

Present: Mayor, Councillor M Akehurst
Deputy Mayor, Councillor J Wood
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor S Gawrysiak
Councillor W Hamilton
Councillor Miss L Hillier
Councillor D Hinke
Councillor Miss K Hinton
Councillor Mrs E Hodgkin
Councillor Mrs P Phillips
Councillor I Reissmann

In Attendance: Mr M W Kennedy - Town Clerk
Mrs P Price-Davies - Minute Taker / Committee Administrator

Also Present: 8 members of the public
1 member of the press

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.

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Nimmo Smith, D Silvester and Ms L Meachin.

23. DECLARATIONS OF INTEREST

The following declaration of interest was received:
Councillor Mrs E Hodgkin – Trustee and Administrator of the Henley Youth Centre.

24. MINUTES

The minutes of the Full Council meeting held on 17 June 2014 were approved and signed by the Chairman as a true record, save to the following extent:

Minute No. 19 – Exclusion of the Public and Press

A Member requested that the sixth paragraph at the end of item No.18 form the first paragraph of Item No.19 – Exclusion of the Public and the Press. It was **RESOLVED**

that the minutes be amended to reflect this altered layout.

Minute No. 19 – Exclusion of the Public and Press - Recorded Vote

The Chair requested that the title listing of the Recorded Votes be transposed. It was **RESOLVED**

that the minutes be amended to reflect this changed listing of the recorded votes.

25. **PUBLIC PARTICIPATION**

Mr K Arlett, Elizabeth Road

Mr Arlett questioned whether all Members had read all the comments from both South Oxfordshire District Council (SODC) and Oxfordshire County Council (OCC) on the Draft Neighbourhood Plan that had been collated by Nexus Planning. He felt that it was important as a request for a further payment of £10,000 in fees for additional work was being considered on tonight's agenda.

Mr Arlett also expressed his disappointment on being told that he was not allowed to attend the Working Group sessions as an Observer following his resignation as a member of the Working Groups.

The Chair of the Neighbourhood Planning Governance Committee confirmed that SODC had been robust in their response to the Draft Neighbourhood Plan and have made it clear that they have every confidence in both Nexus and the procedures they have undertaken. He also justified the decision for no outsiders to enter Working Group sessions as Members would be reticent to express their opinions and work through collective decisions if non-members were present as observers.

Mrs V Napier, Makins Road

Mrs Napier enquired as to the Town Council's response to the recent recommendations from SODC regarding the need for new homes in South Oxfordshire. She was informed that Councillor Akehurst had been charged with formulating the Town Council's response that Henley should not be part of any new allocation in the District.

Mr H Buckland, no address stated

Mr Buckland enquired as to whether all the rubbish in Henley town centre that it is contained and collected within the black bin bags is recycled or put to landfill. He was informed that exact figures had to be obtained from SODC as they were responsible for recycling and waste collections in the town.

Mr C Barrett, Camberley, Surrey

Mr Barrett spoke of the decision of the Council to not award his late mother, Mrs Jean Barrett a town medal for her long service to the Brownies, due to the disqualifying criteria regarding awards not being offered posthumously. The Mayor thanked him for his opinion and plea on the matter and that the clarification on the criteria for the award of the Town Medal would be dealt with in confidential session.

Mr K Arlett, Elizabeth Road

Mr Arlett sought an explanation from the Mayor as to why the Council had seen fit to make 11 changes to the Town Medal criteria. The Mayor reiterated that he would not entertain further discussion on this item in public session.

19.44 Councillor Mrs L Hillier entered the meeting.

26. **DISPOSAL OF BUSINESS REMAINING FROM THE LAST MEETING OF FULL COUNCIL HELD ON 17 JUNE 2014**

With regards to this item, The Mayor informed Council that since there were key issues to be discussed that were private and confidential that this item could not be held in Open Session. A debate ensued and a motion that Item No.5(i).Town Medal and Item No.5(ii). Henley Youth Centre on the agenda remain in Open Session was put to the vote.

The motion was lost.

27. **VARIATION TO THE ORDER OF BUSINESS**

It was **RESOLVED**

that the order of business be varied to take Agenda Item 5(i), Town Medal and Agenda Item 5(ii), Henley Youth Centre after Agenda Item 10, Public Path Dedication into Confidential Session.

28. DISTRICT/ COUNTY COUNCILLOR REPORTS

Members had before them a report from Councillor Mrs E Hodgkin. It was **RESOLVED**

that the report be received and noted.

Matters arising from the report:

Councillor Mrs E Hodgkin informed Council that Henley Town Council were joining local authorities and national organisations across the UK on Monday 4 August in supporting the national Lights Out event, a campaign marking the centenary of the outbreak of the First World War. She would be lighting a single candle for one hour from 10pm, which would illuminate the stained glass window of the town hall and invited people to join her in this vigil.

She informed Council of the recent rejection of the proposed Henley Parish Boundary change to SODC for it to include Highlands Farm. It was unfortunate but it was not successful but if the Neighbourhood Plan allocates houses on this site then District Council would reconsider a possible boundary change. A Member aired his disappointment that all Henley Councillors had not adopted the same stance on this issue but a Member felt that the Community Governance Working Group had worked very hard to produce its recommendation that were worthy of support.

A Member informed Council that there had only been five applications to the District Council for the Communities Capital Grants Fund (CCG) but that all of the five projects had been deemed worthy of receiving a grant. A Member enquired as to whether there would be an additional deadline for further applications due to the low number received to date as he felt that the Henley Skatepark Initiative should be availed of this potential opportunity.

County Councillor Report

Members had before them a report from County Councillor D Nimmo Smith. It was **RESOLVED**

that the report be received and noted.

Matters arising from the report:

A Member informed Council that there had been a traffic incident in Peppard Lane involving a child which had occurred recently due to a hedge obstructing the view of the driver. Councillor D Nimmo Smith was currently on holiday but had informed Highways at OCC to cut the hedge back immediately to prevent any further accidents.

29. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES

A Member gave a verbal report from The Wildlife Group on the Bat Survey that had been recently funded by Henley Town Council.

30. MAYOR'S REPORT AND ANNOUNCEMENTS

Members had before them the list of Mayoral engagements from the Mayor for the period **9 June - 22 July 2014**, copy attached to the agenda. It was **RESOLVED**

that the report be received and noted.

31. REPORTS OF COMMITTEES

(i) The Minutes of the meetings of the Planning Committee held on the 24 June & 15 July 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meetings of the Planning Committee held on 24 June & 15 July 2014 and the recommendations therein be received, approved and adopted save for the inclusion of Councillor D Clenshaw's apologies tendered for the meeting held on the 15 July 2014.

(ii) The Minutes of the meeting of the Town and Community Committee, held on 1 July 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Town and Community Committee held on 1 July 2014 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No. 27 – Civil Parking (CPE)

Members were in agreement that OCC should clarify their position as to why it was necessary for all three District Councils to support this initiative in order for it to proceed. It was agreed that County Councillor D Nimmo Smith would be approached to report on this matter to the next Town and Community meeting which is due to be held on the 26th August 2014.

(iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 8 July 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Finance Strategy and Management Committee held on 8 July 2014 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No.30. – Amendment to Standing Orders

Members discussed extending the proposed change to Standing Orders of allowing 15 minutes after the scheduled start time of an inquorate meeting to become quorate. It was **RESOLVED**

that the proposed change to Standing Order 20 to allow a period of fifteen minutes to pass after the scheduled start time of a meeting was deemed sufficient time for it to be quorate.

Minute No. 31 – Town Hall

A Member confirmed that Council had not received any data regarding the efficiency of the 'plug-in' powerline to boost wi-fi coverage within the Town Hall.

Minute No. 32 – Future Investment Strategy

Members discussed the Committee's recommendation to convene a structured workshop for all Councillors to attend in order to review the Council's Investment Strategy. Views were expressed that the opportunity to review the Council's Investment Strategy should be passed to the new Council in May 2015. Opposing views also expressed that the present Council has a responsibility to undertake this review. It was **RESOLVED**

that the recommendation to convene a structured workshop for all Councillors to attend in order to review the Council's Investment Strategy was not adopted and that the matter be deferred after the elections in 2015.

(iv) The Minutes of the meeting of the Recreation and Amenities Committee held on

15 July 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Recreation and Amenities Committee held on 15 July 2014 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No.16.iv. – Minute 18 – Allotment Association

A Member requested clarification as to which signage SOHA and HTC was being requested to fund and it was agreed that the minutes would be re-worded to make it clear that this funding referred to the Gainsborough Estate signage and not the Watermans Allotments sign.

Minute No.18 – Progress Report

A Member highlighted the various achievements of the Recreation and Amenities Committee over the year that were listed within the progress report. He spoke of the sheer professionalism of the Committee Administrator, Becky Walker in ensuring that all these projects and initiatives have been delivered and completed and thanked her for all her hard work.

The Chair of the Recreation and Amenities Committee spoke of the recent successes of the Opening of the Toddler Playground, receiving the Green Flag Award and the In-Bloom judging that had taken place. She thanked all the Members and Park Staff that had been instrumental in these achievements and the residents of the town that had been supportive and businesses that had initiated collaborative projects.

Minute No. 20 – Outdoor Gym Equipment

Members discussed the membership of the Working Group for the Outdoor Gym Equipment project. It was **RESOLVED**

that Councillors W Hamilton, D Nimmo Smith and Miss K Hinton would join the membership of the Working Group for the Outdoor Gym Equipment project.

A Member suggested that the Working Group made a site visit to the Outdoor Gym at Pitshanger Park, Ealing as part of their research.

- (v) The Minutes of the meetings of the Neighbourhood Planning Governance Committee held on 25 June and 15 July 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meetings of the Neighbourhood Planning Governance Committee held on 25 June and 15 July 2014 and the recommendations therein be received, approved and adopted, save to the following extent:

Minute No.27 – Exclusion of the Public and Press

The title of the Committee be changed from 'Full Council' to 'Neighbourhood Planning Governance Committee'.

Arising from the report:

The Chair of the NPGC confirmed that Nexus Planning (the contracted consultants for the Neighbourhood Plan) were currently collating and analysing the results of the Public Consultation on the draft Neighbourhood Plan and that it was hoped that these results would be released into the public domain next week.

A Member sought clarification on the timetable for the remaining period of the Neighbourhood Plan and it was agreed that a comprehensive timetable for the duration of the Plan would be circulated to all Members. He also suggested that in

order to quell the opinion of one member of the public's concern regarding SODC's implementation of the Draft Plan that they should put the fact that they have no criticism of Nexus' strategy and delivery in writing. The Chair felt that a complaint from one member of the public did not warrant such action. The Member also asked whether the comments from the Steering Committee for Culture, Heritage and Landscape regarding Highlands Farm being a Palaeolithic Site had been acknowledged and the Chair informed him that it was addressed within SODCs report.

(vi) Townlands Steering Group (TSG) Committee

The Chair of the TSG gave a verbal update on the development of the Townlands site, confirming that NHS Property Services had held a ground breaking ceremony last month. It had also been agreed that regular quarterly update meetings would be held until the project was completed. The first of these informative meetings was scheduled for 13th August at 7.30pm but to date this was not confirmed.

Members discussed the TSG Scope and Responsibility document that was before them but it was felt that this did not satisfy the Council's request to be presented with an updated terms of reference for the TSG as it was outdated and was a Scoping document and not a Terms of Reference document. It was **RESOLVED**

that the Chairman would present a new Terms of Reference document for the TSG at the next meeting of the Full Council scheduled for 23 September 2014 to reflect the current situation.

32. PUBLIC PATH DEDICATION

The public path dedication deed between Henley Town Council and Mr & Mrs Emanuel regarding the footpath at 40 Acre Field was presented to Council for signing and sealing. It was **RESOLVED**

that the public path dedication deed between Henley Town Council and Mr & Mrs Emanuel regarding the footpath at 40 Acre Field be signed and sealed by the Mayor.

The Council thanked Mr & Mrs Emanuel for agreeing to gift this public path to the residents of Henley town.

33. EXCLUSION OF THE PUBLIC AND THE PRESS

It was moved by the Chairman and **RESOLVED**

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

MINUTES OF THE CONFIDENTIAL SESSION OF THE FULL COUNCIL HELD ON 29 JULY 2014

34. TOWN MEDAL

Members had before them a document on the revised criteria for awarding the Town Medal prepared by the Town Clerk. It was **RESOLVED**

that Standing Order 11(a) be suspended to allow Council to re-debate the proposed Town Medal Criteria.

Members debated the adoption of the revised Town Medal criteria. It was **RESOLVED**

that the revised Town Medal criteria be referred to the Town Medal Committee for consideration; all Members of the Council to be invited to submit their suggestion for change.

It was **RESOLVED**

that Standing Orders be re-instated.

9.41pm Councillor Mrs E Hodgkin, having previously declared an interest in this matter left the meeting.

35. HENLEY YOUTH CENTRE

Members had before them a report on the Henley Youth Centre from the Town Clerk. The Mayor thanked the Town Clerk for preparing such a thorough report and confirmed that Council had agreed to pay the first tranche of the Henley Youth Centre grant of £5k scheduled for 2014-15 at the last meeting of Full Council on the 17 June 2014.

A discussion ensued as regards the current situation of Henley Youth Centre and youth engagement generally within the Town. It was confirmed that it was the view of the Trustees to dispose of this community asset by selling it and use the funds to continue to support youth activities within the town as part of an Outreach programme which would also take the form of collaborative projects in conjunction with other organisations.

Members considered whether Henley Town Council:

- Should continue to make grant payments to the Henley Youth Centre in this financial year; and
 - Whether an application to list the building be made to South Oxfordshire District Council under the Community Right to Bid (Assets of Community Value) legislation.
- It was **RESOLVED**

- (i) **that grant payments continue to be made to the Henley Youth Centre for the current financial year all the while youth centre facilities are being provided by the Youth Centre.**
- (ii) **that no further action be taken by this Council under the Community Right to Bid legislation.**

The meeting closed at 10pm.

ppd

Mayor