

Present: Mayor, Councillor Mrs J Wood (presiding)  
Councillor Mrs J Bland  
Councillor Mrs P G Buckett  
Councillor Mrs G M Dodds  
Councillor Mrs E Hodgkin  
Councillor A Follett  
Councillor Miss L M Hillier  
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  
10 members of the public

The Mayor 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.

27. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C W Gibson and Mrs R Myer.

28. **DECLARATIONS OF INTEREST**

Councillor I Reissmann – Recreation and Amenities Committee – 28 September, Min 34 – personal, member of the Allotment Association.

Councillors D Nimmo-Smith and Dr P Skolar – Finance Strategy and Management Committee – 21 September Min 46 – prejudicial interest as Oxfordshire County Councillors.

Councillors Miss L Hillier and Mrs J Bland – Town and Community Committee – 14 September Min 47 – personal and prejudicial interest as local traders.

29. **MINUTES**

The Minutes of the Full Council meetings held on:

- (i) 27 July 2010 were approved and signed by the Chairman, as a true record subject to the following amendment on page 7 – Min 26 (v) Northfield End Highway: The sentence: 'By vetoing OCC decision turns the area back to highway and then as far as HTC was concerned this would be the end of the matter as it would remain public highway' is replaced with: 'By vetoing OCC decision prevents any attempt to extinguish the highway and then as far as HTC was concerned this would be the end of the matter as it would remain public highway.'
- (ii) Reconvened meeting held on 3 August 2010 were approved and signed by the Chairman, as a true record.
- (iii) Special meeting held on 21 September 2010 were approved and signed by the Chairman, as a true record.

30. **PUBLIC PARTICIPATION**

*Mr Wilkinson, Lauds Close*

Mr Wilkinson referred to the planning application for the proposed new Henley College Sport Hall and asked at which Henley Town Council (HTC) Planning Committee meeting this planning proposal would be discussed. He was advised that this item would be discussed at the next meeting on Tuesday 19 October and he should make representations at that meeting or express his views via one of the Councillors. He was informed that Councillors had already received letters regarding this application and that HTC can only make recommendations to South Oxfordshire District Council (SODC) who is the deciding body.

*Mr C Baker – Lauds Close*

Mr Baker asked that as HTC had previously supported Gillotts Field being officially categorised as a town green, he hoped that Members would give the same consideration to the 'factory style' planning application for the proposed new Henley College Sports Hall. He was informed that HTC does not own the land for the proposed application and that the Planning Committees have to look at planning matters. Mr Baker and Mr Wilkinson were urged to crystallise any objections to cover only planning matters.

*Mr W Hamilton - Greys Road*

Mr Hamilton referred to the Henley Standard's recent reporting on the increase of burglaries and as HTC have extra powers with the Police, what was it going to do about this increase. He also referred to the Esso Petrol Station on Reading Road and their management of the late sale of alcohol (particularly to young adults) as residents opposite the garage had complained about being woken up in the early hours of the morning. He was advised that these residents needed to address their complaints and concerns to SODC Licensing Authority. A member informed the meeting residents had been encouraged to write in so that issues can be addressed by the Town and Community Committee.

*Mr W Hamilton - Greys Road*

Mr Hamilton referred to the Makins Recreation Ground and its' current state of disrepair, in particular the wall that had recently been built had fallen down again and the graffiti. He asked if HTC had the money to make the necessary repairs. Following an inspection of the site, Mr Hamilton was informed that the wall had been made safe and confirmed that the ramp and the recreation area were in good order at that time.

31. **PROGRESS REPORT**

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

*Highway ownership issues at Northfield End*

It was confirmed that the information request to Oxfordshire County Council (OCC) would be resubmitted in a more detailed and specific form. Regarding the consultation with the residents in this area, members were informed that the letter sent to residents gave no additional information from that previously supplied to HTC. A Member suggested that this was the start of a long and complicated administration process and proposed inviting OCC to a meeting to discuss a way forward.

The Council agreed the suspension of Standing Order 70B to allow the County Councillors to speak.

Notwithstanding the offer to speak with OCC on a political level, Members were advised that this now had become a legal issue.

In response to the representations made to OCC about the removal of obstructions on the highway, a Member confirmed that since Bell Street is now highway, anyone can

park in the bays outside the school - there are no regulations in place affecting these that OCC or the Police can enforce. Also, traffic orders would be necessary to enforce any new parking restrictions in parts of Bell Street previously deemed to be private - and these would require a period of consultation before they could be implemented. If the road was then stopped-up, the County Council would once again have no responsibility for enforcement there.

Due to the complexity of the issues at Bell Street, the County Council does not advocate any action there until the feedback from the current consultation has been assessed and a view taken as to the best way to proceed taking all the feedback into account. It was

**RESOLVED** that HTC writes to OCC to request a meeting to discuss a way forward.

Standing Orders were reinstated.

#### Northfield End Traffic Issues

It was confirmed that following a request to OCC, a second traffic speed survey will be carried out.

#### Managing HGV's through Henley

Members were advised that a meeting would take place on 18 October.

It was suggested that because of the width of the Reading Road, cars had to mount the pavement when a large Tesco lorry was approaching in the opposite direction and that this should be addressed with Tesco.

It was understood that OCC was addressing the issue of the white lines in the road in this area but that this issue should be referred to the Traffic Advisory Group (TAG).

*Action: TAG Committee Administrator to put on next agenda.*

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

The following verbal reports were received from District and County Councillors.

#### *District County Councillor reports:*

The following matters were reported:

- Cuts within the Police: at a Q&A sessions at a recent SODC Full Council meeting it had been reported that there would be large cuts in the Police service which in turn would affect the services provided by PCSO's.
- Audit and Corporate Governance Committee: at a recent meeting it had been reported that the investments SODC had lost in 2008 (with the collapse of the Icelandic Banks) it would be getting back 65p-75p for every £1 from April 2009-10. It was reported that OCC would receive 95p in the £1. It was suggested that the money lost had been small and that SODC had been very prudent in managing these monies.
- The South East Plan: The council is principally channeling responses on its core strategy through town, parish councils and community groups, but residents are still able to feed into this process. Residents are able to find out more by visiting [planning policy section](#) on the SODC website or by calling 01491 823725.
- The Young Achievers Award Scheme: Members were reminded that the closing date for nominations was 31 October 2010. SODC offer financial awards of up to £250 for people living in South Oxfordshire aged between 11 and 18 years old. Applicants or people nominating young achievers must be able to show exceptional achievements in the twelve months prior to the closing date. Members were notified that Luke Jones former chair of from the Youth Council had been put forward.

A discussion took place regarding the Core Strategy. The Strategy showed a 10% growth in housing in Henley by 2026, including windfall housing. Concern was expressed that the existing infrastructure, schools, etc would be unable to cope with

this increase. A member confirmed that as Henley was not a growth area, future developments to the current infrastructure were not planned.

Members were referred to the Town Clerk's weekly report issue 34 asking for comments on the core strategy and because a response was required back to SODC by the 29 October this item would need to be discussed at the next Planning meeting on 19 October.

District Councillors were asked to report back to SODC this Council's dissatisfaction that there had been very little time to respond on this important issue. Moreover, members had been given only a few days notice of the recent workshop held on 11 October.

- Community Investment Fund (CIF): £40k had been awarded to Chiltern Centre for Disabled Children.
- Waste Recycling: Oxfordshire were now recycling 74% of rubbish and reported that the recycling wheelie bins were becoming more popular, according to SODC statistics.
- Wi-Fi for Town Centre: funding for this initiative had been secured and a report would be presented at the next Town and Community Committee meeting on 26 October.

*Action: Town and Community Committee Clerk to add to next agenda.*

- Air Quality: £25k from DEFRA would be spent in the four major Oxfordshire towns.

Members questioned whether £25k would go far enough and would SODC be reviewing the Air Quality Plan as Duke Street was in breach of the EU Directive regarding air quality.

A Member asked what survey had been carried out and what statistics were available that showed the increased popularity of the recycling bins.

The Council was told that a Citizens Panel Results Report had been produced that would be circulated to Members.

*Post meeting note: A copy of the Citizens Panel Results Report circulated via email on 13.10.10. A copy is attached to the file copy of these Minutes.*

In response to a Member's question on CIF grants, the Council was advised that £400k had been allocated and awarded.

#### *County Councillor reports:*

The following matters were reported:

- Area Stewards: it was suggested the Area Steward (Mr Keith Stenning) for Henley be invited to attend a future Town and Community Committee.
- Salt/Grit Bins: there will be 30-35% more salt stock piled for bad weather this winter.
- BT Broadband Boxes: new BT broadband boxes were being installed in the rural areas to improve the broadband coverage in these areas.
- Swiss Farm, Marlow Road: OCC would be refreshing road and pedestrians warning signs.
- Energy Monitors in Schools: local schools were having energy monitors fitted to monitor and try and reduce carbon emissions.
- Challenge UK Triathlon: the organisers would be having another meeting with OCC, following which a meeting would be held with all parish councils before the end of the year to discuss how OCC will manage the 180km cycle route and road closures which go through the County and the neighbouring Chiltern Hills.
- Mineral Extraction: a new Minerals and Waste Core Strategy is being prepared.
- Delayed Transfer Of Care (DTOC): is a Social Services provision that OCC had now put in £600k on top of the existing £14m budget. Central government had

reduced funding to zero, but have now realised this is desperately needed as patients had been 'double-bedding'.

- NHS White Paper: OCC are in a good position and have a high level committee which includes representatives from District and County Councils. The functioning Health and Well being Board are looking at a budget of £1bn and projects are going ahead. This Board will eventually replace the Primary Care Trust (PCT).

In response to concerns expressed about the BT box outside Marc Anthony, Hart Street that needed to be moved and prospect of a pedestrian crossing at Swiss Farm, Marlow Road, it was confirmed that SODC is putting pressure on BT to get the broadband boxes removed and until the economy improves there would be no money coming from central government for additional pedestrian crossings for the area.

33. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

Members had before them a Citizens Advice Bureau (CAB) Henley and District AGM 2009/10 Manager's Report which was noted.

A Member recorded the marvellous work the CAB were doing and how very grateful to HTC they were for the peppercorn rent levied by the Town Council for the use of their premises. CAB is negotiating with SODC for more grant funding as well as looking for other sponsors.

34. **MAYOR'S REPORT**

Members had before them the list of Mayoral engagements from 27 July to 6 October 2010 inclusive, copy attached to the Agenda. It was

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

35. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meetings of the Planning Committee held on 3 and 24 August and 7 and 28 September 2010 and were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 3 and 24 August and 7 and 28 September 2010 and the recommendations therein be received, approved and adopted.

*Arising from the reports:*

Planning Committee, 24 August 2010 - Minute 56 – Market Place Mews

Council was advised that Councillor I Reissmann would be representing the Town Council at the meeting of SODC's Planning Committee on 20 October 2010.

Planning Committee, 24 August 2010 - Minute 65 – Planning Update

It was noted that the planning update report was a useful document as it shows how we are performing against SODC.

Planning Committee, 24 August 2010 - Minute 70 – Disabled Parking Bay

Change to minute noted.

- (ii) The Minutes of the meeting of the Town and Community Committee held on 14 September 2010 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Town and Community Committee held on 14 September 2010 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 42(i) – Henley Market Town Co-ordinator

A Member referred to the statement regarding trade being taken away from local traders because of the markets and continental markets and asked where were the facts and data to support this statement and recommended that a report with this data is presented to the Town and Community Committee.

The Chairman ruled that the time for a Member who had declared a prejudicial interest to speak on a minuted item is during the Public Participation Session.

Minute 43 – Police

A Member expressed concern over the PCSO Key Performance Indicators summary report for Q1 – 2010-11 and the fact that Thame, Wallingford and Wheatley do not pay for dedicated PCSO's like HTC do for Henley. He questioned why Henley council tax payers pay £16.5k per annum for a dedicated PCSO when SODC is providing six for other towns in South Oxon.

Minute 44 – Progress – Lay Lights

Members were advised that more information had been received since the last meeting and a consultant had offered to provide services free of charge. It was proposed a further report with all the data is presented to a future Town and Community Committee following discussions with the said consultant.

**RESOLVED** that a report with all the data is presented to a future meeting of the Town and Community Committee following discussions with the said consultant.

*Action: Committee Administrator, Town and Community Committee.*

Minute 46(i) – Estimate for 2011/12

*PCSO* – A debate ensued regarding whether HTC should be paying for a PCSO for Henley town and why HTC are paying for a PCSO when other towns in Oxfordshire are not paying for this service. A motion that this Council requests a specification for a PCSO dedicated to Henley and enquiries are made to the Police why other Councils are not paying for their PCSO, the matter to be referred back to Committee for further consideration was put to the vote and declared lost.

It was confirmed that HTC had a legal contract with the Police for a PCSO that is dedicated to Henley town and the £16.5k for a dedicated PCSO is matched funded by Thames Valley Police. It was suggested that the cost for PCSO's should be considered at the Value For Money Working Group to review the contact and to see if HTC are getting value for money for this service. It was

**RESOLVED** that the cost of funding a PCSO be re-instated and that the figure of £16.5k is added back onto the 2011/2012 draft revenue estimates subject to confirmation that the PCSO is dedicated to Henley.

A Member suggested that £30k be allocated for lay lights in the capital expenditure budget for lay lights.

Councillors Mrs J Bland and Miss L Hillier having previously declared a personal and prejudicial interest left the Chamber and took no part in the following debate.

Minute 47 – Continental Markets

Members were reminded that Henley only has four continental markets per year as they have had in the past and that the recommendation in the minute was not a new policy. Following a lengthy debate and on a motion that was duly seconded and carried. It was

**RESOLVED** that the Council proceed to the next business.

Councillors D Nimmo-Smith and C Pye asked that their disgust be recorded at how the meeting was being conducted.

Councillors Mrs J Bland and Miss L Hillier rejoined the meeting.

Minute 52 – Salt and Grit Bins

A discussion took place as to whether various Residents Associations should be paying for salt and grit bins in the town. It was confirmed that OCC would only be providing the salt and grit bins that were currently in existence on the highway and would not be providing new ones for individual roads/estates. It was recognised that if HTC was to fund additional bins there would need to be compensating savings made in the budget. Following a motion that this Council sets up a budget for funding requests for salt and grit bins that was put to the vote declared lost. It was

**RESOLVED** that the Council is happy to place orders for Residents Associations who would like a salt/grit bin, but that the Association would have to provide the funds to pay for these.

Minute 55 – Refurbishment of Litter Bins Around Henley

A lengthy debate ensued regarding the existing cast iron litter bins and whether they were fit for purpose. A view was expressed that town centre bins were constantly overflowing as they were not big enough to cope with the amount and size of the rubbish generated by the retailers. In addition, there had been numerous complaints about these bins not being able to accommodate cigarette ends. The proposed spend of £47 per bin was seen as a waste of money and the recommendation should not be approved. It was confirmed that the bins were purchased in 1995 for £500 and should last for 25 years provided they are refurbished regularly. To replace these bins for larger bins would cost circa £1k per bin including installation. Confirmation was given that the Henley Town Centre Litter Working Group was seeking funding from SODC for five extra recyclable bins for the town centre. It was

**RESOLVED** that the Council proceeds with the Scheme to repaint the street bins around the town in groups of 10 (30 in total) and that the quotation in the sum of £47 per bin is accepted.

- (iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 21 September 2010 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Finance Strategy and Management Committee held on 21 September 2010 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 50 – Grants

A member asked why the grant awarded to the Henley and District Organ Trust was so high. It was confirmed that this amount related to the hire charges for use of the large hall in the Town Hall.

Minute 52 – Retirement Policy

In response to a question as to whether any further charges would be needed as a result of the new legislation on the age of retirement, the Town Clerk advised that this would be necessary, however, previously there had been no policy on early retirement and that this had now been included.

- (iv) The Minutes of the meeting of the Recreation and Amenities Committee held on 28 September 2010 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Recreation and Amenities Committee held on 28 September 2010 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 35 – First Chapel

Members were mindful that the Council can not afford any additional funding implications if this initiative goes ahead. It was proposed that the words ‘subject to the Finance, Strategy and Management Committee considering the financial implications and the proposals included in the ‘Second Stage Outline and Proposal’, be removed. However, it was agreed that the proposal needed to go to Finance Strategy and Management in order to find out exactly what the financial implications were likely to be before any decision could be made as to whether the Visitor Centre is a viable use of the First Chapel. It was

**RESOLVED** that broad support of the project be given by the Town Council to Mr P Burness-Smith.

It was

**RESOLVED** that the meeting be extended for a further 10 minutes beyond 10:00pm to conclude the remaining items on the agenda.

Minute 37 ii (a) – Mill Meadows Business Season Tickets

Members were informed that the recommendation to increase the Mill Meadows Business Season Tickets from £250 to £260 and residents season tickets for over 65 years to £75 per annum from January 2011 had not been included in this recommendation. It was

**RESOLVED** that Mill Meadows Business Seasons Tickets be increased from £250 to £260 and season tickets for residents over 65 years be increased to £75 per annum from January 2011.

Minute 37 (ii (b) – Appointment of a new member of the Mill Meadows and River Sub Committee

It was **RESOLVED** that Councillor A Follett be appointed as a new member of the Mill Meadows and River Sub Committee.

Minute 39 (ii) – Budget

It was noted that this recommendation referred to the flowerbed budget for 2011/11 and not Henley in Bloom budget as minuted.

Minute 42 – Refurbishment of Toilets at Leichlingen Pavilion

A member commented that by not going ahead with this project had not only wasted money on architects fee but that it had not included all the manpower costs involved which added up to thousands of pounds.

- (v) Townlands Steering Group

It was confirmed that as this meeting was to be adjourned, a Townlands Progress Report would be circulated to Members separately.

*Post meeting note: Townlands Progress report circulated via email on 13.10.10 and a copy is attached to the file copy of these Minutes.*

The Chairman invited Councillors and members of the public to join her for refreshments in the Mayor’s Parlour.

The meeting closed at 10:10pm.