

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk



Tel No. (01491) 576982
Fax No. (01491) 571660
Email: enquiries@henleytowncouncil.gov.uk
Website: www.henleytowncouncil.gov.uk

COUNCIL OFFICES
TOWN HALL
MARKET PLACE
HENLEY-ON-THAMES
OXFORDSHIRE RG9 2AQ

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
A MEETING OF
THE TOWN AND COMMUNITY COMMITTEE**

To be held on

TUESDAY 29 JANUARY 2013 AT 7.30PM

In

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY ON THAMES**

Michael Kennedy
Mr M Kennedy
Town Clerk
23 January 2013

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

Members are reminded to sign the attendance book.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware 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 disclosable pecuniary 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/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.

3. PUBLIC PARTICIPATION SESSION

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. MINUTES

TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 11 December 2012 (previously circulated).

5. LOCAL POLICE AREA UPDATE

TO RECEIVE AN INTRODUCTORY PRESENTATION from Local Police Area Commander for South Oxfordshire and Vale of White Horse Police Area, Superintendent Andy Boyd, and to **RECEIVE** a local update from Inspector Mark Harling.

6. **CHALLENGE HENLEY TRIATHLON**
TO RECEIVE AND NOTE details from Oxfordshire County Council on the 4th proposed route for the Challenge Henley Triathlon 2013 (papers attached).
7. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (report attached).
8. **BUDGET**
TO RECEIVE AND CONSIDER the budget report to 31 December 2012. (report attached).
9. **OLD FIRE STATION GALLERY AND KINGS ARMS BARN WORKING GROUP**
 - i) **TO RECEIVE AND NOTE** the notes of the meeting held on 14 January 2013 (papers attached).
 - ii) **TO CONSIDER** a request from the Working Group to extend the number of meetings that this group meets (report attached).
10. **TRAFFIC ADVISORY**
TO RECEIVE AND CONSIDER the minutes of the meeting held on Tuesday 15 January 2013 (papers attached).
11. **HENLEY FESTIVAL 2013 TOWPATH CLOSURE**
TO RECEIVE AND CONSIDER a request as in previous years, from the Henley Festival for a short diversion of the tow path for the stage build from Monday 8 July – Wednesday 10 July. Full diversion on show nights Wednesday 10 July – Sunday 14 July 2012 and short diversion for stage de-rig from Monday 15 July – Tuesday 16 July (paper attached).
12. **FLAGPOLES**
TO RECONSIDER a request from the Henley Festival to use the Flagpoles in the Market Place from Monday 1 July – Monday 15 July to publicise the 2013 Festival (report attached).
13. **FALAISE TWINNING**
TO CONSIDER a request from the Falaise Twinning Association to erect a sign on the Market Place to commemorate the 40th Anniversary of the twinning of Henley and Falaise (report attached)
14. **EXCLUSION OF THE PUBLIC AND THE PRESS**
It is proposed 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.

15. **CONFIDENTIAL**

i) **CCTV**

TO RECEIVE AND NOTE the Confidential notes of the CCTV meeting held on Friday 30 November 2012, including the Henley CCTV camera usage figures (papers attached).

HENLEY TOWN COUNCIL

Town & Community Committee Tuesday 29 January 2013

Report On the proposed Henley Triathlon 4th Route

1. Executive Summary

- 1.1 To receive details of the proposed 4th route for the Triathlon announced by OCC and Just Racing for the 2013 event.

2. Background Information

- 2.1 Following a series of meetings with local communities, Parish Councils Henley Town Council and MP John Howell, Just Racing and OCC have proposed a new route for the 2013 event which has been designed to minimise potential disruption while staging a successful sporting event which brings many benefits to the area.
- 2.2 The proposed route will not pass through Stoner Valley as it did in 2012, although this could be reinstated in future years.
- 2.3 Comments received during the consultation period were carefully considered and the necessary road closures to enable a safe and successful event will be formally advertised.
- 2.4 Account has been taken of discussions with the National Trust and other local businesses.

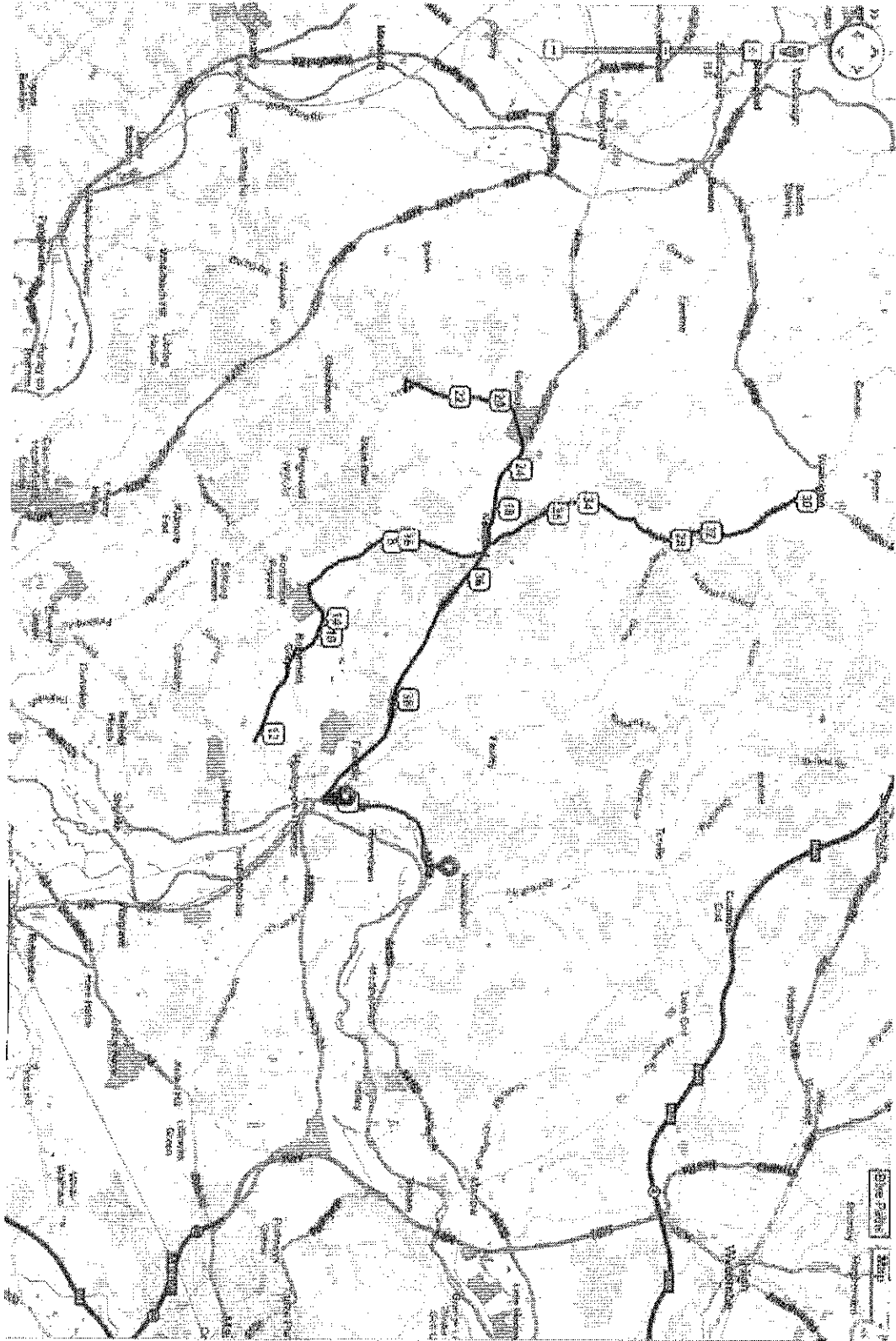
3. Detailed Consideration

- 3.1 The route will run principally along sections of the A4130 between Henley and Nuffield and the B481 between Nettlebed and Watlington.
- 3.2 A section of the A4155 inbound from Henley Business School towards Henley will be used during the morning.
- 3.3 The route will run out on A4130 from Henley to Nettlebed, turning left down to Rotherfield Greys, past the church to Gillotts Lane. The route then doubles back up to Nettlebed and out as far as Nuffield, then turns left down to Stoke Row. It then doubles back once more to Nettlebed and moves North to Watlington, then back to Nettlebed and on to Henley to finish (map attached).
- 3.4 A meeting of the Triathlon Liaison Group takes place on 15 February 2013.

4. Recommendation

- 4.1 That the Committee notes the proposed new route, subject to any further comments Members may wish to make.

Hentley Challenge Tradition 2013



Minute No	Subject	Progress
115 (1.3.11)	Old Fire Station Gallery and Barn Users Group	Agenda item.
85 (13.12.11) 61 (17.01.12) Full Council 52 (30.10.12)	Bus Shelter on the Reading Road	Councillor Mrs E Hodgkin to update Members following her contact with Mr I Connick advising that this Council wishes for the installation of the bus shelter to now take place. Councillor D Nimmo-Smith to update Members the outcome of his e-mail to Mr Connick.
93 (31.01.12) 34 (15.01.13 Traffic Advisory	Market Place Bollards	When the bollards were removed from the pavement on the left hand side of the Market Place when facing the Town Hall, it was discovered that the reason they had originally been installed in the "wrong" position, i.e. too close to the road was due to a very large BT ducted cable travelling through the pavement that will not allow for them to be placed any further back from the edge of the pavement. The replacement bollards will be placed back in the same position as the old ones. Any of the bollards that were removed but were still in good condition will be used to replace damaged ones in the Falaise Square section of the Market Place.
117 (13.03.12)	Fairtrade Town	Agenda item for further consideration early 2013.
130 (17.04.12) 38 (18.09.12) 60 (30.10.12)	Decriminalisation of Parking	Thame have indicated that would be interested in attending a meeting to discuss a combined strategy to achieve Civil Parking Enforcement across the district. Wallingford and Didcot Town Councils will be discussing attending the meeting at their Council meetings at the end of January.
34 (18.09.12) 52 (30.10.12)	Budget	Town Clerk and Councillor Mrs P Phillips to attend a site visit at Marlborough Town Hall on Wednesday 30 January 2013 to view their sound system.
73 (11.12.12)	Challenge Henley Triathlon	Mr Alan Rose invited to attend meeting but no reply received. Agenda item presenting 4 th route.

£'000	Note	Actual Month 9 Dec 2012	Expected Out-turn 12/13	Budget 12/13	Final actual 2011/12	Variance Out-turn v Budget
Town Hall Costs						
Wages		29.9	36.0	34.4	35.4	(1.6)
Cleaning Materials		2.7	4.3	4.3	3.3	0.0
Health and Safety		1.2	0.7	0.5	0.5	(0.2)
Alarm & Fire Systems		0.7	2.0	3.6	1.7	1.6
Electricity		3.6	5.1	5.1	5.0	0.0
Furniture & Equipment		0.9	2.2	2.2	1.7	0.0
Gas		1.4	5.0	6.0	4.3	1.0
Insurance		6.7	6.7	6.1	6.1	(0.6)
Lift Maintenance		0.4	1.7	1.7	0.7	0.0
Rates		22.4	22.4	22.0	22.0	(0.4)
Repairs and Painting		3.8	7.6	7.6	8.1	0.0
TH Pro-active Maintenance per schedule		4.5	2.1	2.1	33.2	0.0
Interior decs, budget vired from West Street Stores		6.5	10.0	10.0	0.0	0.0
Public Clock Maintenance		0.0	0.4	0.4	0.5	0.0
Costs associated with wedding ceremonies		0.8	1.0	0.5	4.9	(0.5)
Water		1.1	1.6	1.1	1.6	(0.5)
		86.8	108.8	107.5	128.9	(1.3)
Less Income						
Hire of Rooms, incl free use £12.3k see FSM exp		(21.4)	(34.4)	(18.4)	(14.4)	16.0
Civil Ceremonies		(8.6)	(9.0)	(3.0)	(1.7)	6.0
Net Costs Town Hall		56.9	65.4	86.1	112.8	20.7
Day Centre						
Grant - Running costs		6.0	8.0	8.0	8.0	0.0
Insurance - Building		0.2	0.2	0.2	0.2	0.0
Rates		0.3	0.3	0.2	0.2	(0.1)
Repairs/Maintenance		1.6	3.3	3.3	4.3	0.0
Day Centre Pro-active maintenance per sch		5.9	6.9	6.9	1.3	0.0
Total Costs Day Centre		14.0	18.7	18.6	14.0	(0.1)
Barn						
Rates		1.9	1.9	1.9	1.9	0.0
Electricity		0.7	1.1	1.1	1.0	0.0
Gas		0.3	1.5	1.5	0.9	0.0
Water		0.0	0.1	0.1	0.0	0.0
Telephone		0.2	0.2	0.1	0.1	(0.1)
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		2.4	3.6	3.6	4.0	0.0
Maint per Pro-active maintenance schedule		0.0	0.5	0.5	2.0	0.0
Security		0.3	0.5	0.5	0.5	0.0
		6.1	9.6	9.5	10.6	(0.1)
Less Income						
Room Hire, inc free use £2.9k		(5.9)	(6.5)	(2.1)	(2.4)	4.4
Rent of downstairs		(8.7)	(11.7)	(11.7)	(11.5)	0.0
Net Cost/(Income) Barn		(6.5)	(8.6)	(4.3)	(3.3)	4.3
The Old Fire Station						
Electricity (lower rates negot. than budgeted)		0.1	0.3	0.3	0.2	0.0
Gas (substantial rate increase May 2011)		0.9	1.8	1.8	1.1	0.0
Insurance		0.2	0.2	0.2	0.2	0.0
Maintenance etc.		0.9	1.1	1.1	0.2	0.0
Maintenance per Pro-active schedule		0.8	4.7	4.7	3.0	0.0
Marketing costs (to incl all Council properties for hire)		0.0	5.0	5.0	0.0	0.0
Rates		0.9	0.9	0.9	0.9	0.0
Water		0.1	0.2	0.2	0.2	(0.0)
		4.0	14.2	14.2	5.8	(0.0)
Less Income						
Room Hire		(5.9)	(6.4)	(10.8)	(7.1)	(4.4)
Net Cost/(Income) The Old Fire Station		(1.9)	7.8	3.4	(1.3)	(4.4)
Mkt Place Expenses						
		1.2	2.2	2.2	1.7	0.0
Less Income						
Market Rents-Charter & Farmers		(20.9)	(27.5)	(26.2)	(27.4)	1.3
Continental Markets		(4.5)	(4.5)	(4.4)	(4.1)	0.1
Licences		(19.4)	(19.4)	(13.9)	(13.3)	5.5
Car Parking Upper Mkt Place		(6.6)	(8.6)	(8.6)	(8.3)	0.0
		(51.4)	(60.0)	(53.1)	(53.1)	6.9

£'000	Note	Actual Month 9 Dec 2012	Expected Out-turn 12/13	Budget 12/13	Final actual 2011/12	Variance Out-turn v Budget
Net (Income) Market Place		(50.2)	(57.8)	(50.9)	(51.4)	6.9
Tourism						
Salary of VIC staff		11.3	15.0	16.0	14.2	1.0
Goods for Resale		0.4	2.0	2.0	1.4	0.0
Henley Partnership - Subs		0.5	0.5	0.5	0.5	0.0
Town Improvements / Action Plan		3.3	3.8	3.8	2.3	0.0
Town Centre Manager costs		2.2	3.0	5.0	0.1	2.0
Regatta Bus Service		1.0	1.0	1.0	1.1	0.0
Satellite Tourist Office costs at Pavilion		3.9	5.0	5.0	0.0	0.0
Diamond Jubilee costs		4.4	4.4	4.0	0.0	(0.4)
2012 Olympics costs		3.6	5.0	5.0	0.0	0.0
Heroes' Return festivities		3.0	3.0	3.0	0.0	0.0
QEII field dedication		0.0	1.0	1.0	0.0	0.0
Visitor Info Centre sundry income		(2.8)	(3.0)	(2.5)	(2.9)	0.5
Net Cost Tourism		30.9	40.7	43.8	16.7	3.1
Security						
CCTV: Town Centre		7.5	14.8	14.6	14.1	(0.2)
CCTV: M Meadows		4.1	8.0	8.0	7.7	0.0
Police Comm Support Officer		7.1	14.3	15.0	14.3	0.7
Security Costs		18.7	37.1	37.6	36.1	0.5
Other Income						
Sundry - eg Film Money		(7.1)	(9.5)	(2.0)	(5.4)	7.6
Ice Cream - Slipway & MM and Mooring Red Lion		(2.9)	(2.9)	(3.6)	(3.0)	(0.7)
Wayleave New St Slipway		(0.7)	(0.7)	(0.6)	(0.7)	0.1
Total Other (Income)		(10.6)	(13.1)	(6.2)	(9.1)	6.9
Net Committee Expenditure		51.3	90.1	128.1	114.6	38.0

Informal notes of a meeting of the Old Fire Station Gallery Working Group held on Monday 14 January 2013, in the Committee Room, Town Hall, Market Place, Henley on Thames

Present: Councillors Mrs J Bland and Mrs P Phillips, Mr D Fletcher, Mrs J Fletcher, Ms K Findlay, Lady S Ferris, Mr M Kennedy and Mrs N Taylor – Note taker / Administrator.

Apologies were received from Councillor Mrs E Hodgkin, Mrs L Hastings, Ms P Kay, Ms J Halstead, Ms L Denney.

Mrs N Taylor thanked everyone for attending the sixth meeting of six set up to find better ways to promote and market both the Old Fire Station Gallery and the Barn.

Councillor Mrs P Phillips joined the meeting.

Footprints

Mr D Fletcher advised the meeting that he had spoken to the Town Sergeant and it was decided that more testing was not required as the original test strips were still partly in place.

Mrs N Taylor advised that she had informed Conservation of the colour, size and location of the footprints.

Mr D Fletcher produced an example of the footprint for approval (red foot print with Gallery written in white on a white A4 background).

Action: Mrs N Taylor to send a copy to Conservation for consideration / approval.

Notice Board

A wooden sign advising that the Gallery is either open or closed to hang over the notice board was suggested.

Post meeting note: Red backing paper and an arrow now placed in the cabinet.

Leaflet Display Stands

Leaflet stands delivered Councillors Mrs E Hodgkin and Mrs P Phillips to investigate the best position for them to be placed in both the Gallery and the Barn.

Action: Councillors Mrs E Hodgkin and Mrs P Phillips to investigate the best position for the leaflet stand to be placed at both the Gallery and the Barn.

Signage

Barn It was noted that design work is expected imminently from Allum Signs for the hanging sign at the rear of the barn.

Action: Mrs N Taylor to circulate designs to members once received.

Allum Signs asked to provide a quote for a sign to be placed on the double back doors at the front of the barn that will display the Council's crest, read "Kings Arms Barn" and advise that there is an alternative entrance through the Kings Road car park. A alternative quotation will be provided by the company who produced the KVB sign – a visit is expected within the next week.

The Clerk explained that the existing KVB sign already had planning approval because it merely replaces the former tourist information sign that was previously on the gates.

Gallery It was noted that the Town Sergeant was seeking quotations to repaint the white paint on the front of the building.

Order placed with Janet Carey for a new fascia board for the cost of £245 and a new free standing board for the cost of £146.00.

It was noted that Mrs Carey had advised that the existing board had been damaged by rain water washing the white paint from the walls on to it, and a solution should be sought by either putting something above the board to prevent this from happening or finding a way to mount the board away from the wall before the new one is installed.

It was noted that Mrs Carey had the artwork that was used on the boards in a large scale, if it was possible for her to supply us with a copy in a smaller scale it could possibly be used on leaflets, adverts and for headed paper etc.

*Action: Ms K Findlay to contact Mrs Carey and ask for a smaller scale copy of the artwork.
Town sergeant to be asked to investigate ways of preventing rain water flow.*

Public Liability Insurance

The group noted the information from the Council Accountant that it was not possible for the Council to insure third party Public Liability. Hirers to be advised that they can get PLI for £48 for a whole year from the Market Traders Association. www.cmtia.co.uk/id10.html

*Action: Details to be added to the Gallery booking form.
Mrs J Fletcher to provide the details of the PLI used by the Henley Arts and Crafts Guild.*

Gallery Bookings

It was noted that only one booking had been received for the discounted rate in January / February this year and it was suggested that this rate be available every year to encourage January / February bookings.

A suggestion was made that everyone who had booked the Gallery throughout the year be contacted and advised of the discounted rate for January /February.

Action: Information Centre Staff to contact all who booked the Gallery last year and advise.

It was suggested that a link be placed on the booking form so that people can check the availability of the Gallery.

Action: Councillors Mrs P Phillips and Mrs E Hodgkin to check the website details sent to them last year by the Accountant to see if the Shiplake Memorial Hall booking system would work for the Gallery and report back.

Ms K Findlay advised that she had advertised the cheaper rates through the Guild and the Berkshire Art Network.

A check to be made to see if the Town Council website advised that cheaper bookings were available in January and February

The 'What's On at the Gallery' section of the HTC website is now in place.
Post Meeting Note: All bookings received are now on the website.

Councillor Mrs P Phillips advised that she and Councillors Mrs E Hodgkin had been in discussion re a possible What's on at the Gallery section in the Henley Standard with Mr Simon Bradshaw.

The following information on booking costs was received

YEAR	RESIDENT	PRICE INCREASE	NON RESIDENT	PRICE INCREASE
2003/4	£150		£200	
2004/5	£175	£25	£250	£50
2005/6	£175	£0	£250	£0
2006/7	£180	£5	£260	£10
2007/8	£190	£10	£270	£10
2008/9	£250	£60	£270	£0
2009/10	£250	£0	£270	£0
2010/11	£265	£15	£300	£30
2011/12	£265	£0	£300	£0
2012/13	£265	£0	£300	£0

Total increase £115 Residents and £100 non residents.

Ramp

Quotes for a new ramp being sought.

Any Other Business

i) Parking

The Town Clerk advised that the spaces were used by two members of the Town Council staff so were not free to be used by the Gallery. The group acknowledged that if you hired a gallery in London you would not expect to get free parking so why would you expect it in Henley.

ii) Leaflet

Provision of bin bags to be removed.

If the leaflet being provided by the Information Centre goes to print it must say Old Fire Station Gallery not Exhibition Centre.

The possibility of producing both leaflets, or one joint leaflet was discussed and it was decided that a meeting should take place with the designer of the Information Centre leaflet, Mrs J Fletcher, Councillor Mrs P Phillips and Mrs L Hastings to discuss the possibility.

Action: Mrs L Hastings, Councillor P Phillips and Mrs J Fletcher to meet with the designer of the Information Centre leaflet.

The possibility of a leaflet for all Galleries in the town was suggested that would advertise all the Galleries and be displayed in all the Galleries. Item to be discussed with the Town Centre Manager.

Post meeting note: The next Henley Visitors Guide will contain a Galleries section.

iii) Chains

It was noted that the signs at the Gallery need to be changed to read chains available at the Town Hall, not additional chains available at the Town Hall,

iv) What's On

It was noted that a What's On section for the Gallery needs to be added to the Town Council web site as soon as possible.

v) Notice Board

The notice board at the rear of the Kings Arms Barn was discussed, it was noted that one of the boards that Ms D O'Brien had helped produce promoted both the Gallery and the Barn.

Action: Committee Administrator to provide Ms O'Brien details of the boards to enable her to order an extra board that can be displayed at the rear of the barn.

ix) Kings Arms Barn

Members to consider ways to better promote the Barn at the next meeting.

Date of next meeting A report to be taken to the next meeting of Town & Community to request that the number of times this Working Group can meet to be extended.

The meeting closed at 4.00pm

nt

HENLEY TOWN COUNCIL

Town & Community Committee Tuesday 29 January 2013

Report On a request from the Old Fire Station Gallery and Kings Arms Barn Working Group to extend the number of meetings that the Group is allowed to meet.

1. Executive Summary

- 1.1 To consider granting permission for the Working Group to extend the number of meetings to allow further discussion on ways to promote and market both the Old Fire Station Gallery and the Barn.

2. Background Information

- 2.1 In July 2011 an item was discussed at T&C on ways to optimise income from the hire of this Council's premises. At this meeting it was Recommended that a Working Group be formed to meet no more than 6 times to find better ways to promote and market both the Old Fire Station Gallery and the Kings Arms Barn.
- 2.2 The Group was to consist of the then Mayor Councillor Mrs P Phillips, the then Chair of T&C Councillor Mrs E Hodgkin, Mr & Mrs Fletcher, any Councillors who would like to put themselves forward at Full Council and any other member of the public who has an interest in promoting Arts in the town.
- 2.3 In September 2011 Town & Community approved the Terms of Reference for the Working Group:

Opportunities to explore promoting and marketing to users,
Optimise the use of the two buildings,
Three Councillors to sit on the group,
Make recommendations to Council for future use, and
Open to all users.

- 2.3 The first meeting was held on Wednesday 23 November 2011 and the sixth and final meeting was held on Monday 14 January 2013.

3. Detailed Consideration

- 3.1 The Group recommended the repainting of the Gallery doors, a new fascia sign and free standing board for the gallery, a notice board on the front of the town hall for users of the gallery to promote their exhibitions, approval for the removal of the large ramp and permission for a smaller one with a lip, leaflet display stands for both the Gallery and the Barn, footprints to guide the public to the Gallery (awaiting final Conservation approval), Gallery leaflet (production stage), a what's on at the Gallery section on the Town Council website, a quarterly leaflet advising what's on at the Gallery production stage), a more detailed Gallery booking form, the repainting of the hanging sign at the rear of the barn (awaiting art work) and a new sign for the double black doors at the front of the barn (awaiting art work and quotations).

3.2 Not unreasonably, the forum of the Working Group has been the Old Fire Station Gallery. Apart from the provision of leaflet display stands the group has not discussed ways to promote and market the Barn.

4. Recommendation

4.1 The Committee is invited to consider extending the number of times this Working Group meets by a number to be decided by this Committee to allow them to complete the works started at the Gallery and discuss ways of promoting and marketing the Barn.

Nicci Taylor, Senior Committee Administrator
17 January 2011
01491 630071 n.taylor@henleytowncouncil.gov.uk

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE TRAFFIC
ADVISORY COMMITTEE
MEETING HELD AT 10AM ON
TUESDAY 15 JANUARY 2013 IN
THE COUNCIL CHAMBER,
TOWN HALL, HENLEY ON
THAMES.

Present: Councillor Ms L Meachin – Chair - HTC
The Deputy Mayor, Councillor S Gawrysiak – HTC
Councillor Mrs J Bland – HTC and SODC
Councillor W Hamilton – HTC
Councillor D Nimmo-Smith – HTC and Oxfordshire County
Council (OCC)
Councillor Mrs P Phillips – HTC
Mr R Atkin – The Henley Partnership (HP)
Mr H Legh – HP (Commercial Group)
Mr C Langler - Henley in Transition (HIT)

Also Present: Mr C Hulme – Thames Valley Police (TVP) - (Traffic
Management Officer)
Mr K Stenning – OCC (Area Steward – South, Environment
and Economy)
Mr M Kennedy – Town Clerk
Mrs N Taylor – Minute Taker / Committee Administrator
1 Member of the Press
5 Members of the Public

30. APOLOGIES

Apologies received from the Mayor, Councillor Mrs Elizabeth Hodgkin,
County Councillor Dr P Skolar, Mrs D O'Brien – SOVWHDC and Inspector
M Harling – Thames Valley Police (TVP).

31. DECLARATIONS OF INTEREST

None received.

32. PUBLIC QUESTION TIME

Mr David Palmer – Swiss Farm: Informed the meeting that the residents of
Swiss Farm were devastated that the planned Pelican Crossing on the
Marlow Road had been withdrawn. Mr Palmer had warned members at the
start of the process that there would be at least one major objection to the
scheme. Mr Palmer thanked the Police for carrying out speed checks
in the area but expressed disappointment that a Vehicle Activated Sign
(VAS) would not be installed until Easter.

Mr Palmer further informed the meeting that a resident was nearly
knocked over whilst trying to cross the road recently. He was advised that

the incident (if the car actually touched the pedestrian) should be reported to the police so that it would be recorded in the accident statistics.

Mrs Susan Phillips – Swiss Farm: Questioned why the pavements in the area are not regularly cleaned. Although they were cleared at the end of 2012 they are covered in debris again. Mr K Stenning agreed to investigate.

33. MINUTES

The Minutes of the Meeting held on 9 October 2012 were received, approved and signed by the Chairman as a true record.

34. PROGRESS

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

Swiss Farm

It was noted that the proposed crossing had been cancelled due to two very strong objections regarding the location of the crossing, accident history, cost, and justifiability against LPT3. Two VAS would be installed by Easter 2013 (one connected to the lamp column, and the other solar powered and installed on the straight just beyond the entrance to the site). It was noted that there was a possible power supply in the area that is being checked and if available would be used instead of solar power.

A Member questioned why no one had seen any paperwork cancelling the order for the crossing. Mr K Stenning advised that he would provide a report for the next meeting, including names of those responsible for the decision, so that the TAC could take up the issue with them. Some members felt very strongly that this issue should be followed up.

Bus Shelter

Subject to public consultation, a bus shelter at the location of the current bus stop will be installed by Easter 2013.

Road Markings on the Marlow Road

It was noted that if there was any Localities funding available at the end of the Financial Year the road markings from Four Oaks to Northfield End would be reviewed and refreshed where necessary.

Four Oaks

A request was made for pedestrian crossing signs outside Four Oaks. Mr K Stenning advised that a check would be made to see if there were any in the location as two were due to be installed last year.

5 members of the public left the meeting.

Managing HGV's through Henley

Sonning Bridge - As no one is monitoring the impact of the weight limit on Sonning Bridge this item should be removed from progress.

LaFarge – No update available – item to remain on progress.

Once Mr Legh has obtained Scoot data he will be able to monitor HGV traffic in Henley. Mr Legh will chase this up with OCC.

20mph Zones

No update available – item to remain on progress and report to be brought to a future meeting when available.

There was a discussion on this issue as to whether it was working in Oxford or not. There were some examples where it was not working and this is because 20mph zones only really work when they are appropriate with the road environment, and need to be self-enforcing to be effective. This means that traffic must travel on roads at 24mph or less to make a 20mph scheme viable.

If funding is available roads could be engineered or SID – Speed Indication Devices installed (educational smiley faced flashing speed signs). Police Officers can enforce 20mph zones as a last resort by mobile camera.

The issue of lobbying OCC to push this forward was discussed and it was suggested that Rodney Rose was the best contact.

Sustainable Travel Choices for Businesses

Mr H Legh to chase Mrs J Perigo.

School Route Safety

It was noted that Sacred Heart School are advertising for a Lollypop Person, and that if this goes ahead the school can use the existing flashing signs. The Head Teacher was unaware that it was the schools responsibility to activate the signs.

It is possible that a new mechanism can be found if the original cannot, if not then new signs would have to be installed, but this would be a cost and currently there is no funding. Lollypop people can operate without signs.

All schools are responsible for their own advertising and can contact Sian Gibbons at OCC on 0845 310111 for further details.

Members noted some allowance has now been made for parents of Sacred Heart School to park in the area of the Scouts car park at Makins

Recreation Ground. Parking will be monitored to ensure there is no misuse.

When discussing crossing signs it was noted that the yellow flashing beacon and the school crossing sign in Hop Gardens by Badgemore School had been removed by Southern Electricity. Mr K Stenning to investigate.

Parking issues at Trinity School were discussed, and it was noted that parents sometimes park dangerously when dropping off / collecting children even though there is clear signage and road markings. It was suggested that it was a PCSO responsibility along with the school to police the issue. This should be raised with the police by Councillor Mrs P Phillips through T&C and through a letter to the Head of Trinity asking politely to inform parents.

It was **RESOLVED TO RECOMMEND**

- i) that the Chair checks what signs are in place at all the Henley schools and reports to Mr K Stenning, and
- ii) that a further request be sent to the schools who have not supplied their Travel Plans requesting them to do so and advising all schools again to submit any travel issues and that OCC funding is available for Lollypop people if schools can recruit – giving details of the contact at OCC, and
- iii) that Mr K Stenning check on the removal of the crossing sign and flashing yellow beacon removed from Hop Gardens by Southern Electric, and
- iv) that the Chair contacts the Henley Standard and asks them to run an article on Lollypop People in the hope of attracting people in the community to provide this valuable service for schools in Henley.

Greys Road Pedestrian Crossing

Members noted that a Pedestrian Survey and Speed Check have been programmed by OCC to happen ASAP to determine the need for a crossing. The Speed Survey should be carried out in plain clothes and plain car.

A Member questioned that if HTC were to supply the funding, OCC could still refuse permission for a crossing and was advised that yes, if a crossing did not satisfy the required criteria it would be refused whoever was providing the funding as it had to be justifiable on safety grounds and LPT3 criteria.

When asked if any other crossings in the County had been approved without any accident history Mr K Stenning advised that he would have to check and report back. It was understood that quite a lot of new crossings had recently been approved across the county.

It was **RESOLVED TO RECOMMEND**

that Mr K Stenning investigate if any Pedestrian Crossings in Oxfordshire have been approved that did not reach criteria in other areas, and if so, why were they approved.

Parking on Pavements

The area outside Browns / Huddledays had been considered for cycle stands to avoid lorries parking on the paved area. It was felt that cycle stands were not appropriate, but that bollards or planters were. This was discussed at the previous T&C meeting. An update to be sought from T&C / Henley in Bloom to see how this is to be developed.

Air Pollution in Henley

The Committee noted that the Air Quality Action Group meeting that had been due to take place the next day would now not be convening. This was due to SODC not wanting to attend any further meetings until after their Action Plan is completed, as they do not feel the need for any further updates until that time. Unfortunately, there is still an unknown time frame for the report publication.

It was noted that Air Pollution was considered by the members of the Action Group to be a major and serious issue in Henley, they also felt it would be beneficial to continue with the group without the involvement of SODC, until such a time that SODC would like to attend again.

Remaining issues regarding this item to remain on progress.

It was **RESOLVED TO RECOMMEND**

that before continuing with the Action Group without SODC, Councillor Mrs J Bland speaks to Ms C Spendley, and finds out why SODC will no longer be attending the meetings. This should happen as soon as possible and be reported back to the Chairman, as the meeting is now overdue.

Gillotts Lane

Item to be removed from progress.

Control of Parking outside the Town Hall

It was noted that the yellow paint on the kerbs and the extra 'No Loading' sign had been ordered. The works are due for completion by the end of March 2013.

A request was made for an additional short section of markings on the road to indicate that the section of Market Place from the traffic lights to Facy's is used by emergency services in reverse.

Mr K Stenning reported that OCC have received no complaints from the emergency services, have no wish to over mark the town and have no funding available.

It was **RESOLVED TO RECOMMEND**

that no further action be taken at this time, but that the matter be placed on the wish list and the situation monitored.

Bollards in Market Square

Mr K Stenning advised the meeting that when the bollards were removed from the pavement on the left hand side of the Market Place when facing the Town Hall, it was discovered that the reason they had originally been installed in the "wrong" position, i.e. too close to the road was due to a very large BT ducted cable travelling through the pavement that will not allow for them to be placed any further back from the edge of the pavement. It was noted that the replacement bollards would be placed back in the same positions as the old ones were removed from, and any of the bollards that were removed but were still in good condition would be used to replace damaged ones on the Falaise Square section of the Market Place.

Harpsden Road

Councillor Ms L Meachin advised that she would contact Councillor D Silvester to confirm the location for the speed check.

It was **RESOLVED TO RECOMMEND**

i) that Councillor Ms L Meachin contact Councillor D Silvester to confirm the location for a speed check, and

ii) that the item remains on progress.

Lower Greys Road

The Chairman circulated a draft letter she had prepared for residents of Greys Road, seeking for their opinions on possible solutions to the problem of parking and HGV's / buses mounting the pavements in the area.

It was felt that this item needed further discussion and so will be added to the agenda for the next meeting.

It was **RESOLVED TO RECOMMEND**

that an item be added to the agenda for the next meeting.

Cycle Stands

The cycle stands are due for installation before the end of January 2013. Mr K Stenning and Ms L Meachin to attend a site visit after this meeting to mark the exact locations.

35. KINGS ROAD CROSSING

Members discussed the possibility of a Zebra Crossing at the Town Hall end of Kings Road. It was noted that due to the unused allocation of S106 funding for the Swiss Farm crossing, there is the possibility of funding for this project, but permission for a crossing would be subject to the same criteria as on the Marlow Road.

A Speed and Pedestrian Survey would need to be carried out as the first step forward. The Speed Survey cost approximately £100 and the Pedestrian Survey approximately £400. As the Localities Fund for this year is now closed,

It was **RESOLVED TO RECOMMEND**

that as soon as the Localities Fund becomes available for the next financial year in April, that a request be made for a Speed and Pedestrian Survey to be carried out in this area.

36. GRAVEL HILL CROSSING

Members discussed the possibility of a Zebra Crossing at the top of Gravel Hill.

It was **RESOLVED TO RECOMMEND**

that this item be placed back on the wish list for now.

37. SCHOOL TRAVEL PLANS

It was noted that Travel Plans have now been received from Badgemore, Trinity and Gillotts schools.

38. POT HOLES

The Committee was advised that potholes marked in red should be dealt with within 2–24 hours whilst those marked in either white or yellow should be dealt with within 28 days.

Mr K Stenning advised that as of today (15 January 2013), there were 139 live requests for repairs in Henley with only 1 assigned person dealing with the work.

Anyone wanting to report a pothole or check on the progress of works should contact OCC Highways – highway.enquiries@oxfordshire.gov.uk 0845 3101111, reference numbers should be requested so that the work can be monitored.

Mr K Stenning advised that he would circulate a programme of works to Members.

39. TESCO ENTRANCE

Members discussed the flooding at the Zebra Crossing at the entrance to the Tesco site. It was noted that Tesco's are responsible for the maintenance of this area and that requests had been sent from Mr Langler as far back as 2007 requesting that the flood issue be dealt with.

It was **RESOLVED**

that a letter be sent to Tesco along with a copy of the photographs tabled by Mr C Langler, requesting that their Maintenance team look at the area and carry out whatever works are required to resolve the on-going flood issue as soon as possible and to inform Henley Town Council of progress.

40. CYCLE PATH FROM SHIPLAKE TO HENLEY

Members considered a request from Shiplake Parish Council to explore the possibility of defining a safer route between Shiplake and Henley for cyclists using the A4155. This is on the wish list from Shiplake Parish Council but no source of funding identified.

Councillor W Hamilton suggested that a route that either follows the railway or the river would be preferable.

It was **RESOLVED TO RECOMMEND**

that Councillor W Hamilton produce a proposal for further consideration at the next meeting.

41. MILTON CLOSE JUNCTION

A request from Councillor Ms S Evans for the installation of a mirror to make the junction safer was considered.

Mr K Stenning advised that OCC do not allow mirrors on the Highway, individuals can place mirrors on private land but any placed on the Highway will be removed.

It was **RESOLVED**

i) that an item be added to the wish list for safety measures at the junction as no further funding is available at present.

ii) that this item be discussed further at the next meeting.

42. **DATE & TIMING OF NEXT MEETING**
10am Tuesday 16 April 2013.

The meeting closed at 12.00pm.

nt

Chairman

HENLEY FESTIVAL 2013 TOWPATH APPLICATION

TOWPATH APPLICATION – hours applied for

STAGE BUILD - short diversion taking walkers approx 10m off the towpath for a length of approx 80m around fenced off stage construction site. As granted in 2012

Monday 8th July 2013 00:01 - Wednesday 10th July 2013 17:45

Henley Festival will make every effort to re-open the towpath sooner, as long as it is safe to do so.

SHOW NIGHTS – full diversion as applied for, and granted over recent years, along the maintained road at the rear of the site

Wed 10th July 2013 17:45 - midnight

Thurs 11th July 2013 17:45 – midnight

Friday 12th July 2013 17:45 – 01:00

Saturday 13th July 2013 17:45 – 02:00

Sunday 14th July 2013 11:15 – 15:30

Sunday 14th July 2013 18:15 – 23:30

STAGE DE-RIG - short diversion taking walkers approx 10m off the towpath for a length of approx 80m around fenced off stage construction site. As granted in 2012

Mon 15th July 2013 06:00 – Tues 16th July 2013 23:59

Henley Festival will make every effort to re-open the towpath sooner, as long as it is safe to do so.

HENLEY TOWN COUNCIL

Town & Community Committee Tuesday 29 January 2013

Report On a request from the Henley Festival to use the Flagpoles from 1 – 15 July 2013.

1. Executive Summary

- 1.1 To reconsider granting permission for the Henley Festival to use the Flagpoles in the Market Place to promote the 2013 Festival (10-14 July).

2. Background Information

- 2.1 At the Town & Community meeting held on Tuesday 11 December 2012, Members considered a request from the Henley Festival to use the Flagpoles to promote the Festival from Monday 1 July to Monday 15 July 2013. At this meeting it was recommended that permission would not be granted for the Henley Festival to use the flagpoles at this time as they would be flying Henley in Bloom banners, and to advise that the committee were not against the Festival using the poles, just not for the weeks requested.
- 2.2 At the meeting of Council on 15 January 2013, several members spoke in favour of the Henley Festival using the flagpoles for the requested two week period. They considered it unfair to refuse them any use of the poles which they had allegedly bought.
- 2.3 Following investigation it has been discovered that although the Festival may have given the Council use of their Flagpoles in the past, the current flagpoles were ordered and paid for by the Town Council in July 2006.
- 2.3 There are currently 3 flagpoles stored at the depot, 2 have banner arms ready for banners to be hung from them. When hanging banners a weight is added to the bottom to prevent them from flapping around in the wind. At present only 1 weight is available (an additional weight is due to be ordered).

3. Detailed Consideration

- 3.1 Consideration should be given to the fact that the Henley in Bloom Committee were expecting to use the flagpoles at this time as it coincides with the judging of Henley's entry into the Thames and Chilterns in Bloom Competition.
- 3.2 The Henley Festival although supporting local charities including Headway and Chiltern Centre for Disabled Children is an event which takes place on Regatta land on the Berkshire side of the river.

4. Recommendation

- 4.1 That this committee supports the Henley Festivals request to use both the flagpoles from 1-15 July 2013, or

- 4.2 That this committee stands by its original recommendation that the Henley Festival be advised that permission is not granted to use the flagpoles from 1-15 July 2013 but is welcome to apply for use at another time prior to the two weeks requested, e.g. 17-30 June, or
- 4.3 That this committee proposes an alternative suggestion.

Nicci Taylor, Senior Committee Administrator
21 January 2012 01491 630071 n.taylor@henleytowncouncil.gov.uk

HENLEY TOWN COUNCIL

Town & Community Committee Tuesday 29 January 2012

Report On the possibility of erecting a sign on the Market Place to mark the 40th Anniversary of the Twinning of Henley and Falaise on 4 May 2013.

1. Executive Summary

- 1.1 To consider granting permission for the Falaise Twinning Association to erect a sign in the Market Place marking the 40th Anniversary of the Twinning of Henley and Falaise.

2. Background Information

- 2.1 The Falaise Twinning Association have approached the Council with a request to erect a sign on Falaise Square in the Market Place to commemorate the 40th Anniversary of the Twinning between the two towns.
- 2.2 There is currently a stone marker placed in one of the flower beds on the Market Place which is engraved 'Falaise Square'. This stone is difficult to see amongst the plants and needs cleaning.
- 2.3 SODC have advised the Twinning Association that it is important that delivery drivers and the emergency services are clear that Falaise Square is an area within the Market Place and is not considered a replacement name for buildings facing the square and already addressed as the Market Place.
- 2.4 SODC have suggested that any sign displaying the name Falaise Square is of a completely different style to the Council's street name plates and that they are not attached to any building frontages that are addressed to Market Place, but are instead attached to flower tubs or other street furniture that is at a lower level and away from building frontages.
- 2.5 The Twinning Association have submitted a mock-up of a sign – rectangular with white writing on a dark blue (French street sign colours) background that measures approximately 18x12 inches (paper attached). They would like to erect two of these signs, back to back facing up and down the Market Place on top of the three sided information board.
- 2.5 Although this is the preferred option the Association are open to suggestions and are happy for any signage that Henley Town Council will approve.
- 2.6 If Henley Town Council do not approve the idea of a street sign the Twinning Association ask that approval be given for the engraving of a more prominent paving slab giving the anniversary details instead.

3. Detailed Consideration

- 3.1 Consideration should be given to the style and material of any sign granted permission to be erected.

3.2 Further consideration should also be given to a suitable position for the sign to be erected.

4. Recommendation

4.1 That the application as presented be approved, or

4.2 That this Committee grants permission for a street sign in a design and position that it thinks appropriate, or

4.3 That this Committee grants permission for the engraving of a more prominent paving slab giving the anniversary details, or

4.4 That permission is not granted to erect a new sign.

Nicci Taylor, Senior Committee Administrator
17 January 2013
01491 630071 n.taylor@henleytowncouncil.gov.uk

Falaise Square

Henley Twinning with Falaise

40th Anniversary 1973 - 2013