

**Present:** Councillor D Thomas (Vice Chair)  
Councillor Ms S Abey (Substitute for Councillor I  
Reissmann)  
Councillor J Brooks (Substitute for Councillor M Akehurst)  
Councillor Ms H Chandler-Wilde  
Councillor D Eggleton  
Councillor W Hamilton  
Councillor Miss K Hinton  
Councillor Miss S Miller  
The Mayor Councillor Miss L Hillier (ex officio)

**In Attendance:** Ms R Rae – Town Centre Manager  
Inspector M Harling – Thames Valley Police  
Mr J Bowles – Orwell Society  
Mr L Keston - River & Rowing Museum  
Mrs E Jones – HTC Accountant  
Mrs N Taylor – Committee Administrator / Office Manager  
4 Members of the Public  
1 Member of the Press

**51. APOLOGIES**

Apologies for absence received from Councillors M Akehurst and I Reissmann.

**52. PUBLIC PARTICIPATION SESSION**

*Niki Schafer – 8 Walton Avenue – Henley House and Garden Show* informed the meeting that there had been nothing but praise for the event last year, and felt that it was a great addition to brand Henley.

The show she stated helps to promote Henley as a winter destination, last year there was over 4000 visitors and £2,500 was raised and donated to the Chiltern Centre.

This year there will be 65 high end exhibitors, and where as last year there was a design trail, this year there will be a scavenger hunt.

It is hoped that students from Henley College will be involved as work experience and that some entertainment will be provided by Haods and the Rock Choir.

*Kathryn Fell - 26 Churchill Crescent, Sonning Common – Henley Food and Drink Festival* advised the meeting that the Henley Food and Drink Festival would be a celebration of outstanding food and drink from the local area.

Showcasing the most exciting chefs from Henley's exceptional restaurants, outstanding local producers, and featuring the top talent of the future, the festival will be open to everyone, and will be fabulous for foodies, beer and wine lovers and families alike.

The festival she advised will contribute to Henley's commitment to being a world renowned festival destination and to promote restaurants, pubs, cafes, wineries and breweries in the local area, not just during the festival but all year round by offering promotion and support.

The luxury marquee on the market place will be filled with the best restaurants and chefs preparing and cooking food to be enjoyed along with some of the best wine and beer producers in the area.

The Town Hall will be home to a demonstration kitchen where chefs will perform 45 minute demos throughout the day. There will also be a VIP area for special guest speakers.

The Kings Arms Barn will be packed full of the best of the areas local producers, and the Old Fire Station Gallery will feature a unique kitchen and food shopping experience.

The festival aims to support all food and drink related businesses not just the exhibitors; this will involve the promotion of all the town centre restaurants, cafes and pubs through the website and the use of social media all year round.

Special provision is being made for the restaurants, cafes and shops within the market square and the festival will work closely with them to ensure that it works for them in a positive way and on an on-going basis.

There are plans to run a recipe competition with the local schools based on seasonal ingredients and healthy eating.

The festival will be working with Friends of the Earth who will be present during the event promoting their Honey Bee cause and providing educational activities aimed at raising children's awareness of this subject.

It is hoped to involve the Henley food bank and raise money, support and awareness.

Other activities in the pipeline include 'A Taste of the Food Festival' where participating chefs will offer special tasting menus on the lead up to and after the festival, a 'Bake Off', a vintage food and drink truck site and food and wine matching sessions.

A member questioned if the organisers would consider moving the event to a different time and was advised that yes it was possible as they had moved the date once already.

*Charles Langler – Queen Street – Henley in Transition* queried why the Traffic Advisory Committee notes from 22 September were not attached to the agenda, noted that there were no items on the agenda to cover the TAC's activities and questioned if it was intentional or an oversight.

Mr Langler was advised that the notes of the meeting had not been approved by the Chairman, and were therefore not available to be included on the agenda at time of production. It was noted that these notes would be included on the November agenda.

Mr Langler advised that he had attended the Special Full Council meeting held on Monday 12 October and was pleased to see the approval of the new Transport Strategy Group, however, he wondered what will be done to either clearly define separate Terms of Reference or to combine activities of the TAC and this new group, as clearly there are many areas of mutual interest as well as areas of detail which he would not expect to be classed as strategy.

District Councillor Paul Harrison attended the TAC meeting, and recognising the importance of Air Quality to the town and the whole district is coordinating in the District the activities on the Air Quality Action Plan.

Before the next meeting of this committee, Henley in Transition will make a proposal that a Henley Town Councillor be given the responsibility of working with Paul Harrison and local businesses, schools, volunteer groups and individuals to fulfil and develop local community projects to improve air quality.

### **53. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 1 September 2015 were received, approved and signed by the Chairman as a true record.

### **54. DECLARATIONS OF INTEREST**

Councillor Miss L Hillier – Item 14 Festivals. Business sponsor of the Henley House and Garden Festival.

### **55. VARIATION TO THE ORDER OF BUSINESS**

In accordance with Standing Orders 5 (a) (vi), it was **RESOLVED**

**that in view of the presence of Ms R Rae and the members of the public the order of business on the agenda is altered to allow items 12, 13 and 14 to be moved up the agenda and be considered before item 10 Progress.**

### **56. POLICE**

The Chairman welcomed Inspector Harling to the meeting and invited him to the table.

Inspector Harling provided Members with the following local area update information:

- TVP are in a period of reflection and need to save a further £45m across the force.
- TVP are now priority based budgeting.
- TVP have sold buildings, downsized buildings, reduced civilian staff by up to 20% and no one is sure exactly what the police force will look like in the next year or so.
- 8 years ago, the majority of the officers time was spent dealing with crime, now only 20% of their time is spent dealing with crime and the other 80% dealing with vulnerable people, including issues to deal with mental health, domestic abuse and missing people..
- 18 months ago burglaries were a major issue, but since 1 April 2015 there have only been 2 burglaries in Henley and one of those has been solved.
- Levels of crime in the Henley area are up by 19% this year; some of these are violent crimes but not serious violence, ABH (black eye, cut lip etc.) rather than GBH.
- There has been some domestic violence but no stranger attacks.

Inspector Harling then gave the following report as to why this Council should continue to support an additional PCSO.

There are currently 3 PCSO's based in Henley town and 5 covering all the other parishes. The 5 covering the rural areas can come into town to give cover if required.

As an example of the good work that the PCSO's carry out, Inspector Harling informed the meeting of an incident that took place recently where a man stole bottles from a supermarket, the staff gave chase and the man smashed one of the bottles and was threatening the staff members with it. The PCSO's surrounded the man and followed him to his home where they detained him until Police Officers could arrive and make an arrest.

As another example, yesterday a child was reported missing and one of the PCSO's was responsible for finding him.

PCSO's are also responsible for the following:

- Visiting victims of crime
- House to house enquiries
- Crime prevention
- Public events
- Supervising young adults at Mill Meadows during Regatta and on Friday evenings
- Ad-hoc visits to the vulnerable and elderly
- Parking and traffic offences (since 2015)
- Mental health issues (including liaising with GP's)

Members gave their thanks to Inspector Harling for his report, it was agreed that the PCSO's in the town work very hard and are an essential asset.

It was noted that this council fully supports past and future expenditure on a PCSO in its manifesto, but would like to see if it is possible to gain funding from SODC as they pay for a PCSO in other small towns.

Inspector Harling advised that without PCSO's it would be very difficult to deliver neighbourhood policing. PCSO's work closely with the neighbourhood, get to know people and go into their homes, leaving Officers free to patrol more and use their powers of search and arrest.

A Member questioned how many times a report would have to be made to 101 regarding motorcycles using the Fairmile as a race track before something was done about it as he had called at least 14 times,

Inspector Harling advised that it wasn't just confined to the Fairmile, but an issue that went as far as Berinsfield, the people of Nettlebed also really suffer and unfortunately there is only 1 Inspector responsible who deals with this kind of incident across the whole of Oxfordshire and ad hoc checks will take place when they can be fitted in.

It was noted that this Council welcomes visits to the town from the mounted police.

## **57. CCTV**

Following the indecent exposure incident at Mill Meadows, Members noted that the police have confirmed that at present due to work being carried out on the cameras they are currently static, but once complete they can be reprogrammed to cover the children's play areas.

A Member suggested that parents were now worried about taking their children to play at the playgrounds and questioned the possibility of a PCSO being in attendance to reassure parents.

Inspector Harling advised that it would not be possible to have a full time presence from a PCSO at the playground but their patrols have increased in the area since the incident.

When asked if it would be possible for an additional CCTV camera to be purchased using the Police Commissioners Fund to cover the Mill Meadows Playground areas, Inspector Harling advised that he did not know, and commented that if successful it would open the floodgates for requests for funding. It was **RESOLVED TO RECOMMEND**

**that the cost of a new movable camera be investigated and reported back to this committee; and**

**that a check be made with the Commissioners fund to see if it would be possible for them to fund the cost of a new camera; and**

**that if other funding was not available, then an additional £8000 Capital Expenditure be added to the budget to cover the cost of a new camera,**

The Chairman thanked Inspector Harling for attending the meeting.

## **58. RIVER & ROWING MUSEUM**

The Chairman welcomed Mr L Keston to the meeting and welcomed him to the table.

Mr Keston gave an update on the works of the museum and on its plans for the future.

Members noted that the museum was opened by the Queen in 1998, is an Educational Charity and is a wholly owned trading subsidiary for tax purposes.

The museum has permanent galleries and is expanding its temporary exhibition programme.

There are 10,000 education visits a year with 20,000 children visiting the museum every year.

The museum is funded with commercial fundraising / sponsorship, annual grants and an endowment.

Currently the museum provides free entry to children living in Henley, and Henley College students, it is working on projects with the students of the Henley College, Valley Road and Badgemore Schools, a takeover project with students of Gillotts School, provides free workshops for Henley schools participating in the parade at the Henley Christmas Festival, runs a monthly outreach project at the library and is in the development stage of projects with the Rainbow Centre, Age UK and the Day Centre.

The museum is keen to become more a part of Henley life and in the future the museum is looking to expand its commercial and catering facilities to increase footfall.

The museum works in partnership with the Henley Festival, the Quince Tree and the Literary Festival.

The roof of the museum leaks badly and there is currently a planning application lodged with SODC to put a new roof over the top of the flat roof between the Galleries, this being much the cheapest option.

The museum is also considering having new decking at the front of the building to expand the restaurant area, but is waiting to see how the relationship with the Quince Tree goes before progressing this idea.

It was noted that the museum has been listed as one of the top 50 museums in the world and this year has been long listed for a 'Kids in Museums' award.

It was agreed that the museum was a great asset to Henley, played a huge part in Mill Meadows obtaining the Green Flag award and should be promoted more by the local press.

The Chairman thanked Mr Keston for attending the meeting.

**59. GEORGE ORWELL**

Members received a verbal update from Mr Justin Bowles who has been working closely with Mr P Burness Smith on the George Orwell project.

Mr Bowles informed the meeting that even though he was a great Orwell enthusiast he had previously been unaware of Orwell's connections with Henley, and the fact that in his lifetime he lived in three houses in Henley and one in Shiplake, and the book 'Coming up for air' was actually set in Henley.

It was agreed that this Council was very supportive of the project and agreed that Mr P Burness Smith should present Council with a Business Plan and should investigate the possibility of gaining funding from the Community Investment Fund.

The Chairman thanked Mr Bowles for attending the meeting.

**60. CORPORATE PLAN**

Members received a copy of a report itemising the management of the Corporate Plan and were requested to make feedback to Councillor J Brookes by Sunday 18 October 2015.

**61. TOWN CENTRE MANAGER**

The Chairman welcomed the Town Centre Manager Ms Rachel Rae to the meeting and invited her to the table.

Members had before them a report on the requirement of either a full-time or part-time Town Centre Manager, and the associated costs to the Council. Ms Rae spoke about the benefits of making the position full time from April 2016 when the current contract runs out.

It was **RESOLVED TO RECOMMEND**

**that Councillors approve in principal the upgrading of the role of Town Centre Manager to a full time position for a two year period from 1 April 2016, subject to continued equivalent financial support from South Oxfordshire District Council.**

Members agreed to consider the approval in principal of the continuation of the budget of £20,000 towards project costs in order to execute the Economic Development Action Plan under Budget considerations.

**62. TOWN TEAM**

Members received and considered a report on the make-up / membership of the Town Team.

It was agreed that the Mayor, as first Citizen of Henley should be a part of the membership along with the Chairman of Town & Community, and noted that some organisations such as the River & Rowing Museum should be included but some members already on the list were felt to be unnecessary.

Members questioned the origins of the Town Team and queried how many members were needed, who makes decisions, and why no Henley based District Councillor was included.

It was further questioned why if Henley Town Council were financing £20,000 and South Oxfordshire District Council £4,000 there was only 1 Henley Town Councillor, 2 Henley Town Council Officers and 3 South Oxfordshire District Council Officers.

Ms Rae advised that she will be contacting other Town Teams to see how they are made up and how they operate.

It was agreed that the Town Team was an idea that had snowballed out of the Economic Development Plan and that it did not sit right with a lot of members.

It was **RESOLVED TO RECOMMEND**

**that the Town Centre Manager, the Mayor and the Chair of Town & Community meet to reconstruct the Town Team Constitution and bring a paper to Full Council.**

### **63. FESTIVALS**

Members considered a report on the use of the Market Place by Festivals.

It was agreed that the Council should offer its support to Festivals including possible free use of rooms, but from the 2<sup>nd</sup> year onwards festivals should be expected to pay for the use of council property.

There is £15,000 in grants that Festival can apply for a share of.

#### House and Garden Show

Members agreed that the show had been very successful this year and if the organisers were to make a minimal charge of £1 entrance, this would generate enough income to cover the charges, at local user rates for rooms or land belonging to the Council.

#### Food Festival

As it was the first year of this festival it was agreed the free use be granted, but the organiser would have to move the event to an alternative date.

It was **RESOLVED TO RECOMMEND**

**that the Festival organisers be advised that as the House and Garden Show is in its second year payment at local user rate would apply; and**

**that permission be given for the food and drink festival to take place free of charge but on an alternative date as the Henley Highwayman will be taking place on the requested date in June; and**

**that all Festivals be advised that if they are using the Market Place they will have to include / work with the Licence holders.**

**64. PROGRESS**

Members received and considered a report on progress. It was **RESOLVED**

**that the report be noted.**

**65. BUDGET**

Members received and considered the Management Accounts to 31 August 2015 It was **RESOLVED**

**that the report be noted.**

Members received and considered the 2016-2017 Draft Budget Figures and made the following observations:

Item 3.1a Wedding Charges – the charges for wedding packages in the financial year 2017 /18 should be raised to £850 and £500 respectively.

It was **RESOLVED TO RECOMMEND**

**that the charges for Wedding Packages in 2017 / 2018 be raised from £650 to £850 and from £325 to £500 respectively; and**

**that should a Seating Licence on the Market Place become available it be offered to Rosetti; and**

**that Henley Town Council continue with its contribution of £17,000 towards the cost of half a PCSO in 2016 /2017; and**

**that at the November meeting, consideration should be given (Point 4,2 Town Centre Manager) to approving in principal the continuation of a budget of £20,000 towards project costs in order to execute the Economic Development Action Plan; and**

**that £6,000 be added to the budget for lighting along the towpath; and**

**that £8,000 be added for an additional CCTV camera at the Mill Meadows playground area; and**

**that £50,000 be added for the Transport Strategy; and**

that at the next meeting consideration be given to providing a budget that will allow works to be carried out in the Information Centre to allow for a more effective workspace and for the Manager to have a partially segregated working area for times when work needs to be completed in a quiet office environment without distractions.

**66. HENLEY HIGHWAYMAN**

Members considered a request from the organiser of the Henley Highwayman to use the Market Place on the weekend of 10 / 11 / 12 June 2016. It was noted that permission has already been given for the swim section of the event to take place at Mill Meadows on the Friday subject to this Committees permission for the rest of the event taking place on the Market Place. It was **RESOLVED TO RECOMMEND**

**that permission be granted for the Henley Highwayman event to take place on the Market Place over the weekend 10/11/12 June 2016.**

**67. MARKETS**

Members received and considered a report outlaying markets that have been booked or provisionally booked for the remainder of 2015 and 2016. It was **RESOLVED TO RECOMMEND**

**that the cost of Weekend Markets be raised to £1,500 per market next year.**

**68. OXFORDSHIRE TOGETHER**

Members considered the Town Clerks presentation notes from the Oxfordshire Town and Parish Councils event held on 21 September to discuss further opportunities of working together with Oxfordshire County Council to deliver public services and noted the information.

Members agreed that subject to funding consideration they were happy to work with Oxfordshire County Council. It was **RESOLVED TO RECOMMEND**

**that subject to funding consideration this Council is happy to work with Oxfordshire County Council to further deliver public services.**

**69. TOWN CENTRE MAINTENANCE**

Members received a list of maintenance issues around the town requested by Councillor Hamilton and considered whether this Council should carry out and pay for the works to be completed, and if so how much should be placed in the budget for materials and labour.

It was agreed that some of the works could be carried out under Planned Maintenance, but if was felt that it would be a better idea for the list to be looked at and an analysis be carried out on priority and cost and a further

report be brought back to the next meeting of this committee. It was  
**RESOLVED TO RECOMMEND**

**that the list to be looked at and an analysis be carried out on priority and cost and a further report be brought back to the next meeting of this committee.**

**70. TOWNLANDS HOSPITAL**

Members received and noted the notes of the Townlands Steering Group Meeting held on 21 September 2015. It was **RESOLVED**

**that the notes be noted.**

**71. CHRISTMAS EVENTS AND DECORATIONS**

Members received and considered the minutes of the Christmas Events and Decorations Sub Committee held on 8 September 2015.

It was **RESOLVED**

**that under Delegated Powers to the Town Clerk and the Chairman of the Christmas Events and Decorations Committee, Councillor Miss S Evans the Festive Lighting Company be appointed to undertake the installation of the new festoon and tree lighting scheme proposed for Riverside and Thameside at the estimated cost of £7,261 subject to 50% match funding being granted from the South Oxfordshire Infrastructure Fund.**

The Meeting closed at 10.35pm

Chairman