

Present: Councillor Mrs P Phillips (Chair)
Councillor Miss K Hinton (Vice Chair)
Councillor Mrs J Bland
Councillor D Hinke
Councillor D Nimmo-Smith
The Mayor Councillor S Gawrysiak (ex officio)
Councillor Mrs J Wood (substitute for M Akehurst)

In Attendance: Mr M Kennedy – Town Clerk
Mrs N Taylor – Committee Administrator / Minute Taker

Also Present: 2 Members of the Press

30. APOLOGIES

Apologies for absence were received from Councillors M Akehurst, W Hamilton and Ms L Meachin.

31. DECLARATIONS OF INTEREST

None received

32. PUBLIC PARTICIPATION SESSION

None received

33. MINUTES

The Minutes of the meeting of the Town and Community Committee held on 9 July 2013 were received, approved and signed by the Chairman as a true record.

34. PROGRESS

Members received a report on progress, and after the following observations noted the information contained therein.

Old Fire Station Gallery and Barn Users Group

Planning application for signage due to be submitted next week.

Post meeting note: Planning Application Posted 17.09.2013.

Bus Shelter on the Reading Road

Awaiting response from maintenance contractor. Report back to next meeting.

Fairtrade Town

The Committee **RESOLVED to RECOMMEND**

that a letter be sent to the Fairtrade Initiative informing them that this Council is serious and fully committed to Henley being a Fairtrade Town.

Sound System

Councillors Hodgkin and Phillips to attend a site visit with the Town Clerk at Marlborough Town Hall on a date to be confirmed to investigate their sound system.

Hanging Basket Pole

Awaiting date of installation from Mark Francis – Oxfordshire County Council (OCC)

Regatta

Members noted that the Regatta Bus Service had returned a small profit this year and **RESOLVED**

that the cost of the signage be taken from the £1000 budget allocated for this purpose.

Full report to the Regatta Wash Up meeting on 1 October 2013.

Market Place Seating Licences

The Square (Portuguese Restaurant) has taken up the offer of a Seating Licence.

Broken / Missing Paving Stones

OCC NRSWA team investigating who is responsible for the missing stones and will report back to this committee.

Energy Reduction

As a working group has now been set up that will report back to FSM, this item is to be removed from progress.

35. BUDGET

Members had before them the budget report to 31 July 2013, copy having been issued. It was **RESOLVED**

that the report be noted

36. HENLEY PARTNERSHIP

i) Members received the notes of a Henley Action Plan Update meeting held on 12 June 2013. A Member highlighted that Mrs O'Brien had reported a £3,800 underspend on the Capital Budget and questioned why this underspend could not be used for the Barn Signage. The Member was advised that the underspent money had now been allocated towards the cost of the new Tourist Information Sign that would be erected outside the Town Hall.

Another Member questioned the purpose of these meetings, and was advised the key focus of this group was to regenerate the three Market Towns following the Miller Report and that they were organised by SODC, and were a joint meeting between the District Council, Town Council and the Henley Partnership.

It was noted that to date three independent traders have taken part in the Shop Front Improvement Scheme and that before and after photos would be taken.

ii) Members noted the date of the Henley Partnership's Annual General Meeting which unfortunately clashes with the FSM meeting on Tuesday 10 September, and the joint meeting of the Henley Action Plan 'A Vision for Henley' on Wednesday 18 September 2013.

Members agreed that it was misleading to call the joint meeting of the Henley Action Plan 'A Vision for Henley'. If a vision was being discussed then OCC should also be involved.

iii) Members considered issues that this Council could raise at the Henley Partnership's AGM and at the 'Vision for Henley' Action Plan meeting the following week and suggested the following topics:

- Filling empty shops
- Business owners / managers being responsible for cleaning and sweeping the pavements outside their premises
- What would it take to encourage more high quality shops to the town
- Marketing Henley as a tourist destination

It was **RESOLVED**

that any other ideas should be forwarded to the Town Clerk, and

that the notes of the Henley Action Plan Meeting be received and noted.

37. REVIEW OF MARKET TOWN SUPPORT

Members considered a request from South Oxfordshire and Vale of White Horse District Council to nominate two representatives of the Town Council to attend a meeting to discuss its support for Market Towns, in particular the funding for Market Town Co-ordinators.

Members expressed a wish for the funding of the Town Centre Manager to be continued, and possibly expanded into a full time position of a Town Manager rather than a Town Centre Manager.

It was **RESOLVED**

that Councillor Mrs J Wood and the Town Clerk attend the meeting as representatives of HTC.

38. OXFORDSHIRE COMMUNITY NETWORK

Members received a letter that had been previously circulated with the agenda and some additional tabled information from Oxfordshire County Council regarding a new county wide service being launched in the autumn 2013.

A member expressed concern that there would not be enough carers available in the County to look after all the people in their own homes to an acceptable standard. It was **RESOLVED**

that a letter be sent to Claire Moore, OCC requesting a response in time for Full Council on 1 October asking:

- **How many Community Networkers will there be**
- **What area will they cover**
- **Who are they accountable to**

39. CIVIL PARKING ENFORCEMENT (CPE)

Members received a report from the Town Clerk which explained the current position regarding the introduction of CPE to the remaining three district council areas in Oxfordshire.

It was noted that if Henley signs up to CPE unless exceptional circumstances can be proved the town would lose the income from the Mill Meadows car park and also the free car parks at Mill Lane and Wootton Road.

If the town was to lose the Mill Meadows income, it would cause an increase in the precept of £28 per band D property in the town.

It was **RESOLVED**

that the Town Clerk sends a letter to the Department for Transport questioning what is classed as ‘an exceptional circumstance’,

that the Town Clerk contacts the Clerk at Oswestry Town Council to ascertain what exceptional circumstances they used to control their own parking, and

that a report be taken to Full Council on 1 October 2013.

40. TRAFFIC ADVISORY

Members received the notes of the meeting of the Traffic Advisory Committee held on Tuesday 30 July 2013. It was **RESOLVED**

that the notes be received and noted.

41. STREET CLEANING

Members discussed the cleanliness of the streets of Henley and agreed that since complaints have been received and SODC had advised that under its

present contractual arrangements it would not be able to fund any washing actions that this committee should seek quotations for the town centre to have a deep clean.

The Committee was informed that a quotation was received at the end of last year for c£15k for the removal of chewing gum and a deep clean.

A Member also stated that business waste was causing an issue in the town as it is left outside businesses from 5.30pm, but is not collected until 6.30am the next day.

Councillor Mrs J Bland entered the meeting at 9.10pm

Another Member advised that he had noted some businesses sweeping and washing their frontage every day, and felt that all businesses should be encouraged to do the same.

It was **RESOLVED**

that quotations be sought for a deep clean of the Town Centre and a report brought back to Full Council on 1 October 2013.

42. DISABLED PARKING BAY

Members considered an informal consultation from Oxfordshire County Council on the possible installation of a Disabled Persons Parking Place in the parking area outside 10 Gainsborough Road. It was **RESOLVED**

that the application be supported.

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Chairman