

Present: Mayor, Councillor Mrs E Hodgkin  
Deputy Mayor, Councillor Mrs J Wood  
Councillor Mrs J Bland  
Councillor Mrs G M Dodds  
Councillor A J Follett  
Councillor C W Gibson  
Councillor Miss L M Hillier  
Councillor R Myer  
Councillor D Nimmo-Smith  
Councillor C I Pye  
Councillor Miss L H Pye  
Councillor I Reissmann  
Councillor S Smith  
Councillor Dr B G Wood

In Attendance: Mr M W Kennedy – Town Clerk  
Miss J Smith – Minute Taker / Committee Administrator  
Mr James Churchill-Coleman, Acting Town Sergeant

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

Before the meeting commenced, the Town Clerk read out the fire evacuation procedure. The Mayor, Councillor Mrs E Hodgkin reminded Councillors and members of the public of the Code of Practice – Public Question Time as stated on the agenda.

42. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T B Buckett and Dr P Skolar.

43. **DECLARATIONS OF INTEREST**

*Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct) a member with a personal interest 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 personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest. A member with a prejudicial 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 has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. For the purposes of this Part (of the Act), "meeting" means any meeting of the authority; or any of the authority's committees, sub-committees, joint committees or joint sub-committees.*

Councillor Dr B Wood and Deputy Mayor, Councillor Mrs J Wood Minute number 53 – *One Stop Shop / Visitor Information Centre* – personal and prejudicial interest, directors of KVB Designs of Henley are known as personal friends; and Councillor Mrs J Wood is also employed by KVB Designs.

44. **RESULTS FOLLOWING THE BY-ELECTION ON 30 JULY 2009 HENLEY**  
Mayor, Councillor Mrs E Hodgkin, congratulated Councillor Mr I Reissmann on his election as Councillor for the North Ward, following the By-Election and welcomed him as a Member of the Full Council. It was

**RESOLVED** that Councillor I Reissmann to be appointed to serve on the Planning and Recreation and Amenities Committees for the remainder of the local government year.

Councillor I Reissmann paid a special tribute to his predecessor, Mr A Elliott, and his commitment to the town during his time as Councillor.

45. **MINUTES**  
Councillor D Nimmo-Smith referred to *Minute 35 – District Council Reports – Government Spending Cuts* was inaccurate and asked for the Minute to be changed to the following: ‘after only being re-elected for a month severe restrictions had been made in spending tax-payers money. There had been savings of around £54m in the last four years. He also reported that due to the current economic climate, unfortunately this would mean a reduction of 500 jobs within OCC, as there will be less rate support grant money coming from the Government.’

The Minutes of the meeting of Full Council held on the 21 July 2009 were approved and signed by the Mayor, Councillor Mrs E Hodgkin, subject to the above amendment, as a true record.

46. **PUBLIC QUESTION TIME**  
*Mr W Hamilton - Greys Road*  
Mr Hamilton referred to parts of Henley that were currently being neglected, these were: the scrub land area on the corner of Gainsborough Road / Crescent grass is several feet high; Kings Close weeds in between paving slabs and a lamp post in Greys Road that has been knocked down.

Mayor, Councillor Mrs E Hodgkin advised that the scrub land on the corner of Gainsborough Road does not belong to Henley Town Council (HTC) it belongs to SOHA Group and discussions are taking place to get this area cleared. She went on to advise that regarding Kings Close paving stones this was the responsibility of Oxfordshire County Council (OCC) and the lamp post in Greys Road had been ordered and she asked Councillor D Nimmo-Smith if he could chase this up with OCC.

47. **PROGRESS REPORT**  
Members had before them a progress report on the following matters, copy having been issued. The Council was apprised of the latest developments.

**New Waste Recycling Scheme – Minute 35 – 21/7/09**

Councillor S Smith advised that residents that have requested larger recycling bins have been told by South Oxfordshire District Council (SODC) that these would not be available until December.

Councillor R Myer confirmed that these larger bins were being shipped from Germany and would not be delivered until December.

Councillor B Wood commented on the fact that in Gravel Hill recycling bins were being left on the pavement after weekly collections. In Greys Road, rubbish bags were being left on the verges and outside Phyllis Court rubbish bags had been dumped in the hedge rows. In addition, rubbish bins around the town were overflowing with household rubbish. He urged District Councillors to address these matters with SODC.

Councillor L Hillier stated that there was still confusion with residents on which bin(s) should be put out each week and this needed to be addressed with Mr John Backley, SODC.

Weed Killing – Minute numbers 4035 – 4/11/08; 1866 – 14/10/08; 4046 – 9/12/08; 4060 – 27/1/09; 4070 – 3/3/09; 14 – 12/5/09; 35 – 21/7/09

Councillor Dr B Wood stated the weed situation in the town was desperate and as it looked like OCC would not be providing any funds imminently, he recommended that the Chairman of OCC be invited to come and tour the town to assess the weed situation.

Councillor D Nimmo-Smith recommended inviting the Leader of OCC rather than the Chairman. It was

**RESOLVED** that Leader of OCC is invited to do a tour of the town to access the weed situation.

*Action: Town Clerk / Mayor, Councillor Mrs E Hodgkin to invite the Councillor Keith Mitchell, Leader of OCC to tour the town for an assessment of the weeds.*

Councillor C Pye stated that the weeds had been left too long and the weeds were now taking hold and were damaging the pavement sets which in the long run would cost OCC more money to replace than performing regular weed killing.

#### 48. **DISTRICT/COUNTY COUNCILLOR REPORTS**

The Council received the following verbal reports from District and County Councillors.

*District County Councillor reports:*

District Councillor Mrs R Myer reported on the following matters:

- *Collapse of the Icelandic Banks*: following the collapse in October 2008 she confirmed that SODC had recently received reimbursement of £525,000 out of £1.5m for lost investments and were hopeful to get more monies.
- *Police Community Support Officer (PSCO) Report*: confirmed that there had been 2500 fixed penalty notices issued and 2753 arrests in South Oxfordshire.
- *New Leisure Pass Scheme and Loyalty Cards*: changes to the conditions regarding eligibility were highlighted.

Councillor Miss L Pye asked if a breakdown of the PSCO Report is provided for Henley.

District Councillor Mrs R Myer confirmed that she would obtain these figures.

Councillor C Pye asked when the change to the eligibility of the new Leisure Pass Scheme would come into effect.

District Councillor Mrs R Myer confirmed that it would take effect from the 17 August 2009.

*County Councillor reports:*

County Councillor D Nimmo-Smith reported on the following matters:

- *Thames Valley Police Surgery*: advised that this surgery would take place on 13 August 2009 outside the Christchurch Centre.
- *Early Years Capital Grant*: funding has been reserved for Stepping Stones Nursery School - £28,000 towards an internal refurbishment, including installation of kitchen, sinks and nursery toilet. In addition £15,000 for Sacred Heart Pre-school for a canopy and outdoor equipment. With regard to Stepping Stones Nursery he asked that as this was HTC property could the Town Clerk investigate any changes to the premises.

*Action: Town Clerk to contact Stepping Stones Nursery School to discuss proposed changes to the premises.*

- Local Transport Plan: advised that the Cabinet would be agreeing the plan on the 18 September 2009 which would have a 10 year lifespan. Consultations to follow. He reported that he was a member of the consultation group and would keep Members advised on these consultations.
- Land at Northfield End Area: advised that 40 properties had been approached inviting them to make representations to OCC on the evidence the County Council has obtained relating to the status of land in the Northfield End area some of which is considered to be highway land.

Mayor, Councillor Mrs E Hodgkin asked that Councillor D Nimmo-Smith circulates a copy of the correspondence from OCC to all Members.

*Post Meeting Note: Copy of OCC correspondence dated 10 August 2009 relating to the extent of the Highway in the Northfield End Area attached to these Minutes.*

Mayor, Councillor Mrs E Hodgkin asked if OCC would be discussing the forthcoming planned road works on Reading Road with HTC.  
County Councillor D Nimmo-Smith confirmed that he would ask OCC as a matter of urgency to come and discuss potential disruptions.  
Councillor Dr B Wood advised that he saw the Local Transport Plan as a vehicle for Transport Action Group.

Councillor Dr B Wood stated that more and more cars were parking on the verges in Greys Road and asked that as this was OCC land what can be done to prevent this as it is causing damage to the verges.

49. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

Mayor, Councillor Mrs E Hodgkin gave a verbal report on the Citizens Advice Bureau regarding the new lease which was due to be signed within the next couple of weeks. She also confirmed that the Bureau has a new manager, Mrs Christine O'Hare.

50. **MAYOR'S REPORT**

Members had before them the list of the Mayor's Mayoral engagements from 7 July 2009 to 6 August 2009 inclusive, copy attached to the Agenda.

The Mayor, Councillor Mrs E Hodgkin, advised Members of the following:

- On the 22 July she had a fascinating time on the Alns Houses visit in Church Avenue.
- She enjoyed presenting cheques to the Citizen Advice Bureau, Sue Ryder and Talking Newspaper.
- Enjoyable time at the Henley Town and Visitors Regatta presenting the cup.

51. **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 matters which were about to be discussed were considered to be confidential.

Councillor Dr B Wood and Deputy Mayor, Mrs J Wood having previously declared their personal and prejudicial interests left the Council Chamber and took no part in the debate.

52. **ONE STOP SHOP / VISITOR INFORMATION CENTRE**

Members had before them a report written by the Town Clerk regarding an application made by KVB Designs of Henley to rent the Barn when the Visitor Information Centre (VIC) vacates and relocates to the Town Hall on 1 October 2009; and an additional report from KVB, which had been circulated separately and tabled for the design and rebuild of office in the Town Hall to accommodate the VIC.

A discussion took place regarding the rateable value of the Barn and the amount of the rent that had been proposed in the Town Clerk's report. The Town Clerk confirmed that the proposed tenant would be liable for the whole of the business rates in addition to the proposed rent and a contribution toward utility costs and other service charges.

Following questions from Members the Town Clerk confirmed that the upstairs meeting space would remain as a facility to be hired by out to community groups and for private and commercial lettings. The space to be let would only encompass the downstairs area which has separate toilet facilities.

Councillor Miss L Hillier suggested that this space could be used as a ticket office for the annual local festivals within the town rather than being let to a commercial business.

Mayor, Mrs E Hodgkin confirmed that this proposal had been put forward for financial reasons in order that staffing costs for the VIC could be met.

Councillor A Follett thanked the Town Clerk for his concise and detailed report and proposed recommendation 4.1 of the report be approved. He asked for confirmation that KVB Designs would not have access to the upstairs meeting space and that this would have to be booked and paid for via the One Stop Shop. The Town Clerk confirmed that the upstairs space would be locked at all times when not in use and that KVB Designs were aware of the booking process for this room.

Councillor A Follett proposed that in regard to recommendation 4.2 within the report a decision should not be made at this time without further investigation and that two other project management companies should be approached to tender. He recommended that this is taken back to the Finance Strategy Management Committee as a project.

Councillor Mrs G Dodds agreed and suggested that plans need to be drawn up to ensure the space is utilised to its best and addresses all issues.

Councillor I Reissmann reminded members of the previous plans prepared in 2004/5 when the proposed merger of the One Stop Shop and VIC were considered.

It was

**RESOLVED** that

- (i) KVB Designs be offered the tenancy of the ground floor office in the Barn on the terms as set out in the Town Clerk's report; and
- (ii) the design of the new town hall facilities is referred back to Finance Strategy and Management for further investigation together with undertaking a tender process involving two other project management companies.

The Mayor, Councillor Mrs E Hodgkin invited Councillors to join her for a drink in the Mayor's Parlour.

The meeting closed at 08:50pm.

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Mayor