

# HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY  
*Town Clerk*



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

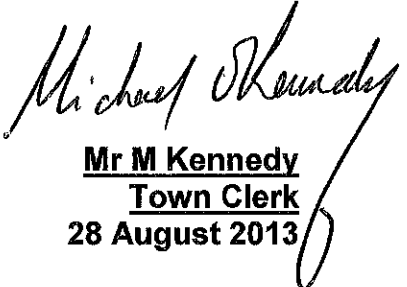
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**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND  
A MEETING OF  
THE TOWN AND COMMUNITY COMMITTEE**

**To be held on**

**TUESDAY 3 SEPTEMBER 2013 AT 7.30PM**

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

  
**Mr M Kennedy**  
**Town Clerk**  
**28 August 2013**

**MEMBERSHIP:** Councillor Mrs P Phillips (Chair)  
Councillor Miss K Hinton (Vice Chair)  
Councillor Mrs J Bland  
Councillor W Hamilton  
Councillor D Hinke  
Councillor Ms L Meachin  
Councillor D Nimmo-Smith  
The Mayor Councillor S Gawrysiak (ex officio)  
Deputy Mayor Councillor M Akehurst (ex officio)

Members are reminded to sign the attendance book.

1. **APOLOGIES FOR ABSENCE**

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**

**TO RECEIVE** questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2-3 minutes.

- 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 9 July 2013 (previously circulated).

5. **PROGRESS**

**TO RECEIVE AND CONSIDER** a report on progress (report attached)

6. **BUDGET** (report attached).

**TO RECEIVE AND CONSIDER** the budget report to 31 July 2013 (report attached)

**7. HENLEY PARTNERSHIP**

**i) TO RECEIVE AND NOTE** the notes of a Henley Action Plan Update meeting held on 12 June 2013 (notes attached).

**ii) TO NOTE** the date of the Henley Partnership's Annual General Meeting on Tuesday 10 September (details previously circulated) and the joint meeting of the Henley Action Plan 'A Vision for Henley' on Wednesday 18 September 2013.

**iii) TO CONSIDER** any issues that this Council would like raised at the Henley Partnership's AGM and at the 'Vision for Henley' Action Plan meeting the following week.

**8. REVIEW OF MARKET TOWN SUPPORT**

**TO CONSIDER** a request from South Oxfordshire and Vale of White Horse District Council to nominate 2 representatives of the Town Council to attend a meeting to discuss its support for Market Towns, in particular the funding for Market Town Co-ordinators (report attached)

*Town Clerks Note: when SODC last held this meeting in November 2011, to review SODC's approach to its market town strategy and action plans, including the role of the market town co-ordinators, Councillors Bland and Hodgkin attended along with me.*

**9. OXFORDSHIRE COMMUNITY NETWORK**

**TO RECEIVE AND NOTE** a letter from Oxfordshire County Council regarding a new county wide service being launched in the autumn 2013 (letter attached).

**10. CIVIL PARKING ENFORCEMENT (CPE)**

**TO RECEIVE AND CONSIDER** the report of the Town Clerk (report attached).

**11. TRAFFIC ADVISORY**

**TO RECEIVE AND CONSIDER** the notes of the meeting of the Traffic Advisory Committee held on Tuesday 30 July 2013 (papers attached).

**12. STREET CLEANING**

**TO NOTE** that further to the amount of complaints being raised about the cleanliness of the streets of Henley, and as SODC have advised that they currently do not provide a deep cleaning service, quotations are being sought to have the Market Place, Bell Street, Duke Street and Hart Street pavements deep cleaned.

**13. DISABLED PARKING BAY**

**TO CONSIDER** an informal consultation from Oxfordshire County Council on the possible installation of a Disabled Persons Parking Place in the parking area outside 10 Gainsborough Road (paper attached).

Agenda Item: 5

<b>Minute Number</b>	<b>Subject</b>	<b>Progress</b>
115 (1.3.11)	<b>Old Fire Station Gallery and Barn Users Group</b>	Planning application for Barn signage and notice boards on Town Hall and Gallery in process. Awaiting confirmation of date of next meeting from the Chair.
85 (13.12.11) 61 (17.01.12) FC 52 (30.10.12)	<b>Bus Shelter on the Reading Road</b>	Awaiting response from contractor re the contents of the maintenance cover.
117 (13.03.12)	<b>Fairtrade Town</b>	HTC still retains its Fairtrade status, but the Foundation has advised that they need to receive an official letter from the Council informing them that the Council is serious and fully behind Henley being a Fairtrade Town. The towns 3 supermarkets currently sell Fairtrade goods, the Society of Friends at their meeting house, St Mary's Church and Christchurch URC offer Fairtrade at their premises. St Mary's offer only Fairtrade beverages and Christchurch offer Fairtrade beverages amongst others but run a Fairtrade stall once a month selling a multitude of Fairtrade and Traidcraft goods in the Christian Centre. Once HTC has proved it is sincere it can start proclaiming that it is a Fairtrade town with banners and plaques etc.
130 (17.04.12) 38 (18.09.12) 60 (30.10.12) 114 (16.04.13)	<b>Decriminalisation of Parking (CPE)</b>	Agenda item.
34 (18.09.12) 52 (30.10.12)	<b>Sound System</b>	Councillors Hodgkin and Phillips to carry out a site visit to Marlborough Town Hall to check out their sound system. Awaiting notification of suitable dates.
112 (16.04.13)	<b>Hanging Basket Pole</b>	Site visit carried out by OCC, awaiting their costs to install the new flower pole.
113 (16.04.13) 15 (28.5.13)	<b>Regatta</b>	The Regatta bus service returned a small profit of just over £100 for Reading Buses this year. The only cost to the Council was approx. £450 +VAT for directional signage and promotional leaflets and posters. <u>Recommend:</u> That HTC incurs the whole of this cost from the £1000 budget allocated for this purpose, thanks those organisations who had previously pledged their support and advises them that the Council will finance these costs this year. Full report to Regatta Wash Up – 18.09.13.
117 (16.04.13)	<b>Market Place Seating Licences</b>	Awaiting acceptance of Licence from the new Portuguese Restaurant.

TOWN AND COMMUNITY PROGRESS REPORT 3 SEPTEMBER 2013

4 (25.08.13) FC	Broken / Missing Paving Stones	Mr Stenning away from the office until early September. Highways chased for an update on when the York Stones will be replaced in his absence. Awaiting reply.
28 (16.07.13) FSM	Energy Reduction	<p>Solar panels were not installed on the Town Hall when the other buildings were fitted due to initial objections from English Heritage. It was suggested that a working group be set up involving Henley in Transition (Malcolm Dodds, Dave McEwen, Dick Fletcher) and two Councillors (possibly Councillors I Reissmann and S Gawrysiak). The main objectives of this group would be</p> <ul style="list-style-type: none"> <li>- to further investigate solar panels on the Town Hall, arrange a mock up, and discuss with English Heritage,</li> <li>- investigate other possible solar panel locations, and</li> <li>- consider other possible measures (e.g. heat exchange at Mill Meadows) which develop HTC's sustainability.</li> </ul> <p>It was confirmed that the Working Group would produce reports on the work undertaken which would be submitted to FS&amp;M for consideration. There will be no HTC officer time devoted to the group.</p>

£'000	Note	Actual Month 4 July 2013	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
<b>Town Hall Costs</b>						
Wages		13.7	38.0	38.0	38.9	0.0
Cleaning Materials		1.0	3.5	3.5	2.9	0.0
Health and Safety		0.0	0.5	0.5	1.2	0.0
Alarm & Fire Systems		0.7	2.0	2.0	0.8	0.0
Electricity		1.4	5.3	5.3	5.7	0.0
Furniture & Equipment		0.4	2.3	2.3	2.4	0.0
Gas		1.7	5.0	5.0	4.9	0.0
Insurance		3.4	6.8	6.8	6.7	0.0
Lift Maintenance		0.5	1.0	1.0	1.6	0.0
Rates		23.1	23.1	22.7	22.4	(0.4)
Repairs and Painting		2.1	8.0	8.0	4.8	0.0
TH Pro-active Maintenance per schedule		0.0	2.5	2.5	2.1	0.0
Interior decs, budget vired from West Street Stores		0.0	0.0	0.0	10.0	0.0
Public Clock Maintenance		0.0	0.5	0.5	0.4	0.0
Costs associated with wedding ceremonies		0.6	2.0	2.0	1.3	0.0
Water		0.0	1.7	1.7	1.4	0.0
		48.8	102.2	101.8	107.4	(0.4)
<b>Less Income</b>						
Hire of Rooms, excl free use		(4.3)	(16.0)	(16.0)	(10.0)	0.0
Value of free use - grants for local festivals		(0.8)	(2.5)	(2.5)	(1.4)	0.0
Value of free use - local charities/civic use to June 13		(2.1)	(15.0)	(15.0)	(16.7)	0.0
Civil Ceremonies incl 2013/14 advance payts		(8.5)	(9.0)	(9.0)	(9.1)	0.0
<b>Net Costs Town Hall</b>		<b>33.1</b>	<b>59.7</b>	<b>59.3</b>	<b>70.2</b>	<b>(0.4)</b>
<b>Day Centre</b>						
Grant - Running costs		4.0	8.0	8.0	8.0	0.0
Insurance - Building		0.1	0.3	0.3	0.2	0.0
Rates		0.3	0.3	0.3	0.3	0.0
Repairs/Maintenance		0.4	3.5	3.5	1.8	0.0
Day Centre Pro-active maintenance per sch		0.0	2.0	2.0	6.9	0.0
<b>Total Costs Day Centre</b>		<b>4.8</b>	<b>14.1</b>	<b>14.1</b>	<b>17.2</b>	<b>0.0</b>
<b>Barn</b>						
Rates		2.0	2.0	2.0	1.9	0.0
Electricity		0.3	1.2	1.2	1.2	0.0
Gas		0.3	1.8	1.8	1.2	0.0
Water		0.0	0.1	0.1	0.0	0.0
Telephone		0.0	0.1	0.1	0.3	0.0
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		1.7	4.0	4.0	3.2	0.0
Maint per Pro-active maintenance schedule		0.0	0.0	0.0	0.5	0.0
Security		0.5	0.5	0.5	0.4	0.0
		5.0	9.9	9.9	8.9	0.0
<b>Less Income</b>						
Room Hire, excl free use		(1.0)	(2.4)	(2.4)	(1.8)	0.0
Value of free use - local charities/civic use to June 13		(1.2)	(3.0)	(3.0)	(4.1)	0.0
Rent of downstairs		(5.8)	(12.0)	(12.0)	(11.7)	0.0
<b>Net Cost/(Income) Barn</b>		<b>(3.0)</b>	<b>(7.5)</b>	<b>(7.5)</b>	<b>(8.7)</b>	<b>0.0</b>
<b>The Old Fire Station</b>						
Electricity (lower rates negot. than budgeted)		0.1	0.3	0.3	0.2	0.0
Gas (substantial rate increase May 2011)		0.3	2.0	1.5	2.4	(0.5)
Insurance		0.1	0.2	0.2	0.2	0.0
Maintenance etc.		0.0	1.0	1.0	1.0	0.0
Maintenance per Pro-active schedule		0.3	2.0	2.0	4.7	0.0
Marketing costs (to incl all Council properties for hire)		0.0	1.0	1.0	2.3	0.0
Rates		1.0	1.0	1.0	0.9	0.0
Water		0.0	0.2	0.2	0.2	(0.0)
		1.9	7.7	7.2	11.9	(0.5)
<b>Less Income</b>						
Room Hire incl advance receipts ref 2013/14		(4.0)	(10.0)	(10.0)	(6.7)	0.0
<b>Net Cost/(Income) The Old Fire Station</b>		<b>(2.2)</b>	<b>(2.3)</b>	<b>(2.8)</b>	<b>5.2</b>	<b>(0.5)</b>
<b>Mkt Place Expenses</b>						
Less income		1.2	2.0	2.0	1.2	0.0
Market Rents-Charter & Farmers		(10.2)	(29.5)	(29.5)	(28.1)	0.0
Continental Markets		(2.4)	(3.6)	(4.8)	(4.5)	(1.2)
Licences for seating Mkt Place/Red Lion Lawn		(12.2)	(12.2)	(20.4)	(19.4)	(8.2)
Car Parking Upper Mkt Place		(4.9)	(9.0)	(9.0)	(8.6)	0.0
		(29.7)	(54.3)	(63.7)	(60.6)	(9.4)
<b>Net (Income) Market Place</b>		<b>(28.4)</b>	<b>(52.3)</b>	<b>(61.7)</b>	<b>(59.4)</b>	<b>(9.4)</b>

£'000	Note	Actual Month 4 July 2013	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
<b>Tourism</b>						
Salary of VIC staff		5.7	16.2	16.2	14.4	0.0
Goods for Resale		0.4	2.0	2.0	1.7	0.0
Henley Partnership - Subs		0.5	0.5	0.5	0.5	0.0
Town Improvements / Action Plan		1.4	4.0	4.0	4.0	0.0
Town Centre Manager costs		1.6	5.0	5.0	3.3	0.0
Shop Front Improvement Scheme		0.0	5.0	5.0	0.0	0.0
Regatta Bus Service		0.2	1.0	1.0	1.0	0.0
Satellite Tourist Office costs at Pavilion		2.0	5.1	5.1	3.9	0.0
Provision for additional hours Tourist Information		0.0	2.5	2.5	0.0	0.0
Diamond Jubilee costs		0.0	0.0	0.0	4.2	0.0
2012 Olympics costs		0.0	0.0	0.0	3.5	0.0
Heroes' Return festivities		0.0	0.0	0.0	3.0	0.0
QEII field dedication		0.0	0.0	0.0	0.0	0.0
Visitor Info Centre sundry income		(1.3)	(3.5)	(3.5)	(2.9)	0.0
<b>Net Cost Tourism</b>		<b>10.6</b>	<b>37.8</b>	<b>37.8</b>	<b>36.6</b>	<b>0.0</b>
<b>Security</b>						
CCTV: Town Centre		0.0	15.1	15.1	13.9	0.0
CCTV: M Meadows		0.0	8.3	8.3	7.6	0.0
Police Comm Support Officer		3.6	16.0	16.0	14.3	0.0
<b>Security Costs</b>		<b>3.6</b>	<b>39.4</b>	<b>39.4</b>	<b>35.8</b>	<b>0.0</b>
<b>Other Income</b>						
Sundry - eg Film Money		(1.7)	(4.0)	(4.0)	(8.9)	0.0
Ice Cream at Slipway/MM, & mooring Red Lion Lawn		(3.1)	(3.8)	(3.8)	(2.9)	0.0
Wayleave New St Slipway		(0.7)	(0.7)	0.0	(0.7)	0.7
<b>Total Other (Income)</b>		<b>(5.5)</b>	<b>(8.4)</b>	<b>(7.8)</b>	<b>(12.5)</b>	<b>0.7</b>
<b>Net Committee Expenditure</b>		<b>13.0</b>	<b>80.4</b>	<b>70.8</b>	<b>84.4</b>	<b>(9.6)</b>

## Henley action plan update meeting notes

For the meeting held 12 June 2013

### Henley Town Council offices

#### Attendees:

Mike Kennedy, Town Clerk – Henley Town Council  
 Cllr Stefan Gawrysiak – Mayor, Henley Town Council  
 Cllr Pam Phillips – Henley Town Council  
 Peter McConnell – Town Centre Manager  
 Trudy Godfrey – Economic Development Team Leader, South Oxfordshire District Council  
 Julie Perigo – Chair, Henley Partnership  
 Deborah O'Brien – Economic Development Officer – South Oxfordshire District Council

#### Apologies:

Cllr Liz Hodgkin – Henley Town Council  
 Suzanne Yeates – Henley Arts Club

Cllr Jennifer Wood – Henley Town Council will be arriving late

#### Agenda

##### The partnership and its strategic direction

Trudy opened the meeting by asking the purpose of this group. After some discussion, it was agreed that a further meeting would be held on 18 September 6-8pm to look at the longer term goals for the town, beyond the next 12 months. Matt Prosser from SODC will facilitate this meeting.

The issue of the provision of secretariat for the meeting was not resolved, but it was decided that the status quo would be maintained for this meeting, with a fresh look at the administrative issues in due course.

##### 1. Progress on outstanding action plan items:

1. The Welcome folder – little progress made. Peter agreed to write one page on information that would be useful for new residents or businesses in the town. Peter will then liaise with the information office staff who will need to complete the task.
2. Signage – Deborah reported that £3,800 was left out of the capital budget. Deborah and Peter to look at how this is spent
3. This year's budget – The Jazz festival is not now happening this year, but Brakspears may be interested in helping to organise for next year, using their pubs as venues

##### 2. Shop Front Improvement Scheme

1. The Bell Street Bookshop have signed up, and two more are awaiting decisions – Asquiths and Bagatelle Toys, both of whom would be looking for £2K, so £6k out of the total pot of £10K is committed. Peter agreed to notify commercial agents about the scheme

HTC = Henley Town Council. THP = The Henley Partnership. HYP = Henley Young Partnership. SODC = South Oxfordshire District Council. Other initials refer to individuals



### **3. Capital projects**

1. Metamorphosis – this is the training for retailers, and the company are organising a window-dressing competition for 12 retailers. Metamorphosis will liaise with retailers and the result will be judged by the public. Metamorphosis will do the marketing for the project, which will start in September 2013. The awards ceremony will be in December. The Henley Partnership would like to be involved.

### **4. Update from HTC**

1. Peter will be working with landlords and he is distilling information from AMT and Experian data which may help landlords to effectively market empty properties. Trudy to send over details of what Wantage are doing, as well as a list of retailers who have in the past expressed an interest about moving in to Henley. (See Annex 1)
2. Henley as a Winter destination – The Create Craft Festival will be held 22 / 23 March 2014. The £1600 budget will now not include the Jazz festival, but will additionally support the Christmas leaflets, as well as Living Advent Calendar
3. Marketing Henley – Peter has been speaking to Visit Thames (part of the River Thames Partnership). Karen Roebuck has been talking to him about spending £450 marketing Henley and promoting in various ways.
4. Business Rates – there was discussion about business rates and it was explained that the district council merely collects for central government. John Howells MP will be visiting Henley 12 July to speak to THP members about business rates. Julie Perigo to provide more details in due course.

### **5. Update from THP**

1. Funding for Health and Wellbeing event had been spent on posters and logos. It was agreed that at future events a visitor count would be taken, and THP would also collect email addresses of visitors so that this information could be used to advertise future events. It was agreed to add two new Directors to the membership of this meeting (Guy Outram and Keith Douglas) although Julie confirmed that in practice only one Director from THP would normally attend this meeting.

### **6. Arts Group update**

1. Website re-design coming along well and will be launched in next few weeks. The idea for an 'Arts Hub' in the town was mentioned as somewhere to buy tickets for Henley events. The idea would be pursued by the Arts Club.

### **7. SODC Update**

1. The first bidding round from the Infrastructure Fund closes on 28 June 2013 and there had been much activity in identifying projects to include in a bid. Of the £18,750 available to Henley, projects totalling £18,419 had already been identified. The application will be written before the end of June. SODC will report at the next meeting the results of the applications.
2. The OxTrails project is now live [www.oxtrails.co.uk](http://www.oxtrails.co.uk) There are 25 town and village itineraries as well as a phone app. The forward marketing plan is being worked on. Hard copies of maps would be produced for the tourist offices, but reprints would be the responsibility of each town. Information Office staff need to be briefed on Oxtrails in order to promote it effectively and Deborah will speak to Louise and arrange a suitable date after her holiday.

### **8. Date of next meeting**

1. The Vision / Strategy meeting will be on 18 September 6-8pm
2. The next quarterly update meeting will be on 25 September at 10am

## Annex 1

### Retailer Requirements – Annex to Roger Tym report 2009

<b>Annex 1 Retailer Requirements</b>		
<b>Company Name</b>	<b>Use Class</b>	<b>Requirement (sqm)</b>
<b>Henley town centre</b>		
Abal & Cole	A1	279 - 465
Almond	A2	93 - 186
Aquarius Day Spa & Club	D2	929 - 1,115
Body Shop International Plc	A1	93
Brissi Ltd	A1	93 - 232
British Heart Foundation	A1	60 - 112
Carluccios Ltd	A3	325 - 418
Coyote Bar & Restaurant	A3	186
Culpeper Ltd	A1	28 - 93
Ember Inns	A4	2,024 - 4,048
Fern Wright & Manson Ltd	A1	46 - 93
Harvester Restaurants	A3	651
Holland & Barratt Ltd	A1	93 - 139
Julian Graves Ltd	A1	46 - 186
Khazana Trading Ltd	A1	139 - 186
Le Bistrot Pierre Ltd	A3	279 - 465
Lombok	A1	325 - 790
Moda in Pelle	A1	28 - 112
Natural Cafe	A3	74 - 149
Oliver Bonas	A1	70 - 163
Pan Dan	A1	79 - 93
Pets at Home Ltd	A1	372 - 1,115
Phones 4 U Ltd	A1	37 - 186
Piccolino	A3	232 - 558
Quba Sails	A1	37 - 93
Restaurant Bar & Grill	A3	279 - 743
Rohan Designs Ltd	A1	93 - 139
RSVP Ltd	A1	84 - 130
Running Bare Thread Ltd	A1	37 - 93
Shakeaway Ltd	A4	56
Shaw Trust Ltd	A1	93 - 279
Sizzling Pub Co	A4	651
Strada	A3	256 - 465
Subway	A5	46 - 139
Superdrug Stores Plc	A1	279 - 790
Sweaty Betty	A1	46 - 74
Tile Depot	A1	232 - 651
Toby Carvery	A3	651
Vintage Inns		651
Whistles Ltd		84 - 112
Whittard of Chelsea Plc		46 - 186

From: Suzanne Malcolm [<mailto:Suzanne.Malcolm@southandvale.gov.uk>]  
Sent: 06 August 2013 10:24  
To: Wallingford Town Council; Peter Woodman; Julie Perigo; Mike Kennedy; Derrick Hoare; Helen Stewart  
Subject: Invitation to Review of Market Town Support - 19 September

Dear all,

I am writing to invite you to a meeting with South Oxfordshire District Council to discuss the council's support for market towns, in particular the funding provided for market town co-ordinators.

Over the last two years the council has provided funding for a part-time market town co-ordinator in Wallingford (employed by SODC and part-funded by Wallingford Town Council) and a part-time town centre manager in Henley (employed by Henley Town Council and joint funded by Henley Town Council and SODC). In Thame, rather than a co-ordinator post, a funding pot of £10,000 (per year) was created for projects delivering economic benefit to the town.

We agreed to review this funding after a two year period and as part of this review I would like to invite you to attend a meeting on Thursday  
19 September 2013 at 2pm at South Oxfordshire District Council offices with Councillor Ann Ducker, Leader of SODC, Councillor Judith Nimmo-Smith, Cabinet member for Economic Development, Matt Prosser, Strategic Director and myself.

As we are inviting both town councils and town partnerships from each town to this meeting, I would request that there be no more than two representatives from each organisation. For instance, each town council may wish to nominate one town councillor to attend with the town clerk.

A town partnership may wish to nominate one or two representatives.

I would be grateful if each organisation could confirm to me in advance of the meeting the names of the nominated attendees, by 12 September at the latest.

If you require any further information at this stage please do not hesitate to contact me.

Kind regards  
Suzanne

Suzanne Malcolm  
Economic Development Manager

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Oxfordshire County Council  
County Hall  
New Road  
OXFORD, OX1 1ND

John Jackson  
Director for Social & Community  
Services

Date as Postmark

## Improving Access to Information and Advice

Dear Councillor

We are committed to helping people in Oxfordshire to live successful, independent lives in their own homes and remain an active part of their communities.

We want them to keep well and to be able to access the support and services they need.

However, there may be times when they need some help to achieve this.

There is a great deal of help and support available but people who need it for themselves or their families may not always know what help exists or where to get it.

That is why good information and advice are so important and that is why we are investing in a new county-wide service called **The Oxfordshire Community Network** which will be launched in autumn 2013.

This service will begin by focusing on those who are older, frail and vulnerable, providing them with easy access to a wide range of information and support services. It will then extend to improved information and advice about social care and enable people to define their own needs and purchase their own services in the future.

We know that trying to find out what help is available and how to get it can be a bit like wandering into a maze so the aim of the networks is to make it simpler for people to access existing



information and advice. They will also identify unmet needs within communities and create and support new social activities.

The community networks will include trained staff in each locality, supported by volunteers. They will link with parish councils, police community support officers, social group organisers, church groups and others who will be able to refer people needing information or support to the networkers.

The service will complement and not duplicate existing services. It will be flexible and tailored to the needs of each locality and will develop new projects and activities to meet the community's needs.

We are currently out to tender for the service which will replace some existing services and which is intended to be launched in the autumn 2013.

We would very much welcome your collaboration and input to make this a success. There are a number of ways in which your council may like to be involved:

- Work with the appointed provider to help recruit Community Networkers in the locality.
- Invite the Community Networker to your parish council meetings to give progress updates and discuss where an issue may have arisen within the community.
- Invite the Community Networker to write articles for your website or parish newsletter.

The following representatives have been nominated from the Oxfordshire Association of Local Councils Executive and Policy Committee who will be part of the evaluation panel that will meet in August.

Mrs Catherine Hitchens, Fifield Parish Meeting  
Cllr Angela Lawrence, Abingdon Town Council  
Cllr Malcolm Leeding, Forest Hill with Shotover Parish Council.

As a new service, Community Networks will take time to develop but we hope that by working together we can help them go from strength to strength and have a real impact within our communities. We will be keeping you up to date with developments but if you have any questions or comments please contact Claire Moore who is leading the project on 01865 323966 or e-mail: [claire.moore@oxfordshire.gov.uk](mailto:claire.moore@oxfordshire.gov.uk)

Yours sincerely



**Sara Livadeas: Deputy Director Joint Commissioning, Oxfordshire County Council**

**Report of the Town Clerk to a meeting of the Town and Community Committee  
to be held on Tuesday 3 September 2013**

**CIVIL PARKING ENFORCEMENT**

**1. Executive Summary**

- 1.1 This report explains the current position regarding the introduction of Civil Parking Enforcement (CPE) to the remaining three district council areas in Oxfordshire.

**2. Background Information**

- 2.1 The Traffic Management Act 2004 (TMA) provides for the civil enforcement of most types of parking contraventions. It replaces Part II and Schedule 3 of the Road Traffic Act 1991.
- 2.2 Only three counties in the whole of the country have yet to fully introduce CPE, Cambridgeshire, Oxfordshire and Suffolk. Oxfordshire County Council (OCC) would need to apply to the Department for Transport for civil enforcement powers. When this is agreed, OCC can delegate the function down to district councils, which has happened, in West Oxfordshire and Oxford City Council, leaving Cherwell, South Oxfordshire (SODC) and Vale of White Horse District Councils without this function. It is still unclear whether this function can be further devolved down to town councils.
- 2.3 This Council approached the district council in May 2012 about the possibility of introducing civil parking enforcement in Henley.
- 2.4 Further representations were made in July 2012 in response to SODC's assertion that due to the financial impact and the fact that most residents do not regard on-street parking as a priority, they were not currently giving active consideration to CPE.
- 2.5 There followed several meetings at Member level culminating in one held in March 2013 hosted by the Mayor with representatives from the other three Market Towns. A further meeting with SODC is now being arranged.

**3. Detailed Consideration**

- 3.1 Didcot and Wallingford Town Councils have already expressed their desire to see the introduction of on-street parking enforcement in their towns.
- 3.2 Thame has indicated that would like to manage CPE themselves while Henley has yet to decide.
- 3.3 The operational guidance states that all car parks plus the residents parking scheme and yellow line enforcement must come under CPE, unless an exceptional case can be made and approved by the Department for Transport (DfT).

- 3.4 The situation in Henley is complicated given we have a residents parking scheme (which HTC manages as agents for OCC), on-street metered parking (OCC), double yellow line enforcement (currently Thames Valley Police), SODC's 3 off-street Car Parks; the town council's own fee paying car parks at Mill Meadows and Dry Leas (leased to the Rugby Club) and our two free car parks at Mill Lane and Wootton Road along with pay and display car park at the Station.
- 3.5 The added difficulty, is that OCC must make application to DfT for CPE to be introduced in SODC, Cherwell and the Vale of White Horse at the same time, this being the last tranche of the maximum 3 applications that can be made to DfT, the other two being Oxford City and West Oxfordshire.
- 3.6 The Special Parking Area Order would include, unless excluded from the order, all Local Authority owned (including Town and Parish) car parks which allow the general public to park for charges and enforcement action which are applied against a Traffic Regulation Order (TRO)/ notice (note: that in these terms free parking is be deemed to be a zero charge in any order/notice and therefore may still apply).
- 3.7 Since Mill Meadows is covered by a TRO and therefore in principle should be included. However, it is up to DfT to determine exclusions. It is understood that they are quite strict in applying the criteria and there would need to be exceptional circumstances to exclude which would have be to clearly lay out as part of the application.

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3.8 Guidance has been sought from OCC as to whether it proposes to exclude Mill Meadows Car Park from the CPE application and whether or not it is possible for CPE to be devolved by SODC down to town councils.

3.9 The following response has been received from OCC on these two points:

*If we were to move forward with CPE with the inclusion of Mill Meadows car park we could only do so by agreement of Henley Town Council. If that agreement was not forthcoming we could move forward with an application that excluded Mill Meadows but it would be up to the DfT to determine whether they would accept such an exclusion and therefore if inclusion of Mill Meadows was a non-starter for Henley TC then this could put the entire application at risk were the DfT to deem the reasons for exclusion to not be exceptional. Therefore if we were to seek to exclude Mill Meadows and other car parks I think it would be useful to identify the reasoning at an early stage and seek a steer from DfT as to whether they would deem it exceptional.*

*I haven't yet had a definitive response on whether CPE could be delegated to Town Councils, and to be honest my experience is that responses from DfT tend to take several months. Guidance and history does suggest that DfT would only seek to create a Special Parking Area for a larger area than the market towns in the County. Even it were possible to devolve to Town Councils the County would need to be reassured that delegation to that level would not jeopardise the ability or cost effectiveness of enforcing the rest of the District.*

3.10 The Committee is invited to consider its position on CPE having regard to the above and give direction to the Council's previously appointed representatives ahead of the joint meeting with SODC and OCC in October.

**4. Recommendation**

- 4.1 That the Committee notes the report, considers its position on CPE and gives direction to the Council's previously appointed representatives ahead of the joint meeting with SODC and OCC in October.

Mike Kennedy  
Town Clerk  
23 August 2013  
01491 630074  
[m.kennedy@henleytowncouncil.gov.uk](mailto:m.kennedy@henleytowncouncil.gov.uk)



HENLEY ON THAMES TOWN COUNCIL

NOTES OF THE TRAFFIC  
ADVISORY COMMITTEE  
MEETING HELD AT 10AM ON  
TUESDAY 30 JULY 2013 IN  
THE COUNCIL CHAMBER,  
TOWN HALL, HENLEY ON  
THAMES.

**PRESENT:** Councillor M Akehurst – Henley Town Council (HTC)  
Councillor W Hamilton – HTC  
Councillor Miss K Hinton – HTC  
Councillor Mrs E Hodgkin - HTC  
Councillor Mrs P Phillips – HTC  
District Councillor Mrs J Bland – South Oxfordshire District  
Council (SODC)  
Councillor D Nimmo-Smith – Oxfordshire County Council  
(OCC)  
Mr C Langler - Henley in Transition (HIT)  
Mr H Legh - Henley Partnership (HP)

**Officers in  
Attendance**

Mr K Stenning – OCC (Area Steward – South, Environment  
and Economy)  
Mr C Hulme – TVP (Traffic Management Officer)  
Mr M Kennedy – Town Clerk  
Ms J Brazil – Minute Taker / Committee Administrator

**In Attendance**

The Mayor, Councillor S Gawrysiak – HTC  
2 Member of the Press  
1 Members of the Public

**1. ELECTION OF CHAIRMAN**

The Deputy Mayor called for nominations for the election of a Chairman  
for the year 2013-2014.

Councillor Mrs P Phillips proposed and Councillor Miss K Hinton seconded  
that Councillor M Akehurst be elected Chairman for the year 2013-2014.

Councillor W Hamilton proposed and Mr H Legh seconded that Councillor  
D Nimmo-Smith be elected Chairman for the year 2013 – 2014.

There being no further nominations, and following a vote it was  
**RESOLVED** that

Councillor M Akehurst be elected Chairman of the Traffic Advisory Committee for  
the following year.

Councillor M Akehurst remained in the chair.

**2. ELECTION OF VICE-CHAIRMAN**

The Chairman, Councillor M Akehurst called for nominations for the election of a Vice-Chairman for the year 2013-2014.

Councillor D Nimmo-Smith proposed and Mr H Legh seconded that Councillor Mrs J Bland be elected Vice-Chairman for the year 2013 – 2014.

Councillor Miss K Hinton proposed and Councillor Mrs P Phillips seconded that Councillor Mrs E Hodgkin be elected Vice-Chairman for the year 2013-2014.

There being no further nominations, and following a vote it was **RESOLVED** that

Councillor Mrs E Hodgkin be elected Vice-Chairman of the Traffic Advisory Committee for the following year.

**3. TERMS OF REFERENCE**

The Terms of Reference for the Traffic Advisory Committee were considered. It was **RESOLVED** that

the Terms of Reference for the Traffic Advisory Committee be adopted.

**4. APOLOGIES FOR ABSENCE**

Apologies for absence received from Inspector M Harling-TVP, Mrs D O'Brien – SOVWHDC.

**5. DECLARATIONS OF INTEREST**

None received.

**6. PUBLIC QUESTION TIME**

Mr R Atkin – Elizabeth Road

Crossing at Greys Road. Mr Atkin circulated a street map of Greys Road. He highlighted where he considered the need for a new crossing in the area by the junction with Elizabeth Road, near the footpath leading to Gillotts School.

Mr Atkin informed the meeting of a recent accident involving a young person at this point. Considering the high traffic flow and large number of school children using the footpath, he believed that a crossing at this point necessary for all local residents. He raised concerns that it was only a matter of time before an accident occurred due to the increased amount of traffic and that a crossing for this neighbourhood was long over due.

Mayor, Councillor S Gawrysiak – Elizabeth Road

Councillor Gawrysiak referred to the letter attached to the Agenda from Mr Mark Kemp, Oxfordshire County Council, regarding the approval of crossings over the entire county of Oxfordshire.

He had requested six months ago, information on all crossing that had been installed in Oxfordshire over the past five years and also the accident record precluding to these crossings. He asked again that this information be provided.

information on all crossings that have been installed, also questioning the issue of installation of those that failed to meet the required criteria of a the need of an accident to necessitate implementation. He requested clarification on the numbers of both be received by Henley Town Council via email, before the next Traffic Advisory meeting.

The Chairman shared the views of Councillor Gawrysiak on this matter.

Councillor Bland stated that a safe place for the crossing was still to be found and noted the need to identify a safe spot: Item on the agenda.

**7. MINUTES**

Councillor W Hamilton asked that his apologies for the meeting held on the 15<sup>th</sup> of January be noted. The Minutes of the Meeting held on 15 January 2013, were received approved and signed by the Chairman as a true record, subject to change.

**8. PROGRESS**

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

Managing HGV's through Henley

Mr Legh to follow up the letter regarding Scoot data.

It was confirmed that no weight limit can be placed on Henley Bridge as it is capable of withstanding the weight of HGV's that pass over it. Mr Stenning advised any form of signage suggesting 'access only' would be impossible to enforce and open for abuse as anyone can claim the need for access.

It was suggested a letter be sent to Wokingham Borough Council requesting signage for HGV's to use the Marlow Bypass A404 at Burchetts Green to help manage the amount of large HGV's travelling through the town via Remenham Hill.

The Chairman requested a member of SODC attend the next meeting of the Traffic Advisory Committee.

#### 20mph Zones

Mr Stenning advised the Committee of the difficulties of implementing and policing 20mph zones around the town.

The Item is to remain on progress as the Committee were still awaiting results of the requested report from Environment and Economy, OCC, as Henley would like to be considered for the implementation of 20mph zones.

#### Sustainable Travel Choices for Business

No further action would be taken on this matter and it was agreed to remove this item from progress.

#### School Travel Issues

The Committee agreed that this was an item on the agenda. The committee noted the comments on progress

#### Marlow Road Issues

The Committee agreed to discuss this issue under agenda item 11.

#### Road Markings

Mr Stenning confirmed the road markings have been repainted. Item to be removed from progress

#### Parking on Pavements

Henley in Bloom reported that it had been decided not to progress with previous idea of planters along the curb in front of Browns /Hubbledays /Noa Noa. This item is to be removed from progress.

#### Air Pollution in Henley

After a long discussion on this matter Mr Legh agreed to contact SODC for up to date figures on Air Pollution and will report back to this committee at the next meeting.

#### Control of Parking outside the Town Hall

Members felt that parking control is not an issue for this committee. Item to be removed from progress.

#### Bollards in Market Place

Mr Stenning confirmed the work has been completed. Item to be removed from progress.

#### New Townlands Hospital

Members felt that the new Townlands Hospital is not an issue for this committee. Item to be removed from progress.

### Cycle Stands

Mr Stenning confirmed he had removed the unstable cycle stands on Friday Street. However, as there had been complaints from residents in the locality, the position of the cycle stands is to be reviewed and members of the committee are to bring their suggestions for more appropriate locations for the stands to the next Traffic Advisory Committee meeting.

A Member suggested painting one set of the new cycle stands in the Henley Green colour.

However, the view was expressed that the decision for repainting cycle stands is not a decision for the Traffic Advisory Committee. Repainting of Cycle stands to be removed from the progress.

### Pot Holes

The Committee noted with satisfaction the vast improvement to the roads in Henley. A member commented on the rapid response of Highways to the email report system. Mr Stenning informed the committee of the colour codes for pot holes were for his response team. White and green 28 days to repair. Red, urgent, 24 hours to repair. Item to be removed from progress.

### Kings Road Crossing

Councillor Nimmo-Smith informed the Committee there would be no funding for a crossing on Kings Road. Item to be removed from progress.

### Maintenance of Steps on Bank of Greys Road

The Committee suggested that this was an item for the Town & Community Committee. Item removed from progress.

### Parking on Damer Gardens

Mr Stenning confirmed the parking on Damer Gardens had been addressed, the school has written to parents and asked them to be more considerate in their parking. The situation has improved. Item to be removed from progress.

### Parking at the Loading Bay outside the Cycle Shop on Reading Road

The Committee received and discussed the letter received from Mr H Jones requesting the loading bay outside the Cycle shop on Reading Road become a 20 minute parking bay. The issue is to be considered by Mr Hulme and left pending on the progress report.

### Wish List

The Committee believed that this was an unsuitable item for the Traffic Advisory Committee. Item to be removed from the progress report.

9. **SCHOOL TRAVEL PLANS**

i) The Committee received the comments from Sacred Heart Primary School. The location of the proposed Crossing on Greys Road was discussed at length. Councillor Nimmo-Smith and Mr Stenning explained the crossing could not be sited at the position requested by the school, due to the dangerous bend and it was suggested the school write to parents requesting they park by the Wooton Manor shops and walk children down on the school side of the road. This would alleviate the parking issues and the need to cross Greys Road at the dangerous bend near the entrance to Makins Recreation Ground. It was agreed that this would add to the justification for a crossing to be placed by the Takhar Wine Mart.

Mr Stenning again reiterated that it was Central Government policy that presently governed the requirement that a crossing will only be placed after an injury accident has taken place. The Committee expressed disappointment at this information and it was confirmed that even if funding for the crossing was found from a source other than County Council, Highways would not allow for its implementation because it failed to meet criteria for a pedestrian crossing.

Mr Stenning confirmed that the issue of the broken curb stones on the wide road between Greys Road and Greys Hill, was not a matter for Highways as the land is privately owned. In accordance with the Committee's delegated powers to obtain clarification from third parties on specific issue, it was **RESOLVED** that

the Committee Administrator investigates ownership of this land and a letter be sent from this committee, making representations on behalf of the public to the owner of the land, requesting that they be made good on grounds of health and safety.

ii) The Committee noted with thanks the handover notes from the outgoing Chair regarding school transport issues and recorded their appreciation to her for her commitment to the Traffic Advisory Committee over the past year. Councillor Nimmo-Smith will progress the issues raised in the report.

10. **HENLEY IN TRANSITION**

The Committee noted the report from the outgoing Chair regarding the research carried out by the Henley Collage. It was suggested that this matter is no longer an issue for this committee and would now be dealt with in the Joint Henley and Harpsden Neighbourhood Plan.

11. **MARLOW ROAD**

Mr Stenning confirmed the new signage on the Marlow Road was now in place and it was considered they resulted in the desired effect of traffic calming.

A member noted that the Bus sign had been damaged along the Marlow Road and Mr Stenning is to visit the site at the end of the meeting and deal with the issue immediately.

It was confirmed the overhanging foliage had been removed from the footpath and the Vehicle Activation Signs were in full working order. The committee acknowledged that the concerns surrounding Marlow Road were now resolved and to progress to issues surrounding Greys Road and Reading Road.

12. **HARPSDEN ROAD PARKING**

The Committee discussed the request from a local resident regarding the possibility of extending the Residents Parking Scheme into Harpsden Road. Councillor D Nimmo-Smith offered to liaise with the Town clerk to supply advice and guidance for the drafting of a letter to the resident explaining the next steps to be taken regarding neighbourhood consultations and research into the idea of extending the Residents Parking Scheme with the other residents along Harpsden Road.

13. **CYCLE PATH FROM SHIPLAKE TO HENLEY**

A member informed the Committee that an area possibly suitable for a cycle path between Shiplake and Henley would be on land privately owned by Network Rail. It is also likely that there would be a need for a footbridge over the railway line to provide safe access. It was confirmed that there was no funding available for such a path but Councillor Hamilton will explore further the idea of a joint Foot Path / Cycle Path to provide a safer off road link between Shiplake and Henley.

14. **DISABLED PARKING**

It was confirmed that Mr N Hill, Parking Attendant OCC, had attended a previous meeting of The Town Council to discuss the change of use of the disabled parking bay on Hart Street to residents parking. At that meeting it was decided that the Hart Street disabled bay should remain.

A member suggested that the Loading Bay in Duke Street be converted, in part, to one disabled bay. However this was dismissed by Mr Stenning and Mr Hulme as unworkable as lorries would impinge on the disabled area when unloading due to the size of the present Loading Bay and lack of space.

The issue of parking in the Duke Street Loading Bay was addressed and it was agreed that this was a police matter. The PCSO's will be asked to monitor the situation.

The idea of progressing the issues surrounding illegal parking to Civil Enforcement was considered as parking was an issue that extended the resources for the Police.

The suggestion from the Secretary of State for Communities and Local Government MP Mr Eric Pickles, of allowing 15 minute parking in yellow lined areas was discussed. It was agreed to revisit such a situation should this idea come to fruition in the future.

**15. BADGEMORE LANE SIGNPOST FROM NORTHFIELD END**

The Committee agreed that road signage at the location was not a priority for this committee and no further action on this issue be taken.

A member noted that the road signs were missing from Northfield End. Councillor Hodgkin to progress this matter with Oxfordshire County Council and report back to this committee at the next meeting.

**16. DATE & TIMING OF NEXT MEETING**

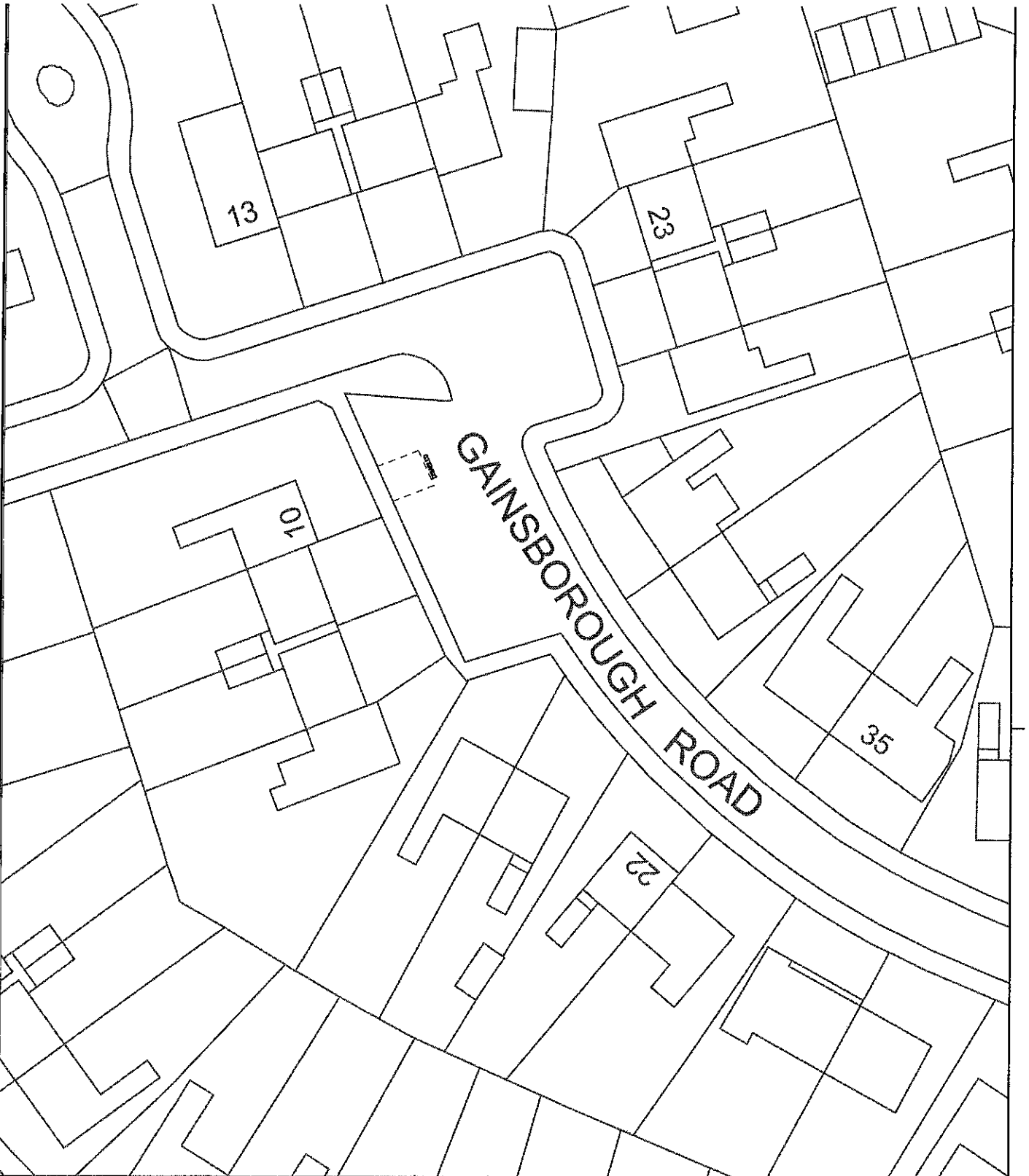
10am Tuesday 22 October 2013.

The meeting closed at 11.22am

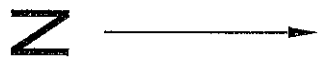
jb

Chair





Drawing No. Revision



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No.	Date	Purpose of revision	Drawn	Checked/Approved



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Project title  
 Gainsborough Road  
 Henley

Drawing title  
 Proposed Disabled Persons  
 Parking Place

Drawing Status

Scale @ 1:500	Drawn by	Checked by	Approved by
1:500			

Client's Name  
 Drawing No.  
 Revision