



HENLEY-ON-THAMES
TOWN COUNCIL

Town Hall
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**COUNCILLORS ARE HEREBY SUMMONED TO
A MEETING OF
THE TOWN AND COMMUNITY COMMITTEE
TO BE HELD ON
TUESDAY 25 JUNE 2019
AT 7.30 PM
IN THE COUNCIL CHAMBER,
TOWN HALL, HENLEY ON THAMES**

A handwritten signature in cursive script, appearing to read 'C Adams'.

Ms C Adams
Proper Officer
19 June 2019

MEMBERSHIP:

Councillor Sarah Miller (Chair)
Councillor Paula Isaac (Vice Chair)
Councillor Ken Arlett (Mayor)
Councillor Dave Eggleton (Deputy Mayor)
Councillor Will Hamilton
Councillor Lorraine Hillier
Councillor John Hooper
Councillor Glen Lambert
Councillor Ian Reissmann
Councillor Michelle Thomas

Members are reminded to sign the attendance book.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the Council, and not seek improperly to influence the decision about that matter.

3. PUBLIC PARTICIPATION SESSION

TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2-3 minutes.

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and Pecuniary interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. MINUTES

TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 14 May 2019 (previously circulated).

5. **BUDGET**
TO RECEIVE AND CONSIDER the Management Accounts to 31 May 2019 (*papers attached*).
6. **EVENTS SUB COMMITTEE**
TO RECEIVE AND CONSIDER the notes of the Events Sub Committee Meeting held on Friday 24 May 2019 (*notes attached*).
7. **SLIPWAY**
Following the termination of the Ice Cream Licence on the slipway an application has been received to take over the pitch. Members **TO CONSIDER** if the Council wishes to publicise the availability of the licence, accept the request that has been received, or not renew the licence to sell Ice Cream in the area.
8. **TOWN BUS**
TO CONSIDER a proposed revised Town Bus timetable (*paper to follow*).
9. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (*report attached*).
10. **EXCLUSION OF THE PUBLIC AND PRESS - CONFIDENTIAL**
TO EXCLUDE the public and the press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.
11. **MARKET PLACE SEATING LICENCE**
TO CONSIDER a request for an amendment to an existing licence and a request for an additional Licence.

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19 June 2019

£'000	Note	Month 2 May 2019	Expected Out-turn 19/20	Budget 19/20	Final actual 2018/19	Variance Out-turn v Budget
Town Hall Costs						
Wages		10.3	50.0	50.0	54.3	0.0
Cleaning		0.3	3.0	3.0	2.8	0.0
Health and Safety		0.0	0.5	0.5	0.2	0.0
Alarm & Fire Systems		1.2	1.2	1.2	1.2	0.0
Electricity		0.6	6.0	6.0	6.6	0.0
Furniture & Equipment		0.1	3.0	3.0	3.2	0.0
Gas		0.1	5.2	5.2	4.7	0.0
Insurance		2.7	6.5	6.5	5.9	0.0
Lift Maintenance		0.5	1.0	1.0	1.5	0.0
Rates		23.4	23.4	23.2	22.9	(0.2)
Repairs and Painting		0.5	6.0	6.0	7.0	0.0
TH per planned maintenance schedule		0.0	5.0	5.0	10.0	0.0
Public Clock Maintenance		0.0	0.3	0.3	0.0	0.0
Costs assoc with wedding ceremonies (incl caretaker)		1.5	5.0	5.0	6.3	0.0
Marketing/promotion of all HTC properties		0.2	1.5	1.5	1.0	0.0
Water		0.6	0.8	0.8	1.0	0.0
		42.1	118.4	118.2	128.5	(0.2)
Less Income						
Hire of Rooms, excl free use		(2.2)	(25.0)	(25.0)	(23.4)	0.0
Value of free use - grants for local festivals	contra	0.0	(2.5)	(2.5)	(2.5)	0.0
Value of free use - charity/own/democr rep	FSM exp	(3.0)	(21.5)	(21.5)	(26.9)	0.0
Weddings and Civil Ceremonies to March 2020		(15.3)	(24.0)	(24.0)	(18.5)	0.0
Net Costs Town Hall		21.7	45.4	45.2	57.2	(0.2)
Henley 60+ Club						
Grant - Running costs		2.5	10.0	10.0	10.0	0.0
Insurance - Building		0.1	0.2	0.2	0.2	0.0
Rates		0.3	0.3	0.3	0.3	0.0
Repairs/Maintenance		0.5	2.0	2.0	2.7	0.0
60+ Club per planned maintenance schedule		0.0	7.0	7.0	0.0	0.0
Total Costs Henley 60+ Club		3.3	19.5	19.5	13.1	0.0
Barn						
Rates/water		2.1	2.1	2.1	2.1	0.0
Electricity		0.0	1.0	1.0	1.0	0.0
Gas		0.0	1.7	1.7	1.2	0.0
Telephone ref security		0.0	0.3	0.3	0.0	0.0
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		0.3	3.0	3.0	4.5	0.0
Per planned maintenance schedule		0.0	0.0	0.0	0.0	0.0
Security		0.3	0.0	0.0	0.7	0.0
		2.9	8.3	8.3	9.5	0.0
Less Income						
Room Hire, excl free use		(0.4)	(2.0)	(2.0)	(1.3)	0.0
Value of free use - local charities/own use	contra	(1.1)	(6.0)	(6.0)	(6.2)	0.0
Rent of downstairs incl service charge	FSM exp	(4.0)	(13.5)	(13.5)	(12.0)	0.0
Net Cost/(Income) Barn		(2.6)	(13.2)	(13.2)	(10.1)	0.0
The Old Fire Station Gallery						
Electricity		0.1	0.3	0.3	0.3	0.0
Gas		0.1	1.6	1.6	1.3	0.0
Insurance		0.1	0.2	0.2	0.2	0.0
Maintenance etc.		0.0	1.5	1.5	1.5	0.0
Per planned maintenance schedule		0.0	1.0	1.0	0.0	0.0
Marketing costs (to incl all Council properties for hire)		0.0	0.5	0.5	0.0	0.0
Rates		1.0	1.0	1.0	1.0	0.0
Water		0.0	0.3	0.3	0.0	0.0
		1.4	6.4	6.4	4.2	0.0
Less Income						
Room Hire (incl free use £130)		(10.9)	(11.0)	(11.0)	(11.8)	0.0
Net Cost/(Income) The Old Fire Station Gallery		(9.5)	(4.6)	(4.6)	(7.6)	0.0
Christmas Festivities						
Christmas Festivities - net expenditure/(income)		0.0	11.0	11.0	11.0	0.0
Net Expenses Christmas Festivities		0.0	11.0	11.0	11.0	0.0
Market Place expenses						
General		1.2	2.0	2.0	2.3	0.0
Painting program		0.6	1.5	1.5	2.0	0.0

£'000	Note	Month 2 May 2019	Pg 9	Expected Out-turn 19/20	Budget 19/20	Final actual 2018/19	Variance Out-turn v Budget
Planned maintenance		0.0		0.0	0.0	1.4	0.0
Street cleaning		3.1		11.0	11.0	10.6	0.0
Less Income							
Market Rents-Charter & Farmers		(6.3)		(38.5)	(38.5)	(35.3)	0.0
Weekend Markets (now monthly)		(0.4)		(3.0)	(3.0)	(5.8)	0.0
Licences for seating Mkt Place/Red Lion Lawn		(19.8)		(20.0)	(25.1)	(24.4)	(5.1)
Advertising income - flagpoles/banners etc		0.0		(1.5)	(1.5)	(1.0)	0.0
Car Parking Upper Mkt Place		(10.7)		(10.7)	(10.7)	(10.2)	0.0
		(37.2)		(73.7)	(78.8)	(76.7)	(5.1)
Net (Income) Market Place		(32.4)		(59.2)	(64.3)	(60.4)	(5.1)
Tourism							
Information Centre salaries		13.8		84.3	84.3	71.3	0.0
Town Improvements / Action Plan (net of SODC income £4k)		(0.7)		16.0	16.0	15.3	0.0
Goods for Resale (see income below)		0.0		2.5	2.5	0.7	0.0
Henley Partnership - Subs (under Action Plan)		0.0		0.2	0.2	0.0	0.0
Regatta Bus Service		0.0		0.2	0.2	0.0	0.0
Bus stop maintenance		0.0		2.0	2.0	1.3	0.0
One-off events - May Fayre / other		(1.8)		2.0	2.0	2.1	0.0
Visitor Info Centre merchandise/putting green (see exp above)		(0.2)		(5.0)	(5.0)	(1.5)	0.0
Net Cost Tourism		11.1		102.2	102.2	89.1	0.0
Security							
CCTV: Town Centre		0.0		19.0	19.0	15.7	0.0
CCTV: M Meadows		0.0		10.4	10.4	8.6	0.0
Police Comm Support Officer		0.0		17.2	17.2	16.5	0.0
Security Costs		0.0		46.6	46.6	40.8	0.0
Other Income							
Sundry - eg Film Money		(0.8)		(7.0)	(7.0)	(3.6)	0.0
Ice Cream at Slipway/MM, & moorings Red Lion Lawn		(6.0)		(9.1)	(9.1)	(7.6)	0.0
Wayleave New St Slipway		(0.8)		(0.8)	(0.8)	(0.8)	0.0
Total Other (Income)		(7.5)		(16.9)	(16.9)	(12.0)	0.0
Net Committee Expenditure		(15.9)		130.8	125.5	121.3	(5.3)

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE EVENTS SUB
COMMITTEE MEETING HELD ON FRIDAY
24 MAY 2019 AT 9.40AM IN THE KINGS
ARMS BARN, HENLEY ON THAMES.

Present: Councillor Sarah Miller (Chairman)
Councillor Kellie Hinton (Vice Chairman)
Councillor Dave Eggleton
Councillor Glen Lambert
Mr R Reed
Ms H Barnett – Town & Community Manager
Mrs N Taylor – Office Manager
Phil Simms – Henley Standard

1. **ELECTION OF CHAIRMAN**

Councillor Sarah Miller called for nominations for the election of a Chairman of the events Sub Committee for the year 2019-2020.

Councillor Kellie Hinton proposed and Councillor Eggleton seconded that Councillor Sarah Miller be elected Chairman for the year 2019-2020. There being no further nominations **IT WAS RESOLVED**

that Councillor Sarah Miller be elected Chairman for the year 2019-2020.

2. **ELECTION OF VICE-CHAIRMAN**

Councillor Sarah Miller called for nominations for the election of a Vice-Chairman for the year 2019-20.

Councillor Sarah Miller proposed and Councillor Dave Eggleton seconded that Councillor Kellie Hinton be elected Vice Chairman for the year 2019-2020. There being no further nominations **IT WAS RESOLVED**

that Councillor Kellie Hinton be elected Vice Chairman for the year 2019-2020.

3. **APOLOGIES**

Apologies for absence were received from Councillors John Hooper, Lorraine Hillier, Paula Isaac, Mr Laurence Morris – Laurence Menswear, Mr R Rodway – Living Advent Calendar, Mrs J Wheeler – Town Clerk, Mr K Bishop – Parks Manager and Mrs L Wisely – Mayors PA.

4. **DECLARATION OF INTEREST**

None received.

5. **MINUTES**

The minutes of the meeting held on 1 March 2019 were received, approved and signed as a true record.

6. **PUBLIC PARTICIPATION SESSION**

None received.

7. **TERMS OF REFERENCE**

The Terms of Reference for the Events Sub Committee were received and considered.

Mr Richard Reed confirmed his acceptance of the Code of Conduct in accordance with the requirements of the Localism Act 2011, and signed a GDPR form.

It was noted that Councillor Lorraine Hillier was considering standing down from the Committee so a replacement ideally cross party would need to be found to replace her should this happen.

Members agreed that additional members from outside the Council should be sought as it was felt that a) Mr Richard Rodway was very busy (especially leading up to Christmas) and as it would seem that he was not able to spare the time to attend meetings he should be replaced on the committee, and b) another retailer / hospitality person such as Nuno or Ondine from the Square would be good, as would Carolyn Molyneux, the owner of Cara Shoes, Ricky Martin from Franco Belge or Sandy Harrow from Stocks.

It was agreed that a short-list should be drawn up for discussion prior to the next meeting of this committee. **IT WAS RESOLVED TO RECOMMEND**

that a short-list of new members for the Committee be drawn ready for discussion before the next meeting of this committee and those shortlisted be approached to attend the meeting.

that the Terms of Reference be noted.

8. FREE USE AND EVENTS POLICY

Members considered the Policy for Free Use of Rooms / Outdoor spaces by Festivals which was approved.

Councillor Kellie Hinton did not feel that the Policy was complete and felt that staffing costs should be added. **IT WAS RESOLVED**

that the Terms of the Free Use and Events Policy be considered by the Senior Management / Chairs at their next meeting to discuss staffing costs and event rates.

Councillor Glen Lambert entered the meeting at 09:58.

Mr Richard Reed left the meeting at 10:00.

9. HENLEY EVENTS

Members noted the following events:

- Plant a plant in something in something unusual - Freemans 25 May 2019
- OVO Women's Cycling tour – 12 June (Town Centre) –
Event will involve the closure of the Greys Road Closure from 12 midnight 11 June.
Road closures around the Market Place for the duration of the event, with a rolling partial closure of Hart Street and full closure of New Street / Thames side – Rolling starting 20 minutes before the event start.
Helen Barnett to visit all businesses who use the car park for deliveries or who's employees use it for parking to advise that they need to be in and parked before 8am in the designated spaces or they will need to make alternative arrangements and work with retailers on deliveries. Plus trying to get the Big Bike Breakfast off the ground.
Additional event parking is being offered by the Fairmile Vineyard and it was suggested that perhaps a food outlet be engaged to park in that area offering food and drink to spectators. All pubs, restaurants and coffee shops are being

visited to encourage them to open earlier and be a part of the event by joining in with the 'Big Bike Breakfast'.

The Mayor will be invited to attend the event and some entertainment for the start is being considered.

Hobbs being contacted to see if permission will be granted to hang a banner from their railings promoting the event.

People to be encouraged to cycle to the event and not drive.

A Water refill point in the square to be investigated.

- Eat! Food Festival – 15 -29 June (Market Place & Mill Meadows).
- Pop up Cinema – 20–22 June (Mill Meadows).
- Moon Landing anniversary event Saturday 20 July (Market Place).
A request has been received for a large balloon in the shape of the moon to be attached to the roof of the town hall for the event. HB investigating further.
- Pop up Cinema – 25-27 July (Mill Meadows).
- Potential Emergency Service Day at Mill Meadow is now planned for the Autumn – more details to follow when available.
- Opening of Freemans Meadow Play area (date to be confirmed in September).
- Additional Health & Wellbeing day – rebranded Healthy Body, Healthy Mind on Saturday 21 September (Market Place, Town Hall, Barn).
It was suggested that REFILL, Yoga and the Stroke Club be included in the event and that Emma Jane Taylor be contacted.

10. **EVENT FEEDBACK**

Councillor Sarah Miller stated that the event had once again been a great success and that £300 had been raised on the day for the Stroke Club. Any profits from the event will also be donated to the Stroke Club.

It was suggested that as the event had now been in the current location and under the current organisation for three years that the Town Council may like to make it an official Henley Town Council organised event. **IT WAS RESOLVED TO RECOMMEND**

that an item be placed on the next Town and Community agenda to discuss making the May Fayre an official Henley Town Council organised event.

11. **HTC EVENTS FOR 2019**

Members noted that Remembrance Day will this year be Sunday 10th November 2019 and that the event will take the same format as in previous years.

Members discussed the Christmas Festival and noted:

- The event will this year take place on Friday 29th November 2019.
- The cost of pitches for this year's event will be £15 Henley based Charity pitch, £20 Charity pitch based outside of Henley, £50 Henley based non-food or drink commercial pitch, £60 non-food or drink commercial pitch from outside Henley, £75 Henley based food or drink commercial pitch, £100 food or drink commercial pitch from outside Henley. FOC any local retailer / hospitality outlet having a single pitch directly outside their own property.
- The closure on Hart Street be changed to 12 noon to enable the set-up of Carousel (3pm all other Roads).
- Father Christmas Grotto be relocated to the Council Chamber in the Town Hall from the Kenton Theatre.
- Similar format be used as last year i.e. lantern parade, reindeer, stall layout etc.

- A specific area to be allocated for the choirs and sound system for the carol singing around the tree and the official light switch on.
- Stalls to be encouraged to look as Christmassy as possible. A competition for the best dressed stall was suggested.
- Councillor Kellie Hinton to contact the craft people who attend the Henley Show to see if they would like to attend the event.
- If a celebrity is found to turn on the lights then it should be kept secret for as long as possible. If no celebrity is used that the same format as in previous years should apply.
- SAG Meeting to take place during the week 14-18 October.
- As this is the second year that his Fairground Company has been used a disclaimer should be signed to say that they have no claim to use the land.
- The budget was noted and it was agreed that £100 should be allocated for Social Media advertising.
- Investigation to be carried out again either at the Festival or following this year's Festival with residents and retailers to see if the Friday or the Saturday is the preferred day of the week for the Christmas Festival to take place. The research would also check to see if there are any improvements that should be made to the event. It was noted that if held on a Saturday there would be an increase in staff costs.

12. DATE OF NEXT MEETINGS:

Date of next Events Sub Committee Meeting was moved to the afternoon to accommodate two of the Councillors:

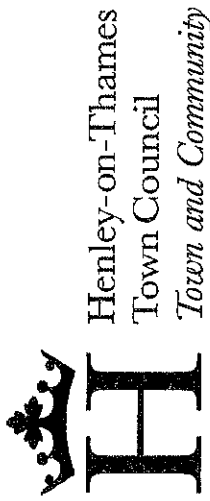
Friday 13th September at 3.00pm in the Kings Arms Barn

Additional Christmas Festival Meeting dates to be confirmed.

The meeting closed at 10.51am

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Chairman



Agenda Item: (9)

Work in Progress June 2019

Minute Number	Subject	Progress	Responsibility
01.11.16 (FS&M) 247(21.02.17) 264(04.04.17) 33 (20.06.17) 72 (17.10.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18) 17 (14.05.19)	Georgian paving in Bell Street	Following Tim Wilde (OCC) visit and inconclusive findings Councillor Reissmann and Town Manager to carry out own investigation as to what is under the tarmac at Northfield End. Once the situation is resolved a plaque produced by Viv Greenwood to be unveiled.	T&C Manager
93 (26.03.19)	Road / Pavement Works	Any works should be reported to relevant utility company or on Fix My Street Oxfordshire. York Stone for the Market Place currently being sourced and will be replaced be SSE shortly.	T&C Manager
28 (20.06.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18)	Town Centre Signage	Signage –A meeting to be held to structure the way forward and create a proper brief for the town wide signage. T&C has a £12.5k budget already approved	T&C Manager

TOWN AND COMMUNITY WORK IN PROGRESS REPORT 25 JUNE 2019

Minute Number	Subject	Progress	Responsibility
68 (27.11.18)	Repair Café	Visits planned to other Repair Cafés, details regarding set up being collated, venue being discussed, volunteers being contacted and the concept will be agreed at the next meeting to be held in July.	T&C Manager
68 (17.10.17) 104 (20.1.18) 126 (3.1.18)	Water Fountains for Henley	Meeting held with Thames Water 4 th February. Town Manager has written to them awaiting action from Thames Water.	Cllr Sarah Miller
16 (12.06.18)	Mermaid Statue	Statue will be reinstalled before the start of the Regatta item will be removed from Progress	Parks Department
17 (14.05.19)	Thameside Bollards	Councillor Ken Arlett working with Councillor Stefan Gawrysiak to resolve the issue asap this is on the Planning agenda and item will be removed from Progress	Cllrs Arlett & Gawrysiak.

NB: All W/P projects are now reviewed regularly for progress with the T&C team to ensure that projects are completed faster.