

**Present:** Councillor Mrs E Hodgkin (Chair)  
Councillor Ms K Gehrman (Vice Chair)  
Councillor Mrs J Bland  
Councillor W Hamilton  
Councillor D Hinke  
Councillor D Nimmo-Smith  
Councillor I Reissmann  
Councillor Mrs J Wood  
The Mayor, Councillor Mrs P Phillips (ex-officio)

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

**Also Present:** Councillor D Silvester  
1 Member of the Press  
2 Members of the Public  
Inspector M Harling

**89. APOLOGIES FOR ABSENCE**

None.

**90. DECLARATIONS OF INTEREST**

None received

**91. PUBLIC PARTICIPATION SESSION**

Councillor D Silvester, Luker Avenue – highlighted the PCSO Key Performance Indicators for the 2<sup>nd</sup> quarter relating to the confiscation of alcohol from underage drinkers in Henley. He encouraged Henley Town Council (HTC), the Youth Centre and NOMAD to do all it could for the youth of this town.

Councillor Silvester was advised that HTC fully supported all the initiatives in the town.

**92. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 13 December 2011 were received, approved and signed by the Chairman as a true record.

**93. PROGRESS**

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

Cycle Stands Further research on pricing to be carried out before agreeing to the price quoted by Mr K Stenning.

Old Fire Station Gallery and Barn Users Group Next meeting of the Users Group to be arranged in time for a report to be brought back to the next meeting of this Committee.

Parking on Verges at Upton Close No funding available in this year's Locality Budget. Councillor D Nimmo-Smith to check with Mr K Stenning if it is possible to use large stones rather than posts as a means of preventing vehicles from parking on the verges.

Local Elections 2011 Invoice still not received from South Oxfordshire District Council but is expected imminently. It was questioned whether Mr Buckle would be reporting to the next Scrutiny Meeting, in accordance with the recommendation of the independent review that a report be presented in six months.

Town Hall Basement Ventilation It was noted that the works are now complete, so item can be removed from progress.

Bus Shelter on the Reading Road The bus that uses the stop in question is not an Arriva bus but the town bus. Consultation with users to take place.

Market Place Bollards Update to be sought from Mr K Stenning and the item to be added to progress.

**94. BUDGET**

Members received, considered and noted the budget report to December 2011.

It was **RESOLVED**

that the report be noted; and

that checks be made to ensure that best value is being achieved with the current supplier of the Fire and Alarm systems.

**95. POLICE**

The Chairman invited Inspector Harling to the table.

Inspector Harling advised that Henley town had a 12.7% reduction in crime as at 31 December and that burglary, robbery and theft were down by 4%. It should be noted that of all crimes carried out in Henley 45.2% are solved. There was a spike earlier in the year of burglaries, these were mainly in the Valley Road / Elizabeth Road area and related to UPVC windows and doors and related to owners not securing their property.

Other crimes in the town have generally dropped except for drugs and public order related offences. Although drug related incidents are on the increase, this is probably due to increased patrols finding more offenders rather than an increase in use.

Members noted that following a request for a member of the neighbourhood policing team to concentrate on town centre parking, the number of tickets

issued increased, and between the 4<sup>th</sup> November 2011 up until the 24<sup>th</sup> January 2012, 240 tickets were issued in town centre roads.

Inspector Harling noted a request for all PSCO's to be briefed in the same way as regards to issuing fixed penalty tickets.

A Member advised Inspector Harling that this Council fully supports the decriminalisation of parking, and that this duty should be carried out by either South Oxfordshire District Council or Henley Town Council.

A lengthy discussion took place regarding the issue of fixed penalty fines to dog owners allowing their animals to foul the pavements. Members were assured that the Police and PCSO's have the power to issue fines if they witness an owner allowing their dog to foul the pavements. The Town Clerk informed members that anyone who sees this happening can report it to South Oxfordshire District Council, but must be prepared to go to Court and give evidence.

It was noted that the 'Have Your Say' meetings were felt to be beneficial by the police. The meetings are held at different locations to enable more people to attend.

**96. PCSO KEY PERFORMANCE INDICATORS**

Members received and noted the Summary Report, Quarter Two 2011-2012. Inspector Harling advised that there are now 6 PCSO's in the Henley area at various levels of training.

Members were reminded that quarter two included the Regatta weekend so any incidents happening in that weekend would be included. It was noted that even including this weekend the figures for Henley are low.

It was **RESOLVED**

that the report be received and noted.

**97. HENLEY SECTOR NEIGHBOURHOOD & COMMUNITY ACTION GROUP**

Members received and noted the notes of the meeting held on Wednesday 7 December 2011.

Inspector Harling informed Members that there are still many roads in the town that are not part of Neighbourhood Watch, and requested any help that this Council could give to encourage residents to take part in the scheme.

It was **RESOLVED**

that the report be received and noted; and

that Councillor Mrs P Phillips be appointed as the Town Council representative and Councillor D Nimmo-Smith as the County Council representative to attend future meetings of the group.

The Chairman thanked Inspector Harling for attending the meeting.

Inspector Harling left the meeting at 8.20pm.

Two members of the public left the meeting.

**98. FREE PARKING**

Members received a request from South Oxfordshire and Vale of White Horse District Councils for this Council to support the introduction of three hours free parking on Saturday afternoons all year round in the District Council operated pay and display car parks. Free parking will probably be from 2pm for a maximum period of three hours.

After a lengthy discussion

It was **RESOLVED**

that as the car parks in Henley are already very busy on Saturday afternoons, this Council would support the introduction of three hours free parking on a Saturday morning between 8-11am, rather than in the afternoon, in District Council operated car parks in Henley.

**99. TOWN CENTRE MANAGER**

Members received and considered a report from the Town Clerk on the appointment of a Town Centre Manager on a two year contract for 18½ hours a week, joint funded by South Oxfordshire District Council, Henley Town Council and the Henley Partnership

It was **RESOLVED**

that the arrangements for the appointment of a Town Centre Manager for Henley be noted and that this Council extends its appreciation to South Oxfordshire District Council for their financial support of this post; and

that the Town Clerk, in consultation with the Committee Chairman, a representative from the Henley Partnership and South Oxfordshire District Council / Vale of White Horse's Shared Economic Development Manager be authorised to work together in preparing the job description, person specification, job advertisement and organize arrangements for recruiting the Henley Town Centre Manger.

The Chairman ruled in accordance with the standing order 17, Delegation of Authority by Committees, that the Committee be granted

delegated powers to aco on the Council's behalf on grounds of urgency so that an appointment can be made by 1 April 2012.

**100. TRAFFIC ADVISORY**

Members received the Minutes of the Traffic Advisory Committee held on Tuesday 17 January 2012.

It was noted that Minute 51 should read Duke Street not Hart Street.

It was **RESOLVED**

that the Minutes as amended be received and noted.

Members considered the appointment of County Councillor Dr P Skolar to the Traffic Advisory Committee.

It was **RESOLVED**

that County Councillor Dr P Skolar be appointed as a representative for Oxfordshire County Council.

**101. JUBILEE TOWN MEETING**

Members received the Minutes of the Jubilee Town Meeting held on Thursday 12 January 2012.

It was noted that Henley Skateboard Initiative should read Skate Park Initiative.

It was **RESOLVED**

that the Minutes as amended be received and noted.

**102. SIGNAGE WORKING PARTY**

Members received an update from the Signage Working Party and noted the report.

It was also noted that Mrs D O'Brien was obtaining quotations for all of the above and would be bringing the first draft of the new map to the next meeting (date to be confirmed).

It was **RESOLVED**

that the update be received and noted.

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

It was moved by the Chairman

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

One member of the Public and the Press left the meeting at 8.55pm

**104. PARKING CONTROL AT UPPER MARKET PLACE**

Members received and considered a report on the use of Parking Control at the upper Market Place Site.

After a lengthy and in depth discussion on other ways to control the parking

It was **RESOLVED**

that for now, no action be taken place and that TCBS continue to control the parking in Upper Market Place;

that confirmation be sought from the contractor that the address displayed on his paperwork is the correct postal address; and

that further investigation be carried out as to any other methods of parking control that can be used.

**105. MARKET PLACE SEATING LICENCE**

Members received and considered a request from Patisserie Valerie for a Market Place Seating Licence and permission to locate a mobile Ice Cream Cart on the Market Place.

It was **RESOLVED**

that a 7.5 square metre Market Place Seating Licence be offered to Patisserie Valerie at a price to be negotiated by the Town Clerk; and

that a letter be sent to Patisserie Valerie requesting more information on the mobile ice cream cart, i.e. exactly where it will be stored when not in use, not only over night but on days such as Market days; the size of the cart; whether they want to locate it within the 7.5 sq metre licensed area or not, and where they envisage the queue going; and

that a further report be brought back to Committee on this aspect of the application.

The meeting closed at 9.40pm

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Chairman