

**Present:**                    **Councillor Miss L M Hillier (Chairman)**  
                                 **Councillor Jane Smewing substitute for Councillor Sarah**  
                                 **Miller (Vice Chairman)**  
                                 **Councillor D Eggleton**  
                                 **Councillor S Evans**  
                                 **Councillor Will Hamilton**  
                                 **Councillor D Crook substitute for Councillor David Nimmo**  
                                 **Smith**  
                                 **Councillor Glen Lambert (Mayor)**  
                                 **Councillor Ken Arlett (Deputy Mayor)**

**In Attendance:**        **Mrs J Wheeler – Town Clerk**  
                                 **Ms H Barnett – Town & Community Manager**  
                                 **1 Member of the Press**  
                                 **0 Members of the Public**

**40.    APOLOGIES**

Apologies for absence were received from Councillors Miss K Hinton and Sarah Miller.

**41.    DECLARATIONS OF INTEREST**

None received.

**42.    PUBLIC PARTICIPATION SESSION**

No public.

**43.    MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 17 July 2018 were received, approved and signed by the Chairman as a true record.

**44.    BUDGET**

i) Members had before them the Management Accounts to 31 August 2018. **IT WAS RESOLVED**

**that the Management Accounts be noted.**

ii) A report on preliminary considerations for the 2019-20 budget was discussed. **IT WAS RESOLVED TO RECOMMEND that:**

- **Street cleaning contract is an agenda item.**
- **The Seating Licences in Market Place will increase by 3% in line with inflation.**

- **Weekly/Farmers markets to be increased by 3% in line with inflation.**
- **Upper Market Place Car parking costs be increased by 5% as suggested by the RFO**
- **Red Lion Lawn licence fee increase to £4400**
- **Licence for Singers Park increased by £50 to £1000 with a caveat for no litter around the bins at any time.**

**It was RESOLVED TO RECOMMEND**

**that the following events are added to the schedule:**

- **Fireworks for end of Regatta (July 2019)**
- **House & Garden Show (Spring)**
- **Health & Wellbeing Day (Spring)**

**that all other recommendations by the RFO be noted and resolved.**

Councillor Hamilton wanted a budget allocation to be made to provide for additional CCTV cameras. It was made clear that all the four towns would like to increase the cameras covered by SODC but there is no budget to do this. HTC would have to provide and monitor their own cameras which would be costly as additional training would need to be undertaken by HTC staff in order to comply with data protection laws.

A five year contract with SODC has now been finalised – so any additional cameras will need to be added to the contractual costs.

**45. TOWNLANDS UPDATE**

It was noted that the meeting could have been better attended by Councillors. **IT WAS RESOLVED**

**that the notes from the meeting held on the 20 August be noted.**

**46. TOWN AND COMMUNITY MANAGER**

Members received and considered a report from the Town & Community Manager. **IT WAS RESOLVED**

**that the report be noted.**

**47. GUMDROP**

Members received and considered a report on the Gumdrop recycling for chewing gum in the town. It was agreed that further investigation was requested. **IT WAS RESOLVED TO APPROVE IN PRINCIPLE**

**that this Committee supports the possible installation of one new gumdrop bin, at a cost of £175 +vat at the Starbucks bus stop, after further investigation on the company and costs.**

**48. HENLEY BUS**

Notes of the Bus Working Group meetings held on 12 July, 16 July, 30 July and 6 September 2018 were received and considered. It was agreed that a review should be undertaken of the timetable coverage in the middle of the day and the marketing programme which had not yet been received. **IT WAS RESOLVED**

that the reports be noted.

**49. SPEED AWARENESS**

Members considered the possibility of purchasing 1 x SID monitoring equipment. **IT WAS RESOLVED TO RECOMMEND**

**that in principle support was shown and HTC will consider the options further including 1 x SID monitoring equipment at £2,000.**

**50. MAY FAYRE**

Members discussed the May Fayre and it was suggested that if office support is given to this event then it should also be offered to others organising non HTC events. In practice this may not be possible as Officers are not always available to work in the evenings or at weekends.

**IT WAS RESOLVED TO RECOMMEND**

**that financial support of £1,000 would be given to the 2019 May Fayre.**

**51. HENLEY MAGAZINE**

The Henley Magazine was discussed and it was agreed that instead of continuing with the magazine in its current format a new website should be created. The website should have a Council-only area for agenda's supporting reports and minutes.

**IT WAS RESOLVED**

**that a new HTC website be created which can host a HTC newsletter. The website should have a Council only area for agenda's supporting reports and minutes, and**

**that a line be included in the 2019/20 budget.**

**52. EVENTS COMMITTEE**

The notes of the Events Committees held on 27 July and 14 September 2018 were received and considered. Members agreed that if a Member is not present at a meeting it should not be recorded unless they have sent apologies. **IT WAS RESOLVED**

**that the reports be noted.**

**that the Not Present section be removed from the Minutes.**

**53. PROGRESS**

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

Sound Vision and Light System for the Town Hall

Further trial of Sound System planned for the Full Council meeting on 06 November 2018.

Georgian Paving in Bell Street

No response has been received to date from Oxfordshire County Council (OCC) but Councillor Hillier has discovered areas for possible funding and assistance with this project that are being explored.

BT Phone Boxes

Fit out planned for both boxes before the next meeting.

Town Centre Signage

Proposal to be put together for improved signage.

Street Cleaning and Chewing Gum Removal

Under confidential.

Mount View Bin

Bin on order. South Oxfordshire District Council agreed to collection (SODC).

An additional bin and movement of a current bin were suggested for Makins Recreational Ground. These suggestions will be transferred to R&A.

REFILL

Still awaiting reports from Huw Thomas. Councillor Sarah Miller to be asked to prepare a report on this item at the next meeting.

Henley Bridge

SODC are not enforcing removal of the lights so OCC are not doing anything. Approaches to companies for ideas on lighting the bridge have so far not generated any ideas worth considering.

OCC to be chased for an update or timetable for bridge repairs.

Mermaid Statue

The 'Working Group' met and plan to launch on the 5<sup>th</sup> October a 'Save the Mermaid' campaign using a Just Giving page and social media to raise £4.5k to buy the statue.

Missing Paving in the Town/Permission to undertake work from HTC

Enquiries to be made with SODC and OCC regarding the missing paving stones and when they will be replaced.

**54. EXCLUSION OF THE PUBLIC AND PRESS**  
**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 to be transacted.**

It was felt that the gap between Committees was too great and noted that there would be an agenda item on the next FSM meeting in October to discuss amending next year's timetable.

**55. HENLEY AND DISTRICT AREA FORUM**

Minutes of the confidential Henley and District Area Forum Meeting held on 13 August 2018 were received and considered. **IT WAS RESOLVED**

**that the minutes be noted with one amendment that the date on page one was amended from 1991 to 2019.**

**56. STREET CLEANING**

A discussion was held regarding the Street Cleaning carried out in August 2018. **IT WAS RESOLVED**

**that the payments to date totalling £5,005 obtained with official Purchase Order numbers would be honoured but that no further payments would be made.**

*Post meeting note: The Town Clerk is working with OCC legal to draft an appropriate letter to send to the contractor.*

Councillor Will Hamilton left the meeting at 9.40pm

The meeting closed at 9.52pm