

**Present:** Councillor S Gawrysiak (Mayor ex officio)  
Councillor M Akehurst (Deputy Mayor ex officio)  
Councillor Mrs J Bland  
Councillor W Hamilton  
Councillor D Hinke  
Councillor Miss K Hinton  
Councillor Mrs E Hodgkin (substituting for Councillor Mrs P Phillips)  
Councillor D Nimmo-Smith  
Councillor Mrs J Wood (substituting for Councillor Ms L Meachin)

**In attendance:** Mr M Kennedy – Town Clerk

**Also Present:** Mr N Hill – Oxfordshire County Council Parking Superintendent  
Mrs J Perigo – Henley Partnership  
1 Member of the Public  
1 Member of the Press

**1. ELECTION OF CHAIRMAN**

The Mayor called for nominations for the election of Chairman for the year 2013-14 and proposed that Councillor Mrs P Phillips be elected. Councillor Miss Hinton seconded the motion.

Councillor Hamilton proposed and Councillor Nimmo-Smith seconded that Councillor Mrs J Bland be elected Chairman for the year 2013-14.

There being no further nominations, and following a vote, it was

**RESOLVED that Councillor Mrs P Phillips be elected Chairman of the Town & Community Committee for the year 2013-14**

**2. ELECTION OF VICE CHAIRMAN**

In the absence of the Chairman, The Mayor called for nominations for the election of Vice Chairman for the year 2013-14 and proposed that Councillor Miss K Hinton be elected. Councillor Akehurst seconded the motion

Councillor Hamilton proposed and Councillor Nimmo-Smith seconded that Councillor Mrs J Bland be elected Vice Chairman for the year 2013-14.

There being no further nominations, and following a vote, it was

**RESOLVED that Councillor Miss K Hinton be elected Vice Chairman of the Town & Community Committee for the year 2013-14.**

*Councillor Miss K Hinton in the Chair.*

3. **TERMS OF REFERENCE**

The Terms of Reference for the Town & Community Committee, copy having been issued were received and considered. It was

**RESOLVED that the Terms of Reference for the Town & Community Committee be re-adopted.**

4. **APOLOGIES**

Apologies for absence were received from Councillors Ms L Meachin and Mrs P Phillips

5. **DECLARATIONS OF INTEREST**

None received.

6. **APPOINTMENT OF SUB COMMITTEES AND THEIR TERMS OF REFERENCE**

The Committee considered the appointment of Sub-Committees and the membership thereof for the ensuing local government year. It was

**RESOLVED that a Traffic Advisory Committee be re-appointed with the following membership for the municipal year 2013-2014:**

**Councillor W Hamilton**

**Councillor Miss K Hinton**

**Councillor Mrs E Hodgkin**

**Councillor Ms L Meachin**

**Councillor Mrs P Phillips**

**District Councillor Mrs J Bland (subject to confirmation of this appointment by South Oxfordshire DC)**

**County Councillor D Nimmo-Smith**

**Mr C Langler (representing Henley in Transition)**

**A representative from the Henley Partnership**

The Committee reviewed the Terms of Reference for the Traffic Advisory Committee in the light of the revised membership above. It was

**RESOLVED that the Terms of Reference for the Traffic Advisory Committee be re-adopted save to the following extent:**

**in Para. 1, the Town Council's representation on the Committee shall be reduced from 7 to 5 Town Councillors;**

**in Para. 2, the Quorum shall be reduced from 4 to 3 Town Councillors;**

**in Para. 4, the following words shall be added to reflect that the Committee is an advisory committee reporting to Town & Community; and**

**in Para. 5, the following words shall be added: "or delegated powers apart from those set out in Para.6 below".**

**7. APPOINTMENT OF WORKING GROUPS**

The Committee considered the appointment of Working Groups and the membership thereof for the ensuing local government year. Mindful that there had been no desire from schools to support the continuation of the Youth Council/Henley Town Council Liaison with Young People (Working Group) and given that many schools have their own School Councils, the Committee discussed the dissolution of this body. However, a view was expressed that the strength of the former Youth Council was that it advised the Council on many issues such as after school activities and the suitability of play equipment. It was proposed that the Working Group should continue and that the potential for holding an Annual Youth Forum be investigated. It was

**RESOLVED that a Youth Council/Henley Town Council Liaison with Young People (Working Group) be re-appointed with the following membership for the municipal year 2013-2014:**

**Councillor Miss S Evans  
Councillor Miss K Hinton  
District Councillor W Hall**

The Committee considered the continuation of the Old Fire Station Gallery Working Group. It was

**RESOLVED that the Old Fire Station Gallery Working Group be re-appointed with the following membership for the municipal year 2013-2014:**

**Councillor Miss K Hinton  
Councillor Mrs E Hodgkin  
Councillor Mrs P Phillips  
Ms L Denney (Caversham Artists)  
Lady S Ferris (Henley Arts & Crafts Guild)  
Ms K Findlay (Henley Arts & Crafts Guild)  
Mr D Fletcher (Henley Arts & Crafts Guild)  
Mrs J Fletcher (Henley Arts & Crafts Guild)  
Ms J Halstead (Reading Guild of Artists/Henley Arts & Crafts)  
Ms C Moody-Jerome (Saturday Ceramics / Spring Autumn Crafts)  
Mrs P Salaun-Smith (Reading Guild of Artists)**

**8. PUBLIC PARTICIPATION SESSION**

None.

**9. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 16 April 2013 were received, approved and signed by the Chairman as a true record.

**10. HENLEY PARTNERSHIP**

The Chairman welcomed Mrs J Perigo (Henley Partnership) to the table.

Members had before them an Update report dated May 2013 and a 2013 Summary Document, copy having been previously issued. Mrs Perigo gave a verbal update on the Partnership's activities highlighting many of the points set out in these two documents. She explained that the Constitution had been changed to comply with legal arrangements while the Articles of Association had remained the same. Stuart Mullins of the Head partnership had dealt with a Member's specific concerns about this issue. Three Directors had already been appointed; a further two directors would be appointed at the Partnership's next Steering Group meeting. Mrs Perigo confirmed that the Mayor and Deputy Mayor had been invited to attend all meetings of the Steering Group.

The Partnership's programme of activities was circulated to all and Members were encouraged to attend the organised network lunches, events and affinity group meetings. The resurrection of the Henley Business Awards was planned for 2014. The Partnership's membership drive had attracted 120 members although Mrs Perigo had hoped for 200. She invited all councillors to use their best endeavours and to spread the good news of the Partnership around the town and attend networking events. She suggested, and it was agreed, that biannual reports be presented to Committee in future.

The Chairman invited questions to Mrs Perigo. A member expressed disappointment that the Partnership had ceased to hold meetings of the Tourism and Arts Group; Commercial Group; Environmental Group and Community Group. Councillors who had previously been appointed and had attended these groups would present reports back to Full Council so that all councillors were kept informed. Mrs Perigo explained that these "silo groups" had been disbanded in favour of work and interest groups driven by lead members. She again urged all Councillors to participate in these topic groups.

In response to a question about the Henley Loyalty Card, Mrs Perigo informed the Committee that this initiative would be replaced with an on-line place to shop on the web incorporating a loyalty card aspect to it.

The Chairman thanked Mrs Perigo for attending the meeting.

*Mrs Perigo left the meeting at 8.30 pm.*

**11. VARIATION TO THE ORDER OF BUSINESS**

The Chairman proposed and it was agreed that the order of business be varied to take Agenda Item 13, Disabled Parking Bays next to enable the officer who was in attendance to address the Committee.

**12. DISABLED PARKING BAYS**

The Chairman welcomed Mr N Hill to the table.

Mr Hill gave a verbal report providing Members with evidence, supported by photographs in support of his request for the reclassification of one of the Disabled Parking Bays in Hart Street to a Residents Permit Parking Bay.

Mr Hill explained that 6 resident bays had been lost over the years. Limiting parking bays to Blue Barges holders prevents residents with parking permits from parking in these bays. However, there are no restrictions on blue barge holders parking in resident parking bays. Since the disabled bay in Hart Street is frequently empty, a reclassification to residents parking would make best use of this space.

Mr Hill suggested that it would be more beneficial for blue badge holders to park in Duke Street or Friday Street. This could be achieved by converting the frequently abused loading bay in Duke Street to a disabled parking bay or the 1 hour waiting bay in Friday Street. Blue badge holders can park on yellow lines for up to 3 hours and therefore have greater flexibility as to where they can park.

Views were expressed that modified cars require 5 meters of extra space for loading and unloading therefore the retention of the larger, space and a third, disabled bays was essential, indeed, there was a case for providing additional disabled bays in Henley for just this reason. Other members believed that better use of parking bays should be the Council's priority and that the Committee should support the officer's professional judgement. It was

**RESOLVED TO RECOMMEND that the status quo should remain, that the two disabled parking bays be retained and that the Traffic Advisory Committee explores other options for creating additional disabled and residents parking bays as discussed at the meeting.**

*Councillor Nimmo-Smith took no part in this decision as the responsible Cabinet Member for Oxfordshire County Council*

The Chairman thanked Mr Hill for attending the meeting.

*Mr Hill left the meeting at 9.00pm.*

### **13. TOWN CENTRE MANAGER'S REPORT**

Members received an update report from the Town Centre Manager, copy having been issued. Members noted that the Town Centre Manager was investigating the concept of Business Improvement Districts around the country and would be presenting a further report to the Committee in due course. Attention was drawn to a report on the *NALC People in Action Conference* that a Member had attended last year (*see report to Full Council on 16 October 2012*) with respect to which, the Town Centre Manager was encouraged to follow up.

The District Council had asked the Town Council to consider this Council's representation on the Economic Development Action Plan Update meetings, as it was felt the meeting had become unwieldy. In response to this request, the Town Centre Manager had suggested that only the Chairman of this Committee and the Mayor should attend.

The view was expressed that the knowledge and experience of the previous incumbents would be lost if the Town Council's representation was limited in this way, whereupon it was

**RESOLVED that the following Councillors shall represent the Town Council at update meetings of the Economic Development Action Plan:**

**Councillor S Gawrysiak (Town Mayor)**

**Councillor Mrs E Hodgkin**

**Councillor Mrs P Phillips (as Chairman of Town & Community)**

**Councillor Mrs J Wood**

It was further noted that the Mayor and the Town Centre Manager were proposing to meet landlords and agents in an attempt to explore solutions to the increases in rents and the need to keep retail spaces open. The merits of this were questioned because market forces dictate the level of rents charged. It was

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

**14. POLICE**

Members received an update report from Inspector Harling, copy having been tabled. It was

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

**15. PROGRESS**

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

Falaise Twinning

It was reported that the Twinning Association was unable to progress their suggestion due to insufficient funds.

Regatta- Funding of the late night bus service

The Clerk reported receipt of correspondence from the Secretary of the Henley Royal Regatta confirming support for the Late Night Bus Service and willingness to underwrite a maximum of 30% of the losses capped to £500. However, the Regatta's Committee had expressed their disappointment that, once again, none of the other licenses operating into the evening proposed to support the initiative financially.

The Committee discussed opportunities to increase the awareness of the bus services and inviting traders to contribute and

**RESOLVED that presentations be made to the following organisations for financial support towards the late night bus service:**

**W H Brakespear & Sons Ltd:  
Chinawhite (Henley);  
Restaurants and Public Houses in Henley;  
Henley Town Pubwatch; and  
Wokingham Borough Council (to ascertain the names of the  
licensees operating on the Berkshire side of the river)**

**16. BUDGET**

Members had before them the budget report to 31 March 2013, copy having been issued. It was

**RESOLVED that the report be noted.**

**17. TRAFFIC ADVISORY**

Members received the minutes of the Traffic Advisory Committee held on Tuesday 16 April 2013. A member highlighted an omission in *minute number 49 Cycle Path from Shiplake to Henley* – and informed the Committee that the proposed route for cyclists would be to follow the railway line rather than using the A4155.

Valley Road School

Attention was drawn to speed humps installed c30years ago by the County Council in the wrong place and should have been located near the entrance to the school. Councillor Nimmo-Smith, in his capacity as county councillor and Cabinet Member for Environment, was urged to investigate the situation and agreed so to do.

20mph zones around schools in Henley

A view was expressed that a blanket 20mph zone should be introduced around all schools in Henley at the earliest possible opportunity. It was

**RESOLVED that the minutes of the meeting of the Traffic Advisory Committee be received and noted.**

**18. BUS SHELTER CONSULTATION**

Members had before them comprehensive details of the Oxfordshire County Council's extensive public consultation of all residents and business along Reading Road concerning the installation of Passenger Bus Shelters, copy having been issued. The Committee gave detailed consideration to each site and in noting that the period of Public Consultation closed on 20 May,

**RESOLVED that the following observations be made:**

**Upton Close- move the shelter 2m in a southerly direction so that access to the path is maintained;**

**opposite Quebec Road- accept the location;**

**opposite Newton Gardens- accept the location;**

**opposite Noble Road- accept the location;**

**opposite Waterman's Road- accept the retention of the bus stop but recommend relocating the shelter to the other side of the bus stop to avoid loss of light to the adjacent residential property AND changing the lattice rear panel to clear glass;**

**opposite Jet Garage- accept the location;**

**opposite Newton Road- accept the location;**

**adjacent to Niagara Road- accept the location;**

**adjacent to St Marks Road- accept the retention of the bus stop but recommend NOT installing a shelter as the pavement at this location is too narrow; and**

Members were reminded that there was an expectation on the part of the county council that the Town Council would assume responsibility for these additional shelters in terms of cleaning and maintaining them. It was

**RESOLVED that the additional cost to the Council both in terms of cleaning and insuring these shelters be reported to the next meeting of the Committee.**

The Committee also considered the county council's proposed changes to the bus stopping arrangements outside the Last Man Standing in Hart Street. It was

**RESOLVED that the proposed changes to the bus stopping arrangements in Hart Street be supported.**

The meeting closed at 9.45pm

mk

Chairman