

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk



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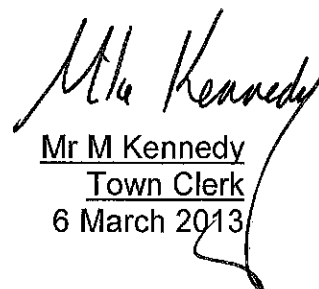
**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
A MEETING OF
THE TOWN AND COMMUNITY COMMITTEE**

To be held on

TUESDAY 12 MARCH 2013 AT 7.30PM

In

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


Mr M Kennedy
Town Clerk
6 March 2013

MEMBERSHIP: Councillor Mrs P Phillips (Chair)
Councillor Ms K Gehrman (Vice Chair)
Councillor Mrs J Bland
Councillor W Hamilton
Councillor D Hinke
Councillor Ms L Meachin
Councillor D Nimmo-Smith
The Mayor, Councillor Mrs E Hodgkin (ex-officio)
Deputy Mayor, Councillor S Gawrysiak (ex-officio)

Members are reminded to sign the attendance book.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.

3. PUBLIC PARTICIPATION SESSION

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:

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. MINUTES

TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 29 January 2013 (previously circulated).

5. TOWN CENTRE MANAGER - SHOP FRONT SCHEME

TO RECEIVE a presentation from Mr P McConnell on the proposed Shop Front Scheme for Henley on Thames.

6. JULIE PERIGO - HENLEY PARTNERSHIP UPDATE

TO RECEIVE an update on the Henley Partnership from Mrs J Perigo.

7. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (report attached).
8. **BUDGET**
TO RECEIVE AND CONSIDER the budget report to 31 January 2013 (report attached).
9. **OLD FIRE STATION GALLERY AND KINGS ARMS BARN WORKING GROUP**
TO RECONSIDER the decision from 29 January (min 83) that the group continues to meet for another 4 meetings to complete the promotion of both the Gallery and the Barn, and that the group provides its own administrative support, invites Officers to attend meetings if their knowledge or assistance is required on specific items and continues to report to this committee (Council minute - 86.2, 26.02.13 refers – report attached).
10. **TWINNING WITH BLED**
TO RECEIVE AND CONSIDER an update report on the twinning of Henley on Thames and Bled (report attached).
12. **VOLUNTEER FAIR**
TO NOTE that following the success of the last two Volunteer Fairs and requests from several volunteer groups and the OCVA, two Volunteer Fairs will be held this year on the Market Place on Saturday 27 April and Saturday 12 October 2013.
13. **FLAGPOLE USE POLICY**
TO CONSIDER producing a policy for the use of the flag poles in the Market Place (report attached).

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6 March 2013

Minute No	Subject	Progress
115 (1.3.11)	Old Fire Station Gallery and Barn Users Group	Consent given by Conservation Officer for removable footprints promoting the Gallery to be placed on the pavement from the front of the Town Hall, around the left hand side, to the Gallery.
85 (13.12.11) 61 (17.01.12) Full Council 52 (30.10.12)	Bus Shelter on the Reading Road	Ian Connick (OCC) has advised that they are about to go out to consultation on the Reading Road upgrade. This will involve upgrading all the stops, installing a number of shelters and generally making it a nicer place!, it will be sent out in the next couple of weeks, and in order that the Town Council has an idea of what is proposed will, of course, be a formal consultee.
93 (31.01.12) 34 (15.01.13 Traffic Advisory)	Market Place Bollards	Installation in progress.
117 (13.03.12)	Fairtrade Town	Councillor J Wood arranging a meeting with the Mayor of Farringdon (already a Fairtrade town) to discuss the best way forward and the Henley Standard running an article for Fairtrade fortnight. Agenda item for further consideration early 2013.
130 (17.04.12) 38 (18.09.12) 60 (30.10.12)	Decriminalisation of Parking	Awaiting agreement for date of 1 st meeting.
34 (18.09.12) 52 (30.10.12)	Budget	<u>Sound System</u> Following the cancellation of the visit on Wednesday 30 January, awaiting confirmation of an alternative date for the Town Clerk and Councillors Mrs E Hodgkin and P Phillips to attend a site visit at Marlborough Town Hall.
73 (11.12.12)	Challenge Henley Triathlon	Meeting held with MP and Parish Councils affected by the route on Friday 15 February.
80 (29.01.13)	Falaise Twinning	Information passed to the Twining Association of the supplier of the embossed stones in Iver Heath.

Henley on Thames Town Council
Budget Reporting 2012-13

Town & Community Expenses

£'000	Note	Actual Month 10 Jan 2013	Expected Out-turn 12/13	Budget 12/13	Final actual 2011/12	Variance Out-turn v Budget
Town Hall Costs						
Wages		32.9	38.0	34.4	35.4	(3.6)
Cleaning Materials		2.7	3.5	4.3	3.3	0.8
Health and Safety		1.2	1.2	0.5	0.5	(0.7)
Alarm & Fire Systems		0.7	1.5	3.6	1.7	2.1
Electricity		4.1	5.1	5.1	5.0	0.0
Furniture & Equipment		0.9	2.2	2.2	1.7	0.0
Gas		3.4	5.0	6.0	4.3	1.0
Insurance		6.7	6.7	6.1	6.1	(0.6)
Lift Maintenance		0.4	1.7	1.7	0.7	0.0
Rates		22.4	22.4	22.0	22.0	(0.4)
Repairs and Painting		3.9	7.6	7.6	8.1	0.0
TH Pro-active Maintenance per schedule		2.0	2.1	2.1	33.2	0.0
Interior decs, budget vired from West Street Stores		6.5	10.0	10.0	0.0	0.0
Public Clock Maintenance		0.0	0.4	0.4	0.5	0.0
Costs associated with wedding ceremonies		0.9	1.0	0.5	4.9	(0.5)
Water		1.1	1.6	1.1	1.6	(0.5)
		90.0	110.0	107.5	128.9	(2.5)
Less Income						
Hire of Rooms, incl free use £12.3k see FSM exp		(22.2)	(34.4)	(18.4)	(14.4)	16.0
Civil Ceremonies		(9.1)	(9.5)	(3.0)	(1.2)	6.5
Net Costs Town Hall		58.7	66.1	86.1	112.8	20.0
Day Centre						
Grant - Running costs		8.0	8.0	8.0	8.0	0.0
Insurance - Building		0.2	0.2	0.2	0.2	0.0
Rates		0.3	0.3	0.2	0.2	(0.1)
Repairs/Maintenance		1.7	3.3	3.3	4.3	0.0
Day Centre Pro-active maintenance per sch		3.2	6.9	6.9	1.3	0.0
Total Costs Day Centre		13.4	18.7	18.6	14.0	(0.1)
Barn						
Rates		1.9	1.9	1.9	1.9	0.0
Electricity		1.0	1.1	1.1	1.0	0.0
Gas		0.3	1.5	1.5	0.9	0.0
Water		0.0	0.1	0.1	0.0	0.0
Telephone		0.2	0.2	0.1	0.1	(0.1)
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		2.5	3.6	3.6	4.0	0.0
Maint per Pro-active maintenance schedule		0.0	0.5	0.5	2.0	0.0
Security		0.3	0.5	0.5	0.5	0.0
		6.5	9.6	9.5	10.6	(0.1)
Less Income						
Room Hire, inc free use £2.9k		(4.2)	(6.5)	(2.1)	(2.4)	4.4
Rent of downstairs		(11.7)	(11.7)	(11.7)	(11.5)	0.0
Net Cost/(Income) Barn		(9.3)	(8.6)	(4.3)	(3.3)	4.3
The Old Fire Station						
Electricity (lower rates negot. than budgeted)		0.2	0.3	0.3	0.2	0.0
Gas (substantial rate increase May 2011)		2.4	2.4	1.8	1.1	(0.6)
Insurance		0.2	0.2	0.2	0.2	0.0
Maintenance etc.		0.9	1.1	1.1	0.2	0.0
Maintenance per Pro-active schedule		0.8	4.7	4.7	3.0	0.0
Marketing costs (to incl all Council properties for hire)		0.0	5.0	5.0	0.0	0.0
Rates		0.9	0.9	0.9	0.9	0.0
Water		0.1	0.2	0.2	0.2	(0.0)
		5.5	14.8	14.2	5.8	(0.6)
Less Income						
Room Hire		(6.2)	(6.4)	(10.8)	(7.1)	(4.4)
Net Cost/(Income) The Old Fire Station		(0.7)	8.4	3.4	(1.3)	(5.0)
Mkt Place Expenses						
		1.2	2.2	2.2	1.7	0.0
Less Income						
Market Rents-Charter & Farmers		(23.1)	(27.5)	(26.2)	(27.4)	1.3
Continental Markets		(4.5)	(4.5)	(4.4)	(4.1)	0.1
Licences		(19.4)	(19.4)	(13.9)	(13.3)	5.5
Car Parking Upper Mkt Place		(8.6)	(8.6)	(8.6)	(8.3)	0.0
		(55.6)	(60.0)	(53.1)	(53.1)	6.9

Henley on Thames Town Council
Budget Reporting 2012-13

Town & Community Expenses

£'000	Note	Actual Month 10 Jan 2013	Expected Out-turn 12/13	Budget 12/13	Final actual 2011/12	Variance Out-turn v Budget
Net (Income) Market Place		(54.4)	(57.8)	(50.9)	(51.4)	6.9
Tourism						
Salary of VIC staff		12.3	15.0	16.0	14.2	1.0
Goods for Resale		0.4	2.0	2.0	1.4	0.0
Henley Partnership - Subs		0.5	0.5	0.5	0.5	0.0
Town Improvements / Action Plan		3.3	3.8	3.8	2.3	0.0
Town Centre Manager costs		2.6	3.0	5.0	0.1	2.0
Regatta Bus Service		1.0	1.0	1.0	1.1	0.0
Satellite Tourist Office costs at Pavilion		3.9	5.0	5.0	0.0	0.0
Diamond Jubilee costs		4.4	4.4	4.0	0.0	(0.4)
2012 Olympics costs		3.6	5.0	5.0	0.0	0.0
Heroes' Return festivities		3.0	3.0	3.0	0.0	0.0
QEII field dedication		0.0	1.0	1.0	0.0	0.0
Visitor Info Centre sundry income		(2.8)	(3.0)	(2.5)	(2.9)	0.5
Net Cost Tourism		32.3	40.7	43.8	16.7	3.1
Security						
CCTV: Town Centre		11.2	14.8	14.6	14.1	(0.2)
CCTV: M Meadows		6.1	8.0	8.0	7.7	0.0
Police Comm Support Officer		10.7	14.3	15.0	14.3	0.7
Security Costs		28.1	37.1	37.6	36.1	0.5
Other Income						
Sundry - eg Film Money		(8.0)	(9.5)	(2.0)	(5.4)	7.6
Ice Cream - Slipway & MM and Mooring Red Lion		(2.9)	(2.9)	(3.6)	(3.0)	(0.7)
Wayleave New St Slipway		(0.7)	(0.7)	(0.8)	(0.7)	0.1
Total Other (Income)		(12.4)	(13.1)	(6.2)	(9.1)	6.9
Net Committee Expenditure		55.7	91.4	128.1	114.6	36.7

**Report of the Town Clerk to a meeting of the Town and Community Committee
to be held on Tuesday 12 March 2013**

OLD FIRE STATION GALLERY WORKING GROUP

1. Executive Summary

- 1.1 To consider the arrangements for the continuation or otherwise of providing officer support to this Working Group.

2. Background Information

- 2.1 On 5 July, 2011, I presented a controversial report to your committee which set out opportunities for optimising income from the hire of the Town Hall, the Old Fire Station Gallery and Kings Arms Barn. My report set out radical options for change based on a survey of 33 hirers of the Old Fire Station Gallery, of which 14 had expressed support in principle to the idea of relocating into the Kings Arms Barn.
- 2.2 Such was the level of hostility expressed by 3 hirers in particular, the Henley Arts and Crafts; Reading Guild of Artists and West Forrest Potters, the idea was not progressed. Instead, a Working Group was set up, **to meet no more than 6 times**, to find better ways to promote and market both the Old Fire Station Gallery and the Barn.
- 2.3 The Working Group has meet on 6 occasions: in 2011 on 23 November; in 2012 on 16 April, 2 July, 10 September and 13 November; and in 2013 on 14 January.
- 2.4 At your last meeting, Minute No, 83 refers, Committee recommended to Full Council that:
- the Group continues for another 4 meetings to complete the promotion of both the Gallery and the Barn, and
 - the Group provides its own administration support, invites Officers to attend meeting if their knowledge or assistance is required on specific items and continues to report to this Committee.
- 2.5 Full Council considered this recommendation at its meeting on 26 February and resolved that the matter be referred back to this meeting for further consideration

3. Detailed Consideration

- 3.1 The Working Group is made up of Councillors Bland, Hodgkin and Phillips and predominately by representatives from the Henley Arts and Crafts Group. It was charged with finding better ways of promoting and marketing the Gallery and the Barn but has yet to begin work on the Barn.

- 3.2 The Committee will want to acknowledge the Working Group's achievements, however, the absence of officer involvement, save for the minute secretary, and clear terms of reference has lead to confusion as to roles and responsibilities, a clear understanding of how the existing systems operate and in one case duplication of work.
- 3.3 In my view a service review of the Old Fire Station Gallery, lead by an officer with member involvement and a representative(s) from the hirers would have delivered the outcomes Council had requested in a more timely manner.
- 3.4 Before the Working Group considers the Barn it is suggested that clear terms of references are agreed by your committee from the outset.

4. Recommendation

- 4.1 The Committees further consideration and instructions in this matter are requested.

Mike Kennedy
Town Clerk
6 March 2013
01491 630074
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**Report of the Town Clerk to a meeting of the Town and Community Committee
to be held on Tuesday 12 March 2013**

TOWN TWINNING WITH BLEED, SLOVENIA

1. Executive Summary

- 1.1 This report apprises Members of the arrangements for the official twinning with Bled, Slovenia next month and asks Committee to endorse these plans and formally resolve that Henley Town Council shall enter into a twinning agreement with Bled.

2. Background Information

- 2.1 The Mayor, Councillor Elizabeth Hodgkin, presented a report to Full Council on 27 November, 2012. The report outlined details of the inaugural visit to Henley in July 2011 by a party comprising the Mayor of Bled, the Ambassador of Slovenia and the British Ambassador to Slovenia.
- 2.2 A repeat visit in Henley took place in July 2012 when the possibility of a twinning arrangement was further developed. Links between our respective towns have already been fostered while a great deal of interest and support has been expressed by several members of the rowing fraternity, with the strong rowing connection between Henley and Bled; the River and Rowing Museum; Henley Festival; Schools and the Henley Partnership.
- 2.3 Full Council resolved on 27 November that this Council **supports an intention to twin with Bled**, Minute number 57 refers, and the purpose of this report is to cement that intention so that the arrangements for the signing of the official twinning agreement can take place.

3. Detailed Consideration

- 3.1 A great deal on groundwork has taken place since Full Council declared its intention to twin with Bled. A Task Group, lead by David Fielding Smith MBE; supported by Steve Bennett, a local lawyer who has a property in Bled; Jonathan Hobbs, who has visited the town many times; John Friend, President of the Henley Rowing Club; and others has held further talks at the Slovenian Embassy with the Mayor of Bled and the Slovenian Ambassador.
- 3.2 The Mayor, Deputy Mayor and last year's Mayor have met several times with the Task Group to progress the twinning link and to better understand the town of Bled.
- 3.3 Although no civic exchange has taken place, both town are now ready for the adoption and formal signing of the twinning agreement and a programme for this has been prepared.

- 3.4 The town of Bled has strong links with rowing and the rowing lakes were the location of the Rowing World Championships last year. Bled has a population of around 5000 and while this is approximately half of that of Henley, the Rowing Centre is where the Slovenian nation team train and is on a par with the Pinsent and Redgrave Rowing Lakes at Caversham.
- 3.5 Bled hosts an international music festival with similarities to the Henley Festival. The town has a large Conference Centre while Henley has the nearby Henley Business School
- 3.6 Bled and Henley are both Tourist destinations and the promotion of tourism between our two towns would be mutually beneficial. Bled has an island in the centre of the lake where marriages are conducted by the Mayor. Henley has Temple Island where weddings are held while our own Grade II Listed Town Hall is licensed for civil marriages.
- 3.7 Andrew Page, the UK Ambassador to Slovenia, has been extremely supportive of the proposed twinning link and has encouraged the Town Council to apply to the European Union for funding that is available for establishing links with emerging countries.
- 3.8 In order to meet the funding window, which closed on 1 February 2013, an application to cover the cost of the reciprocal visit to Bled in September 2013, when it is proposed to send 2 junior eight rowing teams to participate in the Bled Regatta, was made. Debbie Flood, the Olympic bronze medal winner from Leander will also be in attendance.
- 3.9 As is customary when two towns enter into a twinning agreement, it will be necessary to call a Special Meeting of the Town Council when the signing and sealing of the twinning charter occurs. This will take place on **Monday 22 April at 7pm in the Town Hall**. The date coincides with the date the Mayor of Bled along with a delegation of representatives would be in the UK for the World Tourism Fair in London. Invitations will be sent following your meeting.
- 3.10 The cost of hosting a reception afterwards will be met from the Civic Budget in 2013/14.

4. Recommendation

- 4.1 That this Council formally resolves to twin with Bled, Slovenia and that the arrangements for calling a Special Meeting of the Town Council on 22 April 2013 for this purpose, when the signing and sealing of the twinning charter between Henley and Bled can be enacted, be approved.

Mike Kennedy
Town Clerk
6 March 2013
01491 630074
m.kennedy@henleytowncouncil.gov.uk

HENLEY TOWN COUNCIL

Town and Community – Tuesday 12 March 2013

Report on the use of Town Council Flagpoles**1. Executive Summary**

- 1.1 To consider hiring out the Town Council's flag poles in the Market Place to organisations wishing to fly flags / banners advertising forthcoming events, and to produce a suitable policy.

2. Background

- 2.1 At the Town Management Meeting held on 14 October 2008, Members considered the following report:

HENLEY TOWN COUNCIL**Town Management –14 October 2008****Use of Town Council Flagpoles****The Purpose**

To consider hiring out the Town Council's flagpoles in the Market Place to organizations wishing to fly flags advertising forthcoming events.

Background

A request has been received from the Henley Festival for permission to fly flags on the Town Council's flagpoles in the Market Place for the two weeks prior to the Festival.

Other possible users include Continental Markets who have indicated that they wish to have greater advertising of events and the Fringe, Food and Literary Festivals

There is currently no policy for use of the flagpoles by other organisations. The Town Council has 5 poles and 2 banner arms which are not used for much of the time

Councillors are requested to consider whether the poles should be hired out to other organisations. It is suggested that a pilot is carried out with the Town Clerk to decide whether to continue the arrangement based on the degree of 'aggravation' caused.

It is suggested that, if the pilot is successful, and Councillors are minded to agree to the proposal, a formal hire agreement is put in place to permit the flying of flags on the Town Council's flagpoles. The conditions of hire to include the following:

Duration no longer than two weeks prior to event and period of event

Hirer to be responsible for carrying out Risk Assessment, Public Liability Insurance and all aspects of Health & Safety with no responsibility accepted by Henley Town Council. Town Clerk, Mayor and Chair of Town Management Committee to make decision on suitability of hirer.

The hirer collects poles from the Tesco depot and pays a deposit and hire fee

Proposal

That Councillors consider hiring out the Town Council's flagpoles;
 That Councillors consider setting a fee of c£50 per week for the hire of the two poles;
 That a pilot is tested and if successful a formal hire agreement based on conditions as shown above is put in place

Contact staff: A. Gliddon tel: 01491 630071 email:a.gliddon@henleytowncouncil.gov.uk

2.2 At the Town & Community meeting on 29 January 2013 Members granted permission for the Youth Festival to use the poles in March and for further discussion to take place between the Mayor and the Henley Festival re use of the poles in June / July, and recommended that an item be placed on the March agenda to discuss producing a Flag Pole Use Policy.

3. Detailed Consideration

3.1 Following consideration of the report in 2008 the following recommendations were made:

that the proposal to permit the use of the Town Council's flagpoles in the Market Place is agreed for Council supported activities (e.g. Festivals and Continental/Farmers Markets), Henley Festival and other appropriate non-commercial events,

that a fee of £50 per week is charged for the hire of two poles,

that the duration is no longer than two weeks prior to the event and period of event,

that Council use takes priority,

that the hirer is responsible for carrying out risk assessment, public liability insurance and all aspects of Health & Safety with no responsibility accepted by Henley Town Council,

that the hirer collects poles from the Tesco depot and pays a deposit and hire fee,

that in the event that there is lack of clarity regarding the appropriateness of the event that this is determined by the Town Clerk in consultation with Mayor and Chairman of Town Management Committee,

that a formal hire agreement based on conditions as shown above is put in place prior to any hiring.

Action: Committee Administrator to draft appropriate hire agreement and inform Henley Festival of outcome of recommendation.

3.2 At Full Council on 4 November 2008 the Committee's recommendation was amended to the extent that no charges would be made for the hire of the flag poles in the Market Place for Henley Town Council supported activities.

- 3.3 Due to general wear and tear and damage the Council now have 3 flag poles and 2 banner arms.
- 3.4 No record can be found of any subsequent change to this policy on the use of the Flag Poles in the Market Place.
- 3.5 With the passage of time and the Council's enhanced Parks Service, it is suggested that the onus for erecting the flags poles and arrangements for flying flags be carried out in house and a nominal charge of £50 be applied to cover the cost of labour and transportation.
- 3.6 It is also suggested that the flying of flags be limited to local community organisations only.

4. Recommendation

- 4.1 That this committee grants delegated powers to the Town Clerk to allow use of the Flag Pole by local community organisations for a fee of £50, subject to any further parameters the Committee may wish to impose.