

**Present:** Councillor Miss K Hinton (Vice Chair, presiding)  
Councillor M Akehurst  
Councillor Mrs J Bland  
Councillor W Hamilton  
Councillor D Hinke  
Councillor D Nimmo-Smith  
The Mayor Councillor S Gawrysiak (ex officio)  
Councillor Mrs E Hodgkin (substitute for Mrs P Phillips)

**In Attendance:** Mr M Kennedy – Town Clerk  
Ms J Brazil – Committee Administrator / Minute Taker

**Also Present:** 1 Member of the Public  
1 Members of the Press

**43. APOLOGIES**

Apologies for absence were received from Councillors Mrs P Phillips (Chair) and Ms L Meachin.

**44. DECLARATIONS OF INTEREST**

None received

**45. PUBLIC PARTICIPATION SESSION**

None received.

A member noted the Committee's current budget sheet had been omitted from the agenda. It was agreed a copy be sent via email to all members of the Committee.

*Clerk's note: The figure for the 6 months to 30 September are included in the report to the Finance Committee on 22 October.*

Councillor Mrs J Bland entered the meeting at 19.40pm

**46. HENLEY BRANCE LINE ELECTRIFICATION**

The meeting received a presentation from Andy Blake and Richard Turner, Network Rail on the proposed First Great Western Electrification Programme. It was stressed the proposal to convert the line was in the very early stages of preparation and all local authorities in all areas would be consulted at each stage of the process. It was hoped that the branch line from Twyford to Henley on Thames would be completed by the later half of 2017.

A lengthy discussion took place and a number of questions were raised by members. It was agreed the committee Administrator would contact Mr

Turner with the list of the questions to enable them to be relayed at the next meeting. Mr Turner confirmed to the meeting that he would investigate the question of lengthening the Platform at Henley on Thames Station

*Post meeting note: Committee Administrator has emailed questions to Mr Turner for his further investigation. Response to be supplied at next Town & Community meeting.*

**47. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 3 September 2013 were received, approved and signed by the Chairman as a true record.

**48. 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

In the absence of the Chair, Councillor Pam Phillips, the date of the next meeting of the Old Fire Station Gallery and Barn Users Group was not available. It was confirmed the date would be reported by Councillor Phillips at the next meeting.

Bus Shelter on the Reading Road

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

Fairtrade Town

The Committee **RESOLVED**

**that a letter received from the Fairtrade Initiative regarding the actions needed to be taken by Henley Town Council be passed to Councillor Wood for her to action in order to comply with all the necessary requirements for Henley to become 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 at the end of the year to investigate their sound system. It was discussed the present system may be considered adequate and fit for purpose and this was a fact finding mission that would be considered at a later date.

Hanging Basket Pole

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

Regatta

The note's of the Regatta Wash Up meeting on 1 October 2013 will be reported to the next meeting on 26<sup>th</sup> November 2013.

### Market Place Seating Licences

The Square (Portuguese Restaurant) has taken up the offer of a Seating Licence. The Restaurant has been chased regarding acceptance of the license and Henley Town council are awaiting a response.

### Broken / Missing Paving Stones

Highways have again been contacted for an update on when the York Stones will be replaced. It was confirmed that the issue will be dealt with in the next 3 – 4 weeks.

### Triathlon

Wash up meeting held on 25 September, notes to next meeting on 26 November 2013.

## **49. CIVIL PARKING ENFORCEMENT (CPE)**

Members received a report from the Town Clerk which explained further information on the introduction of Civil Parking Enforcement (CPE) specifically related to the Town Council's car park at Mill Meadows.

It was **RESOLVED TO RECOMMEND**

**that the report be noted;  
that the Council approves the introduction of CPE, which will improve road safety and reduced congestion in Henley; and that Henley Town Council supports a proposal that CPE be operated at District level and excludes the town council's car parks but would be less inclined to support a proposal that would devolve responsibility for the management of CPE at the town level, at this time.**

## **50. CHRISTMAS CAR PARKING**

The Committee discussed the offer from SODC for the extension of the free Saturday afternoon parking to be extended to the full day for the 4 Saturdays leading up to Christmas.

It was **RESOLVED**

that the Henley Town Council welcomed the extension to free all day parking on the 4 Saturdays leading up to Christmas but requested the 4 Fridays preceding the Saturdays be included as well.

*Clerk's Note: This request has been rejected by SODC. Free parking can only be made available on one day a week not two.*

## **51. BUDGET 2014 / 2015**

Members received and considered a report from the Accountant on preliminary budget figures for 2014/2015 to be submitted to Finance Strategy & Management Committee.

It was noted that the Committee's proposals were suggestions to the budget for 2014/2015 and may be altered during the budget making progress.

**A) Detailed Consideration – Income & Expenditure budget**

It was **RESOLVED TO RECOMMEND**

- i) that a suggested budget figure of £5,000 be included under Town Hall Costs for marketing of all rooms, provided a cost benefit analysis is carried out to ensure value for money is achieved;
- ii) that the grant for the Over 60's Club be increased from £8,000 to £10,000 as their grant had been cut over the years and with an aging population, more people in Henley are likely to use this resource;
- iii) that a preliminary figure of £15,000 be included in the draft budget for street cleaning;
- iv) that the Tourism desk at the Town Hall remains open for extended hours in the 2014/2015 year;
- v) that the Town Centre Manager be increased to full time hours, subject to agreement and funding from SODC;
- vi) that the Town Centre Improvements / Action Plan budget be increased from £4,000 to £10,000 to include the initiatives of 'Beautiful Henley' and 'Henley Marketing' subject to further reports from the Town Centre Manager;
- vii) that £5,000 be again provided for shop front improvements subject to matched funding from SODC;
- viii) that £2,000 be approved for the maintenance of bus shelters but the proposal of £3,000 towards the creation of a dedicated cycle route avoiding Reading Road be removed; and
- ix) the CCTV contract be extended when it expires at the end of April 2014, subject to further consideration on costs having regard to Thames Valley Police's reduction on funding, which the Committee expressed regret.

**b) Room Hire charges – Town Hall and other buildings**

It was **RESOLVED TO RECOMMEND**

- i) that an extra marketing budget of £5,000 be accepted to promote and publicise the room hire at all the council properties; and

- ii) that an 8.3% increase for Wedding and Civil Ceremonies be accepted in the charges for 2015/2016, all other hire charges for 2014/2015 remain unchanged.

**c) Capital expenditure**

Councillors were invited to put forward proposals for items to be included on a capital expenditure 'wish list' for onward consideration on the FSM Committee. The possibility of an entire new sound system for the Large Hall was discussed. Certain Councillors are exploring the sound systems of other Councils.

It was **RESOLVED TO RECOMMEND**

- i) that the estimate cost of £15,000 for a new system be removed from the Capital programme for the time being until further investigations had been concluded, including acoustic solutions;
- ii) that a complete overhaul of the mezzanine kitchen was needed and an estimated amount of £20,000 be set aside to cover the cost of the renovations; and
- iii) that £2,000 be included in the Capital Programme for 2 new flag poles for the Market Place.

**a) Fees and changes**

It was **RESOLVED TO RECOMMEND**

- i) that there be no increase in Market Place/Red Lion Lawn Seating Licences for the year 2014/2015;
- ii) that there be no increase to the weekly Charter Markets for the year 2014/2015;
- iii) that there be a 5% increase in the Continental Markets license for the year 2014/2015;
- iv) that there be a 3% increase to the price of the permits for parking at Upper Market Place;
- v) that all license holders licensed fees for Red Lion Lawn Moorings be increased to £1,000; and that the part use of Singers Park by The Angel on the Bridge be increased by 1.2%.

**52. EXCLUSION OF THE PUBLIC AND THE PRESS**

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

that the public and press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters with will be discussed are considered to be confidential.

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

**53. CONFIDENTIAL**

**i) PARKING CONTROL AT UPPER MARKET PLACE**

Members considered a verbal report from the Town Clerk on the current arrangements for controlling unauthorised parking on the Town Council's car parks at Upper Market Place, under the new legislation. After a lengthy discussion where all the options were considered.

It was **RESOLVED TO RECOMMEND**

**that the present existing arrangements whereby the Council employs an outside contractor be terminated and the signage be changed to read 'Henley Town Council, Private Property, Permit Holders Parking Only' with immediate effect.**

The meeting closed at 9.56pm

jb

Chairman