



HENLEY-ON-THAMES
TOWN COUNCIL

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**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
A MEETING OF
THE TOWN AND COMMUNITY COMMITTEE
TO BE HELD ON
TUESDAY 14 MAY 2019
AT 7.30 PM (Following the Planning Meeting)
IN THE COUNCIL CHAMBER,
TOWN HALL, HENLEY ON THAMES**

A handwritten signature in black ink, appearing to read 'Mrs J Wheeler', with a horizontal line underneath.

Mrs J Wheeler
Town Clerk
8 May 2019

MEMBERSHIP:

To all Members of the Town and Community Committee appointed at the Annual Meeting on 13 May 2019. Including the Mayor and Deputy Mayor (ex-officio).

Members are reminded to sign the attendance book.

1. **ELECTION OF CHAIRMAN**

TO ELECT a Chairman for the year 2019-20.

2. **ELECTION OF VICE-CHAIRMAN**

TO ELECT a Vice-Chairman for the year 2019-20.

3. **TERMS OF REFERENCE**

TO CONSIDER if this Committee wishes to add Street Furniture to the list or have the budget transferred to Recreation and Amenities who currently have Street Furniture on their Terms of Reference or split between the two Committees with appropriate budgets and **TO APPROVE** the Terms of Reference of the Town & Community Committee (*report attached*).

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), a member with a disclosable pecuniary interest of which they are aware 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 disclosable pecuniary 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/she has obtained a dispensation from the Council, and not seek improperly to influence the decision about that matter.

6. **PUBLIC PARTICIPATION SESSION**

TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2-3 minutes.

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and Pecuniary interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory,

frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.

- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

7. **MINUTES**

TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 26 March 2019 (attached).

8. **APPOINTMENT OF SUB COMMITTEES, THEIR TERMS OF REFERENCE AND THE MEMBERSHIP THEREOF.**

Members are at liberty to review the present structure and make any additions or deletions to the number of Sub Committees currently appointed. The list below shows the existing Sub Committees and the membership thereof:

Events Sub Committee

2018-2019 Membership

Councillor D Eggleton
Councillor S Evans
Councillor Will Hamilton
Councillor Kellie Hinton
Councillor Sarah Miller
Councillor Miss L Hillier
Councillor Glen Lambert

Townlands Steering Group

2018-2019 Membership

Representing Henley Town Council

Councillor K Arlett
Councillor Julian Brookes
Councillor Glen Lambert
Councillor David Nimmo-Smith
Councillor Ian Reissmann

Representing South Oxfordshire District Council

Councillor Miss L M Hillier

Representing Oxfordshire County Council

Councillor S Gawrysiak

25 others.

9. **APPOINTMENT OF AD HOC WORKING GROUPS, THEIR TERMS OF REFERENCE AND THE MEMBERSHIP THEREOF:**

Members are at liberty to review the present structure and make any additions or deletions to the number of the Working Groups currently appointed. The list below shows the existing Working Groups and the membership thereof:

Bus Working Group

2018-2019 Membership

Councillor Ken Arlett
Councillor J Brookes
Councillor D Crook
Councillor Dave Eggleton
Councillor S Gawrysiak
Councillor Miss L M Hillier
Councillor D Nimmo Smith
Councillor Jane Smewing
Mr B Brown
Ms D Conduit
Mrs G Dodds
Mr M Dodds
Mr D McEwen
Mr P Fleming

WEEKEND MARKET WORKING GROUP (T&C minute 96 - 26.03.2019)

TO SET UP a Working Group to discuss weekend markets

10. **BUDGET**
TO RECEIVE AND CONSIDER the Management Accounts to 31 March 2019
(papers attached).
11. **TOWNLANDS**
TO RECEIVE an update from Councillor Reissmann following the Steering Group Meeting being held on Monday 25 March 2019. (report to follow).
12. **MERMAID**
TO CONSIDER before the Mermaid is reinstalled if it should be put back in its original position or if a better location could be used i.e. Singers Park.
13. **MAY FAYRE**
TO RECEIVE a post event update from the Councillor Sarah Miller.
14. **TOWN AND COMMUNITY MANAGERS UPDATE**
TO RECEIVE an update from the Town and Community Manager (report attached)
15. **A CELEBRATION OF THE 50TH ANNIVERSARY OF THE MOON LANDING**
TO CONSIDER a request from Mr Michael Warner for approval of a free to attend event on the Market Place on the evening of Saturday 20th July to mark the 50th Anniversary of the first moon landing (report attached).
16. **SLIPWAY**
TO RECEIVE AND CONSIDER a letter from Pino and Felice Battista regarding their Licence to sell Ice Cream on the Slipway (letter attached).
17. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (report attached.)

Terms of Reference for the Town and Community Committee 2019 – 2020

- i. The Town and Community Committee will consist of 9 members including the Mayor ex Officio.
- ii The Quorum for this Committee shall be 5 members.
- iii The Committee will consider all matters referred to by the Council and will make recommendations to Council for approval.
- iv The Committee will be able to spend up to the Budget, other requests will be forwarded to Finance, Management and Strategy Committee.
- v To monitor the financial performance of this Committee's budgets against estimates and to set a budget for consideration and approval by the Finance, Management and Strategy Committee each year.
- vi The Committee will be responsible for all spending relating to:
 - Annual Licenses
 - Partnership Liaison
 - Town Events
 - CCTV/Police/Crime
 - Tourism
 - Kings Arms Barn
 - Town Hall
 - Old Fire Station Gallery
 - HTC Asset Lists
 - 60+ Club
 - Youth Liaison
 - Twinning
 - Christmas Decorations
 - Events
 - Any other matters of a non strategic nature relating to the town and community
- vii The Committee will make recommendations to Council regarding policy and strategic matters relating to all of the above.
- viii The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

NB in accordance with Standing Orders, the Chairman and Vice Chairman of the Town and Community Committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

- ix The Committee will receive and consider all reports and recommendations from every sub committee and working group it appoints.
- x The Committee will consider rents and fees for persons or groups using the facilities provided and make recommendations to the Finance, Management and Strategy Committee each year as part of the budget setting for implementation from 1 April.
- xi The Committee will exercise those delegated powers and duties as the Council directs relating to the Committee's functions as set out above.

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE TOWN AND
COMMUNITY COMMITTEE
HELD ON TUESDAY 26 MARCH
2019 AT 7.00PM IN THE COUNCIL
CHAMBER, TOWN HALL,
HENLEY ON THAMES.

Present:
Councillor Miss L M Hillier (Chairman)
Councillor Sarah Miller (Vice Chairman)
Councillor Dave Eggleton
Councillor S Evans
Councillor Will Hamilton
Councillor Miss K Hinton
Councillor Laurence Plant (substitute for Councillor David Nimmo Smith)
Councillor Ken Arlett (Deputy Mayor)

In attendance:
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mrs N Taylor – Minute taker
Councillor I Reissmann
Mr Mark Leyland – Sweetspot
Mr David Heycock – Oxfordshire County Council
2 Members of the Public
1 Member of the Press

87. APOLOGIES

Apologies for absence were received from Councillor David Nimmo Smith, (Councillor Laurence Plant substituted) and the Mayor, Councillor Glen Lambert. Councillor Ken Arlett gave apologies for lateness.

88. DECLARATIONS OF INTEREST

None received.

89. PUBLIC PARTICIPATION SESSION

None received.

90. MINUTES

The Minutes of the meeting of the Town and Community Committee held on 29 January 2019 were received, approved and signed by the Chairman as a true record.

91. OVO ENERGY WOMEN'S TOUR

Members received a presentation from Mark Leyland (Sweetspot) and David Heycock (Oxfordshire County Council) regarding the possible use of Henley on Thames for the start location of the local stage of the OVO energy Women's Tour and noted the following information:

- The event will take place in the District for the next three years, South and Vale and West Oxfordshire this year, Cherwell next year and Oxford City the year after.
- OVO Energy are the title sponsor of the event.
- This is the 6th year of the event which is a high ranking international cycle tour and considered to be one of the best in the world.

Councillor Dave Eggleton entered the meeting at 7.10pm

- Henley will start Stage 3 of the event on Wednesday 12 June 2019
- It is planned for the event to start in the Market Place (road closures in place from 04:00 – 13:00) at 10.30am with a staging area at the top end of the Market Place for the riders to present before the start of the race at 09:30.

Councillor Kellie Hinton entered the meeting at 7.15pm

- A dignitary would be required to start the race when a neutralised start would take place with riders parading down Hart Street and turning left (against the usual traffic flow) along Thameside and New Street out to the Fairmile (rolling road closure in place 25 minutes maximum).
- 3-4 miles out the flag will be pulled in from the lead car, the lead car will pull away and the race will begin.
- Greys Road carpark to be partially closed to the public from 00:01 for use by the team and crew.
- 30 motorcycle Police and 30 motorcycle Marshalls will be in attendance at the event.
- Community engagement will take place with schools and councils across the event route.
- Initial contact made with Henley Royal Regatta re possible use of their land for car parking.
- Specialist Company engaged who look after booking accommodation.
- A Webpage for every stage will be set up providing local information.
- Event Management Plan to be produced within the next few weeks.
- Event Safety Meeting to take place within the next few weeks
- 16 teams of 6 cyclists taking part in the event with a support team of 4-500 people.
- If a road is fit to drive on it will be considered fit to cycle on – existing Traffic Management Plans will be re-prioritised if any roads are found to be of poor condition.
- The event will be televised in an hour long highlight programme from 19:30 / 20:00 on ITV 4.
- There are sponsorship packages available with the possibility of ride in the race and healthy work options.
- Schools / clubs can ride the course 10 minutes before the start of the race.
- Oxfordshire County Council to arrange all road closures.
- Everything will be cleared away and all road closures lifted by lunchtime.

Due to the limited time before the event Members took a vote following the presentation and it was **RESOLVED TO RECOMMEND**

that support be given to Henley being used as the start of Stage 3 of the OVO Energy Women's Cycling Tour on Wednesday 12 June 2019.

Thanks were given by the Chair and Mark and David left the meeting at 7.35pm

92. BUDGET

Members received the Management Accounts to 28 February 2019. **IT WAS RESOLVED**

that the Management Accounts be noted.

93. ROAD / PAVEMENT WORKS

Members considered requesting that SODC and OCC advise the Town Council every time they are notified that works are going to take place in the town centre and advise who the contractor is and contact details to enable Officers to chase if reinstatement works are not carried out correctly with matching materials and with immediate effect. **IT WAS RESOLVED**

that a request be made to both SODC and OCC that the Town Council be advised every time they are notified that works are going to take place in the Town Centre and notify who the contractor is with contact details to enable HTC Officers to chase if reinstatement works are not carried out correctly with matching materials with immediate effect.

94. EVENTS COMMITTEE

Members received the notes of the Events Committees held on 1 March 2019. **IT WAS RESOLVED**

that the notes be noted.

95. TOWNLANDS

Members received an update from Councillor Reissmann following the Steering Group Meeting held on Monday 25 March 2019 and noted the information.

Councillor Ken Arlett entered the meeting at 7.45pm.

96. CHRISTMAS WEEKEND MARKET

Members considered a request for the Christmas three day market to take place again this year. After a discussion **IT WAS RESOLVED**

that permission is not granted for the Market Square Group to bring back the three day Christmas market again this year, and

that a Working Group is set up at the 1st meeting of this Committee after the election to discuss weekend markets.

Councillor Ian Reissmann left the meeting at 7.50pm.

97. CHRISTMAS FESTIVAL

Members considered the date of this year's Christmas Festival and the idea of switching on the lights on 01 December to coincide with the Living Advent Calendar opening night – and then having the Christmas Festival (Late Night Shopping) on the

first Friday in December. There was a lengthy debate but a vote was taken to move the date of the Christmas Festival from 29 November 2019 to 06 December 2019. The Vote was: IN FAVOUR = 4; AGAINST = 4 – the Chairman's casting vote recommended moving the date to 06 December but the switch on of the Christmas lights would be on the 01 December to correspond with the opening night of the Living Advent Calendar.

IT WAS RESOLVED

that an item be placed on the 30 April Full Council agenda to discuss

- **Rescinding the ratified date of Friday 29 November for the Christmas Festival to Friday 06 December 2019.**
- **The switch on of the Christmas lights to take place on Sunday 01 December 2019 to coincide with the launch of the Living Advent Calendar.**

98. DUCK POND MARKET

Members considered a request from the organisers of the Market for permission for a local company 'Bohemian Wrapsody' to attend the monthly Duck Pond Market to sell Street Food. **IT WAS RESOLVED**

that the format of the Duck Pond Market should stay the same with no food permitted.

99. HENLEY BUS UPDATE

Members noted that that the Saturday Bus Service launched on 16 March with an amended timetable. 7000 A4 leaflets are being printed that will be delivered to every household in Henley with spares being distributed from the Information Centre

100. TOWN MANAGERS UPDATE

Members received an update from the Town Manager and the following observations were made:

- The Information Centre office is currently running on winter hours and is only open between 10am-12noon on Saturday.
- The Information Kiosk at the Meadows has now ceased to operate following the money saving decision at FSM.
- Several Councillors said that the Kiosk should be re-opened and manned by people of volunteers. Councillors to lead on this initiative.
- Repair Café meeting taking place on Wednesday 27 March.

IT WAS RESOLVED TO RECOMMEND

that the Town Clerk be given delegated powers, subject to funding to open the Information Centre in the Town Hall on Saturdays and Sundays from Easter.

that a community group be explored to run and man the Mill Meadows Tourist Office and the Putting Green (if the area has not already been re-assigned for alternative use by Recreation and Amenities).

101. EAT! FOOD FESTIVAL

Members received a request for use of the Market Place for the Eat! Food Festival on Saturday 15 June 2019. **IT WAS RESOLVED**

to draw up a Policy for use of Council land / property for Festivals – that Delegated Powers be given to the Town Clerk to approve the detail.

that Free Use be granted to Eat! Food Festival in the town on the understanding that the event is a non-commercial venture.

102. PROGRESS

Members had before them a report on progress and after the following observations noted the information contained therein.

Georgian Paving

Update to be brought to next meeting.

Town Centre Signage

Meeting being organised to discuss signage which is cross committee.

Water Fountains for Henley

Waiting to hear from Thames Water.

Mermaid Statue

Item to be passed to FSM for further discussion.

Repair Café

Meeting Wednesday 27 at 2pm.

103. EXCLUSION OF THE PUBLIC AND PRESS - CONFIDENTIAL

It was moved by the Chairman and RESOLVED

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 the publicity would be prejudicial to the Public interest by reason of the confidential nature of the business transacted.

104. **FREE USE**

Members received and considered a report on Free Use. **IT WAS RESOLVED TO RECOMMEND**

that on the Free Use list the Educational Charity should read Educational Trust;

that Henley Wildlife Group be removed as they are now a part of Henley in Transition;

that letters should be sent out every year to everyone on the list to ensure that they wish to remain on the list;

that the Policy should be a cross party policy.

The meeting closed at 8.50pm

Nt/JW

Chairman

**Terms of Reference for the
Events Sub Committee**

1. The Events Sub Committee will consist of co-opted members and Councillors plus the Mayor and Deputy Mayor ex Officio.
2. The Quorum for this Sub Committee shall be three Councillors.
3. The Sub Committee shall have full delegated powers* to act and present regular reports to the Town and Community Committee on its work provided there are no deviations from previous years' events; any significant variations to the lighting scheme or planned celebrations to be referred to the Town and Community Committee for approval.
4. In the absence of the Chairman, the Vice Chairman will chair the meeting.
5. The Sub Committee shall have full delegated powers* to act within the confines of the revenue budget previously agreed by the Council along with all contributions received from sponsorship, grants, donations etc, other requests shall be forwarded to the Town and Community Committee for consideration.
6. The Sub Committee shall monitor and manage the financial performance of the Sub Committee's budget together with all other secured sources of external funding and present regular reports of the income it receives and the expenditure it incurs to the Town and Community Committee having regard to the Council's Financial Regulations and set a budget for consideration and approval by the Town and Community Committee each year.
7. The Sub Committee shall account for all monies in the Christmas Events and Decorations budget received from sponsorships and recommend to the Town and Community Committee that the balance at the end of each financial year is carried forward to the next financial year.
8. The Sub Committee shall make recommendations to the Town and Community Committee on all items of capital expenditure previously agreed by the Council and including the approved Capital Programme having regard to the Council's Financial Regulations.
9. To monitor the financial performance of the Sub Committee's budget against estimates. The Sub Committee is responsible for all spending relating to the:
 - seasonal lighting and decorations contract for the town
 - large Christmas tree for Market Place
 - Christmas Festival weekend and all associated costs to run events

10. The Sub Committee shall make recommendations to the Town and Community Committee regarding policy and strategic matters relating to all of the above.
11. The Sub Committee may appoint working groups and the membership thereof, and advisers as and when necessary to assist in its work.
12. The Sub Committee shall receive and consider all reports and recommendations from every working group it appoints.
13. The Sub Committee shall exercise those delegated powers and duties as the Council directs relating to the Sub Committee's functions as set out in (3) above.

** Delegated powers may be withdrawn by the Council at any time. It cannot, however, do this retrospectively with a view to invalidating lawful decisions made on its behalf by a Sub Committee or officer.*

TSG Terms of Reference 13 June 2018

1. *The Townlands Steering Group is a community wide group representing all residents in the catchment area of Townlands Hospital on Health care and related matters such as Social Care.*
2. *The TSG is constituted as an Advisory Committee to Henley Town Council reporting to Town & Community Committee. It operates under the General Power of Competence available to Henley Town Council.*
3. Membership

<i>Henley Town Council</i>	<i>4 Councillors</i>
<i>SODC</i>	<i>1 Councillor</i>
<i>OCC</i>	<i>1 Councillor</i>
<i>Member of Parliament</i>	<i>1 MP</i>
<i>FROTH</i>	<i>1 representative</i>
<i>Community</i>	<i>6 representatives</i>
<i>Neighbouring Parish Councils</i>	<i>1 representative from each</i>
4. *The TSG may at its meetings coopt further members in order to conduct its business.*
5. *The TSG Quorum is 6 members.*
6. *This committee has no delegated powers.*
7. *The TSG is responsible for engaging with and communicating to stakeholders the views and concerns of the community regarding Health care, Social Care and related activities in and around Henley.*

Similarly the TSG is responsible for communicating to the community regarding Health care and related activities in and around Henley,

These activities also include

- a. *liaising with relevant stakeholders, such as the Clinical Commissioning Group, NHS Property Services, GP Surgeries. This includes any successor bodies.*
 - b. *Nominating representatives to community engagement groups established by stakeholders such as the CCG's Townlands Stakeholder Reference Group.*
 - c. *discussing and representing community interests over any unresolved aspects to the Townlands development, such as Arts, landscaping, highway matters and parking, public space and bringing these matters to the attention of the relevant authorities.*
8. *The TSG will normally choose at the start of each civic year to establish a Working Group to consider day to day matters of its responsibilities and the operational nature of the TSG's engagement with other stakeholders. Membership of this group is determined by the TSG. This Group to report back at TSG meetings.*

BUS WORKING GROUP

TERMS OF REFERENCE

1. The Committee shall consist of at least 3 Henley Town Councillors, 1 Oxfordshire County Councillor and 1 South Oxfordshire District Councillor, together with a flexible number of members of the community.
2. The Committee's role will be to manage and monitor the new Henley bus service provided by Reading Buses from July 2018 onwards – and to facilitate the handover from Whites Coaches.
3. Quorum shall be at least 3 Henley Town Councillors.
4. A Chairman and Vice Chairman shall be elected at Full Council on establishment.
5. The Bus Working Group reports to Town and Community Committee. All recommendations will be reported to Town and Community Committee for consideration.
6. The Bus Working Group will meet as and when decided by the Chairman.
7. The Bus Working Group has no budget responsibility or delegated powers apart from those set out in Paragraph 8 below.
8. On matters that require further research, for example requesting a more detailed report or seeking clarification from third parties on a specific item, then the Bus Working Group shall have a delegated power to act.

£'000	Note	Month 12 March 2019	Expected Out-turn 18/19	Budget 18/19	Final actual 2017/18	Variance Out-turn v Budget
Town Hall Costs						
Wages (compensating savings under repairs & maint)		54.3	54.3	44.0	35.0	(10.3)
Cleaning		2.8	2.8	3.0	1.6	0.2
Health and Safety		0.2	0.2	1.0	0.5	0.8
Alarm & Fire Systems		1.2	1.2	1.1	1.7	(0.1)
Electricity		6.6	6.6	6.0	4.8	(0.6)
Furniture & Equipment		3.2	3.2	3.0	3.4	(0.2)
Gas		4.7	4.7	5.5	4.8	0.8
Insurance		5.9	5.9	6.4	7.0	0.5
Lift Maintenance		1.5	1.5	1.0	0.5	(0.5)
Rates		22.9	22.9	23.0	22.3	0.1
Repairs and Painting (budget reduced by £2k as above)		7.0	7.0	7.0	10.0	0.0
TH per planned maintenance schedule		10.0	10.0	10.5	2.1	0.5
Public Clock Maintenance		0.0	0.0	0.3	0.0	0.3
Costs assoc with wedding ceremonies (incl caretaker)		6.3	6.3	4.0	5.6	(2.3)
Marketing/promotion of all HTC properties		1.0	1.0	2.0	0.8	1.0
Water		1.0	1.0	1.0	0.7	0.0
		128.5	128.6	118.8	100.8	(9.8)
Less Income						
Hire of Rooms, excl free use		(23.4)	(23.4)	(27.0)	(17.9)	(3.6)
Value of free use - grants for local festivals	contra	(2.5)	(2.5)	(2.5)	(2.5)	0.0
Value of free use - charity/own/democr rep	FSM exp	(26.9)	(26.9)	(16.0)	(21.5)	10.9
Weddings and Civil Ceremonies to March 2019		(18.5)	(18.5)	(24.0)	(22.4)	(5.5)
Net Costs Town Hall		57.2	57.2	49.3	36.5	(8.0)
Henley 60+ Club						
Grant - Running costs		10.0	10.0	10.0	10.0	0.0
Insurance - Building		0.2	0.2	0.2	0.2	0.0
Rates		0.3	0.3	0.3	0.3	0.0
Repairs/Maintenance		2.7	2.7	3.0	1.2	0.3
60+ Club per planned maintenance schedule		0.0	0.0	0.0	4.0	0.0
Total Costs Henley 60+ Club		13.1	13.2	13.5	15.7	0.3
Barn						
Rates/water		2.1	2.1	2.1	2.0	0.0
Electricity		1.0	1.0	1.0	1.0	0.0
Gas		1.2	1.2	1.7	2.4	0.5
Telephone ref security		0.0	0.0	0.3	0.2	0.3
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		4.5	4.5	4.0	2.7	(0.5)
Per planned maintenance schedule		0.0	0.0	0.0	0.0	0.0
Security		0.7	0.7	0.8	0.7	0.1
		9.5	9.6	10.1	9.2	0.5
Less Income						
Room Hire, excl free use		(1.3)	(1.3)	(1.0)	(2.8)	0.3
Value of free use - local charities/own use	contra	(6.2)	(6.2)	(5.0)	(5.7)	1.2
Rent of downstairs incl service charge	FSM exp	(12.0)	(12.0)	(12.0)	(12.7)	0.0
Net Cost/(Income) Barn		(10.1)	(10.0)	(7.9)	(12.0)	2.0
The Old Fire Station Gallery						
Electricity		0.3	0.3	0.3	0.3	0.0
Gas		1.3	1.3	2.0	1.3	0.7
Insurance		0.2	0.2	0.2	0.2	0.0
Maintenance etc.		1.5	1.5	2.5	2.0	1.0
Per planned maintenance schedule		0.0	0.0	0.0	0.0	0.0
Marketing costs (to incl all Council properties for hire)		0.0	0.0	0.5	0.0	0.5
Rates		1.0	1.0	1.0	1.0	0.0
Water		0.0	0.0	0.3	0.2	0.3
		4.2	4.2	6.8	5.0	2.6
Less Income						
Room Hire (incl free use £1,210)		(11.8)	(11.8)	(11.0)	(8.9)	0.8
Net Cost/(Income) The Old Fire Station Gallery		(7.5)	(7.6)	(4.2)	(3.9)	3.4
Christmas Festivities						
Christmas Festivities - net expenditure/(income)		11.0	11.0	11.0	11.1	0.0
Net Expenses Christmas Festivities		11.0	11.0	11.0	11.1	0.0
Market Place expenses						
General		2.3	2.3	2.0	1.5	(0.3)
Painting program		2.0	2.0	3.0	3.0	1.0

£'000	Note	Month 12 March 2019	Expected Out-turn 18/19	Budget 18/19	Final actual 2017/18	Variance Out-turn v Budget
Planned maintenance		1.4	1.4	1.0	0.0	(0.4)
Street cleaning (OCC)		10.6	10.6	10.6	3.5	0.0
Less Income						
Market Rents-Charter & Farmers		(35.3)	(35.3)	(35.0)	(32.8)	0.3
Continental Markets (now monthly)		(5.8)	(5.8)	(8.0)	(5.5)	(2.2)
Licences for seating Mkt Place/Red Lion Lawn		(24.4)	(24.4)	(25.5)	(23.9)	(1.1)
Advertising income - flagpoles/banners etc		(1.0)	(1.0)	(3.0)	(1.6)	(2.0)
Car Parking Upper Mkt Place		(10.2)	(10.2)	(10.2)	(9.7)	0.0
		(76.7)	(76.7)	(81.7)	(73.5)	(5.0)
Net (Income) Market Place		(60.4)	(60.4)	(65.1)	(65.5)	(4.3)
Tourism						
Salary of VIC staff/town management		71.3	71.3	71.0	56.7	(0.3)
Town Improvements / Action Plan (net of SODC £4k)		15.3	15.3	16.0	20.0	0.7
Goods for Resale (see income below)		0.7	0.7	2.5	0.3	1.8
Henley Partnership - Subs (under Action Plan)		0.0	0.0	0.1	0.0	0.1
Regatta Bus Service		0.0	0.0	0.2	0.0	0.2
Bus stop maintenance		1.3	1.3	2.0	2.0	0.7
One-off events - May Fayre / other		2.1	2.1	2.0	0.8	(0.1)
Visitor Info Centre merchandise/putting green (see exp above)		(1.5)	(1.5)	(6.0)	(1.7)	(4.5)
Net Cost Tourism		89.1	89.1	87.8	78.1	(1.4)
Security						
CCTV: Town Centre		15.7	15.7	16.5	16.5	0.8
CCTV: M Meadows		8.6	8.6	9.0	9.1	0.4
Police Comm Support Officer		16.5	16.5	16.5	16.2	0.0
Security Costs		40.8	40.8	42.0	41.8	1.2
Other Income						
Sundry - eg Film Money		(3.6)	(3.6)	(7.0)	(10.6)	(3.4)
Ice Cream at Slipway/MM, & moorings Red Lion Lawn		(7.6)	(7.6)	(7.7)	(7.5)	(0.1)
Wayleave New St Slipway		(0.8)	(0.8)	(0.8)	(0.8)	0.0
Total Other (Income)		(12.0)	(12.0)	(15.5)	(18.9)	(3.5)
Other expenditure						
Town bus service to June 17		0.0	0.0	0.0	4.5	0.0
Town Centre Waste disposal		0.0	0.0	1.0	0.0	1.0
Street Angels (net income)		0.0	0.0	0.0	(0.3)	0.0
Total other Expenditure		0.0	0.0	1.0	4.2	1.0
Net Committee Expenditure		121.3	121.3	112.0	87.1	(9.3)

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Henley-on-Thames
Town Council

Henley Town & Community Manager Update

May 2019

General

Signage – There are several working parties, and Councillors, looking at various elements of signage for the town including parking, pedestrians and cycling. A meeting will be organised once the new Councillor Committee structure is agreed to ensure a structured way forward and create a proper brief for the T&C signs before a report can be produced as requested.

Digital and Social Media – Working with a web provider to improve Visit Henley and make it easier to use and more aesthetic.

Protocols – have been reviewed. Ensure effective office wide implementation of new Free Use Policy and the short term Poster Policy.

Henley Business Partnership – there is a regular HTC Update slot at HBP meeting to promote the Council work.

Repair Café – a meeting was held on Wednesday 27th March and a follow up meeting is planned. We have some volunteers who are good at fixing things. The Repair Café concept is designed as part of a sustainable programme and will avoid broken items that could be mended ending up as land fill.

Retail

Next retailer and hospitality meeting is scheduled for Wednesday 18th September and will be held the Town Hall.

Retail Research – undertake research in the summer regarding Henley's strategic retailing position post Brexit and steps that can be taken to support the town.

Markets - working with the team to ensure increased quality and regulation of our local markets for 2019/20. A new committee to be set up. HTC keen to provide the people of Henley a better market place offer and look at any conflicts with business.

Shop Watch – scheme being re-energised and promoted around the town with a new PCSO in charge.

High Street Vacant Retail Property – *See attached paper for specifics.*

Information

Information office – Currently the HTC information and Council office is running on Summer hours (10am-3pm Saturday and 11am-3pm Sunday) and will run until September/October.

Information/Council Services – costs for refurbishment on contract finder.

Information – Feedback from the Information Staff is that they would like me to create another 'day out' and meeting to improve local and strategic information knowledge.

Booking systems - All paperwork for bookings being reviewed and processes have been improved.

Avalon booking system – The team are investigating a new booking system that works better for events.

Visitors

Heritage - Gathering information so that we can promote and exploit Henley's Historical Heritage. Maps and leaflet being redesigned and written with the help of Viv Greenwood.

Festivals – Liaising with the towns Festivals. Planning a campaign to support the retailers and businesses during regatta to keep people shopping local.

Notice boards – all information being changed and updated regularly. Cross committee working party set up and has met to create a collaborative approach and budget considerations for a holistic Henley wide strategy.

Visitor Economy – we have been pushing forwards with a Tourism Alliance to promote Henley-on-Thames to increase footfall and spend in the town.

- **Midsomer Murders** – web updates and social media campaign being implemented by Thame, Wallingford and Henley. Leaflet being refreshed.
- **Tourism Alliance** – working together on developing better relationships. The alliance is a partnership for members it is looking at collaborations to attract more people to Henley and encouraging them to stay for a longer period of time.
- **Baseline Visitor Research** – there is a need to do some town wide research to achieve baseline figures. Looking at some options.

Great West Way® and Visit Thames with Ambassador Destinations, Henley on Thames and Marlow – two familiarisation trips have been organised for journalist on the 4th and 6th June.

Events/Community

Events for 2019 – the next meeting is scheduled for Friday 24 May at 9.30am in the Town Hall.

HTC is working with the various teams and markets to promote local events for 2019 to ensure synergy with local businesses and community groups.

Health and well-being – Event organised in the Market Place and Town Hall on Saturday 2 February 2019 which was very successful.

Further to a meeting 12 March with the GP Surgeries and SODC they would like to hold another event in September. Full details to be taken to the next Events Committee meeting.

OVO Energy Women's Tour (Cycling) – Fine tuning the communications and local information, assisting OCC, SODC and the race organisers for the start of the third leg of the 2019 race to be held in Henley on Wednesday 12 June.

Dates for your diaries in chronological order

Saturday 15 June	Launch Eat Food Festival
Thursday 20-23 June	Regal Pop up cinema (MM)
Saturday 27 June	Finale of the Eat Food Festival
Saturday 14 July	Borama Event (MM)
Saturday 20 July	Lunar Landing Event
Thursday 25-28 July	Regal Pop Up Cinema (MM)

All events in Henley are now on <https://www.visit-henley.com/events/> if you want to know what is going on.

Property in Henley on Thames – May 2019

Vacant unit situation

Location	Unit	Reason for leaving	Action
Reading Road	1. Chinese Restaurant 2. Bohun Gallery	Closed business Closed business	MARKETING – SIMMONS & SON MARKETING
Hart Street	3. 6a Hart Street 4. CAU	Closed business Liquidation	MARKETING – SIMMONS & SON UNDER OFFER – BOTTLE & GLASS
Market Place	5. 24 Market Place 6. 22 Market Place 7. Loch Fyne 8. Sno and Sun 9. 10 Market Place	Needed for Gardiner Place Needed for Gardiner Place Business closed Retired Refurbished	CANNOT BE LET CANNOT BE LET UNDER OFFER – RESTAURANT AND HOTEL ROOMS UNDER OFFER – DENTIST UNDER OFFER - TBC
Greys Road	10. Hair Salon	Liquidation	UNDER OFFER - LILY DRY CLEANER
Friday Street	11. Autolex	End of lease	UNDER OFFER – TAILOR
Thameside	12. Harrington's	Closing	MARKETING
Bell Street			
Duke Street			

In Summary, of the 12 vacant units in Henley in May 2019:

- 6 units are under offer subject to conditions
- 4 being marketed by agents/landlords
- 2 cannot be let as required for the Gardiner Place development

Launched since last report:

- ❖ Busby & Fox – Duke Street
- ❖ Gifts and cards – Reading Road
- ❖ Cecilia Quinn - Shoe shop on Hart Street
- ❖ Blandy and Blandy Solicitors - to open on the 26th June on Thameside

Helen Barnett
May 2019

HENLEY TOWN COUNCIL

Town and Community 14 May 2019

Report On the use of the Market Place on Saturday 20 July 2019 to show the first humans to land on the moon 50th Anniversary

1. Executive Summary

- 1.1 To consider giving permission for the Market Place to be used for a free audio-visual show on a giant LED screen in Market Place, in front of the town hall.

2. Background Information

- 2.1 50 years ago at 9:17pm on 20th July 1969 science fiction came face to face with science fact, when Neil Armstrong and Buzz Aldrin became the first humans to land on another celestial body.
- 2.2 **Dr David Baker** (born 1944) is a British space scientist and a prolific author. He worked for NASA on the Gemini, Apollo and Space Shuttle programs between 1965 and 1984 as a Mission Planning and Analysis Department.

Dr Michael Warner (born 1969) – is a resident of Henley on Thames and private collector of Apollo era historic mission artefacts.

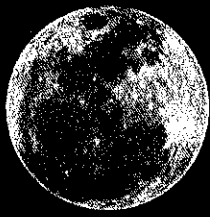
3. Detailed Consideration

- 3.1 The event will be free for both local families and visitors who are encouraged to bring a chair to the Market Place and enjoy an audio-visual presentation of NASA video and sound archive on a giant LED screen on the Market Place and listen to a talk from Doctors Baker and Warner.
- 3.2 Audience to arrive between 7 and 7.45pm with the presentation taking place between 7.45 – 10.15pm.
- 3.3 Entrance is free with a voluntary donation for Gillotts School.
- 3.4 Presentation of Gillotts Student 'Moon Lander' Science prize at 9.17pm.

- 3.5 Music from 2001 Space Odyssey and Holst 'The Planets' will be played and the event will include in a count-down to the exact minute and second when, 50 years ago, mankind landed on the moon".
4. **Recommendation**
- 4.1 To approve the use of the Market Place for a free audio-visual show on a giant LED screen in Market Place, in front of the town hall.

Nicci Taylor – Office Manager
02 May 2019
01491 630071
n.taylor@henleytowncouncil.gov.uk

Henley-on-Thames to Celebrate Exact Day and Time of Moon Landing



50 years ago at 9:17pm on 20th July 1969 science fiction came face to face with science fact, when Neil Armstrong and Buzz Aldrin became the first humans to land on another celestial body

Saturday 20th July, 2019

Market Place, Henley on Thames

19:00 to 19:45 - Holst's 'The Planets'

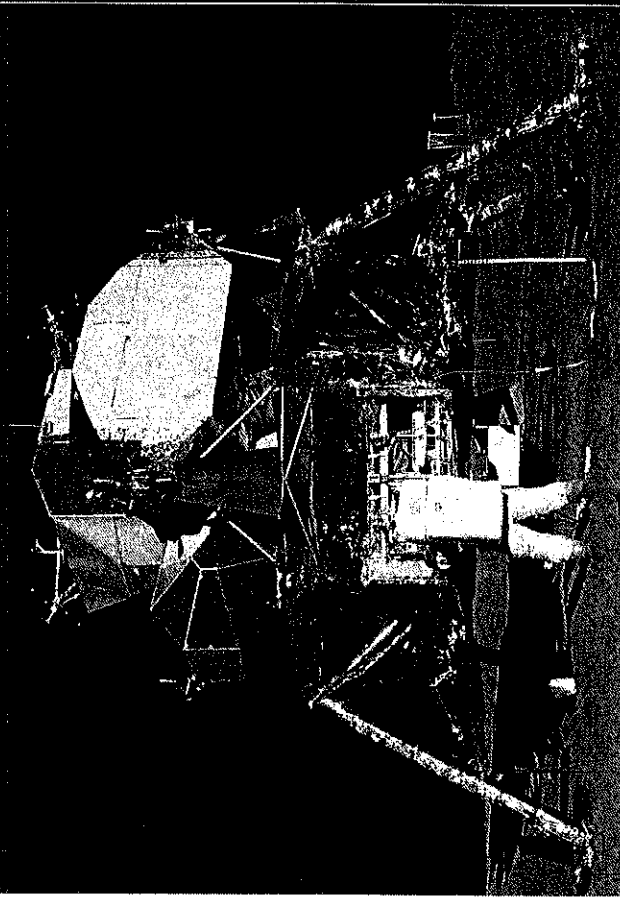
19:45 to 22:15 - audio-video event

Entrance free. Voluntary donations in support of Gillotts School

From 19:00 bring your own chairs to Market Place and settle in for an evening of NASA film and sound archives on a giant LED screen with commentary from a former NASA Apollo scientist, to relive:

- the origins of the space race in the Cold War
- ground-shaking launch of the first voyage of mankind into deep space
- edge-of-seat moments when Apollo 11 came close to aborting the moon landing
- first steps of mankind on the moon
- what really happened inside the lunar module to rescue the stricken Apollo 13
- the moment when astronauts of Apollo 17 discovered the moon rocks that have answered the question of how the moon was formed and life on Earth began

*Student 'Moon Lander' science prize
awarded at exactly 9:17pm*





AGENDA ITEM: (16)

4 Abbey Barn Road
High Wycombe
Bucks
HP11 1RS
01494 438320

francasicecream@hotmail.co.uk

Ms Janet Wheeler
Town Clerk
Henley-on-Thames Town Council
Town Hall
Market Place
Henley-on-Thames
Oxon
RG9 2AQ

29th April 2019

Dear Janet

Over the Easter weekend and this last weekend, we tried to go with our ice cream van to the Slipway to sell ice creams but we were unable to get into our spot. We hung around to see if we would be able to, but due to cars being parked in this area we had to return to High Wycombe. The only space remaining was in front of the slipway itself and we did not want to be in conflict with boat users.

We have not traded here since last year and then is it only at weekends. As you know we have had 3 incidents of the electricity box being hit recently and there is no bollard protection to stop this happening again. Unfortunately, we do feel vulnerable at this site, even without the cars parked in the area and we think that a car could hit the vehicle.

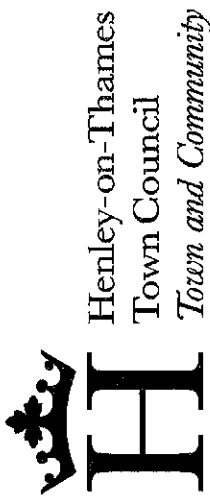
The selling of ice creams on this site has been going down year on year and we feel that the site is no longer viable for us to trade from. Our electric box has again been damaged so we have taken this away and therefore are terminating the electric supply in that area.

Based on the problems we have highlighted above and the conversations we have had with yourselves we feel have no alternative but to give up the sale of ice creams on this site forthwith.

We have always worked in partnership with the Henley Council, who we have a great respect for, and hope you fully understand our actions regarding ceasing trading on the Slipway.

Best wishes

Pino & Felice Battista



Agenda Item: (17)

Work in Progress April 2019

Minute Number	Subject	Progress	Responsibility
01.11.16 (FS&M) 247(21.02.17) 264(04.04.17) 33 (20.06.17) 72 (17.10.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18)	Georgian paving in Bell Street	OCC Investigating but both contacts are on holiday until the 25 th March. Chased 01.05.2019 NT. Chased 07.05.2019 NT. 08.05.2019 Tim Wilde OCC advised that he is still chasing to find out why the cobbles were covered with tarmac – but having little success.	T&C Manager
93 (26.03.19)	Road / Pavement Works	Tim Wilde OCC advised that All works carried out by Public Utilities [and planned works by OCC rather than safety repairs] should be “noticed” to our Network Coordination team – this is headed up by Keith Stenning. The local NRSWA [New Roads and Streetworks] inspector covering Henley is Ian Southam. There is a requirement that reinstatements should be in matching materials [particularly high amenity surfaces]	T&C Manager
28 (20.06.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18)	Town Centre Signage	Signage – There are several working parties, and Councillors, looking at various elements of signage for the town including parking, pedestrians and cycling. A meeting will be organised to structure the way forward and create a proper brief for the T&C signs before a report can be produced. T&C has a £12.5k budget already approved	T&C Manager

TOWN AND COMMUNITY WORK IN PROGRESS REPORT 14 MAY 2019

Minute Number	Subject	Progress	Responsibility
68 (27.11.18)	Repair Café	The Repair Café concept is designed as part of a sustainable programme and will avoid broken items that could be mended ending up as land fill. Looking into the structure of setting this up and a venue.	T&C Manager
68 (17.10.17) 104 (20.1.18) 126(3.1.18)	Water Fountains for Henley	Meeting held with Thames Water 4 th February. They are currently working on a large project in London which should complete in May. They will then report back to Henley on the roll out of water fountains in other areas.	Cllr Sarah Miller
16 (12.06.18)	Mermaid Statue	Thanks to the generous donations from many Henley residents and businesses the funding is now in place to have the Mermaid reinstalled. Agenda Item 12	Mermaid Working Group

NB: All WIP projects are now reviewed regularly for progress with the T&C team to ensure that projects are completed faster.