

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE TRANSPORT  
STRATEGY GROUP HELD ON  
MONDAY 31 OCTOBER 2016  
AT 8.00AM IN THE COUNCIL  
CHAMBER, TOWN HALL  
HENLEY ON THAMES.

**Present:** The Chairman, Councillor D Nimmo Smith – Henley Town Council (HTC)  
Councillor Miss L M Hillier – HTC  
Councillor Jane Smewing – HTC  
Councillor S Gawrysiak – South Oxfordshire District Council (SODC)  
Councillor K George - Harpsden Parish Council  
Councillor T Wright – Harpsden Parish Council  
Councillor J Halsall - Remenham Parish Council  
Mr P Fleming - Henley in Transition (HiT)  
Mr D McEwen – HiT  
The Deputy Mayor, Councillor Will Hamilton - HTC  
The Mayor, Councillor Julian Brookes - HTC

**In Attendance:** Mrs J Wheeler - Town Clerk  
C Adams– Committee Administrator / Minute Taker

**Also Present:** Mr D Poulos – Remenham Parish Council  
1 Member of the Press

**24. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor I Reissmann.

**25. DECLARATIONS OF INTEREST**

None.

**26. PUBLIC PARTICIPATION**

No members of the public were present.

**27. MINUTES**

The minutes were received, approved and signed by the Chairman as a true record of the meeting of the Transport Strategy Group on 10 October 2016.

## **28. REVIEW OF DRAFT TRANSPORT STRATEGY FLYER**

It was agreed to defer discussion of the flyer until the Transport Strategy document had been reviewed.

## **29. REVIEW OF DRAFT TRANSPORT STRATEGY DOCUMENT**

Concern was expressed following the information from a member that SODC were no longer considering a Low Emission Zone for Henley due to the cost and perceived lack of benefit. It was felt that this should still be an aspiration for the Transport Strategy.

*Councillor Miss L M Hillier joined the meeting at 8.15am*

A Member wished to change the paragraph on Weight Restriction: Environmental to reflect that a weight restriction can reduce through traffic, even though it may not affect vehicles making local deliveries.

Another Member suggesting adding a line to the third paragraph of Section 1: Trying to Ease Congestion to refer to the Transport Study carried out by Peter Brett Associates in 2015.

It was suggested that a section was added to the Henley Town Council website for the Transport Strategy. Links to the SODC website as well as the Transport Strategy document could be included.

It was felt that the document should not be discussed with SODC and OCC until it had been issued. This would enable referral to a fixed point.

A Member suggested that the document should have a statement of intent on the front cover. Possibly this could cover congestion and air quality. The need for a consultant to rework the document to make it more visually appealing and bring out the highlights was discussed.

As part of the public consultation, it was felt that a representative for each area should be present at a public meeting. The Group should be seen to be working together. Mr Poulos offered to facilitate a rehearsal for members.

The addition of a bullet point on a parking strategy was raised.

Discussion revolved around the measurement of particulates and the equipment necessary. It was suggested that it may be possible to get a university to take measurements. It was

**RESOLVED TO RECOMMEND that the changes listed above are made to the Draft Transport Strategy document and that permission to spend up to £4,000 to employ consultancy support to format the Transport Strategy Document, the flyer, website and questionnaire from the £50,000 allocated in the budget for the Transport Strategy was requested at Finance, Strategy and Management Committee on 1 November 2016.**

Members of the Group are to send names of any possible consultants to the committee administrator. The Town Clerk was thanked for her suggestions for the flyer.

The amended document is to be circulated with the minutes of the meeting.

***Action: Committee Administrator to update the Draft Transport Strategy document and circulate.***

The Transport Strategy Document will be used as the brief for consultants.

### **30. REVIEW OF TIMESCALES FOR TRANSPORT STRATEGY**

A Member introduced the Timing Plan for the Transport Strategy. The formulation of a questionnaire for the public was queried. It was agreed that it would be useful to have outside advice.

The meeting confirmed that they were happy with the timescales proposed.

Mr Poulos offered to be part of a group set up in the New Year to look for alternative sources of funding. The possibility of using professional grant finders was also suggested.

Assuming funding is agreed for consultancy support, a questionnaire should be achievable for 12 December. The help of someone experienced in formulating questionnaires was required. It was suggested that the Town Manager may have contacts. A sub-group was agreed to review the questionnaire. This to be made up of Councillors Gawrysiak and Halsall and Mr Fleming. The Chairman offered to ask OCC Highways who they use.

***Action: Town Clerk to ask the Town Manager for contacts and Councillor Nimmo Smith to ask OCC for their contact.***

### **31. REVIEW OF DRAFT TRANSPORT STRATEGY FLYER**

It was agreed to delegate responsibility for selecting someone to format the flyer to the Town Clerk. It was

**RESOLVED TO RECOMMEND that the Town Clerk be delegated the responsibility for selecting a consultant to format the flyer for the Transport Strategy.**

Promotion of the flyer was discussed. Possible distribution in the Henley Standard was agreed. There was a view that the document should be issued in the names of Henley Town Council as well as Harpsden and Remenham Parish Councils. A Member suggested that the parish council representatives needed to agree this with their councils.

***Action: Councillors Halsall and George to agree the issue of the document in the names of Remenham and Harpsden Parish Councils with their respective councils.***

*Councillor S Gawrysiak left the meeting at 9.07am.*

### **32. DATE OF NEXT MEETING**

The meeting arranged for Monday 14 November at 6pm was cancelled.

The next meeting will be on Friday 25 November at 6pm when Simon Birkett is coming to speak to the Group. This will be an informal meeting for the Transport Strategy Group and all councillors, but not the public.

Mr D Poulos asked whether he could join the Group. This was agreed.

The meeting closed at 9.10am.

ca

Chairman