

Present: Mayor, Councillor Mrs E Hodgkin
Deputy Mayor, Councillor Mrs J Wood
Councillor Mrs J Bland
Councillor Mrs G M Dodds
Councillor A J Follett
Councillor C W Gibson
Councillor Miss L M Hillier
Councillor R Myer
Councillor D Nimmo-Smith
Councillor C I Pye
Councillor Miss L H Pye
Councillor Dr P Skolar
Councillor Dr B G Wood

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

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

Before the meeting commenced, the Town Clerk read out the fire evacuation procedure. The Mayor, Councillor Mrs E Hodgkin reminded Councillors and members of the public of the Code of Practice – Public Question Time as stated on the agenda.

30. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T B Buckett and S Smith.

31. **DECLARATIONS OF INTEREST**

Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct) a member with a personal interest 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 personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest. A member with a prejudicial 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 has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. For the purposes of this Part (of the Act), "meeting" means any meeting of the authority; or any of the authority's committees, sub-committees, joint committees or joint sub-committees.

Councillor L Hillier – Minute 39 – personal interest in her capacity as a proprietor of a local business.

32. **MINUTES**

The Minutes of the meeting of Full Council held on the 16 June 2009 were approved and signed by the Mayor, Councillor Mrs E Hodgkin, as a true record.

Councillor Mrs J Bland joined the meeting at 7:35pm.

33. **PUBLIC QUESTION TIME**

Mr W Hamilton - Greys Road

Mr Hamilton asked if, following the reports of four burglaries and recent car thefts in the town, the CCTV cameras were still in operation at the bottom of Greys Hill and does Henley Town Council (HTC) have a maintenance contract in place for these cameras?

Councillor Dr B Wood confirmed that this camera is in operation and there is a maintenance contract in place for the town's CCTV cameras.

Mr K J Arlett – Elizabeth Road

Mr Arlett referred to the four HTC notice boards around the town and the fact that they had fallen into disrepair and looked a disgrace. He asked when maintenance was planned for these notice boards.

Mayor, Councillor Mrs E Hodgkin confirmed that there was regular maintenance and would find out when this was next scheduled and let Mr Arlett know.

Action: Confirm with Park Services Supervisor when maintenance to the notice boards is next scheduled.

Mr R Atkin – Elizabeth Road

Mr Atkin referred to item 11 on the Full Council agenda regarding the installation of disabled parking bays in Hart Street and Bell Street. He reminded Councillors of the background to why these spaces had been requested and very much hoped that Councillors would approve the recommendations made by Mr M Bostock, Oxfordshire County Council.

Mr Atkin referred to the map showing Henley's bus stops that is posted outside the train station (published in June 2009), and asked why this shows a bus stop in Station Road that has been removed. He asked if HTC could write to the relevant body and ask them to up date the map.

Mr K J Arlett – Elizabeth Road

Mr Arlett referred to the bus stop in Greys Road and asked if the recent replacement of the Perspex was being maintained.

Mayor, Councillor Mrs E Hodgkin confirmed that it was but the recent graffiti on it could not be cleaned off and would require the Perspex being replaced. However, this had not been progressed as there are currently discussions underway on replacing these shelters and HTC was waiting for the outcome before replacing the Perspex.

Mr Arlett made reference to the policy that had been set by HTC, that any graffiti on HTC furniture would be removed within 24 hours.

Mayor, Councillor Mrs E Hodgkin confirmed that this policy was still in place.

34. **PROGRESS REPORT**

Members had before them a progress report on the following matters, copy having been issued. The Council was apprised of the latest developments.

One Stop Shops – Minute numbers 4047- 9/12/09; 4060 – 21/1/09; 4070 – 3/3/09; 14 (12/5/09)

Councillor D Nimmo-Smith advised that he was in liaison with and had received an email from Mrs Kat Luddecke - Partnership Working Unit, Corporate Core, Oxfordshire County Council. She had advised that there are problems with the future funding of the One Stop Shops and if they open the door for Henley then they would be opening it for other local councils.

Review on yellow lines in and around the town – Minute numbers: 4058 – 27/1/09; 4070 – 3/3/09 and 14 12/5/09

Councillor D Nimmo-Smith advised that legal issues were being addressed and once these have been resolved the public consultation could take place.

35. **DISTRICT/COUNTY COUNCILLOR REPORTS**

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

District County Councillor reports:

District Councillor Mrs J Bland reported on the following matters:

- SODC Annual CCTV Reports: confirmed that these had now been published. Of 1400 incidents there had been 197 arrests resulting from CCTV footage and overall crime had dropped by one third.
- Community Investment Fund: confirmed that one application for grant funding for Henley Cricket Club had been successful and they had been granted £250,000. Unfortunately, the other two applications from Henley had not been successful.
- New Waste Recycling Scheme: advised that the service had now been in operation for six weeks and that SODC had an 'Intensive Care List' covering 140 properties that had been affected (mainly access problems and problems with sub-divided properties) and that these issues would be addressed as soon as possible. Results of the change of the system had shown food waste now diverted from landfill, together with the increased recycling capture, had risen from 43% to a current average of over 71%, an increase in performance of 65%. In addition, there are 18,300 subscribers to the garden waste service. The latest recycling figures had already shown a rise of 71% since the scheme had been implemented.
- SODC Website: had been voted the 20th best website and that the tourist information section went live on the 1 April 2009.

Councillor C Gibson asked if District Councillor Mrs J Bland had a breakdown of the number of arrests in Henley.

Councillor J Bland confirmed that she did not have a breakdown of the figures but would provide one at the next Full Council meeting.

Councillor Dr B Wood referred to the recent public meeting on the new waste recycling scheme held on the 13 July 2009 when it had been confirmed that all outstanding issues with residents would be addressed by 8 September 2009. He requested that this be added to the Progress Report.

District Councillor Mrs J Bland confirmed that she was happy for this to go on the Progress Report.

Councillor Miss L Pye asked if, following an action from the Town and Community Committee on the 30 June 2009, the One Stop Shop staff had been given a direct telephone number into SODC where they could speak with someone to help handle the huge number of complaints they had been experiencing since the new waste recycling scheme had been implemented.

District Councillor Mrs J Bland confirmed that a direct telephone number had been provided.

Councillor A Follett asked who the two other organisations were who had not received Community Investment Funding.

District Councillor Mrs J Bland confirmed that the organisations were the River & Rowing Museum who had applied for a grant for refurbishments and Henley Rowing Club for refurbishment of a gym. She confirmed that each application had been given careful scrutiny and that out of £2 million worth of grant funding only £700,000 had been allocated to South Oxfordshire.

District Councillor Mrs R Myer reported that she was now Chairman of the Licensing Committee and would have influence on the Greys Road car park night club.

Councillor Dr B Wood referred to a thin string of red lights that had appeared on the building of the night club in Greys Road car park.

District Councillor Mrs J Bland confirmed she would investigate this.

County Councillor reports:

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

- *Oakley Wood Recycling Facility*: the site had re-opened and now had additional bins and more bays.
- *Government Spending Cuts*: after only being re-elected for a month severe reductions had been made in spending tax-payers money. There had been savings of around £54m in the last four years. He reported that unfortunately this would also mean a reduction of 500 jobs within OCC.

County Councillor Dr P Skolar reported on the following matters:

- *Disabled Parking Bays*: confirmed a formal notice of consultation had been placed in the Henley Standard for one space in Hart Street and one space in Bell Street and, subject to an agreement, signs would be going up and the two disabled parking spaces would be implemented as promised.
- *Health Report*: informed that in the report South Oxfordshire had highlighted two areas of concern: the fear of violent crimes; and binge drinking.
- *Weed Killing*: informed that this had been an ongoing issue since 2005 and that the same argument had been received from most towns in Oxfordshire. He confirmed that historically there had always been a limited weed control budget and to do the whole of the county (407kms of kerbs and pavements) would cost £2.8m. He advised that this year they would be concentrating on the villages rather than the towns.

County Councillor Dr P Skolar advised that if OCC says 'no' to funding weed killing for Henley he would be looking at other ways of funding weed killing potentially within Member level budgets.

- *NHS*: confirmed he was a designated officer for Swine Flu. He confirmed the government statistics of 55,000 cases reported in UK of which 62 had been hospitalised with 53 in intensive care and 30 deaths. He reiterated the importance of nominating 'Flu Friends'.

County Councillor Dr P Skolar also advised that in 2010/11 onwards there was zero growth percent in NHS spending and there would be a reduction of £70m per year on the services they provide.

The Mayor, Councillor Mrs E Hodgkin, asked County Councillors about the forthcoming road works in Deanfield Avenue and Reading Road. The Reading Road works would start in September and last 10 weeks, causing major disruption. She asked that HTC be kept informed regarding the Reading Road works and consulted .

Both County Councillors confirmed that they would keep HTC informed.

36. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

There was nothing to report.

Mayor, Councillor Mrs E Hodgkin suggested that the meeting in September a Member gives a short update on their representation on outside bodies.

37. **MAYOR'S REPORT**

Members had before them the list of the Mayor's Mayoral engagements from 16 June 2009 to 18 July 2009 inclusive, copy attached to the Agenda.

The Mayor, Councillor Mrs E Hodgkin, advised Members of the following:

- that she had a fantastic time at the Henley Royal Regatta.
- at the Armed Forces Day the Henley Sea Cadets had raised £1,730 which had exceeded amounts collected from other towns, and she commented on how in would be wonderful if Henley had a town band.
- Kingswood Trust event was very interesting, the speaker being Sue McGregor.
- Britain in Bloom Regional Competition judging had gone very well and she thanked all involved in making the town look fabulous.

Councillor D Nimmo-Smith referred to the meeting on 7 July regarding bus shelters and asked what progress had been made.

Mayor, Councillor Mrs E Hodgkin, advised that this would be reported at the next Town and Community meeting on 8 September 2009.

38. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 23 June 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 23 June 2009 and the recommendations therein be received, approved and adopted.

- (ii) The Minutes of the meeting of the Planning Committee held on 14 July 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Planning Committee held on 14 July 2009 and the recommendations therein be received, approved and adopted, subject to amendments to the numbering in the Minutes.

- (iii) The Minutes of the meeting of the Recreation and Amenities Committee held on 23 June 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Recreation and Amenities Committee held on 23 June 2009 and the recommendations therein be received, approved and adopted.

- (iv) The Minutes of the meeting of the Town and Community Committee held on 30 June 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Town and Community Committee held on 30 June 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Town and Community Committee 30 June 2009 – Minute 28 – Clamping in Henley

Councillor Dr B Wood advised that it had not been his intention to ask the contractor to attend a Town and Community Committee meeting, but that the matter should be dealt with by the Town Clerk. He was of the opinion that there should be a Code of Conduct for this contractor and a discussion should take place regarding his charges.

RESOLVED that the clamping charges and a Code of Conduct are discussed at a meeting between the HTC clamping contractor, Town Clerk and the Mayor.

Action: Meeting to be arranged with the Mayor, Councillor Mrs E Hodgkin, the Town Clerk and HTC's clamping contractor.

Councillor Dr P Skolar agreed with the recommendation but reiterated that HTC would not have any influence with the other contracts the clamping contractor has within the town.

Town and Community Committee 30 June 2009 – Minute 29 – Visitor Information Centre (VIC)

Councillor C Gibson asked for a verbal update from the Town Clerk.

The Town Clerk advised that he had a conversation with the Chairman of the Henley Partnership and that they would not be supporting funding of the VIC. He confirmed that this Council had already passed the resolution from the Finance, Strategy and Management Committee held on 2 June 2009 to the effect that from 1 September 2009 the Visitor Information Centre would be relocated to the One Stop Shop. He also confirmed that ongoing discussions/negotiations were being held with prospective commercial tenants, following the vacation of the VIC from The Barn, and that the income made from the commercial rent should cover the VIC staff salaries. The Town Clerk would be preparing a report in the recess to present to Members at the next Full Council meeting on 11 August 2009.

Councillor Dr B Wood referred to the paragraph on the bottom of page 3 of the Town and Community minutes and confirmed that the funding of the VIC was the responsibility of HTC.

Town and Community Committee 30 June 2009 – Minute 34 – Henley Air Quality Working Group

Councillor A Follett advised that SODC had been informed that Members would not be able to attend the Working Group meeting on 30 July 2009 due to a prior commitment. He urged all Members to refer back to the original report regarding tackling air quality within the town and to collectively address the issues that the town faces, in particular Duke Street.

Town and Community Committee 30 June 2009 – Minute 39 – New Waste Collections

Councillor Dr B Wood asked why this item had been put under the confidential session of the meeting as the issue was for the benefit of all residents and should have been open to the public and press.

- (v) The Minutes of the meeting of the Finance Strategy and Management Committee held on 7 July 2009 were before the Council. It was

RESOLVED that the Minutes of the meeting of the Finance Strategy and Management Committee held on 7 July 2009 and the recommendations therein be received, approved and adopted.

Arising from the report:

Finance Strategy and Management Committee – 7 July 2009 – Progress Report – HTC Estate Inspections – Minute 20

Councillor Dr B Wood reminded Councillors to submit their estate inspection reports by 1 September 2009.

Finance Strategy and Management Committee – 7 July 2009 - Legal Update – Headway Lease Extension - Minute 26 (i)

Councillor D Nimmo-Smith asked what the status was on the Thamesfield Youth Association (TYA) youth survey.

Councillor Mrs G Dodds confirmed that 800 surveys by Gillotts students and 900 surveys from Henley College students had now been entered on a computer system and the results were being processed. Sam Bowden, TYA would be providing a report on the outcome and the deliverables.

Finance Strategy and Management Committee – 7 July 2009 – Legal Update – Staffing Matters – Minute 26 (iii)

Councillor Dr B Wood asked that staff names should be omitted from future Minutes.

- (vi) The Minutes of the meeting of the Townland's Steering Group (TSG) held on 10 June 2009 and 6 July 2009 were before the Council. It was

RESOLVED that the Minutes of the meetings of the Townland's Steering Group held on 10 June and 6 July 2009 and the recommendations therein be received, approved and adopted.

Mr I Reissmann was invited to the table and gave the following verbal update.

Mr I Reissmann and Mr J Howell had met with Mrs C Mountford and Ms A Young to discuss the steps to the end of the project and the date of implementation.

The new Henley Steering Group had been established by the Primary Care Trust (PCT) to act as the decision making body for the Townland's project. The first meeting had taken place which was chaired by Mrs C Mountford. This had been very successful.

The Community Forum would take place on 22 July 2009; agenda items included nominating a Chairman and two representatives from the TSG. In addition, he advised that the original decision to re-provide all the existing services was being reviewed with the clinicians (GPs and other Townland's staff) with the only additional service being a new Day hospital. Given the fact that the revenue for the Day Hospital would have to come out of the existing revenue for the other services, these may need to be reduced. Options included reducing the bedded service or the paediatric service. Currently the Peppard ward bedded service is full with all 19 beds occupied with a heavy caseload of patients.

He referred to correspondence received from Mrs C Mountford (letter circulated separately) about the financial status of the project. This clarified the position, but made clear that revenue could affect services in the future.

Councillor Miss L Hillier joined the meeting at 8:35pm.

Mr I Reissmann also advised that the TSG would be keeping up the pressure. TSG had assurances that the Primary Care Trust (PCT) were committed, but they would keep tight scrutiny as the pace quicken over the next three months. He confirmed that selected bidders were being shown around the site on the 22 July 2009.

Councillor Dr P Skolar stated it was good news Mrs C Mountford was taking control, but that there would be no capital available through the Private Finance Initiative. He also stated that if PCT should decide to close Peppard Ward as this would be a service delivery change which, he reminded Mr Reissmann, would require a full public consultation.

39. **MANAGEMENT OF SMALL CHRISTMAS TREE SCHEME**

The Mayor, Councillor Mrs E Hodgkin, advised that this item had been added to the agenda because a decision could not wait until the next Recreation and Amenities Committee meeting on 1 September 2009.

Councillor G Dodds spoke in support of the recommendation and reminded Members that the scheme had originated from the shop keepers and felt the Henley Partnership were the right organisation to now take on the management of this scheme going forward. She advised that Mrs T Jones, French Jones, had offered to provide administration support.

Councillor A Follett supported the decision but wanted certain caveats to be in place regarding the tender process: that there should be 2/3 quotations submitted; contractors have completed a Risk Assessment and have Public Liability Assurance; in addition there should be a uniform approach to the trees and lighting (i.e. small trees with white lights) and that Henley Partnership would take on the administration of the scheme.

Councillor C Pye asked that as the Sub Committee had already made the recommendation were the Henley Partnership aware of these additional caveats?

Councillor A Follett proposed that a small working group consisting of himself as Chairman of the Christmas Decorations Sub Committee, Deputy Mayor, Mrs J Wood as Vice Chairman, the Town Clerk, Mr J Hobbs from the Henley Partnership and Mrs T Jones, French Jones, be set up.

Councillor Dr B Wood asked why the Henley Partnership was taking over a successful scheme. He listed the financial implications to HTC for handing this scheme over, regarding the costs of the brackets and electrical adaptors. He proposed that HTC should retain management of the scheme.

Councillor Mrs G Dodds recommended that the Henley Partnership should be given the opportunity to run the scheme and trusted them to conduct the bidding process in a commercial and professional manner. It was

RESOLVED that:

- (I) Henley Partnership takes over managing the small Christmas tree scheme from Henley Town Council on an ongoing basis and that they should seek competitive tenders, and
- (II) Final arrangements relating to the use of the brackets and electrical adaptors to be agreed between both parties. (The Sub Committee to be given delegated powers to progress agreement with Henley Partnership), and
- (III) A working group be formed consisting of Councillor A Follett as Chairman of the Christmas Decorations Sub Committee, Deputy Mayor, Mrs J Wood as Vice Chairman, Mr J Hobbs from the Henley Partnership, Mrs T Jones and the Town Clerk to address the bidding process; arrangements regarding brackets and adaptors and a uniform approach for the decorations and the proposed administration of the scheme in 2009.
- (IV) The Henley Partnership arrange for at least two and preferable three competitive quotations from suppliers, and decides on a supplier judged on price, quality and the following criteria:
 - The contractor must have completed a Risk Assessment and provide a full Health & Safety statement on safety, erection and maintenance of the trees and lights, and,

- A uniform 'town' scheme need to be decided – trees with white lights as in previous years, and
- The contractor needs to have public liability insurance of £2m, and
- An administration and promotion / selling system is set up by the Henley Partnership to accurately control the scheme

Councillor Dr B Wood requested that a recorded vote be taken

In Favour

Councillor Mrs J Bland
 Councillor Mrs G Dodds
 Councillor Mr A Follett
 Councillor Mr C Gibson
 Mayor, Councillor Mrs E Hodgkin
 Councillor D Nimmo-Smith
 Councillor C Pye
 Councillor Miss L Pye

Against

Councillor Mrs R Myer
 Councillor Dr P Skolar
 Councillor Dr B Wood
 Councillor Mrs J Wood

Abstention

Councillor Miss L Hillier

40. **CHANGES TO TRAFFIC REGULATION ORDERS RELATING TO LOADING AND DISABLED PARKING PROVISIONS IN HART AND BELL STREETS AND LOADING/UNLOADING RESTRICTIONS IN BELL AND DUKE STREETS**

Members had before them a letter received from Oxfordshire County Council dated 30 June 2009 regarding the introduction of Disabled Persons Parking Places. It was

RESOLVED that:

- (i) Hart Street (north side) a 13.2m Disabled Persons Parking bay at the west end of the road, be introduced, resulting in the existing areas of Residents Parking and Pay and Display being adjusted accordingly, and
- (ii) Bell Street (west side) a Disabled Persons Parking bay outside No 25 be introduced, thereby reducing by 6.6m the area of '1 hour Vehicle Loading Bays', and
- (iii) the time permitted for loading and unloading in vehicle loading bays in Bell Street and Duke Street be amended from '1 hour' to '10 minutes' (with no return within 1 hour), making enforcement more practicable.

41. **GAS MAIN WORKS REQUESTED BY SOUTHERN GAS NETWORKS TO LAND ADJACENT TO FAIRMILE**

Members had before them a letter received from Southern Gas Networks dated 3 July 2009 and a report written by the Town Clerk regarding forthcoming works in October 2009 to reinforce the local gas mains and 255 metres of low pressure gas main across land owned by HTC on the Fairmile.

Councillor A Follett complimented the Town Clerk on his informative report and reiterated the value of HTC estate inspections. He recommended that as per (4.1 of) the report the council grants an easement to Southern Gas Networks for a consideration of £5,000 plus a further £1,000 per week or part thereof should the works go beyond the 4/5 week contract period and the reimbursement of the Council's legal fees associated with drawing up the legal documents. In addition, the Town Clerk be given delegated authority to liaise and negotiate with Southern Gas Networks regarding these planned works.

Councillor D Nimmo-Smith asked for an additional caveat that the Fairmile land must be fully reinstated to the satisfaction of HTC. It was

RESOLVED that:

- (i) the council grants an easement to Southern Gas Networks for a consideration of £5,000 plus a further £1,000 per week or part thereof should the works go beyond the 4/5 week contract period and the reimbursement of the Council's legal fees associated with drawing up the legal documents, and
- (ii) the Town Clerk has delegated authority to liaise and negotiate with Southern Gas Networks regarding these planned works, and
- (iii) the Fairmile land must be fully reinstated to the satisfaction of HTC.

The Mayor, Councillor Mrs E Hodgkin congratulated the Town Clerk on his forthcoming marriage and invited Councillors and members of the public to join her for a celebratory drink in the Mayor's Parlour.

The meeting closed at 09:10pm.

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Mayor