

**Present:** Councillor Mrs E Hodgkin (Chair)  
Councillor S Gawrysiak (substitute for Councillor Miss K Hinton)  
Councillor W Hamilton  
Councillor D Hinke  
Councillor D Nimmo-Smith  
The Mayor Councillor M Akehurst (ex officio)  
Councillor Mrs J Wood (ex officio)

**In attendance:** Mr M Kennedy – Town Clerk  
Ms J Brazil–Committee Administrator / Note Taker  
Mr P McConnell –Town Centre Manager  
Acting Inspector Hookham

**Also Present:** 1 Member of the Press  
3 Members of the public

**65. APOLOGIES FOR ABSENCE**

Apologies received from The Vice Chairman, Councillor Mrs P Phillips  
Councillor Mrs J Bland, Councillor Miss K Hinton.

**66. DECLARATIONS OF INTEREST**

None received.

**67. PUBLIC PARTICIPATION SESSION**

None received.

**68. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on  
7<sup>th</sup> October 2014 were received, approved and signed by the Chairman as a  
true record.

**69. POLICE UPDATE**

Members received a verbal local area update report from Acting Inspector  
Hookham and noted the information. It was **RESOLVED**

That the report be noted.

Members noted the use of Social Media by TVP in keeping the Community  
informed and in the improvements this made to issues such as missing  
persons and lost / stolen property. Also with the raised terror threat there had

been an increased police presence at the Town's Remembrance Sunday Service which passed smoothly. Acting Inspector Hookham also highlighted the help supplied by the PCSO's who take on the role of Community Engagement and crime prevention with the issuing of 'Smart Water' allocation which allows the full time officers to deal with law enforcement. He also highlighted the successful crime reduction figures and confirmed the CCTV cameras gave the Police additional notification of issues in the town leading to the reduction of antisocial behaviour

A member raised the issue of CCTV Funding in relation to the Police prosecution success rate utilising CCTV and suggested the Police may be able to contribute on a financial level to the replacement of the cameras with digital cameras, when they come with the end of their natural life.

At a recent Councillor Surgery, the issue of habitual drug use was raised in locations outside Henley College and along the river bank. NOMAD and Henley Educational Trust were working on this matter and Inspector Hookham confirmed he would instruct officers to monitor these specific areas.

A member asked for Clarification on Section 27, Violent Crime Reduction Act 2006 and its subsequent replacement by Anti-social Behaviour, Crime and Policing Act 2014, PART 3 Dispersal powers, Section 35 (Directions excluding a person from an area). Inspector Hookham explained Section 35 had replaced Section 27 and only came into force over the last few days. It allowed Officers to monitor situations from a previous week and act on the information accordingly. It allows for the spontaneous removal of individuals in a defined area such as Henley Town Centre.

The Chairman thanked Inspector Hookham for attending the meeting.

Inspector Hookham left the meeting at 7.55pm

## **70. TOWN CENTRE MANAGER UPDATE**

The Chairman invited the Town Centre Manager, Mr P McConnell to the table. He updated the members as follows:

### Economic Development Action Plan

The Town Centre WiFi project was under development and the licenses had been applied for. Mr McConnell explained Listed Building Consent would need to be obtained and was confident the system would be in place by the end of February 2015. The WiFi range would cover the whole of the Market Place and would allow visitors, local businesses and the wider community to access the internet with ease and raise the profile of Henley on Thames even further.

### Signage

Mr McConnell had been looking at a number of ways to improve the signage in the town. It was noted there was a lack of road signs leading to the car parks at Dry Leas, Station and Mill Meadows, all of which are slightly outside the centre of town. A plan was in the process of being completed by an external company and it was hoped this would be completed by 30<sup>th</sup>

November 2014. This would enable designs to be put forward and a full report be presented to this committee in due course. It was noted that the bottom of New Street is lacking in any informative signage leading visitors to the centre of town.

#### Switch on and Shop

It was confirmed over 40 shops in the town centre intended to stay open for the first 'Switch on and Shop' event scheduled for 21<sup>st</sup> November 2014. This event had been taken on board by the Council following feedback from retailers who claimed they did not receive additional footfall from the annual Christmas Festival.

Mr McConnell publically thanked Mrs P Price-Davies for all her help and hard work towards making this event a great success and a future annual event in the town.

#### Tourism and Midsummer Murders

The new Midsummer Murder Trail had been very successful in its first summer and local pubs, Hobbs of Henley and Phyllis Court had all seen increased visitors following on from this with some companies giving walking tours and/or river tours. It was hoped this initiative would bring more tourists to the area and especially Henley. There had already been any increase ranging from 30 to 100 visitors per week in some locations. Mr McConnell also noted there were plans to place plaques on filming locations and buildings adding to the attraction of film location tours for visitors.

#### House and Gardens Show

Plans to hold a Homes and Gardens show in the Town Hall early in 2015 were well advanced. This would involve a marquee in the Market Place and include a fashion show where a room would be built from scratch, culminating with the auction of the articles from the room for the Chilterns Centre for Disabled Children.

#### Henley Visitor Website

Mr McConnell gave a presentation on the newly launched Henley Visitor Website, which is fully Search Engine Optimised (SEO, which enabled it to function on both tablet and smart phones exactly as it does on a laptop or PC. He gave a fully detailed virtual tour around the site and asked if members would kindly visit the website to enable it to gain popularity and move it up the Google listings.

The Committee congratulated Mr McConnell on the success of this new website, [www.visit-henley.com](http://www.visit-henley.com)

## **71. PROGRESS**

Members received a report on progress, and after the following observations noted the information contained therein.

#### Old Fire Station Gallery and Barn Users Group/Footprints

The Committee noted all the footprints had now lost their adhesion, meanwhile test results on their durability was still awaited from the supplier.

#### Fairtrade Town

The Committee noted that a cheque for £500 had been presented to Fairtrade Committee on 6 November 2014.

#### Civil Parking Enforcement

The Committee noted CPE is currently being considered by both SODC and OCC. Parishes are being consulted by SODC.

#### Sound Vision and Light System

The Committee noted a further quotation was still to be received.

#### Northfield End / Bell Street Parking

The Committee noted Councillor Nimmo-Smith is following this matter up with Officers at OCC to establish clarification on the regulation of parking and heritage in the area following the conclusion of the Stopping Up Order in 2012.

#### Bell Street Georgian Pavement

The Committee noted Councillor D Nimmo-Smith is progressing this item.

## **72. BUDGET**

Members received and considered the Management Accounts to 30 September 2014 copy having been issued and **RESOLVED**

### **that the report be noted**

Members received and considered the Draft Budget Figures for 2015/16 and made the following observations:

#### Capital

- The proposed new sound and vision system for the Town Hall is to remain at £80K for the system to be installed into the large hall and any amount left over to be used for any additional items in the Council Chamber.
- The replacement of notice boards around the town for £4K be accepted.
- The replacement of the bottom half of the Town Entry Signs of £10K be accepted.

#### Planned Maintenance

- Agree the amount of up to £5K to weatherproof the West Street Stores premises.

#### Considerations

a) No reduction in the amount spent on the 60+ building. It was **RESOLVED to RECOMMEND**

**that the proposed budget figures included in Schedule 1 be approved subject to further consideration by FSM Committee and Full Council after; and that the capex and planned maintenance programme as presented be approved.**

**73. MARKET WORKING GROUP**

Members received and considered a report to expand the Terms of Reference of the Market Working to include the Farmers Markets. Following a lengthy discussion it was **RESOLVED**

**that the new Terms of Reference for the Market Working Group be reworded to include the town's Farmers Markets.**

**74. WEST STREET STORES**

Members noted the current tenant of West Street Stores had given notice to terminate the licence and was due to vacate the building on 9 December 2014.

The Committee received a verbal request from the Town Clerk that the Town Council does not continue to let the property but instead retains the stores for the Council's own storage. It was **RESOLVED to RECOMMEND**

**that West Street Stores is not offered to another tenant but is instead retained by the Council for its own storage use.**

**75. REGATTA WASH UP.**

Members received and considered the notes of the Regatta Wash Up Meeting held on Tuesday 2 October 2014. It was **RESOLVED**

**that the report be noted.**

**76. TRAFFIC ADVISORY**

Members received and considered the notes from the Traffic Advisory meeting held on Tuesday 2 October 2014 and made the following observations:

Air Pollutions levels are recorded as the highest they have been in a number of years. A member suggested there needs to be a plan for Henley.

The Chairman of Traffic Advisory informed the meeting that a number of members of the TA Committee were visiting SCOOT in November to view the County facilities and will report back to Traffic Advisory

A member highlighted the use of signage to deter HGV's from coming through the centre of Henley. After a long discussion it was **RESOLVED to RECOMMEND**

**that further representations be made to Wokingham Borough Council requesting they reinstate the Lorry/HGV route sign that was on the A404 roundabout at Burchetts Green advising traffic to use the A404 to Oxford and M40, instead of coming through the centre of Henley-on-Thames.**

The Committee discussed the situation surrounding the Greys Road Crossing and the possibility that it could be refused on the grounds of one objection. It was agreed there would need to be further communication between all of the Stakeholders; Headway, Mr P Main representing residents at The Close, the Community of the Gainsborough Estate, the proprietor of the Takhar Newsagents and Sacred Heart School, to ensure all needs are met.

#### **77. DISPLAY SIGNS AND BOARDS IN HENLEY**

The Committee received a verbal report from the Town Clerk regarding the proliferation of promotional display boards and event posters that are appearing around the town. The Committee considered the present situation and discussed ways in which the policing of 'fly posters' may be addressed.

The Chairman explained the Council has a set of regulations regarding posters in the town and suggested the possibility that these guidelines may need to be reviewed. A member highlighted the different rules that apply to A Boards and it was agreed the Chairman and Administrator of the Planning Committee will again address the issue of multiple A boards from individual shops and pubs.

The Committee understood there needed to be a firm policy on the size, organisation and length of time displayed. It was **RESOLVED**

**that the Town Clerk present a full report to the next meeting of the Town and Community Committee.**

#### **78. HENLEY HIGHWAYMAN**

Members received and noted the notes from the Henley Highwayman meeting held on Wednesday 20 October 2014. After some discussion it was **RESOLVED to RECOMMEND**

**that the event be granted free use of the Market Place for the weekend of Saturday 20<sup>th</sup> and Sunday 21<sup>st</sup> June 2015**

**79. TOWN ENTRANCE SIGNS**

The Committee received and considered the design from Giuliani Architects for the new Town Entrance Signs. After some debate it was **RESOLVED to RECOMMEND**

**that the line 'Friendship link with BORAMA SOMALILAND' be placed all onto one line.**

Members discussed whether the letter 't' in 'twinned' should be a capital letter or a lower case letter. After some discussion it was **RESOLVED to RECOMMEND**

**that the word twinned be capitalised.**

**80. LITTLE FREE LIBRARY**

The Chairman invited the Committee Administrator, Ms J Brazil to the table. Ms Brazil gave a verbal report on the concept of the Little Free Library. It was **RESOLVED**

**that the charity organiser be invited to make a presentation on the Free Little Library Project UK, to the next meeting.**

**81. CCTV**

Members received and considered the Quarter Two 2014-2015 Report for Didcot, Henley, Thames and Wallingford and **RESOLVED**

**that the report be noted.**

**82. EXCLUSION OF THE PUBLIC AND PRESS**

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

**that the public and press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 as matters which were about to be discussed would be prejudiced to the public interest by reason of the confidential nature of the business to be transacted.**

**83. CONFIDENTIAL**

**CCTV**

Members received and noted the notes of the CCTV Management Group held on Monday 9 June 2014.

The Meeting closed at 9.50pm

jb

Chairman