

Present: Councillor D Nimmo Smith (Chair)
Councillor Miss H Chandler-Wilde (Vice Chair)
Councillor D Eggleton
Councillor Miss L M Hillier
Councillor I Reissmann
Councillor Sarah Miller
Councillor S Smith (substitute for the Mayor, Councillor Julian Brookes)
Councillor Will Hamilton (Deputy Mayor)

In Attendance: Mrs J Wheeler – Town Clerk
Ms H Barnett – Town Manager
Mrs N Taylor – Committee Administrator
1 Member of the Press
3 Members of the public

232. APOLOGIES

Apologies for absence were received from Councillors S Evan and J Brookes, Councillor S Smith substituted for Councillor J Brookes. Councillor H Chandler Wilde gave her apologies for having to leave early.

233. DECLARATIONS OF INTEREST

Councillor W Hamilton declared a personal interest as a boat owner in item 15, Red Lion Lawn Mooring.

234. PUBLIC PARTICIPATION SESSION

Ken Arlett 11 Elizabeth Road Item 15 Red Lion Lawn Mooring

Mr Arlett questioned who was responsible for the cleanliness of the Red Lion Lawn, and asked why it had been allowed to fall into such a state of disrepair.

The Town Manager advised Mr Arlett that the Town Council was working with the Hotel and the Police to address this latest spate of anti-social behaviour.

235. MINUTES

The Minutes of the meeting of the Town and Community Committee held on 10 January 2017 were received, approved and signed by the Chairman as a true record.

236. BUDGET

Members received and considered the Management Accounts to 31 December 2016.
It was RESOLVED

that the Management Accounts be noted.

237. FREE USE OF COUNCIL ROOMS

Members received and considered the quarterly report on free use of Council rooms in the Town Hall, Kings Arms Barn and the Fire Station Gallery to 31 December 2016. **It was RESOLVED**

that the report be noted.

238. CORPORATE PLAN

The Corporate Plan progress report was received and considered. The Town Manager advised that following a recent meeting with Councillor Brookes, it had been agreed to add an additional three columns: completion due date, completion by and budget. **It was RESOLVED**

that the report be noted.

239. TOWN MANAGER'S UPDATE

Members received a report from the Town Manager (report attached) and noted that on 1 March 2017 the second Retailer and Hospitality Forum will take place, there will be a Festivals meeting in late March and the town entrance signage will be in place shortly.

Members raised the following questions:

- *What is happening with the Market Place Mews?* Town Manager advised that work will be starting on the trees next week, as it has to be carried out before the birds start nesting.
- *Will any trees that are chopped down be replaced?* Town Manager advised that she was unsure but would check with the Development Team.

It was noted that the retention of trees was an important condition of the planning permission and that a check needs to be kept to ensure that any trees that are removed are replaced.

HTC is collating feedback regarding the Christmas Festival to make an informed decision regarding the event for 2017 - one member advised that he had been approached by lots of people requesting the Festival remains on the Friday evening, whilst another stated that she had received many requests for the event to take place earlier in the day and on the Saturday.

240. WORKING GROUPS

Members received and considered notes from the following Working Groups:

- i. Transport Strategy Working Group held on Monday 23 January 2017.
- ii. Meeting with the bus consultant held on Wednesday 1 February 2017.

A discussion ensued regarding the CIL money being paid to Harpsden from the Highlands Farm Development and it was noted that Gillotts Lane was Harpsden Parish Council's main concern.

It was agreed that there needs to be proper process between the two Councils to agree on how the money will be spent. **It was RESOLVED to RECOMMEND**

that the notes of the working groups be noted.

Post Meeting Note: Councillor Lorraine M Hillier was in attendance at the Transport Strategy Working Group.

241. CHRISTMAS EVENTS AND DECORATIONS SUB COMMITTEE

Members received and considered the Minutes of the Christmas Events and Decorations Sub Committee held on Friday 20 January 2017. It was **RESOLVED**

that the notes be noted.

242. MAY FAYRE

Members received an update on the May Fayre and made the following observations:

- The May Fayre was originally organised by Councillor Margret Day and held in the Market Place, when it grew too big it was taken over by the Round Table and moved to Mill Meadows. In recent years the event had become less successful and the Round Table no longer wished to play a part. A small committee made up of Councillors Miller, Hillier, Eggleton and Hinton (sponsor representative) and members of the community was formed. It is their wish (after much social media support) to bring the Fayre back under the control of the Council and for it to take place once again on the Market Place.
- It was agreed that the Town Manager would assist with liaising with retailers to get them on board with the event.
- Council to assist with the production of a Risk Assessment.
- Town Hall address to be used for all correspondence.
- Town Council supporting the event on a one year trial basis with a wash up meeting being held after the event to see if viable or not.
- Town Council has agreed a budget of £1,000 but contact should be made with SODC for match funding from their Festival budget.
- A request should be made to each of the District Councillors in April (once they have received their £5,000 budget to spend on projects that they wish to support in the town) for a contribution of £500 towards the running costs of the Fayre.
- Work is taking place to get the local businesses and community involved, and outside bodies will only be brought in if there is no local interest.
- It is hoped that people / families who attend the Fayre will stay in town to shop and eat.
- Committee to contact HTC Accountant to arrange how payments can be made.
- Henley in Bloom Model should be used for accounting purposes.

243. PROPOSED 20MPH ZONE

Members received and considered a report on allocating funds from the Transport Strategy budget for the set-up of a 20mph zone in the town.

An in-depth discussion took place with Members considering who would police the area and if drivers would abide by the speed limits, if the low speed would increase air pollution or not, if accident statistics should be considered and if it was justifiable to spend up to £40,000 of tax payer's money. Following this discussion it was **RESOLVED to RECOMMEND**

that this Committee supports the request and allocates up to £30,000 from the Transport Strategy budget, and

that once funding is confirmed a formal report be submitted to Oxfordshire County Council requesting they commence working up plans before the end of the 2016/17 financial year, and carry out a community consultation and implement the TRO if the community agrees.

Members noted that Keith Stenning, OCC has advised that he will check for speed data records. If no recent data is available a speed check can take place at a cost to Henley Town Council of £100+VAT.

244. BUSINESS PLAN FOR SET UP OF HENLEY STREET ANGELS

Members considered a business plan for the Henley Street Angels and were advised of the following points:

- Street Angels is new to Henley but there are 140 groups set up across the UK.
- It is hoped the Police can provide sponsorship in the way of training.
- Wallingford Street Angels are happy for volunteers to accompany them on patrol to see if they are comfortable with the role and happy to become a Street Angel.
- A room, preferably the room at the back of the town hall would be required as a meeting room and somewhere to store equipment.
- An initial number of 12 volunteers are required, with successful funding it is hoped that this number can be raised to 36 to allow for different shift patterns.
- It is initially proposed that the Angels will be on patrol Friday and Saturday nights 10pm – 3am and acting as Marshalls during large events in the town.
- Full training will need to be provided for each volunteer.
- Angels will patrol in groups of 3.
- Feedback forms to be completed and analysed to see when the Angels are mostly required, this will be seasonal and liaison will take place with the police.

After consideration Members made the following comments / suggestions:

- The application form provided needs to be amended to be more relevant to Henley i.e. age required and church reference removed before it is put on the HTC website and given to the Library.
- A check would have to be made re access to the room at the back of the town hall, and size for storage.
- Town Manager happy to endorse the idea and knows of a person who might be happy to help run / organise.
- Some of the Festivals are keen for this initiative to be set up.
- Police are in favour.
- There is £4,000 in the HTC budget, but an approach should be made to SODC for funding from their volunteer budget.
- Checks to be made to see if the HTC insurance will cover or if own insurance will need to be purchased.

It was **RESOLVED to RECOMMEND**

that this Committee gives its support to the introduction of a Street Angels scheme in Henley on Thames, and

that the progress made so far be noted.

245. ANGEL ON THE BRIDGE BIN STORE

Members considered if this Committee wishes to provide a bin storage area for up to 3 bins on the land leased by this Council to the Angel on the Bridge, for the storage of one waste bin in the winter (October – February), two waste bins in the Summer (March – September) and three waste bins during peak summer demand (July and August).

It was agreed that it was a good idea in principal to provide storage to tidy the area, but Members disagree on whether the Council should provide the funding. It was **RESOLVED to RECOMMEND**

that a meeting is arranged with the Angel on the Bridge to see if they would be interested having bin storage and in sharing the costs.

246. RED LION LAWN MOORING LICENCE

Members considered the exclusive Mooring Licence currently issued at the Red Lion Lawn.

Members noted that the Lawn was not suitable for a permanent mooring as it is on a bend in the river.

The Houseboat with Office is far too large for the area and would obscure the view from the Red Lion Lawn.

It was noted that people fish from the Lawn, and agreed that as long as they had a current rod licence then HTC were happy for fishing to take place in Henley.

It was **RESOLVED to RECOMMEND**

that any interested parties who can be identified be offered a shared embarking and disembarking licence at the relevant share of £4,000, and

that if there is no uptake then an exclusive licence for a further year be offered to Hobbs of Henley for £4,000 with an amended start date running from April – March.

Councillor Miss H Chandler-Wilde left the meeting at 8.59pm

247. PROGRESS

The Progress report was received and considered. In particular:

Sound Vision and Light System for the Town Hall
Town Clerk progressing

Bell Street Triangle of Land
Item to be removed from progress.

Georgian paving in Bell Street
Ownership needs to be complete before any progress can be made. Administrator to ensure that this is complete as soon as possible.

George Orwell Museum

This is possible only if a suitable venue becomes available. The Town Clerk and the Town Manager will keep this in mind during the course of their work but two potential venues have so far not been successful.

Town Centre Maintenance

Cracks in paving have been sprayed with paint and OCC have scheduled for repair. Missing bollards reported on Fix My Street.

There will be a river frontage budget next year that can be used to improve the area. Compulsory purchase should be considered.

Henley Information Centre

This is linked with the George Orwell museum but if we keep the Centre in the Town Hall then work will need to resume to gather quotes to make essential improvements along with improvements to the main Council offices.

Police / PCSO

Remove item from progress.

Children's Centres

OCC have awarded the Henley Children's Centre £21,900 for year 1. There may be further awards in years 2 and 3 depending on progress of the new facility.

It was **RESOLVED to RECOMMEND**

that the Town Clerk approach the Children's Centre and request a report to assure Councillors that their bid is in good shape.

BT Phone Box

One quote has been received to date for the repainting of the box in St Andrews Road.

If any more boxes are adopted then a community group should be set up to decide what they should be used for and a completion date should be set for any changes / works to take place.

Crossing on Greys Road

Councillors Eggleton and Nimmo-Smith to attend a meeting with the shop owner on Greys Road.

Mr K Stenning OCC has been asked to confirm the legality of the Zig Zags on the Kings Road Crossing.

248. EXCLUSION OF THE PUBLIC AND THE PRESS

It was moved by the Chairman and RESOLVED

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

249. **CONFIDENTIAL**

MARKET PLACE SEATING LICENCES

Members considered the re-issue of the seating Licences on Market Place.

It was noted that when planning permission was granted to Starbucks in 2004, no conditions were put in place regarding waste.

The Chairman is having a meeting with Starbucks next week to discuss their waste issues.

It was **RESOLVED to RECOMMEND**

that this Committee agrees the re-issue of all the licences subject to further discussions regarding waste / rubbish.

The meeting closed at 9.36pm

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Chairman