

- Present: Councillor Mrs J Bland  
Councillor C W Gibson  
Councillor Mrs R Myer  
Councillor Miss L Pye, Vice-Chairman  
Councillor C I Pye  
Councillor Dr P J Skolar  
Councillor D Nimmo Smith  
Councillor Mrs J Wood, Deputy Mayor (ex officio), Chairman
- In Attendance: Mr M Kennedy, Town Clerk and Mrs A Gliddon, Committee Administrator/Minute Taker
- Also Present: Sergeant Graham Pink and P C Vicky Sims  
One member of the press.

69. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from The Mayor, Councillor Mrs E Hodgkin and from Councillor C I Pye for a possible late arrival

70. **TO RECEIVE 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 judgement 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.*

None

71. **MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 13 October 2009 were approved and signed by the Chairman, Councillor Mrs J Wood.

72. **PROGRESS**

Councillors received and noted a report on progress and made the following comments:

Weedkilling, Minute 57, 13.1.09. The Town Clerk advised that a response had been received the previous day from OCC Highways to the request that funding provision is made in their 2010/11 budget to replace all granite kerb sets in Henley which had been damaged by the growth of weeds and had become dangerous.

The letter, which had been tabled, stated that £375k had been set aside for streetscene purposes in OCC's 2009/10 budget. However, to carry out effective weed control county wide using currently approved herbicides they would need to increase the budget to around £750k. The letter also stated that structural damage through not controlling weeds is minimal and has so far had no serious effect on the untreated network. If additional funding for weed control had to be found from existing maintenance budgets the effect of not spending that money or repairing the network would be more damaging. They were now in a very difficult financial climate and all areas of the council's budget are under extreme pressure that means some very tough decisions will have to be made over the coming months.

Henley International Film Festival, Minute 65, 13.10.09 The Chairman, Councillor Mrs J Wood, advised that it appeared that the Tobacco Company were now backing out of providing sponsorship to the Festival.

Market Towns Consultation, Minute 57, 13.10.09 The Chairman, Mrs J Wood, reported that she had attended the workshop on 22.10.09 at the River & Rowing Museum and she and Councillor Mrs J Bland had both attended the workshop in Thame on 11.11.09. Both events had been very interesting. The problems identified for Henley were Parking and Traffic and the lack of 'joined up thinking' between the town and the river areas.

Lay Lights, Minute 57, 13.10.09. The Town Clerk reported that the Town Sergeant had met with a local contractor who is an expert in galvanisation on metal work, and SODC's historical buildings officer. A number of options had been discussed in cognisance of the need to comply with the listed building requirements. A full report, with costings, would be submitted to a future meeting of this Committee.

OCC Highways, Minute 59, 13.10.09 Councillor D Nimmo-Smith advised that members of the public were assuming that the proposals on the prohibition and restriction of waiting and permitted parking in Henley were set in stone, but this was not the case.

Henley Royal Regatta, Minute 60, 13.1.09 The Town Clerk advised that, following receipt of HTC's letter, the Regatta Secretary had telephoned and a meeting had been arranged for 4 December. The Town Clerk sought guidance on particular issues affecting the town during the annual Regatta. It was agreed that these were:

1. traffic flows
2. the collection of rubbish
3. the fact the Henley Town Council feels excluded. Other Councils are invited to attend pre-Regatta meeting but HTC is not.

Councillor CW Gibson asked whether there had been any progress with regard to the proposal to make Duke Street and Hart Street alcohol free zones. The Town Clerk replied that Inspector Haveron had spoken about this and he understood that the police, who were due to report to the meeting in the next item, were seeking data from other areas.

### 73. **POLICE**

The Chairman, Councillor Mrs J Wood, invited a Sergeant Graham Pink and PC Vicky Sims to the table. She thanked them and their colleagues for their excellent work assisting with traffic control at the civic funeral of Councillor and former Mayor Terry Buckett held earlier today. This had been much appreciated.

Sergeant Pink reported on the following:

- He confirmed that he is in consultation with other areas to investigate whether legislation would permit the creation of alcohol free zones in the town centre
- Burglary levels continue to remain low
- Additional patrols at night time have assisted and arrests made.

- The White Lotus licence had been revoked and they had appealed. This meant that the club could stay open until the matter is heard at the magistrate's court (possibly in January 2010).
- Crime remains at a steady rate. There had been one crime increase on last year. The police had been carrying out preventative work

PC Sims reported on the following:

- PCSOs had issued 152 ECN's over a two month period
- Low level anti social behaviour had been reported in the Lawson Road area. PCSO's had met with the community and set up a Halloween party which had excellent attendance. Extra patrols had been carried out over a two week period and no repeat anti social behaviour had occurred
- A crime prevention exhibition had been held on the Market Square and despite the inclement weather, attendance had been good.
- The café at Mill Meadows had been opened at half term on two Friday evenings. Attendance had been 25 on the first occasion and 14 on the second.
- During the two week period, the police had heard lots of screaming coming from the football ground. They had been surprised to hear how much the noise travelled along the meadows. Young people in the area had been well behaved and had engaged in conversation with the police

Councillor Mrs Wood asked if the police had received any further complaints from neighbours regarding noise from the playground at Mill Meadows.

PC Sims advised that there had been some complaints but not as many as prior to the removal of the basket swing.

Councillor Mrs R Myers advised that she had spoken to a group of young people using the equipment in the playground and had pointed out to them that they were too old and spoiling the area for younger children. They had stopped using the equipment and moved to a quiet area of the playground.

Councillor Mrs J Bland thanked the police for their help when her car had recently been involved in an accident when parked in Bell Street.

The Chairman, Councillor Mrs J Wood thanked Sergeant Pink and PC Sims for their interesting reports and they left the meeting.

74. **CCTV**

- (i) Councillors received and noted the notes of a meeting of the CCTV Management Group held on 27 October 2009 which they had before them
- (ii) Councillors received and noted the CCTV Strategy Delivery Plan 2009/10 which they had before them.

The Chairman, Councillor Mrs J Wood, proposed that the following Items, Nos 7 and 8 of the Agenda, be taken together

75. **BUDGET**

- (i) Budget report to September 2009  
Councillors noted the budget report to September 2009 which they had before them
- (ii) Estimates for 2009/10  
Councillors considered the Revenue Estimates figures which they had before them. The Chairman, Councillor Mrs J Wood, sort clarification as to why no telephone charges for the Town Hall had been included.

(iii) Councillors considered any bids for capital expenditure schemes in 2010/11. The Town Clerk reminded Councillors that a sum of £20k had been set aside for the refurbishment of the One Stop Shop offices to accommodate the Visitor Information Centre. He suggested that Councillors consider whether a bid should be put in for more capital in 2010/11.

It was **RESOLVED to RECOMMEND**

that the sum of £1,000 is included in the 2010/11 revenue budget for Town Hall telephones and,  
that an additional £5k is put into the 2010/11 capital budget for refurbishments to the One Stop Shop offices

76. **VISITOR INFORMATION CENTRE**

Councillors received and noted a report on the move of the Visitor Information Centre to the Town Hall which they had before them.

Councillor C I Pye joined the meeting at 8.10pm

77. **INTEGRATED TRANSPORT STRATEGY**

Councillors received and noted the notes of a meeting held on 30 September 2009 which they had before them.

It was confirmed that the Traffic Advisory Committee was to be resurrected, and the first meeting would be held at 2.00pm on Wednesday 9 December.

78. **PROVISION OF FREE BUS SHELTERS IN HENLEY**

Councillors received and considered the following:

- (i) A report on the Provision of Free Bus Shelters in Henley
- (ii) A proposed agreement between Primesite Media Limited and Henley Town Council.

The Town Clerk read out an exchange of emails between the Committee Administrator and the Chief Planning Officer from SODC , which had been tabled. The officer had advised as follows:

The following is an extract from Schedule 3 of the Town and Country Planning (*Control of Advertisements*) Regulations 2007, **CLASSES OF ADVERTISEMENT FOR WHICH DEEMED CONSENT IS GRANTED** (ie for which express consent - a formal application to SODC - will not be required):  
*Advertisements on highway structures*

*Description 9.*

*An advertisement displayed on a part of an object or structure designed to accommodate six-sheet panel displays, the use of which for the display of advertisements is authorised under section 115E(1)(a) of the Highways Act 1980(a).*

*Conditions and Limitations 9.—*

*(1) No advertisement may exceed 2.16 square metres in area.*

*(2) Illumination is not permitted.*

*(3) No character or symbol on the advertisement may be more than 0.75 metre in height or 0.3 metre in an area of special control.*

*(4) No part of the advertisement may be more than 4.6 metres above ground level, or 3.6 metres in an area of special control.*

*There are no areas of special control in the District. Provided an advertisement complies with the above conditions, then it will not need express consent from SODC.*

The Town Clerk advised that there therefore appeared to be no reason why the scheme could not go ahead if this was the Council's wish.

Discussion ensued on the matter. Most Councillors were of the opinion that a twenty year agreement was too long and the maximum that should be agreed was 10 years. Two Councillors were strongly apposed to the proposal to permit bus shelters containing advertisements in a conservation area. Councillor C W Gibson advised that the permission of the United Reform Church should be sought prior to a bus shelter being considered on their land outside their premises.

Councillors voted on the principle of whether the Council wished to have advertising on bus shelters in Henley and if the project should be abandoned altogether

A vote was taken, 3 for abandoning the proposal, 5 to progress the project

It was **RESOLVED**

that a small group of Councillors consisting of Councillors Mrs J Bland, C W Gibson, C I Pye and Mrs J Wood, meet with a representative from Primesite and report to the Full Council meeting on 8 December or to the next meeting of this Committee.

79. **OXFORDSHIRE COUNTY COUNCIL HIGHWAYS**

Councillor received and considered correspondence regarding the proposed provision by OCC of a bus shelter in Hart Street and issues relating to maintenance of the shelter.

Following discussion, the Committee **RESOLVED to RECOMMEND**

that a Principle Shelter Cantilever Style shelter in Kendal green is agreed in principle subject to a favourable response from Oxfordshire County Council that they would maintain the shelter.

*Action: Committee Administrator to write to OCC as outlined above*

**Post Meeting Note:** *Response from Mark Bostock, Senior Engineer, Design & Implementation, Oxfordshire Highways is attached to these minutes*

80. **HENLEY PARTNERSHIP**

Councillors noted that the Henley Partnership was setting up an Integrated Parking Strategy Group and considered the appointment of Henley Town Council officer and Councillor representation on the Group.

Councillor Mrs R Myer offered to represent Henley Town Council

Councillor D Nimmo-Smith advised that he had accepted an invitation to represent the County Council on the Group.

It was **RESOLVED to RECOMMEND**

that Councillor Mrs R Myer is the Town Council's representative on the Henley Partnership Integrated Parking Strategy Group and that no officer representation is required.

Councillors received and noted the minutes of a meeting of the Henley Partnership Steering Group Committee held on 6 October 2009

81. **APPOINTMENT OF A TOWN CENTRE MANAGER FOR HENLEY**

Councillors received and considered a report from Matt Prosser, Strategic Director, SODC.

Councillors were very supportive of the proposals but suggested that clarification be sought from Mr Prosser regarding whether unused budget would definitely be rolled forward to next year.

The Committee **RESOLVED to RECOMMEND**

that a letter is sent to Matt Prosser at SODC confirming that Henley Town Council is supportive of the proposals regarding the appointment of a Town Centre manager for Henley but was seeking clarification on whether budget unused in 2009/10 would definitely be rolled forward to 2010/11.

*Action: Committee Administrator to write to Matt Prosser as outlined above*

82. **HENLEY TOWN YOUTH COUNCIL**

(i) Councillors received and noted the notes of an Induction meeting held on 5 October 2009

(ii) Councillors received and noted the minutes of the 13<sup>TH</sup> meeting held on 12 October 2009

The Chairman, Councillor Mrs J Wood, advised that a visit by members of the Youth Council to the Houses of Parliament had been very successful. The Houses of Parliament Guides had complimented the group on their behaviour and the quality of questions they had asked. She said that it had been good to see so many Youth Council members in attendance at the Remembrance Day Service this year.

Following the tour of the Houses of Parliament, John Howell MP for Henley, had kindly hosted the group in a Select Committee Room at Portcullis House and was questioned closely by the young people whom he answered fully.

82. **COPSE BETWEEN 54-62 VALLEY ROAD**

Councillors received and considered a report which they had before them. It was noted that the views of Martin Gammie, Tree Officer at SODC and Sally Rankin from the Wildlife Group had been sought.

Following discussion regarding the issue of satellite coverage and how this might be affected by tall trees

The Committee **RESOLVED to RECOMMEND**

that a letter should be sent to the residents stating that, whilst the Town Council has every sympathy with them, they should themselves seek advice from a specialist company to work around the problem

The meeting closed at 9.20pm

ahg

Chairman

Provision of Bus Shelter by Oxfordshire County Council. Minute 79 above refers

I have taken advice from colleagues in Public Transport Development and I understand that;

The provision of bus shelters across Oxfordshire has always been a Parish/Town/Oxford City responsibility. OCC has never sought to accept such a role and indeed no specific budgetary provision has been made to cover maintenance of bus shelters.

There are a few existing shelters which OCC have ended up maintaining including some RTI shelters within Oxford which the City Council have excluded from its contract with Clear Channel UK and two wooden shelters at Lewknor Interchange.

A shelter grant scheme was created some 10 – 15 years ago, whereby the County provided some financial support in the form of a capital grant (according to a formula), to assist with the purchase of shelters. But in granting this money, the County has always asked for a written confirmation that the Parish/Town would accept ongoing responsibility for maintenance, cleaning etc.

With Premium Route-type schemes, the Council has provided 100% of the capital funding to install the shelters, but written confirmation for ongoing maintenance, cleaning etc, has always been requested. This is the case with the shelter for Hart Street where part of the ITS budget is being used to fund the initial supply and installation.

However, for shelters installed by Bus Shelters Ltd (BSL) as part of the Premium Route upgrade programme, local parish and town councils can take advantage of negotiated contract rates for repairs/cleaning etc. This also applies to BSL shelters provided through the Shelter Grant Scheme.

Regards

Mark Bostock  
Senior Engineer (Design & Implementation)