*

Inspector Harling gave an up-date on crime in the local area:

- Since 01 April 2016 - three recorded burglaries in the Henley area compared to several years ago when figures were in the 60s and 70s.
- 12 recorded incidents of theft of motor vehicles
- 840 fixed penalty notices since the new year.
- Regatta was busy but with low crime levels – 4 assault and three incidents of general damage in the Town.
- Anti-social behaviour due to drinking was low due to resource directed to the afternoon slots of the Regatta.

Inspector Harling then spoke of the value of the PCSOs of which Henley Town Council sponsors half a PCSO. Inspector Harling felt that there was a good team in Henley Town Centre which could respond quickly to incidents and prevent escalation. The PCSO's were essential for community work outside the schools; sessions on crime prevention and secret shopper campaigns on test purchasing of alcohol.

The Councillors thanked Inspector Harling and a short question and answer session followed.

### **192. TOWN MANAGER**

The new Town Manager, Helen Barnett, gave everyone an up-date as to her first month in office. A written report will be attached to these minutes covering Helen's work in HTC liaison; digital and Social Media; web based Calendar; Events and Festivals; protocols; Tourism; health and well-being; Henley in Bloom work; positive PR and beginning the work on Henley's heritage. The Chairman welcomed Helen's first report and felt she had made a positive contribution to the office.

### **193. CCTV**

The CCTV Quarterly Report for April – June 2016 was circulated with the agenda. The report uses information provided by the CCTV monitoring suite in Abingdon. There were 492 incidents over the South Oxfordshire area in the first quarter – of which Henley had a total of 146 incidents. The Councillors were pleased with the low crime figures and discussed the possible effects of the Market Place Mews project where a CCTV camera may have to re-positioned after the build is complete.

**It was RESOLVED to NOTE the report.**

### **194. WORKING GROUPS**

There are currently eight Working Groups that report back to this Committee. There was a long debate on which Groups could potentially merge and which other Working Groups may reach a natural end. It was AGREED to keep this item on the agenda to see how the work progresses with each Group. It was also AGREED for the terms of reference to be reviewed for each Group to define what they should be aiming to achieve. The Traffic Advisory in particular brings representatives from County and District along with the Police and this was a valuable group in terms of representation – so perhaps we should be looking to make more of these meetings.

**It was RESOLVED to keep this on the Agenda and report back at the next meeting.**

*Please note that the Town Medal Working Group has already ceased to operate. The decision was taken to involve all Councillors and make this a Special Full Council in future.*

Cllr Robert Simister then requested that he come to the table to speak about his ideas for decking the Kings Road car park. He passed around some visual images of how the decking could look. Councillors gave a mixed response and were concerned that this could cause gridlock and actually make the traffic worse. The capacity and pricing of the various car parks around Henley were also discussed. Cllr Simister thanked the Councillors for their views.

## **195. PROGRESS AND CORPORATE PLAN PROGRESS**

Members received and considered a report on progress and agreed the following actions:

Sound, Vision and Light for the Town Hall – The Town Clerk had met with an acoustician who felt that improving the acoustic ability of the Town Hall would achieve more than replacing the equipment. **It was RESOLVED to invite a presentation before the next meeting and to possibly involve an AV technician at the same time.**

Bell Street Triangle of Land – Meeting had been held and Chestertons are happy to allow the Town Council to take ownership of this land as long as their legal fees are covered. This would be in the region of £1000. **This item would go on to the Finance agenda.**

Georgian paving in Bell Street – **this would also go on the Finance agenda.**

George Orwell – the Town Clerk is continuing to liaise with Peter Burness Smith and is expecting a report very shortly. The Town Manager is also assisting the Town Clerk with possible suitable venues.

Town Centre Maintenance – Ownership of the Bollards is with Michael Shanley – **a member has some photographs to forward to the Town Clerk to be included with a letter.**

Street Angels – **The budget for this was queried and the Town Clerk will ensure that an initial sum of £4k is put into the budget for debate. Cllr Hillier and Cllr Eggleton to progress this initiative with Officer support.**

Twinning with Carpraia e Limite (Florence, Italy) – **It was agreed to remove this item due to lack of interest.**

Other items were still awaiting progress which would only be possible once the staffing was resolved – this also applied to the CORPORATE PLAN. It was suggested that the Town Clerk and administrator go through the plan and put in dates.

## **196. BUDGET**

**196.1** Members received the Management Accounts to 31 July 2016.

**It was RESOLVED that the report be received and noted.**

**196.2** The RFO made a list of recommendations which were discussed:

\* **Hire charges for the rooms in the Town Hall** remain unchanged for 2017-2018 but are reconsidered after the sound project is complete.

\* **Hire charges for the Barn and the Old Fire Station Gallery** remain unchanged but are reviewed as above. The income from the Old Fire Station Gallery has increased over the past few years.

\* **Planned maintenance for our buildings** is currently at £5k and will include re-decorating the Old Fire Station Gallery and some roof repairs.

\* **Christmas festivities** budget has been increased from £6.5k to £11k due to the new Christmas lighting project which will be in its first year.

*(Accountant note: The Christmas lighting project will be in its second year in 2017/18)*

- \* £5k provisionally kept in the street cleaning budget. This item was heavily debated and it was agreed to review the Biffa Contract with SODC to see if we could enhance the delivery of services for Henley with a few adjustments. The Town Clerk will contact John Cotton in the first instance to see if this is feasible.
- \* **Market Place seating licences** would be held for 2017-2018.
- \* Charge for **Weekend Markets** @£1,500 to be held for 2017-2018.
- \* **Upper Place parking permits** would be held for 2017-2018.
- \* **Commercial moorings licence** at Red Lion Lawn reverts to the financial year and starts April 2017.
- \* **Licence at Singers Park** for storage by Angel on the Bridge held for 2017-2018.
- \* £0 income is expected from the SODC grants which replaced the Council Tax Reduction Scheme.
- \* Restore the £150 signage costs for the **late night Regatta Bus Service**.
- \* Provisional figure of £2k for celebrations to mark the **Queen's Platinum Wedding** and/or the **Marlow/Henley Olympics**.
- \* **CCTV cameras** – similar costs to 2016 – 2-17.
- \* **Cost of half a PCSO** for 2017-2018 will be £17k.
- \* New line for the **Henley Bus Service** - £18k.
- \* Cap Ex project identified so far is the **Christmas lights** – total cap ex of £16k of which £10k would be vired from the Town Hall Solar Panels. The outstanding £6K would come from cap ex in 2017-2018.

**It was RESOLVED that the recommendations above be received and noted.**

The Town Manager requested monies for **parking research**. She would be presenting a budget for her projects which will be broken down for Councillors to consider.

A member requested a cap ex project of £30k to **restore the Georgian pavement** once the triangle is in Town Council ownership. This item would be included on the Finance agenda.

Another member suggested a cap ex project of **£40,000 to place repeater signs for a 20mph speed limit** throughout Henley.

### **197. POSTERS IN TOWN**

The Town Council is responsible for the display of signs and boards in Henley. The last review of the policy was in 2009. It RESOLVED TO RECOMMEND the following in the revised policy:

- All approved signage should display the Henley “H”
- We should include a size specification to stop over large signs
- We limit our permission to events that are in Henley or the immediate boundary and thus more likely to bring footfall and people into the Town.
- We charge more for events outside of Henley. *(Accountant note: there is no current charge for use of signs and boards in Henley, the only charge is for the use of Council Flag Poles in the Market Place and by the river)*
- Advertisers will be allowed to have boards up for one week plus the duration of the event.
- Advertisers will be encouraged to use the flag poles in addition to the posters.

### **198. NOTICE BOARDS**

There was a debate on the value of noticeboards in the current electronic age and not all Councillors were keen to install new ones. One member felt that the price quoted by the Town Clerk @£1500 was too high.

**It was RESOLVED to RECOMMEND by 5 votes to four to investigate the installation of new noticeboards on Deanfield, Wooton and Harpsden Road.**

**199. FAIRMILE CEMETERY** It was agreed to defer this item as it should be on the Recreation and Amenities Committee.

**200. FREE USE OF COUNCIL PREMISES**

The total value of free use for the quarter amounted to £3,941. This is broken down as £1,419 for charities and community groups; £2,473 for the Council's own use and £50 for democratic representation.

**It was RESOLVED to note the Report.**

**201. VISITORS PARKING ARRANGEMENTS – HENLEY RESIDENTS**

A consultation is due to go out for new parking arrangements for visitors. New Pay and Display parking machines are due to be installed in the area from March 2017. The new machines will not support the current parking tickets for visitors. OCC is therefore suggesting a scheme successfully run in Oxford and around the UK. Visitors parking permits will be scratch cards. Each eligible resident will get 25 days worth of permits free of charge for the first six months. A second set of 25 permits may be applied for at a charge of £20. A decision will be taken on 12 January 2017 following the consultation.

**It was RESOLVED to note the consultation.**

**202. REPORTS FROM WORKING GROUPS**

Due to the lateness of the meeting, the Working Group reports were noted but not discussed. One member however wished to remind Traffic Advisory Group that a sign on the Burchetts Green roundabout was still awaited.

The Meeting closed at 10.00pm

JW

Chairman