

Present: Mayor, Councillor Mrs J Wood (presiding)
Councillor Mrs J Bland
Councillor Mrs P Buckett
Councillor Mrs G M Dodds
Councillor A Follett
Councillor C W Gibson
Councillor Miss L M Hillier
Councillor Mrs E Hodgkin
Deputy Mayor, Councillor C Pye
Councillor D Nimmo-Smith
Councillor I Reissmann
Councillor S Smith
Councillor Dr B Wood

In Attendance: Mr M W Kennedy – Town Clerk
Miss J Smith – Minute Taker / Committee Administrator
Mr C Austin - Town Sergeant

Also Present: 1 member of the press
15 members of the public

The Town Clerk read out the fire evacuation procedure and reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda.

69. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Miss L Pye, Mrs R Myer and Dr P Skolar.

70. **DECLARATIONS OF INTEREST**

Councillor Mrs E Hodgkin – Minute 127 Finance, Strategy and Management – Youth Centre – personal and prejudicial interest as trustee.

Councillor Dr B Wood and Mayor, Mrs J Wood – Minute 127 Finance, Strategy and Management – Youth Centre – personal and prejudicial interest as both on management committee.

71. **MINUTES**

The Minutes of the Full Council meeting held on 15 February 2011 were approved and signed by the Chairman, as a true record subject to the following amendment.

Minute 68 - County Councillor Reports

The sentence: 'However, the terms and conditions of staff contracts does not allow for cuts to be made to salaries without the agreement of the employee.' Councillor I Reissmann asked that his response had not been recorded and asked for it to be minuted as follows. 'A member stated that this statement was untrue and contracts can be changed provided the employer is being reasonable.'

72. **PUBLIC PARTICIPATION**

Mr W Hamilton, Greys Road

Mr Hamilton referred to Minute 67 of the last Full Council and stated that although members had asked for written reports on Townlands he noticed that Councillor I Reissmann was still going to provide a verbal update at this meeting. He also asked for clarification on certain key dates within the project's timetable.

It was confirmed that Mr Hamilton's questions would be addressed under 8(vi) on the agenda.

Mr R Atkin, Elizabeth Road

Mr Atkin advised he was pleased to hear the news in the Henley Standard that Badgemore Primary School was going to be extended. He asked that as this would increase the number of pupils at the school, would a pedestrian crossing now be put in place at the top of Gravel Hill.

Councillor D Nimmo-Smith agreed to pursue this with Oxfordshire County Council (OCC).

Mr Burness-Smith, St Marks Road

Mr Burness-Smith advised that under the reports from the Recreation and Amenities Committee held on 15 March, minute 72 he wanted to update members on the following:

- The Henley Standard have now conducted an online vox populi as requested by the recent Councillors Steering Group. The result was that a majority were in favour of the proposal regarding the chapel. He explained that the team supporting the proposal had not voted in order to maintain objective accuracy in the results.
- The primary concern of the project has always been to respect the sensibilities of the community directly attached to the site. To wit, they had the agreement of Rev Helen Kendrick of All Saints, Sutton Courtenay, to perform chaplaincy duties. She is responsible for the safekeeping of Orwell's own resting place. This was seen as sending the right message out in terms of motive and prospect. He advised that a member had suggested a representative of this town's clergy be included in order to create a bridge between the two locations, which was being pursued; and
- Should the proposal receive a go-ahead, they intended to show, by their actions, that they could deliver a sympathetic, empathetic and valuable asset to the community and the town for posterity.

Mr C Russell, Bell Street

Mr Russell advised that a revised planning application had been submitted regarding the green at Northfield End reducing the parking space allocation from 10 to 9. He stated that the applicant had now agreed to replace three of the trees, however, he felt there would not be enough space. In addition, the parking spaces instead of the standard 2.4m width would be only 2m wide.

It was confirmed that the revised planning application could not be discussed as it was not an agenda item, however, Northfield End highway issues would be discussed under agenda item 8 (iv) later in the meeting.

Mr K Arlett, Elizabeth Road

Mr Arlett advised that he would be standing as a District Councillor in the forthcoming local elections. He asked the other District Councillors what they had achieved in the last four years. District Councillor Miss L Hillier advised that she would email Mr Arlett her response. District Councillor Mrs E Hodgkin stated she had only served for one year as a District Councillor and as she was in a minority group had great difficulty in influencing any decisions. She confirmed she would speak with Mr Arlett after the meeting.

Mr Hall, New Street

Mr Hall referred to the licence review for Diamonds and Pearls Night Club and that Thames Valley Police had applied to have the club's licence revoked. He asked what representation the Council would be making to South Oxfordshire District Council (SODC) before the 31 March deadline.

It was confirmed that as the town council is a body representing interested parties and the public had already made representations to it concerning the activities at the premises, the Town Clerk would be making these representations known to SODC,

although he was unable to attend the hearing on 18 April. A member confirmed that he would be speaking at the hearing on the 18th.

Mrs L Meachin, Lovell Close

Mrs Meachin referred to the recent Mayor's Pancake Race and a photograph that she had taken of the event which had highlighted uncollected commercial waste bags outside Nat West Bank, Market Place. She asked what the Council could do regarding uncollected commercial waste from businesses in the town.

It was confirmed that commercial waste was not the same as domestic waste and came under separate government legislation. It was entirely up to individual businesses to arrange and pay for collections also extra premiums had to be paid for Saturday collections.

7.55pm Councillor Mrs J Bland entered the meeting.

Mr M Akehurst, Two Tree Hill

Mr Akehurst asked how this applied to the collecting of restaurant waste as surely this was a public health issue and attracted vermin.

It was suggested that the issue of commercial waste should be addressed with the Henley Partnership environment group as they were seen as the right liaison point with the businesses.

It was also confirmed that restaurant food waste was collected separately and should not be put in rubbish bags. SODC enforcement officers would heavily fine businesses if this was found to be the case.

73. **DISTRICT/COUNTY COUNCILLOR REPORTS**

Members had before them a report from District Councillor Mrs J Bland and County Councillor D Nimmo-Smith. It was

RESOLVED that the reports be received and noted.

District Councillor Report

A further verbal report was given by District Councillor Mrs J Bland who referred to a tree that had fallen into the Thames by Temple Island had now been removed.

County Councillor Report

A further verbal report was given by County Councillor D Nimmo-Smith regarding the white lines painted around pot holes were purely there to assist the contractor in identifying the location of the holes. He also confirmed that OCC would be getting £2m of the £200m that had been provided by central government for road maintenance. These monies would be put towards filling in pot holes and making good roads. A member urged that could some of these additional monies also be put towards new pedestrian crossings at Gravel Hill and Greys Road for children attending Badgemore and Sacred Heart schools respectively.

In addition, he referred to the speed cameras in Oxfordshire being switched back on from 1 April (70 boxes in total in the county). A member asked why the cameras had been turned off in the first place and it was confirmed that Thames Valley Police would now be looking after the cameras not OCC, with the revenue from fines going back to the Treasury.

74. **FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES**

Members had before them a report from Nomad, copy attached to the agenda. It was

RESOLVED that the report be received and noted.

A member confirmed that Nomad was forecasting a deficit of £12k this year and although they had requested an increase to their grant from the Council they had only been given a £5k grant.

75. **MAYOR'S REPORT**

Members had before them the list of Mayoral engagements from 10 February 2011 to 23 March 2011 inclusive, copy attached to the agenda. It was

RESOLVED that the report be received and noted.

The Mayor referred to another busy month and thanked everyone who had been involved in organising the many mayoral events.

The Mayor made particular reference to the successful AFC Henley Bobi event on the 27 February that involved able and disabled football players.

The Mayor reported that on 13 March she took part in a Henley in Bloom initiative to plant 105 free tree saplings that had only taken volunteers 55 minutes to plant. At the Sports Council meeting on 14 March, over 19 clubs had attended with a majority wanting to be involved and offered the use of their expertise and their premises. At the SODC Action Plan meeting, SODC had confirmed funding of a DDA compliant desk for the Henley Information Centre which was desperately required and had taken her a year of persuading. MFG UK would be generously donating a computer. She confirmed her attendance at a SODC Market Towns Initiative meeting and stated that she had been very impressed with how much was going on within all the market towns with many copying Henley by holding numerous festivals helping to keep these towns vibrant and attractive for visitors. The Mayor confirmed her Charity Spring Lunch on 23 March had been successful and had raised over £3000 to be shared between her three chosen charities.

76. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 22 February 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 22 February 2011 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 172 – Plans (new)

A member referred to *P11/E0167 – 92-102 Bell Street* and stated that he was pleased that this application had been recommended for refusal. However, it had been noted in the paper work that OCC had assumed a stopping-up order would be taking place in this area and that he would be raising this issue under item 8 (iv) on the agenda.

- (ii) The Minutes of the meetings of the Planning Committee held on 15 March 2011 and were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 15 March 2011 and the recommendations therein be received, approved and adopted.

- (iii) The Minutes of the meeting of the Town and Community Committee held on 1 March 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town and Community Committee held on 1 March 2011 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 111 - Police

A member asked if an email had been received from Sergeant Pink regarding the Diamonds and Pearls Club and asked if a response could be chased.

Minute 118 – Henley Action Plan Update

Members had before them a Henley Partnership (HP) report from the Town Clerk copy attached to the agenda. The Town Clerk explained that the report had been prepared on the assumption that the HP was going through a transition and at the AGM they would be announcing a change of personnel and strategy. However, since he had written the report there had been meetings with the Action Group and there would be no change to the current structure for the next 12 months. The Partnership would be considering a change from a Limited Company to a community interest group during 2011/12.

A discussion ensued regarding the current structure of the partnership and its resources. A member expressed that a full time Town Centre manager should be engaged who is passionate about the town; that SODC should be pressured to give a strategic approach; and administrative resources could potentially be undertaken by Council officers. After some discussion, it was proposed that all Councillor HP representatives attend the AGM on 31 March with the message that the Council is happy to support and work with the Partnership over the next 12 months and jointly work with SODC on the Action Plan. It was

RESOLVED that all Councillor representatives attend the AGM on the 31 March with the message that the Council is happy to support and work with the Partnership over the next 12 months and jointly work with SODC on the Action Plan.

It was noted there was one abstention from Councillor Dr B Wood.

It was noted the part time Town Centre Co-ordinator would be presenting a report at the next meeting of Town and Community Committee.

Minute 125 – Red Lion Mooring

A member expressed his concern at the amount of waste (in particular shredded paper/confetti) in this area and asked that on the renewal of the licences could it be specified that when using this mooring licensees should keep this area clean, tidy and litter free.

A question was also raised as to whether the bridge wall in this area had been recently inspected as several years ago a hole in the wall had been identified and it was agreed that a regular inspection would take place.

- (iv) The Minutes of the meeting of the Finance Strategy and Management Committee held on 8 March 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Finance Strategy and Management Committee held on 8 March 2011 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 108 – Progress Report – Review of Polling Districts and Places

Members jointly expressed their disgust at the decision from SODC to hold the count at Thame instead of Henley and that they had requested Councillors to go

to Thame at 8.00am on the 6 May 2010 for the results. It was proposed that although this decision could not be revoked, a strong letter should be sent to Mr Buckle, CEO of SODC expressing the Council's disgust and outrage, stating the decision does not support local democracy. It was also highlighted that this decision did not fit with the district's strap line of "listening, learning, leading". It was

RESOLVED that a strong letter be written by the Town Clerk to Mr Buckle, SODC expressing the Council's outrage and disgust at the decision to hold the count at Thame on the 6 May rather than in Henley.

It was confirmed that SODC's decision to have a polling station at the Henley Leisure Centre rather than Valley School had been taken because, where possible, they prefer to keep schools open.

Minute 129 – Progress Report – Northfield End

A member asked if any correspondence had been received from OCC following the Council's letter regarding applying its right to veto to prevent OCC proceeding with its stopping up order. The Town Clerk confirmed that a letter had just been received and would be presented at the next Finance Strategy and Management meeting on 19 April. He confirmed that OCC had abandoned their plans for a stopping up order. It was acknowledged that there were still a number of issues outstanding for instance the planning application re parking spaces. It was

RESOLVED that a further report would be presented to the next Finance Strategy and Management Committee.

Minute 130 (i) Budget Monitoring Report

It was confirmed that the budget report had highlighted a good financial situation and the Council would be carrying forward a significant surplus. In addition, Mill Meadows car park year end income was good.

Minute 134 - Grants

A member expressed that she was pleased to see that free use of the Town Hall's facilities had been granted to the Literary Festival. Thanks were given to the Town Clerk for his successful renegotiation of the grant awarded for free use of the hall. It was hoped that similar successful negotiations could also be made with the Fringe Festival.

Minute 138 – Estate Inspections

A member stated that she did not think Councillors should be carrying out the estate inspections and that these should be carried out by Council officers. Other members disagreed as it was felt that Councillors should be aware of all the Council owned areas and that because of the excellent work carried out by HTC Officer, Hilary King with regard to land registration this has meant that process was less about adverse possession and more to do with good housekeeping. It was

RESOLVED that:

- (i) The new scheme of inspections be instituted from June 2011 (when the new Council is in place).
- (ii) The Finance Strategy and Management administrator reallocated areas if there is a change of Councillors following the election and issues a new set of guidance notes (and associated form) to all Councillors prior to the start of the 2011 inspections.

Minute 140 – Services for Children, Young People and Families

Members had before them a completed OCC feedback form, copy attached to the agenda and it was proposed that the feedback that had been incorporated by Councillors be sent to OCC. It was

RESOLVED that the completed feedback form on Services for Children, Young People and Families be sent to OCC before the deadline.

Minute 141 – Past Mayor's Badge

A member stated her disagreement with the decision for no council money being put towards the past mayor's badge and proposed that the council does provide the money to produce the die for the badges. Motion was lost, whereupon it was

RESOLVED that no council money should be put towards the past mayor's badge and any past mayors who wish to have a badge should decide how and which option they wish to pursue.

- (v) The Minutes of the meeting of the Recreation and Amenities Committee held on 15 March 2011 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Recreation and Amenities Committee held on 15 March 2011 and the recommendations therein be received, approved and adopted.

Arising from the report:

72 (iv) – Minutes – First Chapel

Members were alerted to the fact that the Committee's recommendation to accept the notes of the First Chapel Working Group includes representatives to South Oxfordshire District Council to lift the covenant on the First Chapel, which restricts its use to cemetery use only; an application by the Henley Orwell Charitable Trust to seek planning permission for a change of use, if required; and that the Town Council, subject to the approval of the above, offer the Henley Orwell Charitable Trust a 30 year lease on the First Chapel. It was

RESOLVED that the proposals as set out in the notes of the working group be adopted.

72 (vi) – Minutes – Woodland Memorial

Members were alerted to the fact that the Committee's recommendation to accept the notes of the meeting of the Woodland Memorial and Tilebarn Wood included the preparation of a lease to be drawn up with Sue Ryder Care Home. It was

RESOLVED that the proposals as set out in the notes of the meeting be adopted.

It was agreed that the notes from both the First Chapel meeting held on the 28 January 2011 and the Woodland Memorial meeting held on the 25 February 2011 be attached to these minutes as a reference and to inform members of the public.

- (vi) Townlands Steering Group (TSG)

Members had before them the Townlands Steering Group report that had previously been presented at the Annual Town Meeting on the 22 March 2011.

The Chairman advised that the TSG was an advisory committee of HTC and formal meetings were held in the same way as for standing committees.

Minutes for such meetings are taken and presented to full council for approval. There had not been a TSG held for the past six months but there was one on 7 April 2011, hence there had been no official minutes. He addressed the concern that had been raised at the last Full Council regarding written rather than verbal reports being provided to keep Councillors in the loop and he asked members whether they would prefer informal notes after the public meetings or formal minutes. It was agreed that informal notes would be sufficient and should be presented with the Full Council agenda.

He continued to answer the question raised at Public Participation regarding the project's timetable and outlined the following dates:

31 March	Stage 2 Outline Business Case to PCT Board
1 April	Issue Pre-Qualifying Questionnaire (PQQ)
1 May	PQQ's to be received
14 May	PQQ's to be scored
May	Discussions with shortlisted bidders
June	Short List Organisations
July	Competitive Dialogue
August	Competitive Dialogue
30 September	Formal Invitations to Tender
End October	Submission of Tenders
November	Evaluation bidders invited to present to public
1 December	Business Case to PCT Board for final decision

Clarification was sought on the position regarding hospital beds and it was confirmed that all existing services will be retained as part of the redevelopment and that this will include the 18 sub acute beds currently provided on Peppard Ward. It was mentioned that an eye should also be kept on the number of nursing home beds too.

The Mayor thanked Councillor I Reissmann for his report and work on this project.

The Chairman invited Councillors, officers and members of the public to join her for refreshments in the Mayor's Parlour.

The meeting closed at 9.55pm.

js

Mayor

Notes of the meeting of the First Chapel Working Group held in the Mayor's Parlour of the Town Hall on Friday 28 January 2011 at 3 pm

Present: Councillor Mrs G Dodds, Chairman of Recreation and Amenities
Committee

Councillor Mrs E Hodgkin
Councillor Mrs J Wood, the Mayor
Councillor Mr B Wood
Mr P Burness-Smith

Mr M Kennedy, Town Clerk
Mrs B Walker, Committee Administrator Recreation and Amenities
Committee

1. **Apologies for Absence**

None received.

2. **Welcome**

Councillor Mrs G Dodds took the Chair and welcomed Mr Burness-Smith to the meeting which had been called following a recommendation from the Finance Strategy and Management Committee for certain details to be clarified regarding the proposed use of the First Chapel as an Orwell Visitors Centre.

3. **Update from Mr Burness-Smith**

Mr Burness-Smith thanked the Working Group for inviting him and updated the Group on recent developments from his perspective as follows:-

- the "The Orwell Society" was formed on 27 December 2010 at a meeting at the Phyllis Court Club, which was attended by Richard Blair, the only child of George Orwell and who is the sole owner of the copyright of his works and the Patron of the George Orwell Trust.
- It was noted that this is the first official Orwell Society in the UK although there are a number overseas (eg Yale, Sydney, Shanghai) and that its establishment in Henley would be of cultural and community benefit to Henley.
- The inaugural meeting of The Orwell Society will take place on 19 April 2011 at Phyllis Court Club and there will be a Press Release nearer the time.
- The Orwell Society is a cousin organisation of the Henley Orwell Charitable Trust (HOCT), which is the principal organisation involved in the proposals regarding the First Chapel.
- The HOCT would like to make a provisional application for the First Chapel to be their formal address if the project goes ahead and have a brass plaque at the entrance to the building.
- **Revised Plans for the First Chapel – Phase 1 and Phase 2**
Originally the plan had been to use the First Chapel as a George Orwell Visitor Centre, however with the formation of the HOCT other options have become apparent, which may or may not ultimately lead to the creation of a Visitors Centre. The project can now be broken down into 2 phases:-
 - : **Phase 1** – to make the First Chapel the home of the HOCT with the intention of using the building for occasional activities to be organised by the HOCT in association with the Orwell Society such as debates, exhibitions and lectures. This phase would help raise the profile of the Society whilst also raising funds for renovations and phase 2. During this phase (which may last months or years as required) necessary works would be carried out by

the HOCT on the internal fabric of the building. Initially events may need to be hosted elsewhere until the building is in a fit for public use. Funds would also be sought by donations and applying for grants.

- **Phase 2:** - Providing Phase 1 is successful phase 2 could be entered into which would be the creation of an Orwell Visitor Centre – it is intended this would be self financing and would require additional permissions from the Town Council for approval of the project and re-clarification of the detail.

4. **Progression of the Project**

After discussion the Working Group agreed that dividing the project into 2 phases would minimise any risk to the Town Council.

The Working Group noted that the initiation of phase 1 would be dependant on a number of factors:-

- the Town Council agreeing to the project and entering into a lease on the First Chapel with the HOCT
- the structure of the building being sound - The Town Clerk confirmed that the Town Council have budgeted and will undertake external repairs to the Chapel in this financial year to bring the building to a useable state as far as the structure of the building is concerned. The building needs to be in a safe and insurable state.
- consultation with those who visit the cemetery and the local community, possibly War Graves Commission
- SODC being consulted re whether there are any planning issues/release from covenant – also English Heritage.
- obtaining approx 50 chairs – it is intended these initially could be borrowed by the HOCT from a local organisation in the town.
- provision of electricity for lighting and heating – initially it is intended to use a generator until the Chapel can be connected to mains electricity (at the HOCT's expense).
- The HOCT taking out public liability insurance.
- suitable car parking to be arranged – for example use of existing cemetery car park or for events a shuttle service from town. Parking by the entrance to the Cemetery was ruled out due to safety issues re the junctions, dual carriageway etc
- provision of toilets – hire portaloos for occasional use
- agreement that HOCT will pay any legal fees incurred by Henley Town Council or South Oxfordshire District Council re release of the covenant and costs incurred re seeking planning permission if required

5. **Funding**

Funding will be required in order to bring the building up to a useable state, providing electricity etc and also for putting on the initial events. The Town Council has considered and rejected a loan to the HOCT. A number of alternative options are open to the HOCT:-

- applying to South Oxfordshire District Council for CIF Funding towards the project. In order to apply The HOCT would need to have charitable status, for which they are currently applying and may need to have a lease on the building for a significant length of time.
- applying for grants from other bodies
- raising income from holding HOCT activities – eg debates, lectures, exhibitions
- donations – £9,000 has already been raised this way

After discussion the Working Group agreed that a phased approach to this project made it a more realistic proposal and allowed time for the project to evolve. The Working Group agreed that there was no financial risk to the Town Council and the project would help to preserve the First Chapel.

The Working Group **RECOMMENDS**

that South Oxfordshire District Council be asked to lift the covenant on the First Chapel which restricts its use to cemetery use only and planning permission be sought re change of use if required.

that residents of Henley, via the local paper, be asked for their comments on the use of the First Chapel by the Henley Orwell's Charitable Trust.

that the Town Council, subject to the approval of the above, offer the Henley Orwell Charitable Trust a 30 year lease on the First Chapel at a peppercorn rent – the terms to be clarified by the Town Clerk and Mr Burness-Smith and to include:-

- **agreement to Phase 1 including the First Chapel being used as the formal address of the Henley Orwell's Charitable Trust and the Chapel being used as a venue for lectures, debates, exhibitions etc on an occasional basis.**
- **use of the existing cemetery car park for the occasional use as outlined above with an option to review this as the project progresses.**
- **the Henley Orwell's Charitable Trust to seek further permission from the Town Council should they wish to progress to Phase 2 in due course**
- **the Henley Orwell's Charitable Trust to be responsible for the maintenance and repair of the interior fabric of the building and provision of electricity to the building and all works to comply with English Heritage requirements. The exterior of the building would remain the responsibility of Henley Town Council.**

that the Henley Orwell's Charitable Trust pay the Town Council's legal costs re the lease and the release of the covenant.

Chairman

bw

Notes of a Meeting Regarding the Woodland Memorial and Tilebarn Wood held on Friday 25 February 2011 in the Barn, Henley on Thames

Present: Councillor Mrs G Dodds – Chairman of Recreation and Amenities
Committee, Henley Town Council (HTC)
Councillor A Follett – Chairman of the Finance Strategy and
Management Committee (HTC)
The Mayor, Councillor Mrs J Wood (HTC)
Mr O Knights – Individual Donor Fund Raiser, Sue Ryder Care (SRC)
Mr M Dodds – Chairman, Henley in Transition (HiT)
Mr M Kennedy – Town Clerk (HTC)
Mrs B Walker – Note Taker (HTC)

1. **Welcome**

The Chairman, Councillor Mrs G Dodds welcomed everyone to the meeting.

2. **Update from Sue Ryder Care**

The meeting received an update from Mr O Knights of Sue Ryder Care as follows:-

- The Woodland Memorial has been given the green light from the Sue Ryder Care central office, who are very excited by the project and if it works well in Henley are considering taking the principle and using it nationally. Mr Knights thanked the Town Council, on behalf of SRC.
- Legal work - Mr Knights confirmed that the legal department of SRC would draw up the lease between SRC/HTC and SRC/HiT based on the heads of terms discussed at this meeting. The SRC legal department, who is experienced in estate work, would require approximately 2 weeks to draw up the documents and once drawn up Mr O Knights and Mr M Kennedy would review the document prior to it being viewed by the Council's solicitors (Blandy and Blandy). The Council's legal fees to be met by SRC (via funding).
- Funding - SRC are in discussions with Timberland (the clothing and footwear company) who are keen to fund the project including in principal the fencing, gates, purchase of the trees and the Town Council's legal costs. Timberland, whose UK offices are near Reading, are very keen on environmental projects and planted over 1 million trees last year and are also keen to provide volunteers to plant the trees. Timberland would raise the money through fund raising, which they are very successful at. In return Timberland would require some publicity including their logo on promotional material and on the notice/name board at the Woodland site.
- As Timberland are offering to cover the cost of the trees it means any donations from people wishing to purchase a memorial tree can go direct to SRC. It is intended to have a notice board at the Woodland Memorial which would contain a list of the names in whose memory trees have been bought. There would be no individual plaques on the individual trees.
- SRC do have alternative prospective backers in addition to Timberland.
- The timetable
 - providing the lease is ready for signing (eg agreed by Mr O Knights and Mr M Kennedy and approved by the Council's solicitors) it could be presented to Full Council at its meeting on 29 March 2011.
 - the Working Group agreed that once the lease has been signed the work on fencing could progress.
 - SRC hope to launch the sale of the memorial trees in April 2011.
- Interment of Ashes – the question of whether ashes could be interred or scattered at the site was raised. It was agreed that the interment of ashes would not be permitted as this would need to be recorded in a register of burials and scattering should not be actively encouraged.

3. Update from Henley in Transition

Mr M Dodds reported that the Steering Group of Henley in Transition has been very active in preparation for their Tilebarn Wood project, which will be located alongside the SRC Woodland Memorial.

Three local schools have been planting acorns with the intention that the children will plant the young trees in the autumn/winter.

The Types of Trees - It was noted that care should be taken on the types of species grown to ensure they are safe for cattle, sheep and horses as they will be in the vicinity. The intention is to include a variety of fruit and nut trees and that members of the public will be able to help themselves to the produce.

Public Meeting - Henley in Transition would like to hold a public meeting to launch the idea of their Tilebarn Wood and it was agreed that the project had now progressed far enough for this to take place.

4. The Lease - Heads of Terms

Discussion took place of the legal aspects including clarification of the Heads of Terms (subject to contract) to be included in the lease and the following was agreed:-

- a. Lease to include prescribed clauses.
- b. Length of the lease – 25 years.
- c. Rent – a “nominal” rent of one pound per annum.
- d. Rights of access:-
 - for the public on foot to the “whole site” (to be defined in the lease as the SRC Woodland Memorial and HiT Tilebarn Wood).
 - Henley Town Council or its nominated sub-contractor to have vehicular access for maintenance to the “whole site”.
- e. Permitted Use – to create a Woodland Memorial and Forest for use by the general public
- f. Rights Granted – right to plant trees, to hold memorial ceremonies,
- g. Shared Occupation – the lease to include a clause to say “SRC to grant the right to sublet to HiT” - the area to be shown on an accompanying map.
- h. SRC to provide a stock proof fence around the “whole area”, a kissing gate on to footpath H6 and a 5 bar gate near the footpath into the adjoining field to provide access for maintenance.
- i. Repairs and Maintenance – SRC to be responsible for maintaining and keeping the area tidy and for fencing either by contracting to the HTC Parks Services or an outside contractor .
- j. Option for SRC to re-negotiate the lease at the end of 24 years.
- k. SRC/HiT to be permitted to erect interpretation boards and a notice board (SRC) – any planning permissions required to be responsibility of SRC.
- l. Clarification of responsibilities and insurance required to be included in the lease – further information to be sought.
- m. Any planning permission required to be responsibility of SRC.
- n. A plan to show the area. The “whole area” to include the Woodland Memorial, Tilebarn Wood and the Copse – each individual area also to be shown on the map.
- o. Reference to Landlord and Tenant Act to be excluded (if appropriate for land) – further clarification to be sought from lawyers.
- p. Permission to be sought from HTC for the erection of any buildings (eg shed, shelter etc) – planning permission to be responsibility of SRC.

5. Date of Next Meeting

Mr O Knights to meet with Mr M Kennedy once the SRC legal department has drawn up the lease in order to clarify the details prior to the lease being shown to the Town Council's solicitors.

6. The Proposal

The Meeting agreed the following proposal be considered by the Recreation and Amenities Committee

that the Recreations and Amenities Committee RESOLVE TO RECOMMEND

that a lease be drawn up by the Sue Ryder Care legal department, including the heads of terms listed above, for a 25 year lease of the two acres and the Copse at the western end of 40 Acre Field to Sue Ryder Care and that they in turn be given permission to sub let one acre to Henley in Transition to be used as Woodland Memorial and Tilebarn Wood respectively.

that the lease be viewed by the Town Council's solicitors prior to being presented direct to Full Council.

Chairman

bw