

Present: Mayor, Councillor Mrs E Hodgkin  
Deputy Mayor, Councillor S Gawrysiak  
Councillor M Akehurst  
Councillor Mrs J Bland  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor Miss K Gehrman  
Councillor W Hamilton  
Councillor D Hinke  
Councillor Ms L Meachin  
Councillor D Nimmo-Smith  
Councillor Mrs P Phillips  
Councillor I Reissmann  
Councillor D Silvester  
Councillor Mrs J Wood

In Attendance: Mr M W Kennedy - Town Clerk  
Mrs P Price-Davies - Minute Taker / Committee Administrator  
Mr C Austin - Town Sergeant

Also Present: 1 member of the press  
14 members of the public

The Town Clerk read out the fire evacuation procedure and reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda. He also drew members of the public's attention to the laminated rules placed on each seat in the public gallery.

**79. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Miss L Hillier. Apologies for lateness were received from Councillors Clenshaw and Reissman.

**80. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**81. MINUTES**

- (i) The minutes of the Special Full Council meeting held on 27 November 2012 were approved and signed by the Chairman as a true record, subject to a correction in the minutes to record that Councillor Mrs J Bland had tendered her apologies and had not been present at the meeting.
- (ii) The minutes of the Full Council meeting held on 15 January 2013 were approved and signed by the Chairman as a true record.
- (iii) The minutes of the Reconvened Full Council meeting held on 22 January 2013 were approved and signed by the Chairman as a true record.

**82. PUBLIC PARTICIPATION**

*Mrs G Dodds, Greys Road*

Mrs Dodds asked when the signage of the Kings Arms Barn would be erected; how many signs had been ordered; when they were due for delivery and where they were going to be sited. The Town Clerk agreed to look into the situation and report back.

*Mr K Arlett, Elizabeth Road*

Mr Arlett enquired as to whether all political groups were allowed access to the rooms in the Town Hall to hold meetings free of charge as it had been brought to his attention that The UK Independence Party (UKIP) had met in the Town Hall last week and he was curious as to whether they had been charged. The Town Clerk responded to the question, stating that the local Henley political parties were entitled to meet in the Town Hall at no cost but he had no knowledge that UKIP had made any bookings but would investigate the matter.

*Mrs V Alasia, Makins Road*

Mrs Alasia enquired as to when the public would find out about the latest developments with The Henley Neighbourhood Plan. The Mayor confirmed that this item would be considered later that under the relevant item on the agenda.

*Dr B Wood, Blandy Road*

Dr Wood expressed his opinion that Henley Town Council should consider an alternative site for the new Townlands Hospital development, suggesting that it should be relocated and built on the existing Watermans allotment site. He stated several advantages of adopting this model rather than continuing with the current original Townlands site with his main argument being that Henley Town Council would then have sole ownership of the development.

*Mr P Hopkins, Wyndale Close*

Mr Hopkins referred to the item of the Mayor and Deputy Mayor Elect, urging members to consider any deserving candidates that were nominated for either of these positions. He felt that Councillors that had served on the Council for many years, dedicating their time and commitment to the town should be considered.

Councillor D Clenshaw entered the meeting at 7.45pm.

*Mr K Arlett, Elizabeth Road*

Mr Arlett aired concern about the correct procedures having being adhered to with regards to the 5 Member Motion. The Mayor assured him that the Council had followed the correct procedures from the outset.

*Mr K Arlett, Elizabeth Road*

Mr Arlett expressed his opinion regarding the Challenge Henley Triathlon and dismissed Oxfordshire County Councillor Rose's concern over the legislation regarding this event. He believed that if the County Council did not want this event to be held then they had the power to prevent it from taking place. He also regarded the closure of the Fairmile for the duration of the event as unacceptable.

## **83. DISTRICT/COUNTY COUNCILLOR REPORTS**

### **District Councillors' Reports**

Members had before them reports from District Councillors Mrs J Bland, Mrs J Wood and Mr W Hall. It was **RESOLVED**

**that the reports be received and noted.**

### **Matters arising from the reports:**

The Mayor informed the Council that she had been appointed as a representative on the South Oxfordshire and Vale of White Horse Voluntary and Community Sector Board and her role was to look into the quality of Leisure provision, in particular Henley Leisure Centre.

### **County Councillors' Reports**

Members had before them reports from County Councillors P Skolar and D Nimmo-Smith. It was **RESOLVED**

**that the reports be received and noted.**

Matters arising from the reports:

County Councillor D Nimmo-Smith referred to his report which he had emailed to Councillors previously and gave a verbal update on the following issues:

**Removal of bollards in the Town Centre:** He reported that a date had finally been scheduled for the removal of the damaged bollards sited in the Town Centre. He confirmed that this work was scheduled to commence on 28 February 2013.

**Potholes:** Several members commented on the unacceptable condition of some of the roads in and around Henley, pointing out that recent severe winters have resulted in a sharp increase in new potholes appearing and the repaired ones re-appearing. The current chaotic repair programme was deemed unacceptable and Councillor D Nimmo-Smith assured the Council that he would investigate the funding and management programme that OCC had in place.

**Cleaning of Road Signs:** The Mayor remarked and was grateful that some of the road signs on the A4155 from Shiplake to Henley had finally been cleaned but she enquired as to when the signage at all entrances to the town would also be cleaned. Councillor D Nimmo-Smith said that he would enquire and report back to the Council.

**84. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES**

There was nothing to report.

**85. MAYOR'S REPORT AND ANNOUNCEMENTS**

Members had before them the list of Mayoral engagements from 9 January 2013–19 February 2013 inclusive for the Mayor, copy attached to the agenda. It was **RESOLVED**

**that the report be received and noted.**

The Mayor announced that she would be hosting a Civic Luncheon which was being held on Sunday 24<sup>th</sup> March and she hoped that all Councillors had received their invitations and were able to attend.

Councillor I Reissmann entered the meeting at 8.15pm.

**86. REPORTS OF COMMITTEES**

(i) The Minutes of the meetings of the Planning Committee held on 22 January and 12 February 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meetings of the Planning Committee held on 22 January and 12 February 2013 and the recommendations therein be received, approved and adopted.**

(ii) The Minutes of the meeting of the Town and Community Committee held on 29 January 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Town and Community Committee held on 29 January 2013 and the recommendations therein be received, approved and adopted.**

Arising from the report:

Minute 83 – Old Fire Station Gallery and Kings Arms Barn Working Group

Members considered the resolution and the benefits that the Working Group bring. It was **RESOLVED**

**that the matter be referred back to the next Town and Community Committee meeting on 12 March for further consideration.**

- (iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 5 February 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Finance Strategy and Management Committee held on 5 February 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No.83 Bell Street Public Inquiry

A member relayed to the Council that OCC plan to implement a safe parking scheme of parallel parking as a short-term solution to the problem. It was also confirmed that OCC would be seeking a longer term solution and were currently reviewing the parking situation of the area within a 300m radius of Bell Street and are expecting to be in a position to make decisions by June 2013. It was noted that Councillor S Gawrysiak represented Henley Town Council at the OCC joint meeting regarding this issue.

- (iv) The Minutes of the meeting of the Recreation and Amenities Committee held on 12 February 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Recreation and Amenities Committee held on 12 February 2013 and the recommendations therein be received, approved and adopted, save for correction to Minute No.72 Henley Skatepark Initiative, that the first meeting of the Makins Wheeled Sports Facility was held on the 24<sup>th</sup> January 2013 and not the 12<sup>th</sup> February.**

*Arising from the report:*

Members expressed thanks to the Town Clerk for implementing the deck chair scheme as it was regarded as a positive addition to the facilities at Mill Meadows and it was hoped would prove a sound investment.

(v) Townlands Steering Group (TSG) Committee

The Chairman gave a verbal update on the current financial difficulties delaying the progress of the new Townlands Development. He assured the Council that the PCT were still committed and were confident that this delay would be resolved within the next two weeks and that financial closure is likely to be signed off after April 1<sup>st</sup> 2013 with the work being scheduled to begin in late Spring, early Summer. This situation was not unique to the Townlands Development but any project that was being funded in this way is experiencing similar temporary setbacks. Members requested the Chairman to report back any concerns or changes to the development at the next Full Council meeting.

**87. MAYOR ELECT**

The Mayor invited nominations for Mayor Elect 2013/14.

Councillor S Gawrysiak was nominated by Councillor Miss K Gehrman and seconded by Councillor I Reissmann; and Councillor Miss L Hillier was nominated by Councillor Miss S Evans and seconded by Councillor D Nimmo-Smith. Speeches in support of both candidates were made. It was **RESOLVED**

**that Councillor S Gawrysiak be considered as the Mayor Elect for 2013/14.**

**88. DEPUTY MAYOR ELECT**

The Mayor invited nominations for Deputy Mayor Elect 2013/14.

Councillor M Akehurst was nominated by Councillor Mrs J Wood and seconded by Councillor D Hinke; and  
Councillor Nimmo-Smith was nominated by Councillor Miss S Evans and seconded by Councillor W Hamilton. Speeches in support of both candidates were made. It was **RESOLVED**

**that Councillor M Akehurst be considered as the Mayor Elect for 2013/14.**

**89. HENLEY NEIGHBOURHOOD PLAN**

Members had before them the report from the Town Clerk on the development of The Joint Henley and Harpsden Neighbourhood Plan.

*Arising from the report:*

The Town Clerk read out a letter that he had received from Councillor K George, Chairman of Harpsden Parish Council that morning confirming that Harpsden Parish Council had agreed to be included in the area for the preparation of the Henley-on-Thames Neighbourhood Plan and to fully participate in the process.

A member welcomed the decision of Harpsden Parish Council for the whole of the parish of Harpsden to be considered as part of The Neighbourhood Plan Area. An amendment to the final recommendation in the report was proposed, seconded and agreed.

*'That Council appoints a Neighbourhood Plan Governance Committee by appointing the current Neighbourhood Plan Committee in that role. This Committee would have delegated powers to act and oversee the delivery or the road map on time and to the budget. This Committee would however report back to Full Council with details of the procedures and working groups proposed for the Neighbourhood Plan before implementation'.*

A further proposal to increase the representation of the committee from 4 councillors to 5 councillors was defeated whereupon it was **UNANIMOUSLY RESOLVED**

**that the following recommendation be adopted :-**

- **To approve a joint Neighbourhood Plan based on the combined parish boundaries of Henley and Harpsden, with Henley Town Council as the lead authority;**
- **To authorise the Clerk to make a formal application to South Oxfordshire District Council for this new Neighbourhood Plan Area;**
- **To adopt a Roadmap for the delivery of the Neighbourhood Plan as set out in 3.16:**
- **To appoint a Neighbourhood Plan Governance Committee by appointing the current Neighbourhood Plan Committee in that role. This Committee would have delegated powers to act and oversee the delivery or the road map on time and to the budget. This Committee would however report back to Full Council with details of the procedures and working groups proposed for the Neighbourhood Plan before implementation.**

**90. POPLAR TREES AT MILL MEADOWS**

Members considered the report of the Town Clerk on the Poplar Trees at Mill Meadows. The assigned Working Group had addressed the issue of the planting and the replacement programme following one of the Lombardy Poplars snapping during severe gales in November 2012 and the subsequent felling of a further seven trees in December 2012 on the Town Council land in front of the River and Rowing Museum (RRM). This Working Group had held consultations with representatives from the RRM and HTC had also sought its own independent advice and carried out numerous site visits. Members discussed the issues and information contained within the report and concluded that the Council had fully discharged its legal obligations. Members were in agreement that the Working Group had approached this issue in a fair and considered manner and were satisfied that SODC's condition of the planting being part of a holistic replacement programme would be met. The Council considered the five recommendations in the report. It was **RESOLVED**

**that Henley Town Council instruct Sylvia Consultancy to make application to SODC for the removal of the remaining 5 poplar trees on the eastern verge to be replaced with 9 Fastigate Oaks planted 4m apart AND the crown reduction of the remaining 6 poplars along the western verge.**

**91. RISK ASSESSMENT**

Members had before them a copy of the Strategic Risk Assessment Review for 2013 from the Town Clerk. The Council gave due consideration to the Risk Assessment review, which had been reproduced and had been previously circulated and **RESOLVED**

**that the Risk Assessment Review for 2013 be received, approved and adopted.**

A member thanked the Town Clerk for all his work in compiling and writing the Risk Assessment.

**92. NOTICE OF MOTION TO RESCIND A PREVIOUS RESOLUTION**

Members received and considered a 5 Member Notice of Motion received by the Town Clerk on 11 February 2013 to rescind Council's decision of 22 January 2013, Min. No 76 that approval of the Council Tax leaflet be referred back to the Finance Strategy Committee for grammatical revision and corrections only.

A view was expressed that the correct procedures had been adhered to and that ample opportunities for amendments to the Council Tax leaflet had been given to the party in question. A lengthy debate ensued whereupon it was **RESOLVED**

**that the 5 Member Notice of Motion received by the Town Clerk on 11 February 2013 to rescind Council's decision of 22 January 2013, Min. No 76 be agreed.**

Members had before them a tabled updated copy of the Council Tax leaflet for approval. A debate ensued on the wording of the leaflet, in particular the grammar and the representation of some of the figures. Members discussed the adoption of the revised Council Tax leaflet. It was **RESOLVED**

**that the revised Council Tax leaflet, as tabled at the meeting be approved, without further amendment.**

**93. HENLEY AND DISTRICT CAB**

The licence between Henley Town Council and Oxfordshire South & Vale Citizens Advice Bureau was presented to Council for signing and sealing. It was

**RESOLVED that the lease between Henley Town Council and Oxfordshire South & Vale Citizens Advice Bureau be signed and sealed by the Mayor.**

The meeting closed at 10pm.

*ppd*

*Mayor*