

**Present:** Councillor Ms K Gehrman (Vice Chair)  
Councillor Mrs J Bland  
Councillor W Hamilton  
Councillor D Hinke  
Councillor D Nimmo-Smith  
Councillor I Reissmann  
Councillor Mrs J Wood  
Councillor Ms L Meachin (Substitute for Councillor  
Mrs P Phillips)

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

**Also Present:** 1 Member of the Press  
2 Members of the Public  
Inspector M Harling

**70. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs E Hodgkin and Mrs P Phillips.

**71. DECLARATIONS OF INTEREST**

Declarations of Interest were received from Councillors Mrs J Bland and D Nimmo-Smith – Personal, item 11 Friends of the Festival.

**72. PUBLIC PARTICIPATION SESSION**

*Mr Roy Atkin – Elizabeth Road* advised the meeting that the Council could get around the issue of the bus shelter on Reading Road by arranging for the buses to stop at the Tesco store as they used to in the past, rather than in the present position. Mr Atkin further advised that some alteration may need to be made to the car park by Tesco's to enable the buses to manoeuvre more easily, and that a site meeting should be arranged with the bus company and Council representatives to discuss. This suggestion should also be passed to Oxfordshire County Council for their Review of Subsidised Bus Services.

*Mr Ken Arlett – Elizabeth Road* informed the meeting that the buses stopped using the store as a drop / pick up point as they were too big for the right angle bends and often had to manoeuvre 4 or 5 times.

Mr Arlett advised that he considered the 2<sup>nd</sup> paragraph of Mr Buckle's letter very aggressive and questioned where South Oxfordshire District Council would find the budget to make any refunds and questioned if the Vote of No Confidence was still on the table. The Town Clerk advised Mr Arlett that the letter had been sent to Mr Buckle to open debate and find solutions of how best to conduct the elections next time.

*Mr Roy Atkin – Elizabeth Road* advised that he had been in contact with a firm of Solicitors who specialised in traffic infringement issues, and they had advised him

that it was possible to have a by-law that would allow for the enforcement of vehicles parking on pavements.

**73. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 1 November 2011 were received, approved and signed by the Chairman as a true record.

**74. POLICE**

The Committee received an in-depth, detailed and informative verbal report from Inspector Harling providing a breakdown of crime results across the Henley area. Results show a further reduction from last year – down by 22.1%. Inspector Harling confirmed that his team had been working hard and had increased patrols.

The inaugural meeting of the Henley Neighbourhood and Community Group had been held last week and from that meeting it has been noted that there had been an increase in the theft of metal and that the businesses in the town feel neglected by the police.

It was noted that there had been an increase in drug offences this year, but this was possibly due to the increased patrols.

During October, November and December this year 258 fixed penalty notices have so far been issued, and the parking in West Street has improved.

A Councillor questioned if figures had been received from the police speed monitoring van that was parked on the Marlow Road, and was advised that the figures would be passed to the Town Clerk, and that the Police would continue to monitor the area.

When questioned about the use of drugs at the College, Inspector Harling advised that Henley was consistent with a lot of other towns, a lot more drugs had been seized this year, but this was possibly due to more patrolling and would like it noted that Henley does not have a lot of people with serious drug problems, it is more recreational use.

Although the amount of crime reported on the CCTV report appeared high, it should be noted that this report included July and the Regatta. Henley also has more cameras than the other towns so therefore more incidents are recorded.

It was noted that although the police do not clamp vehicles the DVLA will clamp if a vehicle is untaxed and not road worthy.

The subject of vehicles parking on pavements was raised and Inspector Harling informed the Committee that a vehicle needs to be an obstruction before any action can be taken. Legislation sets out what an obstruction of the Highway means and it must be an actual obstruction not a proposed obstruction. Members of the public need to report any obstructions that they encounter.

Inspector Harling advised that he was not aware of any plans to decriminalise parking on yellow lines. The Town Clerk informed the meeting that this was a matter for South Oxfordshire District Council to consider.

Another Councillor questioned if it was illegal to drive on pavements, and if so, anyone parking on a pavement had to drive on to it to get there.

It was **RESOLVED**

that an item be placed on the next Traffic Advisory Committee to discuss how to prevent the pavements being used for parking.

**75. CCTV**

Members received and noted the Quarter Two 2011-2012 CCTV quarterly report for Didcot, Henley, Thame and Wallingford.

A Councillor commented that it would be helpful to have some historical figures on the graphs to refer to and Inspector Harling advised that he would contact the author and request that it be added.

Another Councillor questioned if the police felt that the CCTV offered value for money, and was advised that the police found them invaluable as the cameras are used for many things including disturbances, missing people and suspicious behaviour. The police report incidents to the CCTV operators that they would like monitored, and the CCTV operators contact the police if they see something taking place.

Inspector Harling advised the meeting that the public feel safer walking the streets if they know they are being observed by CCTV, so in the police's opinion the more cameras there are the better.

The Chairman thanked Inspector Harling for attending the meeting.

Inspector Harling left the meeting at 8.20pm

**76. PROGRESS**

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

Town Hall Pavement Lights

Monson attended site on Wed 7 December and are preparing a quotation to replace the pavement lights with York Stone.

In response to a Member's request for a matter to be noted in the minutes the Town Clerk advised that all Councillors must abide by the Code of Conduct and that any alleged breach should be referred to the Monitoring Officer at South Oxfordshire District Council.

Cycle Stands

It was noted that some safety issues had been raised regarding the suggested locations of the new stands; definitive reasons to be reported to the next Traffic Advisory Committee.

Parking on the verges at Upton Close

Councillor D Nimmo-Smith to chase Councillor P Skolar to see if he has any funds available in his Locality Budget.

Greys Road / Swiss Farm Pedestrian Crossing

The Police have been carrying out speed checks and Oxfordshire County Council have carried out 24 / 7 counter checks, County Council officers are currently reviewing this information. It was noted that the speed of traffic coming into town was lower than that of the traffic going out of town. Officers are checking what sort of crossing would be most suitable for the area and what funding is available.

#### CCTV Monitoring Station Visit

Councillors Mrs Joan Bland, Ms K Gehrman and D Hinke requested that their names be added, along with Councillor W Hamilton, to the list of Councillors wishing to visit the Monitoring Station.

#### Triathlon

It was confirmed that the event would be taking place next year and that a meeting will be held at the Town Hall on 22 February to discuss the mechanics of the event as this year Oxfordshire County Council would be more involved with the organisation of the marshalling etc.

#### Signage and physical promotion project

A definitive list of signage works will be decided at the Working Group meeting on 6 January 2012.

#### Emergency Planning / Preparation for winter

Equipment on order.

### **77. BUDGET**

Members received and accepted the budget report to 31 October 2011

It was **RESOLVED**

that the report be noted.

### **78. REVIEW OF SUBSIDISED BUS SERVICES – HENLEY & WALLINGFORD AREA - JUNE 2012**

Members received and considered a letter from Oxfordshire County Council requesting comments in respect to bus service subsidy contracts that are being reviewed and after a lengthy debate

It was **RESOLVED**

that as a minimum this Council would like to see the current service maintained,

that notices are put on the bus shelters advising passengers that changes are imminent,

that a letter be sent to Tesco asking if they would consider having the 152 bus dropping and picking up passengers from outside the store, and asking if they would be willing to make the suggested changes to the layout of their car park to accommodate buses, and

that Councillor S Gawrysiak, as the Parish Transport Representative, be asked to feed back information on the bus services to Councillors.

### **79. ELECTIONS**

Members received and considered a letter from David Buckle regarding a meeting to discuss future elections. It was noted that even though a positive letter was sent to Mr Buckle it was felt that he had responded in a non constructive manner.

It was also felt that South Oxfordshire District Council had a duty to run elections but in both 2007 and 2011 had failed to listen to advice given by this Council that the count should be held in Henley.

A discussion was held as to the suitability of Mr Buckle to run the next election and where some Councillors felt that he had failed to learn from his mistakes, others felt that the problems were with outside contractors and therefore beyond his control and due to his experience he was the best man for the job.

An independent review has been held and lessons learnt, and this Council needs to look forward and not back and take a proactive and positive approach when dealing with Mr Buckle.

It was **RESOLVED to RECOMMEND**

that Mr Buckle be invited again to come and talk to this Council, and that payment be withheld until such time as talks have taken place.

One member of the public left the meeting.

**80. HENLEY FESTIVAL 2012 TOWPATH CLOSURE**

Members received and considered a request from the Henley Festival for a short diversion of the tow path for the stage build from Monday 2 July – Wednesday 4 July. Full diversion on show nights Wednesday 4 July – Sunday 8 July 2012 and short diversion for stage de-rig from Monday 9 July – Tuesday 10 July.

It was **RESOLVED to RECOMMEND**

that this Council does not like the closure of public footpaths but for this event supports the application.

**81. PLANNING FOR THE OLYMPICS**

Members received and considered the notes of the planning for the Olympics meeting held at the River & Rowing museum on Tuesday 8 November 2011.

The Town Clerk advised the meeting that regrettably the sponsorship deal for the big screen had fallen through. He also advised that he had agreed to act as a go between for discussion with Mr P Burness-Smith's production company, who if successful in their bid would be able to provide alternative sponsorship.

It was **RESOLVED**

that the notes be received and noted.

**82. OLD FIRE STATION GALLERY WORKING GROUP**

Members received and considered the notes of the Old Fire Station Gallery Working Group meeting held on Wednesday 23 November 2011. The following comments were made

- Although the Old Fire Station Gallery is in need of much more promotion, a member rejected the idea of footprints and arrows on the pavements.
- The access ramp into the building is far too heavy and a new lighter one should be sourced.

- A large map showing the Gallery should be placed in the Market Place notice board.
- This Council should produce a promotional leaflet for all exhibitors from the promotions budget.

It was **RESOLVED**

that the notes be recorded and noted.

**83. TOURISM SIGNS FOR PHYLLIS COURT**

Members received a letter from Oxfordshire County Council requesting any comments that this Council may have in reference to an application from Phyllis Court to erect tourism signs at the entrance to their facility.

It was **RESOLVED to RECOMMEND**

that this request be refused because signage at the entrance to Phyllis Court has little or no benefit to the facility.

Councillor Mrs J Bland abstained from voting on this item.

**84. PARKING AT THE REAR OF THE TOWN HALL**

Members received and considered a report on the use of car parking spaces in Upper Market Place. A motion that the spaces be made available for Councillor parking at the weekends failed to find a seconder, whereupon,

It was **RESOLVED**

that the allocation of parking spaces in the Upper Market Place Car Park to Councillors at weekends be not progressed,

that wheel clamping be discussed as an item at a future meeting.

**85. BUS SHELTER ON THE READING ROAD**

Members discussed carrying out a Public Consultation for the new bus shelter that is due to be installed at the existing bus stop on Reading Road, close to the roundabout. It was felt that if the bus stop was relocated onto the Tesco site then there would be no need for a stop at this location.

It was **RESOLVED**

that contact be made with Tesco and the bus company to see if would be acceptable to relocate the bus stop / shelter. If this is not an acceptable proposition then consultation should take place with the developer (if no residents are living in the flats) the residents and the public.

**86. TOWN CENTRE MANAGEMENT**

Members received and considered a report from the Town Clerk, and after a lengthy discussion

It was **RESOLVED**

that the Committee notes the submitted key tasks and responsibilities for a Town Manager for Henley,

that this Council provides a further allocation of £5,000 in the estimates for Town Centre Management next year and refers the matter to Finance Strategy and Management Committee for consideration as part of the budget setting process for 2012 / 13.

**87. 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 will be discussed are considered to be confidential.

One member of the public and one member of the press left the meeting.

**88. CONFIDENTIAL  
CCTV**

Members received and considered the notes of the CCTV Management Group held on Thursday 10 November 2011. The following comments were made:

- It was noted that some of the equipment was getting quite old and suggested that a sinking fund be set up for the items that belong to this Council.
- It was felt that having the equipment was of a great value to the town.
- It was also felt that if the nominated representatives from this Council are unable to attend the meeting it is important that a substitute is found.

It was **RESOLVED**

that the notes be noted

The Town Clerk reminded Members that discussions that involve Henley Town Council Contractors should not take place during public session and should only be brought up in a confidential session.

The meeting closed at 10.00pm

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Chairman