

Present: **Councillor Miss L M Hillier (Chairman)**
 Councillor Dave Eggleton
 Councillor S Evans
 Councillor Will Hamilton
 Councillor Ian Reissmann (substitute for Councillor Sarah
 Miller)
 Councillor Glen Lambert (Mayor)
 Councillor Ken Arlett (Deputy Mayor)

In attendance: **Mrs J Wheeler – Town Clerk**
 Ms H Barnett – Town & Community Manager
 Mrs N Taylor – Committee Administrator
 Councillor Donna Crook
 1 Member of the Public
 1 Member of the Press

72. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Hinton, Miller and Nimmo Smith.
Councillor Ian Reissmann substituted for Councillor Miller but gave his apologies as he would have to leave straight after agenda item 9.

73. DECLARATIONS OF INTEREST

None received.

74. PUBLIC PARTICIPATION SESSION

Councillor Donna Crook – Agenda item 6 – Bus Working Group.
Councillor Crook stated that in her opinion if the bus stop is moved from Western Avenue to South Avenue it should not be placed outside the homes of any elderly residents.

Councillor Crook asked if the leaflets in the Northfield End Information Kiosk were recyclable and was advised that yes they were as they are all paper.

Keith Appleby – Henley Arts and Crafts Guild – Agenda item 10i – Old Fire Station Gallery.

Mr Appleby informed the meeting that the Henley Arts and Crafts Guild had a long standing agreement with the Council that they could store equipment in the Gallery that could be utilised by other users. This is a mutually beneficial agreement for all involved as the value of this equipment is estimated to be between £3,500 and £4,000. Mr Appleby stated that the Guild would like to put a lockable storage unit in the cupboard where fragile items could be stored. Both the unit and the cupboard he suggested could have a combination lock fitted by the Council that would provide some security for the equipment. The Guild were not looking to prevent others from using their equipment just for it to be checked in and out by a member of staff to ensure that there is no loss or damage.

75. MINUTES

The Minutes of the meeting of the Town and Community Committee held on 27 November 2018 were received, approved and signed by the Chairman as a true record.

76. VARIATION IN THE ORDER OF BUSINESS

In accordance with Standing Orders 5 (a) (vii), it was **RESOLVED**

that the order of business on the agenda be altered so the agenda item 10 – Old Fire Station Gallery be moved up and considered before item 5 – Budget.

77. OLD FIRE STATION GALLERY

Members considered a request from the Henley Arts and Crafts Guild to have a lockable cupboard in the Gallery to store their equipment.

Following the information provided by Mr Appleby and observations from Councillors including Councillor Reissmann who stated that the Town Council would not want to be responsible or liable for the Guilds property **IT WAS RESOLVED TO RECOMMEND**

that on the understanding that the equipment is still available for use by others, permission is granted for the Henley Arts and Crafts Guild to have a lockable storage unit in the cupboard where they currently store the other equipment.

that the Council provides a combination lock for both the unit and the cupboard so that more control can be asserted over who hires what equipment and a check can be made that nothing is damaged or missing after use.

Members considered changing the end of hire time from 12 noon on Wednesday to 10pm Tuesday. **IT WAS RESOLVED**

that the times of hire are changed from 12 noon on the Wednesday to 10pm Tuesday evening from the start of the new financial year on 1 April 2019.

78. BUDGET

Members received the Management Accounts to 31 December 2018. **IT WAS RESOLVED**

that the Management Accounts be noted.

79. HENLEY BUS

Members received the notes of the Bus Working Group held on 20 December 2018. It was noted that the bus is still having issues getting to the hospital which is caused by illegal parking on double yellow lines. **It was RESOLVED**

that the new Sergeant be invited to attend a meeting with representatives of both parties as soon as possible, and that the Notes be noted.

80. EVENTS COMMITTEE

Members received the notes of the Events Committees held on 11 January 2019.

It was noted that in the past the May Fayre had received a grant of £1,000 plus administrative support but this year only the grant of £1,000 but no support. As this is an initiative for the people of the town it was agreed that the administrative support should once again be provided.

Members felt that a policy should be drawn up that makes it clear exactly what will be provided by the Council that will be fair to all.

IT WAS RESOLVED

that a Policy be drawn up and taken to the Events meeting on 1 March 2019 for consideration, and

that the notes be noted.

81. POSTERS

Members considered a revised Policy and Style Guide to ensure that the size and look of all signs follow a standard format.

Members agreed the following:

- Paragraph M should have consultation with the Chairman removed and read *'The Town Clerk is given delegated powers to grant permission for those events deemed by her to be within the acceptable criteria'*.
- Paragraph L should have an enforcement penalty added to it and read *'Any organisations not removing posters at the end of their permitted time will not be granted permission for future promotion'*.
- An additional paragraph should be added to state that permission will only be granted for posters promoting activities happening in Henley.

IT WAS RESOLVED to RECOMMEND

that subject to the amendments the Policy be adopted.

82. TOWNLANDS

Members received a verbal update from Councillor Reissmann and noted the following information:

- Parking contractor is on the verge of being appointed – the public will be consulted.
- Sue Ryder will be in touch when they have something to share.
- Clinical Commissioning Group having a review.
- Chiltern Court awaiting inspection.
- Townlands Steering Group have £7303.98 in campaign funds, they will meet with the Townlands Action Group to consider what to do with it. The funds are currently being held with the Townlands League of Friends.
- The top floor of the hospital is currently under consideration by the Royal Berkshire Hospital for them to bring their services to Henley.

A member felt that in future there should always be a written report submitted with the agenda. It was noted that if there is something significant to report then a written report will always be submitted but a verbal update will be given in the meantime.

83. PROGRESS

Members had before them a report on progress and after the following observations noted the information contained therein.

Sound Vision and Lighting System for the Town Hall
Lighting project started and due for completion late February.

Georgian Paving in Bell Street

Awaiting response from Oxfordshire County Council on funding. It was noted that there is £10,000 in earmarked reserves that can be used for this project.

BT Phone Boxes

The father of the young person who originally requested that the phone box be turned into a library has agreed to keep an eye on and report back to the Council with any issues.

There is temporary signage in both boxes whilst we are awaiting costs for both glass etched panels and peel off stickers.

Town Centre Signage

Report to next meeting.

Water Fountains

Meeting to take place with Town & Community Manager, the administrator and Councillors Miller and Hillier to discuss where the fountains should be located.

Mermaid

The Accountant has been in touch with the resident who indicated an interest in purchasing the Mermaid.

Varying opinions were expressed on whether we should sell privately, take to auction as in the original agreement or wait and see what happens with the artist.

It was agreed that a doodle poll should be carried out to find a date for a meeting of the Mermaid Working Group and a report be back to the next meeting.

IT WAS RESOLVED

that BT Phone Boxes be removed from progress,

that a Doodle Poll be carried out to find a suitable date for a meeting of the Mermaid Working Group and a report be brought back to the next meeting.

Councillor I Reissmann left the meeting at 8.47pm

84. EXCLUSION OF THE PUBLIC AND PRESS - CONFIDENTIAL

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 (Admission to Meetings) Act 1960 as the publicity would be prejudicial to the Public interest by reason of the confidential nature of the business to be transacted.

85. STREET CLEANING

Members received and considered a quotation from a local company to clean the pavements in the town centre.

IT WAS RESOLVED

that the contractor be contacted and asked to add the whole of Friday Street, Thameside, Station Park and Station Road,

that the contractor clarifies on his quotation exactly what his understanding of the works that are required are,

that the contractor advises exactly what machine he is using, and

that the contractor confirms his availability to carry out the first clean in April and provides insurance documentation, Risk Assessment and Health and Safety documentation.

86. FREE USE

Members received a report on free use and following an in-depth discussion it was **RESOLVED TO RECOMMEND**

that a review of the Council strategy for free use of facilities to charities, local community organisations and festivals (2016), Policy and list for free use of rooms by local organisations (last revised Nov 2017) be undertaken;

local organisations on the 'free use' list be given a set number of hours (25) per year to be used at Henley Town Council facilities;

that the RFO and the Town & Community Manager put a proposal to the next meeting on 29 March that includes a sliding scale of hours that can be introduced once a thorough examination of free use has been conducted;

that in order to discourage the overrun of meetings / events, the organisation to be deducted those hours from its allocation;

that organisations who don't show up for their free use bookings have those hours either removed from their free use allocation or be invoiced for the cost;

that those organisations who don't cancel bookings have two chances and then they are removed from the free use list until the following year when they will be reconsidered;

that half yearly reports to monitor use are produced;

that a new contract for free use be issued annually, and

that more collaboration takes place between the FSM Committee who agree free use and grants, and the Events team who are implementing the bookings.

The meeting closed at 9.09pm

Chairman