



HENLEY-ON-THAMES
TOWN COUNCIL

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**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A
MEETING OF THE FULL COUNCIL**

to be held on

TUESDAY 4 SEPTEMBER 2018 AT 7.30 PM

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

Mrs J Wheeler
Town Clerk
29 August 2018

Mayor, Councillor G Lambert
Deputy Mayor, Councillor K Arlett
Councillor Sara Abey
Councillor Julian Brookes
Councillor Donna Crook
Councillor D Eggleton
Councillor S Evans
Councillor S Gawrysiak
Councillor Will Hamilton
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor Sarah Miller
Councillor D Nimmo Smith
Councillor Laurence Plant
Councillor I Reissmann
Councillor Jane Smewing

District Councillor Mrs J Bland

Members are reminded to sign the attendance book.

Town Clerk - Mrs J Wheeler CILCA MILCM

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
TO RECEIVE any declarations of interest.
Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), 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 the decision about that matter.
3. **MINUTES**
TO APPROVE the Minutes of the Full Council meeting held on the 03 July 2018 (*attached*) and the Minutes of the Special Full Council meeting held on the 10 July 2018.
4. **PUBLIC PARTICIPATION**
Public Participation - a period of no longer than 20 minutes to receive questions and opinions from members of the public on any matter which affect the town.
NB: attention is drawn to the Council's Code of Practice relevant to Public Participation (a copy is attached to the agenda).
5. **DISTRICT COUNCILLORS' REPORTS (max 10 min total)**
COUNTY COUNCILLOR REPORT (max 10 min total)
TO RECEIVE reports from District and County Councillors following the submission of these reports (*to follow*). Questions to be emailed to the Councillor concerned 24 hrs in advance.
6. **FEEDBACK FROM REPRESENTATIVES OF OUTSIDE BODIES (max 5 min total)**
i) TO RECEIVE any reports from Outside Bodies.
7. **MAYOR'S CIVIC ENGAGEMENTS**
TO RECEIVE and note Civic Engagements from the Mayor 2018 - 2019, from **04 July – 03 Sept 2018** and any other announcements the Mayor may wish to make.
(*report attached*)
8. **REPORTS OF COMMITTEES**
TO RECEIVE the Reports of the Committees:
 - i) **Planning Committee** - 17 July 2018 (*previously circulated*); 07 August 2018 (*previously circulated*) and 28 August 2018 (*to follow*)
 - ii) **Town and Community Committee** – 17 July 2018 (*previously circulated*)
 - iii) **Recreation and Amenities Committee** – 10 July 2018 (*previously circulated*)
 - iv) **Finance Strategy and Management Committee** – 24 July 2018 (*previously circulated*)
9. **TOWNLANDS STEERING GROUP**
TO APPROVE the membership of the Townlands Steering Group – see attached list.
10. **SOUND SYSTEM IN THE COUNCIL CHAMBER**
TO CONSIDER the need for a new sound system in the Council Chamber (*report attached*).
11. **3G PITCH**
TO CONSIDER a report from the Accountant and Planning Manager on the HTC contribution for the 3G Pitch (*report attached*).
12. **EXCLUSION OF THE PUBLIC AND PRESS**
TO EXCLUDE the public and the press 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.

13. **353-357 READING ROAD**
TO CONSIDER a confidential report.
14. **FAIRMILE ACCESS VALUATION**
TO CONSIDER a report following a meeting with the consultants.
15. **PARKS DEPOT**
TO CONSIDER a confidential report.
16. **HR AND H&S CONSULTANT**
TO CONSIDER the confidential minutes of the Legal and HR Committee meeting of 28 August 2018 and the appointment of a new consultant.

nt/jw

29 August 2018

Henley-on-Thames Town Council

Public Participation Scheme

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

1. This scheme applies to meetings of the Full Council, the Planning Committee, Finance, Strategy and Management Committee, Recreation and Amenities Committee and Town and Community Committee and any other committee or sub-committee of the Council.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and Pecuniary interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public 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.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. 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.
7. 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.
8. 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.
9. 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.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. 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.

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE MEETING OF FULL
COUNCIL HELD ON 3 JULY 2018 IN
THE COUNCIL CHAMBER, TOWN
HALL, HENLEY ON THAMES.

Present: Mayor, Councillor G Lambert
Deputy Mayor, Councillor K Arlett
Councillor Sara Abey
Councillor Julian Brookes
Councillor Donna Crook
Councillor D Eggleton
Councillor S Evans
Councillor S Gawrysiak
Councillor Will Hamilton
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor Sarah Miller
Councillor D Nimmo Smith
Councillor Laurence Plant
Councillor I Reissmann
Councillor Jane Smewing

In Attendance: Ms Cath Adams – Acting Town Clerk
Ms Helen Barnett – Town Manager
Mrs Nicci Taylor – Minute Taker
District Councillor Mrs J Bland
18 Members of the Public
1 Member of the Press

The Mayor welcomed everyone to the meeting and congratulated Councillor Miss L M Hillier on becoming Chair of South Oxfordshire District Council and Councillor Ken Arlett on his 70th Birthday.

6. VARIATION TO THE ORDER OF BUSINESS

In accordance with Standing Orders 5 (a) (vii), **IT WAS RESOLVED**

**that the order on business on the agenda be altered so that items 15
Movement of the 353-357 Reading Road Working Group and item 16
Disbandment of the Jubilee Park User Group be moved from Confidential to
the Public session and be considered after item 11.**

**that Minute 19 - Recreation and Amenities Minutes dated 29 May 2018
be moved to the Confidential Section for discussion.**

7. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Town Clerk.

8. TERMS OF REFERENCE

Members considered the Terms of Reference of the Full Council Committee as recommended by Chris Rolley. **IT WAS RESOLVED**

**that the Terms of Reference as recommended by Chris Rolley be
adopted.**

Members considered the terms of reference for Standing Committees as recommended by Chris Rolley. **IT WAS RESOLVED**

that the Terms of Reference for the Standing Committees as recommended by Chris Rolley be adopted subject to the addition of Gillotts Field to Recreation and Amenities, 353-357 Reading Road being removed from Planning and added to Finance Strategy and Management and Street Furniture remaining on Town and Community.

9. **DECLARATIONS OF INTEREST**

None received.

10. **MINUTES**

The Minutes of the Full Council Meeting held on the 01 May 2018 were approved and signed by the Chairman as a true record.

Subject to the following amendments the Minutes of the Annual Meeting held on 14 May 2018 were approved as a true record.

The date of the meeting should read Monday 14 May not Monday 8 May 2018.

Minute 6. Appointment of Deputy Mayor should read Councillor D Eggleton for and Councillor Miss S Evans against.

Minute 7. Election of Standing Committees should be amended to read

‘that the appointment of Standing Committees, their membership, and the Terms of Reference thereof for the Municipal year 2018-19 be adopted.’

The Minutes of the Special Full Council Meeting held on 26 June 2018 were approved by the Chairman as a true record.

11. **FIVE MEMBER MOTION**

Members received a Five Member Motion to rescind Minute 7 of the Annual Meeting and re-debate this minute in light of the election of Councillor Laurence Plant on 14 June 2018.

The Mayor stated that he was disappointed that this item was on the agenda, quoted Standing Order 6 (v) (see below) and moved that the item be put to the vote.

(v) ‘Subject to Standing Order 6(o), when a Councillor’s motion is under debate no other motion shall be moved except: to amend the motion; to proceed to the next business; to adjourn the debate; to put the motion to a vote; to ask a person to be silent or for him to leave the meeting; to refer a motion to a Committee or sub-Committee for consideration; to exclude the public and press; to adjourn the meeting; to suspend any Standing Order, except those which are mandatory.

The Motion was put to the vote and a recorded vote was taken

For

Councillor Sara Abey
Councillor Julian Brookes
Councillor Donna Crook
Councillor Miss S Evans
Councillor Will Hamilton
Councillor David Nimmo Smith
Councillor Laurence Plant

Against

Councillor Ken Arlett
Councillor Dave Eggleton
Councillor Stephan Gawrysiak
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor Glen Lambert
Councillor Sarah Miller
Councillor Ian Reissmann
Councillor Jane Smewing

Motion lost.

12. PUBLIC PARTICIPATION

Chris Baker – Lauds Close / Henley Hockey Club stated that in his opinion in regards to item 16 Disbandment of the Jubilee Park User Group, Members should not agree to disband this group as it is probably the only avenue for issues relating to this area to get to Full Council.

Mr Baker also stated that as a tax payer he objected to the removal of the committee that liaised with the organisation that currently look after Jubilee Park as sooner or later this will cost the tax payer money.

Mr Baker further stated that it is in the interest of the Town Council to know what is happening in this area as he felt that not a lot of attention was currently being paid. If the meetings are stopped then the Council will have no idea what is going on. His view was that the meetings were not contentious more informative.

Claire Sherriff – Sue Ryder User Group requested that the Town Council calls a public meeting and invites representatives from Sue Ryder to answer concerns regarding the plans for the Hospice in the future. She was advised that there were plans to hold a public meeting and that Councillor Reissmann was in contact with Sue Ryder.

Councillor Reissmann informed Ms Sherriff that members of the Townlands Stakeholders group have, subject to discussion agreed to engage with members of the public who are interested / concerned but representatives from Sue Ryder would prefer a private meeting in September. The Clinical Commissioning Group has agreed to attend a public meeting if one takes place.

If a meeting does take place Nettlebed Parish Council should be included.

Jim Munro – Blandy Road questioned if there would be a charge to the Council if a bus route is changed and was advised that no, Reading Buses have registered the routes and will be responsible for any changes and costs.

Pam Phillips – St Marks Road stated that a year ago Members had discussed the possibility of putting a sail or other such shade over the toddlers play area, and questioned when it would be happening as when she had been there with her grandchild recently the only shade was from a tree over the swings. Mrs Phillips was advised by Councillor Eggleton that the decision had been taken to plant trees which once fully grown and established will provide plenty of shade.

Mrs Phillips then asked when the Market Place Mews development would be taking place and was advised that there had been people on site last week but the development would not start again until after the Regatta when the first works to take place will be an archaeological dig.

Trevor Howell – Blandy Road / AFC Henley Thanked Henley Town Council for its continued support and spoke in favour of item 14 3G Pitch Proposal as he stated it is very much needed due to the increasing number of people wanting to use the town's pitches. He stated that in the South Oxfordshire District Council Leisure Strategy, Henley is a priority area for a 3G pitch. 3G pitches are also a part of the FA 2014 Strategy.

13. DISTRICT COUNCILLORS' REPORTS

Members had before them reports from Councillors Bland, Gawrysiak and Hillier and after the following comments noted the information.

- Councillor Will Hamilton asked for an update on CTS and was advised by Councillor Hillier that one would be provided within the next few days.
- South Oxfordshire District Council has completed the street deep clean.
- Subject to ratification at Full Council, Henley should be receiving funds for the grant applications that were submitted.

14. COUNTY COUNCILLOR REPORT

Members had before them a report from Councillor Gawrysiak and after the following comments noted the information.

- Line repainting has now taken place.
- Consultation taking place this week on a 20mph speed limit around the town (Councillor Gawrysiak to e-mail all Councillors with the details).

15. OUTSIDE BODIES

Members considered adding the Henley Youth Festival and Walkers are Welcome to the list of outside bodies for the year 2018-2019. **IT WAS RESOLVED**

that Henley Youth Festival and Walkers are Welcome both be added to the list of Outside Bodies for the year 2018-19

The Representatives to Outside Bodies for the year 2018–2019 was considered, and after the following amendments **IT WAS RESOLVED**

that the report be adopted.

- Air Training Corps Civilian Committee – Councillor Dave Eggleton.
- Henley Arts and Crafts Guild – Councillor Donna Crook to attend a meeting or contact to see if they would like her as a 2nd representative.
- Henley in Transition - Councillor Donna Crook to attend a meeting or contact to see if they would like her as a 2nd representative.
- Discussion to be held with Henley Municipal Charities regarding the length of the appointment, are both parties happy with the term from of 4 years of would it be preferable to change to 1 year.
- NOMAD – Mayor (ex-officio) and Councillor Dave Eggleton
- Youth Festival – Councillor Miss K Hinton – Councillor L Plant to attend a meeting or contact to see if they would like him as a 2nd representative.
- Councillor G Lambert to be the representative for the Walkers are Welcome

16. MAYOR'S CIVIC ENGAGEMENTS

Members received and noted Civic Engagements from the Mayor 2017 - 2018, from 2 -14 May 2018 and from the Mayor 2018-2019 from 14 May – 24 July 2018.

IT WAS RESOLVED

that the list of Mayoral Civic Engagements for the periods 2-14 May and 14 May – 24 July 2018 be received and noted.

17. REPORTS OF COMMITTEES

The Minutes of the Planning Committees held on 15 May 2018, 5 June 2018 and 26 June 2018 were before the Council.

Minute 32

Councillor Julian Brookes to replace Councillor Sara Abey on the Neighbourhood Plan Committee.

Minute 35

Should be amended to read that Mr Sharpe had also spoken to the owner of the property and 11 Gravel Hill.

Minute 44

Councillor Sara Abey missed off the membership for the Transport Strategy Group by mistake; this will be corrected at the next meeting of the Planning Committee.

IT WAS RESOLVED

that the Minutes of the Planning Committees held on 15 May, 5 June and 26 June 2018 be received, approved and adopted.

The Minutes of the Town and Community Committee held on 12 June 2018 were before the Council.

Minute 8

Councillor Will Hamilton to replace Councillor Sara Abey on the Events Sub Committee.

Councillor Miss K Hinton to be added back on to the list of Members of the Committee as she had been a Member in her own right for several years before last year being ex-officio as the Mayor.

Councillor Hinton reminded Members that that the Mayor and Deputy Mayor were ex-officio on Standing Committees but it was the Chair and Vice Chair who are ex-officio on Sub Committees and Working Groups.

Item to agree the Membership of the Townlands Steering Group should have been on the Full Council Agenda but was omitted by mistake and will be included on the next agenda.

Minute 9

Councillor Julian Brookes be replaced by Councillor Sara Abey on the Waste Working Group.

Minute 13

The Barriers on the bridge will be decorated by the Henley Royal Regatta in the early hours of 4 June 2018.

Councillor Stephan Gawrysiak to provide an update on the bridge repairs to the next meeting of the Town and Community Committee on 17 July 2018.

Minute 21

The Northfield End Phone Box to be painted / repaired as soon as possible.

Town Entrance signs to be erected as soon as possible.

Sound Vision and Lighting update on the next Town and Community Agenda.

IT WAS RESOLVED

that The Minutes of the Town and Community Committee held on 12 June 2018 be received, approved and adopted.

The Minutes of the Recreation and Amenities Committee held on 29 May 2018 were before the Council.

Minute 1

Councillor Miler be amended to read Councillor Miller.

Minute 9

Councillor Laurence Plant to replace Councillor David Nimmo Smith on the Open and Green Spaces Sub Committee.

IT WAS RESOLVED

that The Minutes of the Recreation and Amenities Committee held on 29 May 2018 be received, approved and adopted.

The Minutes of the Finance Strategy and Management Committee held on 19 June 2018 were before the Council.

Minute 6

Item to be put on the next Finance Strategy and Management Agenda to change the Terms of Reference on the Legal and Human Resources Group from 5 to 6 Members to allow the inclusion of Councillor Will Hamilton.

IT WAS RESOLVED

that The Minutes of the Finance Strategy and Management Committee held on 29 May 2018 be received, approved and adopted.

18. NEW HENLEY BUS SERVICE

Members received a verbal update from Councillor Gawrysiak. It was noted that there will be a Marketing Meeting with Members of the Working Group and the Reading Buses Marketing team on Thursday 12 July, followed by a meeting of the Bus Working Group to ratify everything on Monday 16 July and the Bus Service going live on Monday 6 August 2018. (Whites will cease to operate the current service on Friday 3 August).

19. MOVEMENT OF THE 353-357 READING ROAD WORKING GROUP

Members considered the transfer of responsibility of the Working Group from the Planning Committee to Finance Strategy and Management. **IT WAS RESOLVED**

that responsibility for the 353-357 Reading Road Working Group be moved from Planning to Finance Strategy and Management

20. DISBANDMENT OF THE JUBILEE PARK USER GROUP

Members considered the disbandment of the user group as per note 5 of the Working Group Meeting held on 13 June 2018. **IT WAS RESOLVED**

that the item should be taken back to the 353-357 Reading Road Working Group for discussion.

21. EXCLUSION OF THE PUBLIC AND PRESS

It was moved by the Chairman and **RESOLVED**

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 publicity would be prejudicial to the public interest by reason of the confidential nature of the business transacted.

22. HENLEY RUGBY CLUB

Members received a verbal up-date from Councillor Smewing. **IT WAS RESOLVED**

That Delegated Powers be given to the Town Clerk to approve suitable wording for both the Rugby Club and Physiologic's Leases.

23. 3G PITCH PROPOSAL

Members considered a report on a 3G pitch proposal. **IT WAS RESOLVED**

That the Council supports the application for a 3G pitch at Jubilee Park as submitted jointly by Henley Town Council and AFC Henley.

24. FAIRMILE

IT WAS RESOLVED

That the Fairmile Verges Policy be referred to all four standing Committees for consideration and a policy to be brought back to the next Full Council Meeting in September.

25. HENLEY BUS SERVICE

Members considered delegating to the Town Clerk any minor amendments to the Reading Bus Contract with a view to the new service starting on 6 August 2018.

IT WAS RESOLVED

That any minor amendments to the Reading Bus Contract with a view to the new service starting on 6 August 2018 be delegated to the Town Clerk and the routes be published as soon as possible.

26. MAKINS RECREATION GROUND – OUTDOOR GYM EQUIPMENT

Councillor Will Hamilton proposed that the item be referred to the Outdoor Spaces Committee for consideration on the location of the equipment and its position.

A vote was taken and the motion was lost.

IT WAS RESOLVED

That the confidential minute of the Recreation and Amenities Committee held on 29 May 2018 be received, approved and adopted.

The Meeting closed at 9.31pm

chairman

Henley 60+ Club
(Social Club for the Over 60's)

Background

Henley 60 Plus Social Club is the registered charity [266950], Henley-on-Thames Day Centre. Registered on 11 March 1974, it serves under the charitable objects: *To promote the welfare of the aged in any manner which now is or hereafter may be deemed by law to be charitable within Henley-on-Thames and District. In furtherance of this, to manage a Day Centre whose members shall be known corporately as the Henley 60+ Social Club.*

Henley 60+ Club provide an essential safe community hub for the elderly of our town, providing access to affordable services and friendship.

Current Finances

The Club held its 2018 AGM on 13 August, and at that date had 123 registered members. Club members can have a two course lunch three days a week for £5.50, and may participate in events and outings arranged by the management free or at subsidised rates. They also have access to an affordable hairdressing salon and a popular chiropodist service.

Henley Town Council provides the land and building to the Club in the centre of town, in the Greys Road carpark, free of charge, and undertakes its general upkeep and maintenance under a lease dated 1 April 2005. HTC also make a grant of £10,000 to the club each year.

The club lets out the premises four times a week to raise funds, but is reliant on donations to balance the books. In the accounting year 2017 it was fortunate to receive generous donations from local businesses and charities, including Manning UK, Tomalin and Son, and Bluebird Care and the Tony Lane Foundation adding up to £25,734. This has enable the Club to achieve a surplus of £9,367. Previous years have seen deficits.

To the year ending 31 December 2017, the Club held funds in the form of investments and cash to the sum of £415,439 and continue to use the proceeds from these to the benefit of the membership.

Safeguarding the Future

Henley has an increasingly aging population and many will benefit from the services and facilities that the 60+ Club could provide. The generous financial support from local businesses and charities, and the huge efforts of the trustees and the staff to maintain the current service are to be commended and are fully acknowledged. Despite the fluctuating income of recent years, the relatively high Club funds provide a good basis for a sustainable future, but this has to be clearly planned. It seems essential that a robust business model is considered to best ensure the long-term provision of these necessary facilities.

Cllr Sara Abey
29 August 2018

Mayoral Civic Engagements
28th June 2018 – 29th August 2018

Agenda Item No. 7

(* events attended by the Deputy Mayor; **events attended by a councillor)

June 2018				
Date	Time	Organisation	Event	Location
Thursday 28th	9.30pm	Regal Picture house.	Pop up Cinema - Thelma & Louise	Mill Meadow
Friday 29th	9.30am	Vintage Vogue	Opening of Shop	Friday Street
Friday 29th	10:30 to 12:30	Prize Giving	Shiplake College	Gregg Davies
Friday 29th	12:30	Lest we Forget	Exhibition Opening	Fire station Gallery
Friday 29th	5pm	Lovibonds + Mayor of Marlow	Two Lovibonds Taps being installed	Churchill Tap, Marlow High Street
Saturday 30th	2.30-4.30pm	Alzheimer's Society	Cupcake day - attended by Mayoress and Deputy Mayoress	Christchurch
Saturday 30th	2.15pm	Henley Royal Regatta	Stewards Meeting	Regatta HQ
Saturday 30th	15:00	Henley Royal Regatta	The Draw	Town Hall
Saturday 30th	6.15-8.15pm	Henley Royal Regatta	Reception at Temple Island	Temple Island
Saturday 30th	7.30pm	Henley Choral Society *	Summer Concert	Christchurch Centre
Saturday 30th	8.30pm	Henley Royal Regatta	Informal supper at Little Angel	Little Angel Pub
July 2018				
Date	Time	Organisation	Event	Location
Sunday 1st	4pm	Street Dance Fitness Fundraiser	Nicola (Nicky) McCartney	D: two
Monday 2nd	10am-2.30pm	Regatta Window Display 2018	Window Display Competition	Delegate House Henley on Thames
Monday 2nd	3-4pm	Steve Redgrave	Regatta	Regatta enclosure
Monday 2nd	6-7:30PM	Henley Royal Regatta	Reception for Overseas Crews	River & Rowing Museum
Monday 2nd	7.30pm	Police	Meeting	Town Hall
Wednesday 4th	All day	Henley Royal Regatta	Regatta	Riverside
Thursday 5th	All day	Henley Royal Regatta	Regatta	Riverside
Friday 6th	All day	Henley Royal Regatta	Regatta	Riverside
Saturday 7th	All day	Henley Royal	Regatta	Riverside

		Regatta		
Saturday 7th	8.30pm	Henley Royal Regatta	Saturday Night Supper	The Seafood Restaurant - Enclosure
Sunday 8th	9am	Henley Royal Regatta	Regatta	St Marys Church
Tuesday 10th	10:00	Henley Housing Trust*	Committee Meeting	Meeting Room Town Hall
Thursday 12th	6pm-midnight	Henley Festival	VIP evening with Dinner and Grace Jones	Riverside
Friday 13th	11.30am	60+ Club	Henley Festival at the 60+ club and Lunch	60+ CLUB
Saturday 14th	11.30am - 1.30pm	Henley Symphony Orchestra	Concert	Henley Festival - Floating Stage
Saturday 14th	2pm	Huntercombe Hall Nursing Home	Opening of the Fete	Huntercombe Nursing Home - Huntercombe End, Nuffield, Henley-on-Thames RG9 5SE
Saturday 14th	3pm	Boroma Friendship	Boroma Comes to Henley	Mill Meadows
Monday 16th	6-8pm	Henley Literary Festival	Henley Launch	Phyllis Court Club - The Pavilion
Wednesday 18th	daytime	OALC Training Course	Chairmanship course	Didcot
Wednesday 18th	7pm- 11pm	Sea Cadets	New Orleans Cruise	Hobbs - Henley
Thursday 19th	7pm	Gillotts School	Summer Concert	Gillotts School
Saturday 21st	7-9pm	Brakspear	Club to Pub Swim	Angel on the Bridge
Sunday 22nd	All Day & Eve	40th Thames Traditional Boat Festival	Boat Festival and Train Ride	Fawley Meadows
Tuesday 24th	3-4pm	Acacia Lodge Care Home	Music Festival- !960's theme	Acacia Lodge
Tuesday 24th	6PM	Christchurch Centre	Glyn Millington	Christchurch Centre
Wednesday 25th	1-4.30	Huntercombe Prison	Open Day Event	Huntercombe Prison
Saturday 28th	6.30pm	Henley Dragon Boat Club	Awakening the dragon - Boat naming ceremony	Hobbs of Henley
Monday 30th	10.30am	Henley Municipal	Inspection with	Henley Town

		Charities	Clr Kellie Hinton	Hall
Monday 30th	2pm	Henley Municipal Charities	Meeting	Committee Room Town Hall
Tuesday 31st	1pm	Mezo*	Opening of Restaurant	Market Place Henley on Thames
August 2018				
Date	Time	Organisation	Event	Location
Wednesday 1st	14:30	Tourism Alliance	Meeting	Loddon Brewery
Saturday 4th	10am	Henley Bus Launch	Open bus service	Market Place
Saturday 4th	2.28-5.50pm	Henley Town & Visitors' Regatta	Presentation of tankards to winners	Regatta Lawn
Saturday 4th	4pm	Henley Town & Visitors' Regatta	Presidents Pimms Party	Regatta Lawn
Saturday 4th	6pm- 7pm	Henley Town & Visitors' Regatta	Regatta - Umpires launch for 6pm & The Town Cup Race	Regatta Lawn
Monday 6th	9.30am	Civic Service	Meeting with Duncan Carter at Trinity	Trinity Church
Monday 6th	7.45pm	Lions Club	Meeting	Barn
Monday 13th	7.30pm	Henley 60+ Club*	AGM & Management Meeting	60+ Club, Market Place
Thursday 23rd	7:30pm	Janey - Launch Exhibition	Fashion Exhibition	Old Fire Station Gallery
Wednesday 29th	7.30pm	John Green & Annie Arscott	Meeting	Parlour

**Townlands Steering Group -
proposed membership**

MEMBERSHIP:

Representing Henley-on-Thames Town Council

Councillor Ian Reissmann
Councillor David Nimmo-Smith
Councillor Julian Brookes
Councillor K Arlett

Representing South Oxfordshire District Council

Councillor Lorraine Hillier

Representing Oxfordshire County Council

Councillor Stefan Gawrysiak

Other Representative Bodies

Dr Chris Langley/Dr Philip Unwin - General Practitioners
Mrs J Nimmo-Smith – Chairman, FROTH
John Howell MP – Member of Parliament

Parish Council Representatives

Councillor Michael Winton – Benson Parish Council
Councillor Robert Aitken – Bix and Assenden Parish Council
Councillor Gemma Benoliel – Ewelme Parish Council
Councillor Samantha Webb – Hambleden Parish Council
? – Harpsden Parish Council
Mrs Jane Pryce – Rotherfield Greys & Highmoor Parish Council
Councillor Sue Biggs - Kidmore End Parish Council
Councillor Gill Austin – Nuffield Parish Council
Councillor John Merkel – Remenham Parish Council
Mrs Jeni Wood – Rotherfield Peppard Parish Council
Councillor Catherine Hale – Stoke Row Parish Council
Vacant – Swyncombe Parish Council
Mr Tony Lloyd – Wargrave Parish Council
Mrs Wendy Ayre-Tilbury – Nettlebed Parish Council
Mrs Diane Brookes – Benson Parish Council
Mr John Halsall – Remenham Parish Council

Community Representatives

Dr Peter Ashby
Mrs Valerie Alasia
Mrs Pauline Buckett
Dr Fiona Galton-Fenzi
Mr Geoff Probert
Dr Barry Wood
Veronica Treacher

HENLEY TOWN COUNCIL

Full Council meeting 04 September 2018

Report to consider new sound in the Council Chamber

1. Executive Summary

1.1 Planning permission has been granted for both the lighting and sound systems for the Town Hall. The new sound system for the main hall is due to be installed week commencing 22 October 2018. The sound system for the Council Chamber remains to be considered. A percentage of this spend is covered by a grant from SODC.

2. Background on current use and why we need to spend this money

- 2.1 The Council Chamber at present has no AV provision. The key users of this room are identified as Council meetings; Weddings and Presentations.
- 2.2 Current problems with Council meetings remain amplifying meetings for anyone sitting in the public gallery, including hard of hearing persons and possible recordings of meetings. For weddings and presentations – there is a constant need for speech to be amplified and for some events using background music.
- 2.3 Wedding ceremonies bring in significant income - £10k for last year and £11k for this year so far. Some days we can hold up to three ceremonies in one day. Up to date sound facilities would result in the audience being able to hear the wedding vows from wherever they are sitting in the Chamber.
- 2.4 About 100 hours in the year is given over to free use for certain charities (income around £2,200). In addition the room is used for festivals such as the Henley Literary Festival; food and drink festival; Henley in Bloom conference – these can be mid week or over a weekend. *There would be an opportunity to increase this income stream with the new system in place.*
- 2.5 The Council Chamber is also used free by the Town Council for lots of meetings. If we charged ourselves at the resident's rate we would have charged around £6,500 for around 250 hours in the year.

3. Detailed consideration

- 3.1 At the Finance Meeting on 24 July 2018 – three quotes were considered by the Committee. The contract for supplying a new sound system to both the main hall and the Council Chamber was awarded to Henley Theatre Services at a cost of £61,965.
- 3.3 Confirmation of a grant from SODC was also confirmed @ £15,491 leaving the cost of the project @ £42,778.66 for main hall and £19,186 for the Council Chamber – less £15,491 – total £46,473 plus vat.

3.4 The Finance Committee however only gave the go-ahead for the sound system in the main hall. The Councillors were unsure whether there was the need for the sound facilities in the Council Chamber to be improved.

3.5 The recommended equipment consists of: 4 wall mounted 8" loudspeakers; Table top conferencing system with wireless table mics; charging station; control system with auto-mixing function; recording system onto USB stick in compressed format and hearing loop system. This system has been kept relatively simple as befits a relatively small environment. The consultant recommends a wireless system.

3.6 The speakers will be wall-mounted because the feedback from English Heritage is that the ceiling should be left un-interrupted.

3.7 The Town Clerk has arranged for Henley Theatre Services to rig up a demonstration of a similar system in the Council Chamber for Councillors to see and use the suggested sound system in a live meeting.

3.8 If Councillors decide NOT to go ahead with the new sound facility in the Council Chamber – a proportion of the grant from SODC will have to be refunded – as the award was 25% of the cost of the project.

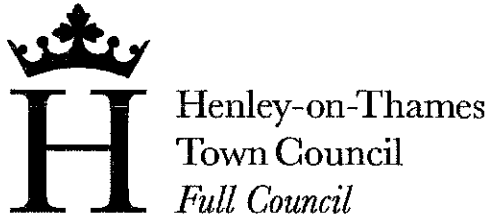
4. Summary

4.1 The cost of the sound system in the Council Chamber – as part of the quote from Henley Theatre Services will be £19,186.69.

Or

4.2 The Councillors decide not to go ahead with the facility and re-fund a proportion of the grant back to SODC.

Janet Wheeler, Town Clerk, 24 July 2018



HENLEY-ON-THAMES TOWN COUNCIL

3G PITCH AT JUBILEE PARK

REPORT FOR FULL COUNCIL 4 SEPTEMBER 2018

1. Executive Summary

- 1.1 At Full Council on 3 July 2018 it was resolved to 'support the application for a 3G Pitch at Jubilee Park as submitted jointly by Henley Town Council and AFC Henley'. Following further research into the project, in order to obtain funding from outside bodies, it would be advantageous to have some Council funds behind the project.

2. Background Information

- 2.1 South Oxfordshire District Council (SODC) have highlighted the need for more 3G pitches in the vicinity of Henley in their latest Leisure Strategy and Jubilee Park has been identified as a potential site. 3G pitches are more versatile than grass pitches - this would enable more matches and training sessions to occur through the week. The need for a 3G pitch in the area is due to increasing player member numbers, and increased sports groups in the area generally. For example, AFC Henley has quadrupled in size over the past 16 years. Multiple groups would be able to access and benefit from a new 3G pitch in Henley. A 3G pitch could attract new teams who are looking for a better quality surface to play on as this enhances a player's experience. Potential new users could also be from popular Walking Football groups, or used for Football Association coaching and referee courses, thus reducing the need to travel some distance as they do currently. New housing in the area will undoubtedly increase the demand for playing space, as will the potential loss of existing playing space due to housing development. This is highlighted in the SODC Playing Pitch Strategy.
- 2.2 Whilst the 3G pitch would necessarily be owned and run by HTC itself as the land owners, and it would be HTC's responsibility to maintain and manage the pitch, AFC Henley are willing to undertake the bulk of the application process including applying for funds, looking to Sport England, the Football Association and SODC as well as minor donations from other clubs and possible commercial sponsorship. Once operational, the pitch would be expected to generate an income in the region of £80,000 per annum and after operating costs have been covered, a return to the Council would be expected.

3. Detailed Consideration

- 3.1 Talks between members of the 353-357 Reading Road Working Group, AFC Henley and the Oxfordshire Football Association have now taken place. Grants can be applied for from the Football Foundation and SODC. Advice has been received that in order to have a better chance of success when applying for grants, the owner of the site (HTC) should make a financial contribution to the project.

- 3.2 With the proposed new clubhouse on Jubilee Park as part of the 353-357 Reading Road development, together with the existing Astro turf and grass pitches, the site would be an attractive sports hub for the town. As part of the viability assessment for the 353-357 Reading Road project, consultants have been asked to consider the management of the site in the future, including a potential 3G pitch.
- 3.3 In addition to the basic 3G pitch, at a cost of around £60,000 it is possible to fit shock pads to enable the pitch to be used for rugby, thus increasing the usage possibilities. Without the shock pads, the pitch could be used for non-contact rugby.
- 3.4 Given that the Council expressed its support for the project on 3 July 2018, the next step is to consider whether to set aside monies to contribute financially. Of a total project cost of around £660k (including shock pads) most should be funded from grants as indicated at 2.2 above. In order for grant awarding bodies to look on the applications more favourably, the Council is asked to provide a contribution of £50,000.
- 3.5 From recent housing developments in the town, the Council has received £88,000 in Community Infrastructure Levy (CIL) monies to date, of which £69,000 is currently unspent - though there are some likely draws on the funds. The Council is due at least another £100,000 from developments that are known to be in the pipeline. Rather than put this project through the grants process for a Council contribution, given that it is for development of a Council asset and related to the increased demands that development places on the town, it would be possible to set aside £50,000 of CIL monies for the project.

4. Recommendation

- 4.1 That the Council resolve to set aside £50,000 of CIL monies received for the 3G pitch project at Jubilee Park.**

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29 August 2018