

Present: Mayor, Councillor Mrs E Hodgkin  
Deputy Mayor, Councillor Mrs J Wood  
Councillor Mrs J Bland  
Councillor Mrs G M Dodds  
Councillor A J Follett  
Councillor C W Gibson  
Councillor Miss L M Hillier  
Councillor R Myer  
Councillor D Nimmo-Smith  
Councillor C I Pye  
Councillor Miss L H Pye  
Councillor Dr P Skolar  
Councillor S Smith  
Councillor Dr B G Wood

In Attendance: Mrs A Gliddon – Proper Officer  
Miss J Smith – Minute Taker / Committee Administrator  
Mr Cliff Austin, Town Sergeant

Also Present: No members of the press  
7 members of the public

Before the meeting commenced, the Proper Officer read out the fire evacuation procedure. The Mayor, Councillor Mrs E Hodgkin reminded Councillors and members of the public of the Code of Practice – Public Question Time as stated on the agenda.

20. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor T B Bucket.

21. **DECLARATIONS OF INTEREST**

*Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct) a member with a personal interest 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 personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest. A member with a prejudicial 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 has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. For the purposes of this Part (of the Act), "meeting" means any meeting of the authority; or any of the authority's committees, sub-committees, joint committees or joint sub-committees.*

Councillor S Smith – Minute 28 (iii) – personal interest, contractor for clamping services known as personal friend, in addition to those already declared in the minutes of the relevant Committees:

22. **MINUTES**

Councillor Dr B Wood informed Members of the forthcoming by-election on 30 July to elect a new Councillor following Mr Anthony Elliott's resignation on the 6 May 2009 and he advised that there were two items for the Council to consider:

- (i) Was HTC in agreement to pay for polling cards at a cost of £1500?  
Councillor Dr B Wood stressed that he considered these cards essential to inform the public so that there is a good turnout.
- (ii) South Oxfordshire District Council (SODC) had notified the Town Clerk that there was only one polling station currently planned for this election, the Town Hall, which Councillor Dr B Wood considered would create a democratic deficit and he recommended that SODC are approached to provide a second polling station, he suggested Valley Road School or the Leisure Centre.

Councillor D Nimmo-Smith called a Point of Order, and asked why this matter was being raised at this stage of the agenda without Members having yet approved the Minutes of the 12 May 2009.

Mayor, Councillor Mrs E Hodgkin agreed that this item should be under Matter Arising from these Minutes and asked for approval of the Minutes prior to discussing Councillor Dr B Wood's recommendations.

The Minutes of the meeting of Full Council held on the 12 May 2009 were approved and signed by the Mayor, Councillor Mrs E Hodgkin, as a true record.

*Arising from the report:*

Councillor Dr P Skolar continued with the discussion of the forthcoming by-election asking where in the budget the money was going to come from to pay for the polling cards and the extra polling station. He suggested that before agreeing to spend this money clarification should be sought from the Chairman of Finance.

Councillor Miss L Pye asked why there is a need to use polling cards.

Mayor, Councillor Mrs E Hodgkin confirmed that polling cards were used to give prior notification to all residents on the Electoral Roll of by-elections.

Councillor Miss L Hiller supported the use of polling cards, however, she disagreed that an election was necessary, under the circumstances of Mr A Elliott's resignation, and felt that this seat should have automatically been offered to a Conservative member without going to a by-election. With regard to an additional polling station she disagreed with this recommendation.

Councillor A Follett advised that the decision for the by-election had not been made by the Henley Resident's Group but had been requested following a request made to SODC from ten Henley residents.

Councillor Dr B Wood confirmed that the cost for the additional polling station would be in the region of £2,000 and that these costs would come from a £10,000 contingency fund. He also advised that a very good candidate had been identified.

Councillor D Nimmo-Smith called Point of Order and stated that discussing potential candidates was not appropriate.

Mayor, Councillor Mrs E Hodgkin asked for approval on Councillor Dr B Wood's recommendations. It was

**RESOLVED** that polling cards be used at a cost of c£1,500 to Henley Town Council's (HTC) budget.

**RESOLVED** that a second polling station e.g. Valley Road School is used at a cost in the region of £2,000, and that the whole of the cost of this by-election should be funded from the budget provision for contingencies.

Councillor Miss L Pye asked that under item 13, the name of the resident should be Mr W Hamilton, not Mr R Hamilton.

Mayor, Councillor Mrs E Hodgkin confirmed that the Minutes would be amended accordingly.

23. **PUBLIC QUESTION TIME**

*Mr K J Arlett – Elizabeth Road*

Mr Arlett made reference to the by-election and reminded Councillors of the process that if no candidate names are put forward then the Council can co-op a member on to the Council.

Mr Arlett also referred to the weeds that were now like 'triffids' in Station Road. He stated that the Council were blaming Oxfordshire County Council (OCC) for not undertaking weed killing, when in fact HTC Park Services allegedly undertook three weed kills in 2008 and, therefore, why does HTC not perform at least one weed kill to improve the appearance of the town.

Mayor, Councillor Mrs E Hodgkin stated that there was no provision in the budget for weed killing in Henley this year and reiterated that it is an OCC obligation to do this work and HTC wanted them to undertake their responsibility.

Councillor Dr P Skolar advised that after being re-elected as a County Councillor, he had been elected Chairman of the Conservative Group. This meant that he would have greater involvement in issues and he would endeavour to ensure that some of the £375,000 ear-marked for Oxford City Centre weed killing would be diverted to Henley for weed killing.

*Mr D Smewing, St Marks Road*

Mr Smewing repeated his question from the last Full Council meeting on the 12 May 2009. Did the Town Council consider that SODC officers had been grossly negligent in failing to mention the Scheduled Ancient Monument at Highlands Farm?

Councillor Dr B Wood replied that this item had been dealt with through the Finance Strategy and Management Committee on the 2 June under item 14 and that the Council could not possibly comment on whether officers were negligent.

Mr Smewing asked what was being done about the figures supplied by SODC which indicated that pollution was up by 18% and these emissions were above the EU limit.

Councillor A Follett confirmed that he had given Mr Smewing a copy of the Minutes from the Air Quality Strategy (AQS) meeting on the 19 May 2009 and that at this meeting Councillors had addressed their concerns regarding the levels of Nitrogen Dioxide. The next meeting of the AQS was not until the 30 July, however, the AQS meeting Minutes would be an agenda item for the Town and Community Committee on the 30 June 2009.

Mr Smewing referred to the last paragraph on page 12 of the draft HTC Statement of Accounts for the year ended 31 March 2009 and asked what arrangements had been put in place: "to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2009."

Councillor Dr B Wood confirmed that a Risk Analysis Plan had been compiled and that areas which were in red had come through amber and were now in green, and that these risks would continue to be monitored through the Value For Money (VFM) Committee.

*Mr D Ellis, Sherwood Gardens*

Mr Ellis asked, following the resurfacing of Greys Road, when would the three large pot holes in Green Lane at the entrance to St Marks Road be repaired as this was used as a 'rat run' for traffic.

Councillor D Nimmo-Smith had only just been made aware of the pot holes mentioned and confirmed that he would be following this up with OCC.

*Mr I Reissmann, River Terrace*

Congratulated the Council on their decision to hold the by-election to replace the North Ward Councillor. However, he was disappointed that democratic elections were considered as money pinching. He went on to congratulate the Mayor on her recent appointment. He also stated that many residents he had spoken to were unhappy with SODC's new waste recycling scheme.

Councillor Miss L Hillier confirmed that most of the residents she had spoken with were happy with the new waste recycling arrangements and that replacing the black bin bags that used to line the streets, with the new colour coordinated bins is an improvement. Generally it was understood by residents that there would be teething problems with the new scheme.

Councillor D Nimmo-Smith advised that District Councillors had been bombarded with emails regarding the scheme.

Deputy Mayor, Councillor Mrs J Wood had received lots of complaints regarding moving to bi-weekly collections of the bins and some of SODC's communications on when bins were to be collected had been incorrect. She went on to say that Kings Road and Tesco car parks recycling areas were an absolute disgrace with rubbish being dumped in these areas due to the removal, too soon, of all bar one of the waste recycling bins and she would like this view taken back to SODC.

Councillor Dr P Skolar called a Point of Order and confirmed that this was Public Question Time, and therefore not the right part of the meeting for Councillors to be discussing their views on the waste recycling scheme.

*Mr W Hamilton, 153 Greys Road*

Mr Hamilton advised that following raising his concerns about his elderly neighbour and the fact that the bins that were blocking the pavement in Greys Road at the last Full Council meeting, Mr John Backley and Councillor Miss L Hillier had been very prompt in responding to this issue and he confirmed that all the residents in this area of Greys Road were now happy.

*Mr K J Arlett*

Mr Arlett asked where HTC stood on the One Stop Shop future funding.

Councillor Dr B Wood confirmed that HTC had interceded and that funding would be provided up until 31 March 2010, but there would be no funding from SODC after this time. He went on to say that HTC totally believes in the One Stop Shop and the service it provides to Henley's 10,000 plus residents; it acts as a provider of information, therefore, further funding of the facility would be sought. HTC had been talking to French Jones who manage the Visitor Information Centre (VIC) and he stressed that as far as he was concerned, the One Stop Shop and the VIC would continue to operate.

24. **PROGRESS REPORT**

Members had before them a progress report on the following matters, copy having been issued. The report was noted with no matters arising.

25. **DISTRICT/COUNTY COUNCILLOR REPORTS**

The Council received the following verbal reports from District and County Councillors.

*District County Councillor reports:*

District Councillor Mrs J Bland reported on the following matters:

- Community Investment Fund - confirmed that one application for Henley had been successful.
  - New Waste Recycling Scheme – advised that SODC had worked extremely hard to appease everyone during the start up of this new scheme.  
District Councillor Mrs R Myer accepted that there had been teething problems in the ward, but overall the switch over had gone very well.  
Councillor C Pye asked why after following a waste collection vehicle up St Marks Road, the collectors were only collecting from one side of the road at a time, thus causing a traffic queue when they went up the road and again when they went down?  
District Councillor Mrs J Bland would ask SODC, but thought it was potentially a health and safety issue.  
Councillor Dr P Skolar advised that there was still a lot of confusion on what items should be placed in what bins and that there needs to be further education on the new waste recycling scheme.  
Councillor S Smith confirmed that in response to Councillor Pye’s enquiry on why the waste collection vehicles are only collecting from one side of the road at a time, the vehicle only has the capacity to load two bins at anyone time. He went on to say that he disagreed with the comments regarding teething problems, and wondered why there were still pink sacks still lining some roads. In addition, currently waste collection crews were working up until 8pm at night and at weekends; what assurance was there that Henley tax payers would not get the bill for the additional overtime. Would there be more literature and when are the black bin sacks going to be collected?  
District Councillor, Mrs J Bland confirmed that she would address Councillor Smith’s questions via a written response.  
Deputy Mayor, Councillor Mrs J Wood explained that so much work had been done by the Waste Action Group (WAG), but the scheme had still failed in many areas and there had certainly not been enough educational material provided to residents.  
District Councillor J Bland referred to fly tipping in Kings Road and how this had been reduced following the installation of the CCTV camera.  
Councillor A Follett referred back to the Deputy Mayor, Councillor J Wood’s suggestion that more waste recycling bins needed to put back in Kings Road and Tesco car parks to combat fly tipping. He stated that it is likely that residents from other counties are also using these facilities to recycle their waste and one bin in each area would not suffice.  
Mayor, Councillor Mrs E Hodgkin asked District Councillors to keep in touch with the complaints / issues received via the One Stop shop.  
District Councillor Miss L Hillier explained that it was difficult to get the balance right and that even when there were more recycling bins available in the fore mentioned car parks this area was still overflowing with recycling rubbish.
- Councillor, Mrs G Dodds praised the level of workmanship of the resurfacing of Greys Road car park and recommended that a letter be sent to John Backley thanking him for the quality and speed of the resurfacing work.

*Action: A letter to be sent to John Backley, SODC thanking him for the quality and speed of the resurfacing work in Greys Road car park.*

*County Councillor reports:*

Mayor, Councillor Mrs E Hodgkin congratulated the County Councillors on their recent reappointments as County Councillors at the recent elections.

County Councillor Dr P Skolar reported on the following matters:

- OCC Granting of Funding: confirmed that these were very, very hard times and there would be difficult decisions to be made on what funding goes in which areas.
- Chairman of Health Scrutiny Committee: Councillor Dr P Skolar informed that he was the Chairman of this Committee and advised that the NHS would not be providing more funds for the allocation for new hospitals and that this was causing extreme pressure on the Primary Care Trust (PCT). He confirmed that he would be meeting with Mr Alan Webb, Director of Provider Services, PCT on the 26 June 2009 and would be addressing this issue at this meeting.
- Chairman Strategy and Partnership Scrutiny Working Group – Councillor Dr P Skolar informed that he was now the Chairman of this Committee.

County Councillor D Nimmo-Smith reported on the following matters:

- Funding of One Stop Shop – confirmed he would follow up with OCC regarding funding of the One Stop Shop.
- Motorbikes – informed that following the latest two motorcyclist fatalities on the Marlow Road and Henley / Bix dual carriageway, the Police were doing what they could, but an educational process was required. There had also been concern from residents of the Fairmile of the noise levels from motorbikes.
- Oakley Wood Recycling Facility - advised that this facility would be reopening on the 27 June 2009 and he had been invited to an official opening ceremony on 26 June.

26. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

Members received a meeting report from Deputy Mayor, Councillor J Wood following her attendance at the Locality Primary School Review meeting held on the 21 May 2009, copy attached to the agenda.

27. **MAYOR'S REPORT**

Members had before them the list of the retiring Mayor's Mayoral engagements from 14 May 2009 to 15 June 2009 inclusive, copy attached to the Agenda.

Mayor, Councillor Mrs E Hodgkin took this opportunity to say how much she had enjoyed the St Olaf Choir Concert at Christchurch on the 28 May 2009 and how their performance was splendid. Ninety young people sung for over two hours. Mayor, Councillor Mrs E Hodgkin advised of two amendments to this report:-

- (i) Youth Council meeting is now on the 22 June, not 15 June 2009 as previously stated.
- (ii) Deputy Mayor did not attend the MacMillan event on the 9 June 2009.

Councillor C Pye suggested that the Mayoral report should only include engagements up until the Full Council agenda is issued.

*Action: Mayor's PA to amend dates of future Mayor's Report to include engagements up to when the Full Council agenda is issued.*

28. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 19 May 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 19 May 2009 and the recommendations therein be received, approved and adopted.

- (ii) The Minutes of the meeting of the Planning Committee held on 9 June 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 9 June 2009 and the recommendations therein be received, approved and adopted.

- (iii) The Minutes of the meeting of the Recreation and Amenities Committee held on 19 May 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Recreation and Amenities Committee held on 19 May 2009 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Recreation and Amenities Committee held on 19 May 2009 – Minute 6

Councillor Mrs R Myer advised that she had been missed from the list of committee members of the Britain in Bloom/Civic Pride Sub Committee, but included on the agenda for the meeting on the 18 June 2009.

*Mayor, Councillor Mrs E Hodgkin confirmed that if Councillor Mrs R Myer would still like to remain on the committee then this Minute would be amended accordingly.*

- (iv) The Minutes of the meeting of the Town and Community Committee held on 26 May 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Town and Community Committee held on 26 May 2009 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Town and Community Committee 26 May 2009 – Minute 7 – Bus Shelters in Henley, Minute 1937

Deputy Mayor, Councillor Mrs J Wood confirmed that the brochure of the bus shelters available free of charge to local councils / authorities in return for the right to advertise on them was available in the One Stop Shop and proposed giving a mandate to the Town Clerk to go ahead and order these two bus shelters on a contract for a year for Harpsden Road and a replacement for Greys Road bus shelter. She confirmed that the positioning of these shelters would not be facing any homes; therefore, the advertising panels would not be an issue.

Mayor, Councillor Mrs E Hodgkin recommended that before proceeding a meeting should take place with the suppliers to see what they are in fact offering.

Councillor Dr B Wood agreed that this opportunity should be explored fully before proceeding.

Councillor B Gibson asked that HTC ensure that no planning permission is needed.

Councillor S Smith expressed concern that Hart Street has the biggest number of bus commuters and would a bus shelter not be better placed here.

Mayor, Councillor Mrs E Hodgkin confirmed that a bus shelter for Hart Street was being provided by OCC.

Town and Community Committee 26 May 2009 – Minute 17 – Clamping in Henley

Councillor Dr B Wood expressed his concerns that the clamping of vehicles was letting the town down. He expressed concern that the contractor hired by HTC to do this work was possibly the wrong character and recommended dispensing of his services. Councillor Miss L Hillier was in agreement.

*Councillor S Smith declared a personal interest as the clamping contractor is a personal friend.*

Councillor Mrs G Dodds reported that he does do a good job, and perhaps needed to be given some strong guidelines on his behaviour, but advised against ending his contract.

Councillor A Follett suggested that the Council needed to take advice on the matter and the item should be referred back to the Town and Community Committee – no decision should be made at this Council meeting. He referred Members back to the letter from OCC's Trading Standards Officer and the fact that the Officer could not control what this person does and where he has contracts set up.

Councillor Dr P Skolar recommended checking the contractor's contract and for legal purposes should be referred back to the Town and Community Committee for further investigation.

There was a discussion among Councillors as whether clamping helped to attract visitors or promotes Henley as a tourist town and whether this is a service HTC should be adopting.

**RESOLVED** that the clamping services with this contractor are continued and the matter is referred back to Town and Community Committee for further investigation and options.

Councillor S Smith abstained from voting on this item.

*[Post meeting note: Contractor will be attending the next Town and Community meeting on the 30 June 2009 to give a presentation and answer questions].*

Town and Community Committee 26 May 2009 – Minute 18 – Weed Control in Henley

Councillor C Pye advised that the entrance to Waterman's Allotments weed control and grass cutting is a half done job and asked that this area be addressed with the Park Services as a matter of urgency, as in its current state the entrance is a danger to the public and community.

*Action: Parks Services to address the entrance to Waterman's Allotments weed control and grass cutting as a matter of urgency.*

*[Post meeting note: Parks Services have now completed this work].*

- (v) The Minutes of the meeting of the Finance Strategy Management Committee held on 2 June 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Finance Strategy Management Committee held on 2 June 2009 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

*Finance Strategy Management Committee – 2 June 2009 - Risk Management Policy Statement – Minute 10*

Councillor Dr P Skolar reiterated the compliments on the clarity and brevity of the Town Clerk's Risk Management Policy Statement.

*Finance Strategy Management Committee – 2 June 2009 – HTC Alarms – Minute 12*

Councillor S Smith asked if the purchasing of the fire extinguishers included maintenance.

Councillor Dr B Wood confirmed that that was case.

*Finance Strategy Management Committee – 2 June 2009 – Highlands Farm (site of Archaeological Interest) Minute 14*

Councillor Mrs R Myer asked what was the archaeological interest on this site. Councillor Dr B Wood confirmed that it is a flint barrow.

- (vi) Mr I Reissmann was invited to the table to give a verbal update following the Townlands Steering Group (TSG) held on the 10 June 2009.

Mr I Reissmann confirmed that the Minutes from the meeting on the 10 June would be presented at the next Full Council meeting. He explained that the reason for the long gap since the last TSG was because the group were waiting until the end of the phase of adverts and after the questionnaires had been evaluated, however, this stage was behind schedule and the TSG needed to meet to discuss other issues. The delay of this stage of the process and the insufficient time that the Project Manager had available were areas of concern for the TSG.

The PCT Henley Project Group (of which Mr I Reissmann is Vice Chair) had been running the project has been replaced with a new steering group, as well as there being a new delivery group. These reorganisations and changes of key personnel were very much a concern as there was the potential for the 'eye to be taken off the ball'. The TSG felt that pressure had to be put on PCT to resolve these organisational issues in order to keep the momentum of the project going forward. Mr I Reissmann had been in touch with John Howell, MP, Mrs Ann Ducker, SODC, Councillors D Nimmo-Smith and Dr P Skolar to put pressure on PCT which had proved successful. Since the meeting on the 10 June, Mr Reissmann had received correspondence from Catherine Mountford, PCT who has assured him that they are committed to the Townlands project and that bidders had been selected and the unsuccessful ones notified.

He confirmed that the new PCT Steering Group was now meeting on the 29 June 2009.

Following Councillor Dr P Skolar's regarding future NHS funding, Mr I Reissmann was waiting to find out what effects this would have on the project.

A successful Community Forum had been held on the 5 May 2009 and if any Members were interested in joining this Forum they should contact Mr I Reissmann.

Councillor R Myer asked that following the Treasury's announcement, did the Townlands Project have a back-up plan from interested groups to provide private funding for the project?

Mr I Reissmann advised that he believed that the project did not currently envisage requiring capital financing as this would be provided by the bidders. He agreed to ask Ms Andrea Young at his meeting on 19 June 2009 and to confirm whether or not any capital spending would be required. Because the project is about re-provision, existing revenue was already available to run services in their new setting.

Councillor Dr P Skolar confirmed that if NHS capital is not used there are other options available. He reconfirmed that he was having meetings with PCT in parallel with the TSG. He asked Mr Reissmann if there had been any progress on the planning issues. Mr Reissmann confirmed that we would be having a meeting with Mrs Paula Fox, Planning Manager at SODC within the next few weeks.

29. **HENLEY-ON-THAMES STATEMENT OF ACCOUNTS**

The Members had before them a note from the HTC's Accountant, Mr C Whitehead and a draft copy of Statement of Accounts for year ended 31 March 2009, attached to the Agenda, to approve subject to audit. It was

**RESOLVED** that the draft copy of Statement of Accounts for year ended 31 March 2009 be approved, subject to audit.

The Mayor, Councillor Mrs E Hodgkin invited Councillors and members of the public to join her for light refreshments in the Mayor's Parlour.

The meeting closed at 09:05pm.

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Mayor