

- Present:** Councillor Mrs P Phillips (Chair)
Councillor Miss K Hinton (Vice Chair)
Councillor Mrs J Bland
Councillor W Hamilton
Councillor D Hinke
Councillor Mrs E Hodgkin (substitute for Councillor Ms L Meachin)
Councillor D Nimmo-Smith
The Mayor Councillor S Gawrysiak (ex officio)
Deputy Mayor Councillor M Akehurst (ex officio)
- In attendance:** Mr M Kennedy – Town Clerk
Mrs N Taylor – Committee Administrator / Minute Taker
Councillor Mrs J Wood
- Also Present:** 1 Member of the Public
1 Member of the Press

19. **APOLOGIES**

Apologies for absence received from Councillor Ms L Meachin.

20. **DECLARATIONS OF INTEREST**

Declarations of interest received from Councillor D Nimmo-Smith – Item 11, Greys Road Toilets - Wife is the Cabinet Member for economic development, property and technical services and is involved in the redevelopment of the toilets.

21. **PUBLIC PARTICIPATION SESSION**

Victoria Elliott, Upton Close (The Henley Brew House) – advised the meeting that she was attending to add her support to the Henley Brew House, application for a Seating Licence in the Market Place. She informed Members that The Brew House was keen to work with, and support other local companies and the Council. It was noted that The Henley Brew House recently hosted a Best of Henley event as well as donating £200 towards the Regatta late night bus service.

Ms Elliott assured the meeting that a full Risk Assessment would be carried out prior to the area being used and advised that they would need to place a service table and a cloche in the area.

22. **MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 28 May 2013 were received, approved and signed by the Chairman as a true record.

23. **PROGRESS**

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

Decriminalisation of Parking (CPE) It was noted that Henley still needs to produce a list of issues that affect them. Awaiting suggested dates of meeting from SODC.

Budget Councillors Hodgkin and Phillips to visit Marlborough Town Hall.

Falaise Twinning Remove from progress.

Hanging Basket Pole D W Windsor can supply the pole within 6-8 Weeks, contractor being sought to install the pole.

Regatta It was noted that the Shared Community Safety Partnership have confirmed that they will contribute up to £1000 towards the cost of the late night bus service, the Angel on the Bridge have offered £100 and the Henley Brew House £200. (Wokingham Borough Council has already offered up to £1000 and The Henley Royal Regatta up to £500).

It was noted that a member of the Council found it very disappointing that more of the town's licenced establishments had not offered contributions and it was suggested that contact be made again next year.

A wash-up meeting will be scheduled for September.

Removal of Disabled Bays

Item passed to Traffic Advisory, Members noted that the bays in question are regularly misused by vans.

Seating Licence

It was noted that the Market Place is currently very empty of seats and looks extremely dull. Members commented that they would like to see it brought back to the former café culture that had been present for the last few years.

Although a recent request from a pub for a seating licence was turned down, it was agreed that the Henley Brew House was not a Public House but a Restaurant / Pub which has roughly a 50 / 50 food to drink ratio.

It was unanimously **RESOLVED**

that an initial licence until 31 March 2014 be issued,

that the Town Clerk confirms the details with The Brew House, and

that The Brew House ensures that the area is only used for customers who are eating and not let it be used as a drinking and smoking area.

24. BUDGET

Members received and considered the budget report to 31 May 2013.

It was **RESOLVED**

that the report is noted.

25. FAIRTRADE

The Chairman welcomed Councillor Mrs J Wood to the meeting and invited her to the table.

Councillor Mrs J Wood informed the meeting that Henley gained Fairtrade status in 2007. It had been confirmed to Councillor Wood that Henley currently retains the status of a Fairtrade Town. However, no evidence could be found that a renewal was ever made, and no banners or plaques were ever placed around the town. Indeed there was some confusion as regards to the town's actual status, because the Officers had received confirmation that the town's Fairtrade status had lapsed.

It was understood that Councillors and Officers at the time tried the products but they proved to be unpopular and use was discontinued although the Churches in the town all still exclusively serve or offer Fairtrade products.

The majority of Councillors present supported offering Fairtrade refreshments as well as an alternative choice to what is currently offered in the Town Hall

It was noted that there would be quite a lot of work involved in renewing and maintaining our application and carrying out the required 5 elements of being a Fairtrade town. The Town Clerk advised that if the Council wishes to renew the town's status then the church, Councillors and some other organisation or group would need to take the lead with the Town Council and its Officers supporting the initiative.

It was **RESOLVED TO RECOMMEND**

that Councillors Mrs P Phillips and Mrs J Wood carry out further investigation to clarify if Henley on Thames still has Fairtrade status or if we need to start the application process again before reaffirming the town's status, and

that this Council either reaffirms our position as a Fairtrade Town or makes an application to become a Fairtrade Town.

Councillor D Hinke abstained from voting on the following item.

26. OLD FIRE STATION GALLERY AND BARN WORKING GROUP

Members received and considered the following three quotations for 2 x oak glass fronted notice boards and 2 x signs for the Kings Arms Barn:

£480 each to make 2 x oak notice boards with toughened glass doors and locks with keys matching on each. Town Hall board 24" x 24" and Old Fire Station Gallery board 24" x 15".

£330 for a wall mounted traditional sign, hand written and painted on a green background with Gold Leaf writing promoting the Barn (as the hanging pub sign), and

£220 (with crest) £160 (without crest) for a sign to go on the double black barn doors advising alternative entrance via the Kings Road Car Park, hand written gold on a green background.

It was **RESOLVED TO RECOMMEND**

that the three quotations be accepted, and

that the Committee Administrator contacts the Planning Department at South Oxfordshire District Council and makes the relevant applications if required, and reports the additional costs back to this meeting.

27. ANNUAL TOWN MEETING

Members received and considered a report from the Town Clerk regarding the Annual Town Meeting.

After a lengthy discussion when Members discussed presentations by Chairs of Committees, speakers and the general format of the meeting it was **RESOLVED TO RECOMMEND**

that the Council notes the report, acknowledges that steps will be taken to better promote the Annual Town Meeting in 2014, and

that the Mayor considers opportunities for ensuing a more community based format for the meeting as set out in the Town Clerk's report.

28. BUS SHELTERS

Members considered a quotation of £120 per month from the Council's Window Cleaning Contractor to clean each of the refurbished / new shelters due to be installed by OCC and noted that the Accountant had advised that the increase to the Town Council to insure the shelters will be minimal.

It was **RESOLVED TO RECOMMEND**

that a check is made with the contractor to find out if the £120 a month cleaning / maintenance contract covers:

the cost of any repairs that may be required including parts;
just the work that may be needed plus the cost of parts;
removal of graffiti;
weeding.

that the contractor be asked if he felt monthly cleaning was too excessive, and if so how often he felt would be suitable.

That a report be brought back to the next meeting.

29. GREYS ROAD TOILETS

Members considered the proposed new layout for the toilets in the Greys Road car park and made the following observations which are to be reported to John Backley.

The main entrance door on the drawing needs to be shown at 1m and not 900mm.

Disabled WC2 door should open inwards for easier use.

When a colour scheme is decided, this council would like to be consulted.

The meeting closed at 9.20am