

Present: Mayor, Councillor Mrs J Wood (presiding)
Councillor Mrs J Bland
Councillor Mrs P G Buckett
Councillor Mrs G M Dodds
Councillor C W Gibson
Councillor Miss L M Hillier
Councillor Mrs R Myer
Deputy Mayor, Councillor C Pye
Councillor Miss L H Pye
Councillor I Reissmann
Councillors Dr P Skolar
Councillor D Nimmo-Smith
Councillor S Smith
Councillor Dr B Wood

In Attendance: Mr M W Kennedy – Town Clerk
Miss J Smith – Minute Taker / Committee Administrator
Mr C Austin - Town Sergeant

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

The Town Clerk read out the fire evacuation procedure. The Mayor reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda.

9. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Follett and Mrs E Hodgkin.

10. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

11. **MINUTES**

The Minutes of the following meetings were approved and signed by the Mayor, Councillor Mrs J Wood, as a true record.

(i) Full Council, 4 May 2010

(ii) Annual Meeting of the Council, 10 May 2010

Councillor Mrs G Dodds referred to the Appointments of Outside Bodies Representatives (2010-2011) and requested that Councillor Mrs E Hodgkin steps down as a representative of the Henley Day Centre Management Committee. It was

RESOLVED that Councillor Mrs E Hodgkin steps down as a representative of the Henley Day Centre Management Committee and that Councillor G Dodds, Deputy Mayor C Pye and Councillor Mrs J Bland remain as representatives.

(iii) Annual Town Meeting, 22 April 2010.

12. **PUBLIC PARTICIPATION**

Mr C Russell, Bell Street

Mr Russell advised that he was a new resident to Bell Street and referred to the Northfield End parking issues and the Stopping Up order recently discussed at County Hall. He expressed that he felt that this was a poor decision as history had shown

that this was a public highway. He stated that other issues were being ignored, namely safety. It was impossible for vehicles to park without having to traverse onto the pavement in front of the cottages and the fact that there was no access for emergency vehicles because the herringbone layout of the parking spaces were not large enough. He also stated that he had been clamped twice outside his house whilst unloading.

Mr W Hamilton - Greys Road

Mr Hamilton congratulated the Mayor on her recent appointment. He referred to financial cuts being made by central government and asked what the Council would be doing to make additional savings between now and April. Councillor I Reissmann advised that the Value For Money Committee meet regularly to discuss and find where savings could be made. He confirmed that Henley Town Council (HTC) does not directly receive any funding from central government. Councillor Dr B Wood stated that HTC were ahead of the game and had already made £100k savings.

Mrs J Perigo – Royal Mansion, Station Road

Mrs Perigo asked why there was not yet any bunting in the centre of the town. Mayor, Councillor Mrs J Wood confirmed that bunting was due to be installed week commencing 21 June.

Mrs D Jones, Rupert Close

Mrs Jones stated that she was angry with the Henley Standard's article and the officers comments regarding the road survey that had been undertaken on Marlow Road. This survey had been carried out between the 9-15 February 2010 during the bad weather when there had been snow and ice on the roads and therefore less traffic travelling at lower speeds. The article stated that the survey recorded an average speed of 28-30mph. She stated that Councillor Mrs E Hodgkin had disagreed with the survey as well as all the residents and urged the Council to get Oxfordshire County Council (OCC) to carry out another survey. Councillor C Pye confirmed that he had met with Mrs Jones earlier in the year, but had been away when the survey had been carried out. He stated that he would ask Mr P Ronald from OCC to set up another survey. Councillor D Nimmo-Smith confirmed that Mr P Ronald was planning to carry out road traffic surveys here and at Swiss Farm and a report would be going to a future Traffic Advisory Committee.

Mr K Arlett, Elizabeth Road

Mr Arlett referred to Mayor Making on 10 May and that in the past it has been the custom that all past Henley Mayors be invited to attend, however, this year he had not received an invitation. Mayor, Councillor Mrs J Wood stated that she was unaware of this practice, but as a former Mayor, Mr Arlett would know that Mayor Making was open for anyone to attend and Mr Arlett could have attended without an invitation.

Mr W Paul, New Street

Mr Paul asked how much money did HTC spend on tourism and did they see that this was value for money or had money been wasted. Councillor Dr B Wood confirmed that HTC used to spend £72k per annum but had reduced the costs to £30k by using French Jones who had provided an excellent service. He explained that although there was no specific brief to spend money on tourism, tourism was beneficial to all the businesses in the town.

13. **PROGRESS REPORT**

Members had before them a progress report which was noted. The Council was apprised of the latest developments.

Waste Recycling Scheme

Councillor Miss L Hillier stated that South Oxfordshire County Council (SODC) had been nominated for the greatest improvements on waste recycling award.

Mayor, Councillor Mrs J Wood asked if the waste collections had to be completed by a certain time on the day of collection and if so what this time was.

Councillor Miss Hillier advised that she did not know if there was a specific time when all collections in the town had to be finished, but would find out.

Pot Holes

Councillor Dr P Skolar said that progress was being made on filling the pot holes albeit slow.

Mayor, Councillor Mrs J Wood asked why there was only one contractor doing the work as there were so many holes to fill.

Councillor D Nimmo-Smith stated that although there was only one contractor assigned to the work there were numerous teams and that all holes were being filled, even the new ones that had appeared since the original ones had been marked.

Councillor S Smith asked were the same contractors responsible for yellow lines in Mount View as they had been waiting for over a year for these to be done.

Councillor Dr P Skolar confirmed that these were not the same contractor.

Councillor Dr B Wood suggested that perhaps there should be a priority list of roads with the worst holes that should be filled first.

Councillor D Nimmo-Smith advised that this was already done via members submitting road reports and OCC would then action the reports as they receive them.

Post meeting note: Councillor Dr P Skolar forwarded a response from Mr B Burgess, Oxfordshire Highways stating they are currently in a transitional period awaiting for a new highway maintenance contract to start on the 1 July, after this date potholes would be repaired more quickly than at present. Work on the pot holes would commence from the 23 – 25 June 2010.

Highway Ownership Issues at Northfield End

Councillor D Nimmo-Smith referred to the stopping up the carriageway at Bell Street (up to but excluding Rupert House) and that HTC had a right of veto. He advised that OCC were to submit an application to the magistrate and that members of public would be able to make representation. He was not able to confirm the date that the application would be submitted to the magistrate.

Councillor I Reissmann advised that he would be giving a further update later in meeting, under Minute 19 of the Finance, Strategy and Administration Committee held on 25 May 2010.

Managing HGV's through Henley

Councillor Dr P Skolar advised that he was due to have a meeting on the 29 June regarding this issue and reiterated that it was still trying to get something done about the removal of HGV through traffic in the town.

14. DISTRICT/COUNTY COUNCILLOR REPORTS

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

District County Councillor reports:

District Councillor Miss L Hillier reported on the following matters:

- SODC – Get Oxfordshire Active Programme: as part of this programme badminton sessions and coaching would be held at the Henley Leisure Centre on 30 June 2010.
- Loft Installation: on a first come first serve basis local home owners and private tenants can receive loft installation for £99. Over 70's and means tested are able to have free loft installation.

Mayor Councillor Mrs J Wood enquired how many loft installations were available at £99.

Councillor Miss L Hillier was not sure but said she would find out.

District Councillor Mrs R Myer reported on the following matters:

- Local Development Plan: due to the change of government Henley was not now under pressure to provide spaces for an extraordinary amount of new housing. She confirmed that decisions regarding allocating space for new housing would be left to local councils.
- Waste Recycling: reported that the current recycling usage was now between 69% -71% and that Oxfordshire was achieving government figures. Mayor, Councillor Mrs J Wood asked if SODC would be providing more green bags for residents.

District Councillor Mrs J Bland had nothing to report.

County Councillor reports:

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

- Planning Appeals for a proposed Incinerator and a Reservoir: reported that a planning appeal for an incinerator would be starting in July. An appeal had commenced today regarding the proposed reservoir in the area between Steventon Marcham Drayton and the Hanneys.
- Consultation for Primary School: advised that there would be consultation meeting held at Gillotts School on the 28 June 2010 for an additional 30 year places.
- Local Government Framework: advised that the process would be a 'bottom'-up' process with OCC having more control and SODC having more control of the detail.

County Councillor Dr P Skolar reported on the following matters:

- Waste Recycling: reported that with the estimated costs of landfill was £4m per year therefore an incinerator in Oxfordshire was necessary. He agreed that SODC were managing high levels of waste recycling but that fines would be borne by council tax payers if Oxfordshire exceeds landfill Government figures.
- Townlands Project: reported that Primary Care Trust would be attending a meeting at County Hall at 10:00am on the 8 July 2010 and at this meeting they would be questioned on their procurement procedures which had caused a one year delay to this project.
- Finance: reported OCC was funded by direct grant payments from central government, half of this money goes to funding schools. OCC has to make savings of £10.8m this year. Two percent of budget to be cut in this year on the revenue side. CAPEX of £500m funded by borrowing and asset sales.

County Councillor D Nimmo-Smith advised that funding for schools would go on education and not on building new classrooms or schools, therefore, Gillotts would have to continue to do 'patch and mend' on their school buildings.

Councillor Mrs G Dodds asked would the incinerator be used to create energy. County Councillor Dr P Skolar advised that some of the waste that would be burned could be turned into electricity.

Councillor I Reissmann asked when a decision would be made on which services the 2% cuts would affect and were there likely to be cuts made to the medical/social care.

County Councillor Dr P Skolar advised that front line services would be maintained.

Councillor Dr B Wood asked what consultation OCC would be undertaking regarding future cuts and if so asked how you can become involved.

County Councillor Dr P Skolar advised that there would be no public consultation as the timeframe to make decisions was only around five weeks, however,

consultation would be held with focus panels consisting of 20-40 people and Councillor Dr B Wood could apply to OCC to be included in one of these groups.

Mayor, Councillor Mrs J Wood asked who decides on what advertising goes on the BT telephone boxes within the town.
County Councillor D Nimmo-Smith replied that he would find out and let her know.

15. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

There was nothing to report.

16. **MAYOR'S REPORT**

Members had before them the list of Mayoral engagements from 28 April to 9 June 2010 inclusive, copy attached to the Agenda.

The Mayor thanked Councillor Miss L Hillier for attending the Leichlingen Twinning event held on the 5 June on her behalf. She stated that Councillor Mrs E Hodgkin had shown great energy as Mayor and would be a very hard act to follow. In addition, the Mayor said that she had been warmly welcomed at all the events she had attended so far and that it was a great privilege for her to have been elected as Mayor and thanked all the Councillors for their vote and support.

17. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 11 May 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 11 May 2010 and the recommendations therein be received, approved and adopted.

- (ii) The Minutes of the meeting of the Planning Committee held on 1 June 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 1 June 2010 and the recommendations therein be received, approved and adopted.

- (iii) The Minutes of the meeting of the Town and Community Committee held on 18 May 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town and Community Committee held on 18 May 2010 and the recommendations therein be received, approved and adopted subject to the following changes.

Arising from the report:

Minute 7- Appointment of Working Parties Sub Committees and the Membership thereof

Councillor Miss L Hillier advised that both she and Councillor Mrs J Bland were representatives of the Traffic Advisory Committee for SODC and asked that this be changed in the minutes.

Minute 15 – Henley Action Plan – Air Quality

Councillor Dr B Wood stated he was delighted that the issue of air quality had been addressed as nothing had happened regarding this for the past year. He explained that significant parts of Henley still have poor air quality and fall outside the EU regulations. He recommended that in addition to the recommendations within this minute that a stern letter be sent to SODC to ask that this issue be addressed as a high priority and is worked through with the Henley Action Plan Coordination Group.

Councillor I Reissmann agreed and reiterated that air quality levels are an EU directive not a recommendation and failure to meet these levels would result in Henley being fined, therefore, it was very important to put pressure on SODC to readdress this issue. He stated the change to traffic management in Duke Street had failed to reduce the Nitrous Oxide levels and despite this SODC had stated in the Local Transport Plan 3 (LTP3) that air quality in Henley was a low priority.

Councillor D Nimmo-Smith advised that the statement in the LTP3 was misleading, what was relevant to other towns in the district was not the same for Henley and agreed that pressure should be put on SODC.

Councillor Dr P Skolar advised that the prevention of HGV's would help to reduce these levels. It was

RESOLVED that a stern letter be sent to SODC asking that this issue be addressed as a high priority and is worked through with the Henley Action Plan Coordination Group.

Minute 16 – Street Litter in Henley

Councillor Dr B Wood stated that he had been appalled at the amount of litter in the Market Place on Saturday evenings. He advised that the only way that the litter issue in the centre of Henley could be resolved was if litter pickers were employed to work at the weekends. He suggested that a levy be implemented on the food businesses in the Market Place e.g. Starbucks; Bloc and Loch Fyne, who already have an agreement with HTC to use the Market Place, to cover labour costs to pick up litter.

Councillor Miss L Hillier stated that she would definitely not like to see a levy placed on the Market Place businesses as they already pay enough in commercial rates. The cause of the litter was the result of consumer carelessness and that rather than a levy being placed on businesses, fines should be made by the Police for the people dropping the litter.

Councillor Smith stated that the litter in the Market Place was not all from the Market Place businesses, but from other take away establishments including pubs in the town.

Councillor Mrs R Myer advised that the culprits dropping the litter should be arrested by the Police, made to do community service and pick up the litter in the town.

Councillor C Pye recommended that Councillor Dr B Wood's proposal of implementing a levy on some of the town centre businesses be referred back to the Town and Community Committee as an agenda item for further debate. It was

RESOLVED that Councillor Dr B Wood's proposal of potentially implementing a levy on some of the town centre businesses be referred back to the Town and Community Committee as an agenda item for further debate.

Action: Committee Administrator to add to next Town and Community Committee agenda.

Minute 18 – Henley Information Centre (HIC)

Councillor Dr B Wood disagreed with the recommendation of selling merchandise in the HIC and stated this was a flawed concept and gave the following reasons: storage; administration; and out of date merchandise.

Councillor S Smith pointed out that this recommendation was subject to a six month review being undertaken.

Councillor Miss L Hillier advised that the request for merchandise to be sold in the HIC had come from the staff in the HIC following numerous requests from the public. It was

RESOLVED that the recommendation in this minute remains with agreement being given in principle to the provision of a budget of £500 for the purchase of merchandise to be sold in the HIC, subject to the six month review having been made.

It was noted that Councillor Dr B Wood voted against this proposal.

Minute 19 – Temporary Road Closure and Waiting Restrictions – Henley Regatta 2010

Councillor I Reissmann asked if a response had been received from Oxfordshire Highways regarding road closures during the Henley Royal Regatta.

The Town Clerk advised that no response had yet been received.

- (v) The Minutes of the meeting of the Finance Strategy and Management Committee held on 25 May 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Finance Strategy and Management Committee held on 25 May 2010 and the recommendations therein be received, approved and adopted, subject to the following changes.

Arising from the report:

Minute 18 – Henley Rugby Club

Councillor Dr B Wood proposed that a letter be sent to the Henley Rugby Club from the Mayor disassociating the Council from the comments made by Councillor Mrs J Bland.

After a debate from Members consensus was that Councillors should be allowed to speak openly at Committee meetings and that one person comments may not be views of all members of the council. It was

RESOLVED that a letter to Henley Rugby Club explaining Councillors' views was not seen as being necessary.

Minute 19 – Northfield End Highway

Councillor I Reissmann referred to the Northfield End Highway parking as being a real issue of safety, with the fact that the only way to access the parking spaces was for cars to illegally mount the pavements which was extremely dangerous. He stated that now OCC has determined the land at Northfield End as being highway, he recommended that HTC write to OCC requesting that they take the following actions:

- (i) Write to the wheel clamber and those who employ him, requesting that he desists immediately from clamping those on public highway;
- (ii) Remove any posts or any obstructions which should not be on public highway;
- (iii) Ensure that cars do not drive on the pavement threatening the safety and lives of residents and pedestrians; and
- (iv) Ensure the above is enforced by OCC or that the appropriate authorities (e.g. Police) carry out the appropriate enforcement.

Councillor Dr P Skolar questioned whether HTC should be doing this course of action now, or waits until it has gone through a magistrate. He stated that enforcing Councillor I Reissmann's recommendations could be an issue with the Police.

Councillor Mrs G Dodds stated that she would like to see HTC taking some serious action on behalf of the residents.

Councillor I Reissmann advised that there would be a public consultation before the Stopping Up order is put in front of a magistrate and in order to ensure that the consultation was as well informed as possible, he recommended that HTC writes to OCC to make a Freedom of Information

request for all papers (including notes of meetings) relating to the land at Northfield End to include the following, as some of these documents were not currently available:

- (i) Any meetings between OCC and the original owner of the properties which claimed to own the parking spaces: Mr Gunn;
- (ii) Any documents disclosed by OCC to possible purchasers of the properties and claimed parking spaces in response to searches; and
- (iii) Any documents relating to discussions of meeting held with the current developer/owner: Mr L Chesterton.

Both recommendations were moved by Councillor I Reissmann seconded by Councillor C Pye and a recorded vote was taken. It was

RESOLVED that HTC writes to OCC requesting that they take the following actions:

- (i) OCC writes to the wheel clamber and those who employ him, requesting that he desists immediately from clamping those on public highway;
- (ii) Removes any posts or any obstructions which should not be on public highway;
- (iii) Ensures that cars do not drive on the pavement threatening the safety and lives of residents and pedestrians; and
- (iv) Ensures the above is enforced by OCC or that the appropriate authorities (e.g. Police) carry out the appropriate enforcement.

In addition, that HTC writes to OCC to make a Freedom of Information request for all papers (including notes of meetings) relating to the land at Northfield End to include the following:

- (v) Any meetings between OCC and the original owner of the properties which claimed to own the parking spaces: Mr Gunn;
- (vi) Any documents disclosed by OCC to possible purchasers of the properties and claimed parking spaces in response to searches; and
- (vii) Any documents relating to discussions of meeting held with the current developer/owner: Mr L Chesterton.

For

Cllr Mrs P G Buckett
Cllr Mrs G M Dodds
Cllr C W Gibson
Cllr Miss L Hillier
Cllr Mrs R Myer
Cllr D Nimmo-Smith
Cllr C Pye
Cllr Miss L Pye
Cllr I Reissmann
Cllr S R Smith
Cllr Dr B G Wood
Cllr Mrs J Wood

Abstention

Cllr J Bland
Cllr Dr P Skolar

- (vi) The Minutes of the meeting of the Recreation and Amenities Committee held on 1 June 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Recreation and Amenities Committee held on 1 June 2010 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute 11 – Refurbishment of Toilets at the Leichlingen Pavilion

Councillor D Nimmo-Smith stated he was horrified that the architect was unable to give a budget costing and at this stage of the process HTC does still not know how much this refurbishment would cost.

Councillor Dr B Wood confirmed that the budget was between £150-230k, and final costs would be given once the contract goes out to tender. He confirmed that the Committee would be given the option to vote on any final proposal.

A lengthy discussion took place, with most members in agreement that these toilets need to be refurbished to make them 'fit for purpose', but that they disagreed with the amount of money £150-230k being spent on the refurbishment, especially in times of recession.

Councillor C Pye stated that at the moment it seemed like we were putting the 'cart before the horse' and recommended that the project be put on hold until members agree unanimously what the budget was going to be for the refurbishment of the toilets and then the architects costs and building costs can then be worked to fit within this budget. It was

RESOLVED that the project be referred back to Committee to agree what the budget was going to be for the refurbishment of the toilets and then the architect's costs and building costs can then be worked to fit within this budget.

Minute 14 – Refurbishment of Signs at Entrances to Henley

Councillor Miss L Hillier asked would the cost of refurbishment be reduced if they were painted insitu.

Councillor Mrs G Dodds confirmed that the contractor requested the signs be removed to paint and that the price quoted was very competitive.

- (vii) The Minutes of the meeting of the Townlands Steering Group held on 5 May 2010 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Townlands Steering Group held on 5 May 2010 and the recommendations therein be received, approved and adopted, subject to the following changes.

Arising from the report:

262 – Apologies for Absence:

Councillor D Nimmo-Smith advised that he had sent his apologies and asked for this to be recorded in the minutes.

265 – PCT Townlands Project Group

Councillor I Reissmann advised that the TSG had invited Mrs Sonia Mills, Primary Care Trust (PCT) Chief Executive to attend a community forum on the Tuesday, 22 June at 7:30pm in the large hall, Town Hall. At this meeting, an explanation would be given as to the status of the project and next stages, plus there would be a Q&A session. He explained the session was open to the public and encouraged everyone to attend.

Councillor C Gibson asked what public advertising had been done.

Councillor I Reissmann advised that leaflets had gone out.

Councillor P Buckett stated that leaflets had been distributed to certain businesses/organisations within the town, put on notice boards and that the Henley Standard was going to publish the date and time.

Mayor, Councillor Mrs J Wood advised members that the Planning Committee on the 22 June 2010 would now be held at 7:00pm so as not to coincide with the Townlands meeting.

266 – Townlands Services

Councillor Dr P Skolar advised that a contract for the GP's out of hours services was being processed.

Councillor I Reissmann stated that this in fact had now been awarded and agreed that this was an important issue as it was a valuable service that was currently being provided by on site GP's.

267 – Date of Next Meeting

Councillor D Nimmo-Smith asked that in line with protocol more notice should be given when calling meetings, as notice for the meeting held on the 2 June 2010 was given on 1 June.

Members had before them a Townlands Steering Group: Scope and Responsibility for the Townlands Steering Group that had been approved in August 2007, not 2003 as previously stated by Councillor Dr B Wood. Councillor I Reissmann advised that this would be put as an agenda item for the next TSG meeting.

Mayor, Councillor Mrs J Wood advised Members that following the Council's ratification of the Town Mayor's Cadet she was pleased to announce that this would be Miss Ellen Howell, a Sea Cadet, recommended by her Commanding Officer.

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

The meeting closed at 9:45pm.

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Mayor