

Present: Councillor Mrs P Phillips (Chair)
Councillor Ms K Gehrmann (Vice Chair)
Councillor M Akehurst (substitute for Councillor D Hinke)
Councillor Mrs J Bland
Councillor W Hamilton
Councillor Ms L Meachin
Councillor D Nimmo-Smith
The Mayor, Councillor Mrs E Hodgkin (ex-officio)
Deputy Mayor, Councillor S Gawrysiak (ex-officio)

In attendance: Mr M Kennedy – Town Clerk
Mrs N Taylor – Committee Administrator / Minute Taker

Also Present: Mrs J Perigo – Henley Partnership

25. APOLOGIES

Apologies were received from Councillor D Hinke. Apologies for lateness were received from Councillors Mrs J Bland and Mrs E Hodgkin.

26. DECLARATIONS OF INTEREST

None received.

27. PUBLIC PARTICIPATION SESSION

None received.

Councillor Ms L Meachin entered the meeting at 7.35pm.

28. POLICE

The Town Clerk read the following report from Inspector Harling in his absence.

Henley Town Only There have been some impressive reduction rates with regard to reduction for the period 1.4.12 – 31.7.12:

Crime	<u>2010</u>	<u>2011</u>	<u>2012</u>
Assault	91	77	67
Burglary to peoples dwellings	66	59	47
Burglary to non-dwellings	143	84	71
Thefts from motor vehicles	49	50	38
Criminal damage	144	100	84

Assault These can be connected to the night time economy, domestic abuse or people falling out. Generally there is either a family or friend connection or alcohol is involved in both.

Burglary to people's dwellings Good work taking place in the Gainsborough Estate area and a hope that the Residents Association may start a Neighbourhood Watch. It is hoped that locally elected members would be able to assist with starting some neighbourhood groups in the area where they live.

Burglary to non-dwellings These include buildings such as sheds and garages where people keep valuable items with little or no security.

Criminal Damage This heading covers all manner of incidents; some decrease could be due to non-reported incidents.

There has been some publicity regarding the Gainsborough area and local worries about drugs. Considerable enforcement work has been carried out by the Neighbourhood Team under the Misuse of Drugs Act, ensuring that residents in rented accommodation are 'relieved' of that accommodation in order that they do not cause problems to their neighbours. Evicting people takes a fairly long time, however some significant progress has been made in this area.

Information for Crimestoppers has been circulated to each house on the estate to enable residents to report drug misuse if they do not want to contact the police, a visit has also taken place to each house to encourage the residents to sign up to the Thames Valley Alert system which will allow them to be kept informed of what is happening in their area.

It was reported that at a recent estate meeting approximately 80 residents plus two Councillors were in attendance.

A meeting is planned with various residents in order that Acceptable Behaviour Contracts can be signed, it is hoped that these will address the issues surrounding some of the children of tenants who may be involved in crime and disorder.

CCTV Henley continues to use the CCTV system to great effect compared to other parts of South Oxfordshire District Council (SODC). The camera operators, PCSOs and Police Officers are all very good at identifying opportunities to use them to assist with specific incidents. The PCSOs are the main patrolling presence during the day when the town is at its busiest, and with the use of the CCTV, even though the PCSOs are thinly spread there are additional eyes which means that shoplifters can be identified and tracked and missing people located. There has been a spate of elderly and vulnerable people reported missing who with a combination of CCTV and PCSOs have been located.

Credit should be given to PCSOs Janice Smith and Helen Anderson who have recently both been involved in the arrest of several shoplifters and the return of stolen goods.

Councillor Mrs J Bland entered the meeting at 7.40pm.

Councillors voiced their thanks for all the hard work carried out by the Police and PCSOs over the very busy summer period this year, and for their sensitive policing of the Gainsborough Estate. They should also be congratulated on the crime reduction and the success of the Radio Net system.

Councillor Mrs E Hodgkin entered the meeting at 7.45pm

Councillors noted that the Police consider CCTV and the PCSOs to be essential in the policing of the town,

A Councillor questioned if it was a good use of police time attending these meetings, after a discussion it was decided that although it wasn't essential for Inspector Harling to attend, it was very important that a member of the team did attend in order to keep good interaction and relationships between the police and the Town Council.

It was noted that Councillors and the public could sign up to Thames Valley Alert on the police website; this would keep them up to date with all the local news.

29. VARIATION TO THE ORDER OF BUSINESS

It was **RESOLVED** that

agenda item 6 be now taken in recognition of our visitor present this evening.

30. PRESENTATION FROM JULIE PERIGO RE HENLEY PARTNERSHIP

The Chairman welcomed Julie Perigo to the meeting and invited her to the table.

Mrs Perigo described the Henley Partnership (HP) as an independent organisation whose mission is to support local businesses and organisations to be as successful as possible, and to add value to the Henley community and economy by helping to 'join up the dots' and promote communication and co-operation between Business, Arts, Tourism and other Henley stakeholders.

Mrs Perigo outlined the Partnership's Action Plans – *growing active membership, assisting Henley become a town that communicates, the Henley Young Partnership and establishing the Arts Club, Campaigns – Come back to Henley and Henley as a Winter Destination, Community Involvement - Henley Living Advent Calendar, Diamond Jubilee Lunch for the Over 70's and Free Membership for local charities*, and steps taken to build relationships

with other influential local groups - *SODC, HTC, Henley in Transition, The Henley Standard and Henley Standard TV and Henley Business School* so far this year.

The meeting was informed that for the rest of 2012 and during 2013 the HP intends to build on the work of the last year and continue the majority of activities and initiatives already mentioned, and work in close collaboration with the Henley Town Centre Manager. In addition, other items on the agenda include: promoting greater understanding and usage of the HP website for members, a Henley Business / Retail Loyalty Card linking in to community or charity funds, a Henley day of design in conjunction with RIBA and local business / market involved in architecture, construction, home and garden, supporting the development of the Arts Club as part of the HP, encouraging an affiliation group for local charities within the partnership, thereby fostering closer business-charity-community links, promoting new local business focused out of season events, e.g. Henley Christmas / Spring Food Festival / Autumn Jazz Festival, greater collaboration with national retail chains and other locally based national or international businesses, and in kind support, for the good of the broader socio-economic community, exploring ways for the HP and the Henley Business School to connect and special deals for members.

Members applauded the hard work carried out by the HP especially in setting up the Youth Partnership.

It was noted that at present only approximately 20% of membership is retail, members questioned the reasoning behind this and were advised that it may be due to the fact that unfortunately a great majority of retailers in Henley don't actually live in the town. Mrs Perigo advised that she was hoping that organisations would have Champions who would bring other new members with them.

It was felt that the lack of interest by retailers may be due to the poor performance of the HP over the years, and that it may take a while to change peoples perceptions.

Mrs Perigo advised that she would very much welcome any ideas on how the partnership can be improved or ideas for future plans, not only for retail but also for the people who live in Henley.

A member suggested that as the Living Advent is so successful the Partnership arrange an event at Easter, possibly something similar to the glass Easter Eggs in London.

A discussion was held re the quality of the HP website and it was noted that it relied upon members updating their details to keep it up to date, and although they would like to see a full directory of members available and the site fully updated this kind of service only happens when peoples time is paid for.

Mrs Perigo requested that the HP be involved in the programming of the Continental style markets in the future.

The Chairman thanked Mrs Perigo for her report.

Mrs Perigo left the meeting at 8.20pm

31. CCTV QUARTERLY REPORT

Members received and considered the notes of the Quarter four 2011-12 report for Didcot, Henley and Wallingford, and after the following observations noted the information contained therein.

A member questioned why, if the CCTV is such a benefit to the police when finding missing persons they do not contribute towards the cost of it, and was advised that they do contribute (see CCTV 2012/13 budget update – Agenda item 17ii refers), and in fact have increased the amount they pay whilst the HTC contribution has decreased.

Another member acknowledged the benefits to the police of having the CCTV but questioned why the people of Henley should have to pay twice for police work to be carried out.

A request was made that the CCTV report be circulated to all Councillors electronically.

It was **RESOLVED**

that the administrator circulates the CCTV notes electronically to all Councillors.

32. MINUTES

The Minutes of the meeting of the Town and Community Committee held on 26 June 2012 were received, approved and signed by the Chairman as a true record.

33. PROGRESS

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

Pavement Lights: Out to tender.

Road Inspections: All road reports now received, item to be removed from progress.

Old Fire Station Gallery and Barn Users Group: Meeting 4 of 6 held on Monday 10 September. Doors now painted and display board installed on the front of the Town Hall.

The Mayor, Councillor Mrs Elizabeth Hodgkin informed the meeting that sadly Mr Roy Staley who was a member of the Users Group passed away on

Tuesday, he will be sadly missed by both the users group and the Henley Arts and Crafts Guild.

Signage and Physical Town Promotion: Project now complete – remove from progress.

Bus Shelter on the Reading Road: Awaiting response from Oxfordshire County Council.

Market Place Bollards: Councillor D Nimmo-Smith to e-mail installation dates once available.

Fairtrade Town Initiative: Discussed under minute number 39.

Decriminalisation of Parking: Discussed under minute number 38.

34. **BUDGET**

i) Members received the budget report to 31 August 2012.

It was **RESOLVED**

that the report be noted

ii) Members received and considered a report from the Accountant on preliminary budget figures for 2013 / 2014 to be submitted to Finance Strategy & Management.

It was noted that the committee's proposals were suggestions to the budget for 2013/14 and may be altered during the budget making progress.

Members noted that the PCSO contract was up for renewal in 2013 and the CCTV in 2014.

It was **RESOLVED TO RECOMMEND**

- i) that 'Air Quality Measures' be added to the Capital Expenditure bid of £50k for further Traffic Safety Measures.
- ii) that further information be provided on the associated income expected from the hire of round tables and where they will be stored in the Town Hall.
- iii) that investigations be carried out to the provision of a good quality sound system for the large hall.
- iv) that before approval is given to purchase new IT equipment, a report be produced detailing the usage of the laptop by hirers of the Town Hall.

- v) that provision be made in the budget for extending the opening hours of the Tourist Information desk both at the Town Hall and Satellite Office at Mill Meadows and that a further report be presented to the next meeting.
- vi) that the Market Place Licence fee be increased by 5%.
- vii) that the Weekly Charter Market fee be increased by 5%.
- viii) that the Continental Market fee be increase by approximately 6%.
- ix) that a comparison with other towns be taken to ensure that the fee charged for Continental style markets is not too low.
- x) that the fee for parking at Upper Market Place be increased by 5%.
- xi) that the fee for mooring permits at Red Lion Lawn be increased by 5%.
- xii) that the lease for the use of part of Singers Park be increased by 5% and a letter be sent requesting that the area be cleaned up.
- xiii) that the proposed increases to charges for use of the Town Hall & Kings Arms Barn be approved, and the fees for the Old Fire Station Gallery remain unchanged.
- xiv) that the fee for Weddings / Civil Ceremonies be increased to £600 in the Main Hall and £300 in the Council Chamber.
- xv) that a further report on PCSO funding be presented to the next meeting.
- xvi) that further consideration be given to extending the CCTV contract when this expires on 1 March 2014.

35. CHALLENGE HENLEY TRIATHLON EVENT 2012

Members received the notes of an informal meeting held at the Town Hall on Wednesday 8 August and noted that a further meeting was in the process of being organised for Thursday 11 October 2012.

It was **RESOLVED**

that the notes of the Triathlon Liaison Group be received be noted.

36. TRAFFIC ADVISORY

Members received the minutes of the Traffic Advisory Committee held on Tuesday 24 July 2012.

Members were advised that there would be an Air Quality meeting held on Wednesday 10 October at 10am.

It was **RESOLVED**

that the notes be received and noted.

37. HEROES RETURN / OLYMPIC WORKING GROUP

Members received the notes of the meeting held on 9 August 2012.

The Mayor thanked all Councillors and Staff involved in organising and running the events this summer. It was noted that there had only been an overspend of £300 on the budget for all of this year's events and celebrations.

It was **RESOLVED**

that the notes be received and noted.

38. CIVIL PARKING ENFORCEMENT (CPE)

Members considered a letter from the Chief Executive for South Oxfordshire District Council in response to representations made on 9 July seeking clarification on a number of points and noted his response that at this present time there is no political will to move forward with CPE but if the situation changes Henley Town Council will be informed.

It was noted that as the Leader of the Council and the Chief Executive have offered to come to Henley and meet with all the Councillors and that any further discussions on this matter should take place then.

It was **RESOLVED**

that the report be noted.

39. FAIRTRADE

In the absence of the Council's appointed representative who had intended to speak on this item, it was **RESOLVED**

that the item be deferred to the next meeting.

40. APPLICATION FOR THE USE OF FALAISE SQUARE

Members received and considered a request from Cargo to place 4 x storage boxes outside the front of their building to display items for sale. After a lengthy debate It was **RESOLVED**

that the application be rejected and a letter be sent requesting that all wares be removed from the pavement outside the shop.

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

It was moved by the Chairman

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

42. **CCTV**

Members received the notes of the CCTV Management Group meeting held on Thursday 21 June 2012.

It was **RESOLVED**

that the notes be received and noted.

A member noted that no substitute had attended in the place of Councillor Phillips, and requested that if Councillor Phillips is not available for the next meeting that arrangements be made for a substitute to attend in her place.

It was **RESOLVED**

that Councillor Ms K Gehrman attends the next meeting on 22 November as Councillor Phillips substitute.

Members received a 2012/13 Budget update.

It was **RESOLVED**

that the update be received and noted.

The meeting closed at 10.00pm