

**Present:** Councillor Mrs E Hodgkin (Chairman)  
Councillor Mrs J Bland  
Councillor Mrs P G Buckett  
Councillor I Reissmann  
Councillor Miss L Hillier  
Councillor Mrs R Myer  
Councillor Miss L Pye  
The Mayor, Councillor Mrs J Wood (ex-officio)  
The Deputy Mayor, Councillor C I Pye (ex-officio)

**In Attendance:** Mr M Kennedy – Town Clerk  
Ms N Taylor – Committee Administrator / Minute Taker

**Also Present:** One Member of the Press  
Mr K Stenning – Oxfordshire ounty Council  
Mr N Haverson – South Oxfordshire District Council

91. **APOLOGIES FOR ABSENCE**  
Apologies were received from Councillor S Smith

92. **DECLARATIONS OF INTEREST**  
Declarations of Interest were received from Councillor Mrs J Bland and Councillor Miss L Hillier – Prejudicial – item 15 Continental Markets – Local Traders.

93. **PUBLIC PARTICIPATION SESSION**  
Councillor Mrs J Bland – New Street,suggested that Henley Town Council was deceiving residents under the Trades Description Act by promoting a Continental Market as a Continental Markets. The ‘Mama Mia’ Italian Market states that it was registered in England and many of its stalls are English while the Continental and Old French Market has stall holders that live in England, travel around the country and sell goods that originate outside the EU.

Councillors Miss L Pye and C Pye entered the meeting at 7.35pm.

Councillor Mrs J Wood entered the meeting at 7.37pm

Councillor Miss L Hillier, River Terrace – When permission has been granted for 4 markets to trade in the town over 12 days of the year, why the Keen Green and Ethical Market was advertising on its website that it will be trading on 4 days this year.

Post Meeting Note: A check has been made and each of the markets has only been given permission for a three day market.

**94. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 7 December 2010 were received, approved and signed by the Chairman as a true record.

**95. AREA STEWARD FOR SOUTH OXFORDSHIRE**

The Chairman welcomed Mr Keith Stenning, the County Council's new Area Steward for South Oxfordshire, to the table to give a short presentation.

Mr Stenning advised the Committee that he was responsible for looking after Highways Maintenance issues for the area that is covered by the County boundary, and wanted to build close links with the Town Council and meet all our expectations. He explained the Highway Maintenance Departments limitations and budget cuts; this year there has been a 50% cut in Capital and a 40% cut in Revenue. This means that the department will need to operate smarter, work harder and resources will have to be used to maximum benefit.

Mr Stenning added that a Minor Civil Works Programme exists to deal with small schemes (dropped curbs etc). He invited Members to report any problems that they find to his department so that they can prioritise work. Emergency work would receive a higher priority. The Asset Management Team are responsible for any larger works.

The key point of contact that should always be used is 0845 3101111, or the Highway enquiries e-mail [highwayenquiries@oxfordshire.gov.uk](mailto:highwayenquiries@oxfordshire.gov.uk).

A Member questioned if it was worth this Council continuing to produce the Road Reports as the problems that were listed never seem to get resolved. Mr Stenning advised that these reports were very useful as they highlighted works that were programmable. Any serious problems should not be added to the reports but reported straight away on 0845 number. Mr Stenning informed members that he was very happy to arrange a time and date to meet Members and walk round with them to advise what should and should not be reported on the Road Reports.

The theft of man hole covers in and around Henley was raised. A Member asked the reported cost for the replacements was £22k, whether there would be sufficient funds to replace all the covers; where the funding would come from and how long the replacement works would take?

Mr Stenning advised that the works would be completed as soon as possible, there are two village maintenance gangs on the project, the replacement programme started yesterday and should be completed within 10-14 days as they have a flange that needs to be tarmaced in and the use of tarmac is weather dependant.

Unfortunately at least 50 covers had gone missing across the area along two principal routes A4074 and A4155. Stock was not available and had to be ordered, which caused a bit of a delay in starting the programme.

The Police were investigating the matter and had requested that if any strange cars were seen near to works taking place on man hold covers then they be reported to Highways who will check to see if they were there legitimately, meanwhile road cones had been placed over the holes as a temporary safety measures.

The use of synthetic materials for the covers or for the fixing of the covers was questioned but Mr Stenning advised that synthetic covers would have the same problems as cones if a lorry drove over them. The new gratings would be hinged which should prevent the problem from happening again.

Concern was expressed that over the past 10 years the level of pot holes had increased, and taking into consideration that there has now been a 50% cut in the revenue budget, how will funding be addresses and where will the funding come from? Mr Stenning advised that if his department was to spend all the money allocated for repairing pot holes but there were still pot holes remaining, then funding would be taken from another budget as they could not just stop repairing them. In some cases pot holes will be repaired with a temporary sweep and fill repair, suitable for the short term (not on arterial routes). Permanent repairs require clean edges and hot tarmac and are weather dependant. Pot holes are programmable works unless they are severe and need immediate attention.

Any highways problems should be directed through the telephone line or e-mail address given and if it is something that the team does not deal with i.e. obstruction, road calming etc then it will be redirected to the relevant department to deal with.

A Councillor commented that a while ago when there had been no repairs to potholes for a couple of years she was advised that engineers could only be in one place at a time! Mr Stenning assured the Members that there are now 4 / 5 teams that can be used and if there was a problem then sub-contractors can also be called in.

In response to a question on Gully Cleaning, Members were informed that this was a matter for highways along with broken pavement stones in Duke Street. Both issues would need to be reported to highways bye-mail or on the 0845 number.

The Town Clerk raised the new Localism Bill and the Big Society, and asked what opportunities exist for the Highways team to delegate simple projects such as washing street signs, cutting over hanging foliage and filling minor pot holes to Parish / Town Councils for a fee? Mr Stenning advised that some agreements do exist and a

check would be made to see what agreements are in place, but he would not be happy to see a handy man type person working on the highway due to the amount of legislation, health and safety issues and insurance implications.

The Chairman thanked Mr Stenning for his report.

Mr Stenning left the meeting at 8.05pm

**96. AMENDED PROVISIONS OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 RELATING TO THE LICENSING OF SEXUAL ENTERTAINMENT VENUES**

The Chairman welcomed Mr Nigel Haverson, Licensing Team Leader, South Oxfordshire and Vale of White Horse Councils to the table to give a short question and answer session.

Mr Haverson advised the Committee that the District Council would be adopting the new Government Guidelines on the Licensing of Sexual Entertainment Venues from 1 March 2011. Any premises with an existing licence can apply for a new licence under the Miscellaneous Provisions Act between 1 March and 1 September 2011. Anyone who wants to have their premises considered for a licence can apply but cannot trade until that licence is granted, and anyone who has an existing licence but has not reapplied before 2012 will have to cease trading until a licence has been granted. Mr Haverson assured the members that a constant check was made on licensed premises to ensure that they did not operate without the required licence.

The new legislation means that Henley Town Council will now be considered as an interested party and will be consulted on any application. The new legislation is far wider and takes into consideration impact on the local area - shopping centres, schools, churches, and primary routes taken by school children.

Concern was expressed by a Member about the licensed premises in Henley being located in the middle of a car park. It was suggested that the car park was not a safe place for women to be at night, and questioned if there was anything that this Council could do in practical terms to get some action taken to make the area safer? Mr Haverson advised that the only action that can be taken is to call for a review of the club's license under the Licensing Act, but for this to happen there must be evidence of either criminal disorder, a public nuisance, a public safety issue or protection of children from harm. For members to look at the review there would need to be evidence that 1 or more of these areas has been undermined. The District Council is there to administer (to make sure that the reviews are dealt with in accordance to legislation), not to call for reviews.

It was questioned if this Council would need to seek legal advice if it wanted to call a licence into review; Mr Haverson advised that the Licensing Department were very happy to give advice as to whether a review would stand up.

A Councillor wanted to know if as there are going to be changes, with grounds to object under wider consideration, can this Council just object to the licence on the grounds that this type of premises is not right for Henley? The Committee was advised that unfortunately whether we agree with this kind of entertainment or not is irrelevant. The Government states that it is allowed, and communities do not have the ability to control what they want, unless it can be shown that one of the four licensing objectives has been broken.

Mr Haverson was advised that there had been reports of various assaults at the local club and was asked if the Police had made an application for a review of the licence? Mr Haverson reported that at the moment the Police are gathering information, so if anyone has any evidence they should report it to them. If a review is called for it will be publicly advertised and from March 2011 Henley Town Council will then be asked in writing for its input.

**97. LICENSING ACT 2003 – JOINT STATEMENT OF LICENSING POLICY SOUTH OXFORDSHIRE DISTRICT COUNCIL AND VALE OF WHITE HORSE DISTRICT COUNCIL**

The Committee received and considered a response from South Oxfordshire District Council to the Town Council on its representations to the SODC consultation document on Licensing Policy. It was acknowledged that large events take place just outside of the area i.e. Henley Royal Regatta, Henley Festival and Henley Rewind Festival, all have an effect on Henley, but that SODC has no control over what happens in other areas. The District Council is consulted but has no licensing powers over other administrative areas.

It was **RESOLVED TO RECOMMEND**

that the SODC response to the Town Council's representation be received and noted.

The Chairman thanked Mr Haverson for attending the meeting.

Mr Haverson left the meeting at 8.20pm

**98. PROGRESS**

The Committee received a report on progress and noted the information contained therein.

**99. BUDGET**

The Committee received the budget report to December 2010 and noted the information contained therein.

**100. HENLEY INFORMATION CENTRE**

The Committee received a report on footfall to end December 2010 and noted that the Information Centre was a very valuable asset and it was a shame that District and County Council did not recognize its worth.

It was **RESOLVED**

that the report be received and noted.

**101. YOUTH COUNCIL**

The Committee considered a request for 3 or 4 Councillors to meet with the Transforming Youth Work in Henley Group.

Councillor Mrs E Hodgkin advised that she was happy to meet with the Transforming Youth Group and Councillor Miss L Pye advised that she was happy to volunteer if the meetings were in the evening but she was unable to commit to day time meetings.

It was **RESOLVED TO RECOMMEND**

that Councillors Mrs E Hodgkin and Miss L Pye be appointed to serve on the Working Party and that the other two appointments be decided at Full Council.

Post Meeting Note: Councillor Mrs P Buckettt has also volunteered to serve on the Working Party.

**102. TEMPORARY ROAD TRAFFIC ORDER**

The Committee received information from Oxfordshire County Council advising that a Temporary Road Traffic Order has been arranged for Wootton Road Roundabout whilst essential carriageway maintenance is carried out from 7 February 2001 for three weeks and noted the information.

**103. RED LION MOORING**

The Committee received and considered a request from Hobbs of Henley for the exclusive lease / license for the use of the Red Lion Lawn Mooring.

Members discussed the issue and noted that this Council should be enforcing its own land and should not be giving away rights.

It was **RESOLVED TO RECOMMEND**

that Hobbs of Henley and Henley Sales and Charter both be offered a non exclusive lease as in 2010 at a price to be agreed by the Town Clerk.

**104. BUS SHELTERS**

The Committee received a report on the refurbishment of existing, and the provision of additional bus shelters around the town to be financed from Developer Funding. The Committee noted that a schedule of maintenance would need to be agreed for the shelters as this Council would be responsible for the maintenance once they are refurbished / installed.

Members questioned the possibility of working with the Probation Service to arrange for people on Community Service to be used to help with this kind of work.

The Town Clerk advised that he had just had a meeting with the Probation Service as several Oxfordshire Towns work very well with the Service. There is a possibility of a team of offenders being available one day a week at a cost of £100.00 a day. Consideration would need to be given as to what team projects they could be used for i.e. weeding, litter picking, cleaning areas, painting benches, working with schools, conservation volunteers and wildlife projects.

It was **RESOLVED**

to receive the report, and that a further report on working with the Probation Service be presented to the next meeting.

Councillors Mrs J Bland and Miss L Hillier having previously declared a prejudicial interest in the following item left the Council Chamber and took no further part in the proceedings.

**105. CONTINENTAL MARKETS**

The Committee considered a report providing information received from the three organisers of the Continental Markets held in Henley and made the following observations that:

- In these hard times we must do what we can to protect our local businesses.
- Markets have been restricted to only 4 a year for the last 3 / 4 years and each market is only on for 3 days at a time.
- The Town Council has helped with the economic vibrancy of the town and has created a very good environment in the town centre. These markets add to that vibrancy, giving the town a variety and flavor which encourage people into the town.

It was **RESOLVED**

that the responses from the three market organisers be received and noted.

Councillors Mrs J Bland and Miss L Hillier rejoined the meeting.

**106. CCTV**

The Committee received notes of the CCTV Management Group meeting held on 26 October 2010, CCTV strategy Delivery Plan 2010-11 and noted the information.

The meeting closed at 8.50pm

nt

Chairman