

Present: Councillor Mrs E Hodgkin (Chairman)
Councillor I Reissmann (Vice Chairman)
Councillor Mrs J Bland
Councillor Mrs P G Buckett
Councillor Miss L Hillier
Councillor D Nimmo-Smith (Substitute for Councillor Mrs R Myer)
Councillor Miss L Pye
Councillor S Smith
The Mayor, Councillor Mrs J Wood (ex-officio)
The Deputy Mayor, Councillor C I Pye (ex-officio)

In Attendance: Mr M Kennedy – Town Clerk
Ms N Taylor – Committee Administrator/Minute Taker

Also Present: 1 Member of the Press
2 Members of the Public
Miss L Hastings – Information Centre Manager
Sergeant G Pink

107. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs R Myer.

108. DECLARATIONS OF INTEREST

None received

109. PUBLIC PARTICIPATION SESSION

Mr J Hobbs, Hobbs of Henley, thanked the Members for allowing him to present additional information regarding his request for an exclusive Licence for the use of the Red Lion mooring. Mr Hobbs assured the Members that he would continue to work with other users who wished on occasion to use the mooring. When asked, “if an exclusive Licence was granted, would Mr Hobbs charge others to use the mooring”, Mr Hobbs advised that he probably would not.

Councillor I Reissmann entered the meeting at 7.33pm.

Councillor Mrs J Bland entered the meeting at 7.35pm.

Mr Hobbs advised that he worked closely with the Hotels in Henley and would like the opportunity every now and again to have exclusive use of the mooring.

Mrs L Binney, Henley Sales and Charter stated that she was attending the meeting on behalf of Mrs G Nahum who was unfortunately away on Holiday at the moment so unable to attend in person. Mrs Binney advised that Henley Sales and Charter wished to continue with the shared Licence as it had worked well in the past, but if Henley Town Council were considering offering an exclusive Licence then they would also be interested in placing a bid.

110. MINUTES

The Minutes of the meeting of the Town and Community Committee held on 18 January 2011 were received, approved and signed by the Chairman as a true record.

111. POLICE

The Chairman welcomed Sergeant Pink to the meeting and invited him to the table.

Sergeant Pink reported the following:

- Henley Town Crime reports 775, this is 37 less than last year.
- Night time economy crime down.
- 2 burglars have been arrested recently.
- Burglaries in the town remain low.
- The 'Have Your Say' meetings are continuing.
- A plan is in progress for the Community Support Officers to have a presence in all 4 areas, enabling them to be present in any particular area when required if a crime has been committed.
- Responding to both Town Council and public comments to increase presence.

A Member requested further information on the night time economy and was advised of the following:

- There was an incident at Coco's at the weekend involving customers being allowed late entry to the premises. The Police closed the establishment and made a report to South Oxfordshire District Council Licensing.
- Latinos is currently closed.
- Officers continue to monitor the Catherine Wheel and will speak to anyone who is behaving in a rowdy manner.

Another Member requested an update on the issue of the changes in parking regulations at Northfield End and was given the following information:

- The Police are monitoring the situation to see if there are any problems on the Highway.
- The Police have suggested to Oxfordshire County Council a permanent solution to the problem.
- The Police can only enforce when a complete obstruction takes place and have to act with discretion.
- This is not an area that is regularly enforced, but if problems are reported enforcement will take place.

It was suggested that there is a safety issue with the area as several residents were unable, or felt it was unsafe to gain access to their property due to the way other vehicles were now being parked, and questioned what the Police were going to do about the situation:

Sergeant Pink advised that:

- It had been suggested to Oxfordshire County Council that bollards be installed but the suggestion had not been acted on.
- Cones had been put out on occasion to help with the situation.
- If the Police enforce, more people will park on the Highway and this will cause greater problems.

A question was raised regarding the ongoing problems with parking on the Fairmile and Sergeant Pink made the following observations:

- This is a long standing problem that has been discussed with the Town Clerk, OCC Highways, Rights of Way and the Police on several occasions.
- If land owned by the Town Council is being damaged by the parking problems then an offence is being committed.
- Vehicles have to travel a certain distance down a restricted byway before an offence is committed.
- There is no easy long term solution to the problem, but if permanent damage is being caused the Police can investigate, but only if a complaint is received from the Town Council.
- The problem has been complicated by the Town Council allowing parking on the Fairmile during the Regatta period.

The Town Clerk advised Members that the Council had been content to allow parking by local residents in this area, but if Members wished this to change then he would send letters to the residents of the area.

Sergeant Pink informed the Members that the issue was further complicated by problems identifying the width of the highway and reiterated that letters had been sent in the past and that enforcement by the Police can only take place on safety issues.

The subject of drinking in the streets was raised and it was questioned if, as no bottles / glasses are allowed to be removed from licensed premises around the town, why there are often glasses and bottles littering Hart Street. Sergeant Pink replied that unfortunately people hide bottles / glasses in their clothing / bags etc when they leave establishments and at present the Police do not have the power to remove alcohol from them, but a Designated Public Places Order for Henley has been applied for; This Order will give the Police the powers to confiscate alcohol when they deem necessary.

As regards the Diamonds and Pearls Club, Sergeant Pink advised that he could not discuss the issue at the moment but will e-mail Councillors in the next week and present a full report to the next meeting.

It was **RESOLVED TO RECOMMEND**

that a letter be sent to the Head of Transport, Mr Steve Howell at Oxfordshire County Council, advising of this Council's concerns regarding the changes to the parking scheme at Northfield End and the safety of residents, and requesting details of what plans the County Council has to assist the Police with enforcing the parking regulations to help residents safely gain access to and from their properties.

The Chairman thanked Sergeant Pink for his report.

112. CCTV QUARTERLY REPORT

Members received the quarter three 2010-2011 report and noted the information contained therein.

Sergeant Pink left the meeting at 7.58pm

113. PROGRESS

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

Pavement Lights

Mr McCoy has now completed his report on the pavement lights and is ready to submit it to appeal. Any observations should be e-mailed to Mr McCoy urgently to ensure that the report is submitted before the deadline date of 9 March 2011.

Registration of Town Hall for Marriage Ceremonies

It was noted that the number of people insured to be in the Town Hall had been reduced by the Fire Officer to 60 in the Council Chamber and 210 in the large hall.

Pinsent Redgrave Award

Nominations for this award were being sought through the Henley Sports Council, letters sent to schools and the Henley Standard.

114. BUDGET

Members received the budget report to January 2011 and noted the information contained therein.

115. HENLEY INFORMATION CENTRE

The Chairman welcomed Miss L Hastings, Information Centre Manager to the meeting and invited her to the table.

Members received and considered a report on footfall to the end of January 2011 and noted the information contained therein.

Members then received and considered a joint report from the Town Clerk and the Information Centre Manager on the Henley Information Centre and made the following observations:

- The Working Party Group could have been engaged in preparing the items on the report.
- The issue of the Old Fire Station Gallery and the Barn needs to be discussed as a totally separate issue with a report being brought to the next meeting.
- This Council needs to be mindful of the fact that the Old Fire Station Gallery building and the Barn belong to the people of Henley and are for public use.
- The Old Fire Station Gallery is a popular venue for an exhibition centre and is a rare and unusual setting and is valued by its users.
- Provision would need to be made for the hanging of pictures at the Barn.
- As an exhibition centre the Old Fire Station Gallery is not an obvious venue, and a more prominent location would probably be beneficial.
- It is disappointing that South Oxfordshire District Council feel that Tourism should all be web based and do not appreciate the worth of an Information

Centre where visitors can collect brochures and interact on a one to one basis.

- The Information Centre is valued across the town.

Miss L Hastings confirmed that it would be the bottom floor of the Barn with full disabled access that would be hired out as an Exhibition Centre, the top floor is an additional space that can also be used if required for an additional fee.

A Member advised that she had brought some post cards that were produced by a Charity and thought that they would sell well in the Henley Information Centre as it would then be a charity as well as a commercial venture.

When asked if the footfall report was difficult to produce, Miss Hastings advised that it was time consuming but as from April it would be produced in a different style.

Miss Hastings also clarified when asked that the glass display cabinet would go where the map is currently hanging between the doors of the information centre and confirmed that Bed & Breakfast providers were regularly updated on events that were happening around the town.

It was **RESOLVED TO RECOMMEND** that

the report is noted and the committee supports the improvement to the service listed below:

- Hirers will have the opportunity to receive refreshments at meetings. The cost will be £1 per head or £1.50 if biscuits are required.
- No booking will be turned away unless all rooms are hired out.
- An option to hire our venues on a Sunday will be made available.
- Tours of the Town Hall for a small admission charge to be conducted two or three times a week during the summer.
- Hirers to be invited to complete feedback forms to keep the customer service at a world class level.
- The arrangements for showcasing the Town Hall for Civil Weddings.
- The opportunity to update and re-write the stock of leaflets held in the Information Centre, and to hold a competition for the year 9/10 GCSE students at Gillotts School to assist in this process.
- Improvements will be made to the website with the possibility of the site being linked to the Town Council site, links to saleable goods, a blog to enable regular posts regarding events and functions, and

that a separate report on the Old Fire Station Gallery and the Barn to be brought back to the next meeting. This report should include the responses from existing users to the survey regarding the possibility of the swapping venues.

that the next Mill Meadows Sub Committee explores in more detail a satellite kiosk at Mill Meadows during the summer months.

that further thought be given on the worth of collecting footfall data.

The Chairman thanked Miss Hastings for her report.

Miss Hastings left the meeting.

116. REGATTA TRANSPORT

Members received and considered informal notes from a meeting held with Mr Norman Fryer-Saxby, Reading Transport regarding the possibility of providing a late night bus service on Regatta Friday and Saturday and noted the information contained therein.

117. TRAFFIC ADVISORY COMMITTEE

Members received and considered the minutes of the Traffic Advisory Committee meeting held on Tuesday 1 February 2011 and after making the following observations noted the information.

Buses

A Member remarked that the use of public transport in the town should be encouraged, and not made more unusable by reducing the size of the buses. At certain times during the day there can be up to 45 passengers waiting to board a bus, reducing the size of buses would mean that these passengers would have to wait for up to 1 hour for the next bus to come along, or that there would be a need to increase the number of buses travelling through town which would raise pollution levels. The Member also questioned what was meant by public transport stopping too early, as to his knowledge buses ran until 11pm with trains running even later.

The Member was informed that it was the local town bus that stopped too early with the last service running at 5pm, if this bus was to run a later service it would be beneficial to residents of the town as a means of transport home from work.

Another member advised that the size of the buses used at the moment caused severe problems in the area of Bell Street / New Street with signs being knocked down and kerbs being damaged when buses mounted the pavement trying to get around the corner.

Pedestrian Crossings

It was noted that provision of pedestrian crossings in the town should be encouraged as there is a real need for these safe crossing areas.

118. HENLEY ACTION PLAN UPDATE

Members received and considered the notes of a meeting held on Tuesday 25 January 2011 and made the following observations:

- The Town Council should be considering its position concerning the Partnership and the direction that it is taking.
- The Steering Group had not met for some considerable time
- Councillors should be encouraged to attend the AGM
- This Council should be against the splitting of the groups and should have a view on the direction the Partnership is going.

The Town Clerk advised that there had been an Olympic Planning meeting earlier that day to see what if any were the aspirations of the people of Henley – some possible suggestions were:

- A large screen at Mill Meadows for the showing of the opening and closing ceremonies and other events. (Town clerk has made an initial approach to Pinewood Studios)

- Schools Olympics (June 2012)
- Young peoples' aspirations
- HTC to co-ordinate (does this Council have the resources?)

It was suggested that either the Henley Partnership or Mr O'Dell the Town Centre Co-ordinator should be responsible for co-ordinating the event, but noted that the Partnership at the moment did not have the support of businesses and Mr Hobbs did not have the resource, and Mr O'Dell's contract expires in March 2012, which would mean that although he may not be able to complete the project he may be in a position to get it off the ground.

It was **RESOLVED TO RECOMMEND** that

an item be placed on the next Full Council agenda, with a report being provided by the Councillor who is the representative for the Partnership to enable this council to decide what view it wishes to give regarding the future of the Partnership at it's AGM on 31 March.

119. PROBATION SERVICE

Members received and considered a report from the Town Clerk regarding the provision of manpower from the Probation Service.

It was **RESOLVED TO RECOMMEND** that

this Council enters into a 6 month trial period with Thames Valley Probation from 1 April 2011 and that a further report is to be presented to Committee in September on the success or other wise of this venture.

120. HERO'S RETURN

Members received and considered a report following an approach from the Leander Club regarding the Town Council hosting a reception for the Leander Olympians.

It was **RESOLVED TO RECOMMEND** that

the Council agrees to organise an open-top bus tour and host a reception to celebrate Leander Club Members who are competing in the 2012 Olympics

an item be placed on the Finance Strategy and Management Committee agenda to discuss funding the above event

a Working Group be formed, following the local council elections, to progress this project.

121. HM THE QUEEN'S DIAMOND JUBILEE BEACONS

Members received and considered a request for Henley Town Council to support the lighting of the Beacons event.

It was **RESOLVED TO RECOMMEND** that

the Town Council supports the event and places a beacon in a position to be discussed on it's own land.

122. ROYAL WEDDING

Members received and considered a report on the use of street bunting in celebration of the Royal Wedding on 29 April 2011.

It was **RESOLVED TO RECOMMEND** that

the Committee agrees to erecting the bunting in the Town Centre in time for the Royal Wedding and it is then left erected for the entire summer period.

123. RESURFACING OF GRAVEL HILL

Members received and considered a report on the best time to close Gravel Hill for essential repair work.

It was suggested that even though during the school holidays the traffic flow was less, for the shops / businesses in the town this was a time that offered a short window of opportunity to make money as this was when the visitors would be coming to the town.

An opposing view was given that Gravel Hill was not a road commonly used by visitors, who were more likely to come into town via the Fairmile, across the bridge or along the Reading Road.

Other Members considered the holidays the best time to carry out the closure as it would mean that there would be no school traffic or coaches on the roads which would lead to less congestion around the town.

It was **RESOLVED TO RECOMMEND** that

Oxfordshire County Council be advised that the preferred date for the works to be carried out is during the school summer holidays.

124. HART STREET BUS SHELTER

Members received a report on the bus shelter in Hart Street following complaints from Courtiers Investment Services Ltd regarding its position.

Members discussed the possibility of moving the shelter to another location, but as there are 2 different bus stops at this location, one going to High Wycombe and the other to Reading it was not considered a suitable action.

It was **RESOLVED TO RECOMMEND** that

the Town Council stands by its decision to have the shelter erected outside 18 Hart Street.

125. RED LION MOORING

Members received and considered a report supplying additional information from Mr Jonathan Hobbs (Hobbs of Henley) on the possibility of a exclusive licence for the use of the Red Lion Mooring.

Members debated the issue but decided that as interest in a licence had now been received from three parties to issue an exclusive licence to Hobbs would show favoritism and would be inappropriate.

It was **RESOLVED TO RECOMMEND** that

this Council reiterates its Recommendation from the 18 January 2011 that Hobbs of Henley and Henley Sales and Charter are offered a non exclusive licence as in 2010 at a price to be agreed by the Town Clerk and in addition the same licence is to be offered to SRB Moorings & Henley Charter.

126. SECTION 106 DEVELOPER FUNDING

Members received and considered a report on possible Section 106 Developer Funding.

Members discussed possible schemes that it may be possible to gain funding for from Section 106 Funding. Traffic Calming and Pedestrian Crossings were suggested.

It was **RESOLVED TO RECOMMEND** that

a letter should be sent to Mr Steve Howell, Head of Transport enquiring as to the process of gaining access to these funds

the Town Clerk send an e-mail to all Councillors asking for suggested projects that this funding could be used for.

127. 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 matters which were about to be discussed were considered to be confidential.

**MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF
THE TOWN AND COMMUNITY COMMITTEE HELD ON 1 MARCH
2011.**

**128. CONFIDENTIAL
CCTV**

Members received the notes of the CCTV Management Group held on Tuesday 18 January 2011 and noted the information therein.

It was **RESOLVED TO RECOMMEND**

that the Town Clerk suggest at the next CCTV Management Group meeting that only items that are considered to be confidential be recorded as confidential, with any non confidential items being recorded in open session to allow them to be published.

The Meeting closed at 9.50pm

Nt

Chairman