

Present:

Councillor Mrs J Bland
Councillor C W Gibson
Councillor Mrs R Myer
Councillor Miss L Pye, Vice-Chairman
Councillor C I Pye
Councillor D Nimmo Smith
Councillor Dr P J Skolar
Councillor Mrs E Hodgkin, The Mayor (ex officio)
Councillor Mrs J Wood, Deputy Mayor (ex officio), Chairman

In Attendance: Mr M Kennedy, Town Clerk and Ms J Smith, Committee
Administrator/Minute Taker

Also Present: Inspector Stewart Haveron and PC Vicky Sims, Thames Valley Police,
One member of the public and one member of the press.

21. **TO RECEIVE APOLOGIES FOR ABSENCE**
No apologies for absence were received.

22. **TO RECEIVE 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 judgement 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.

None.

23. **MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 26 May 2009 were approved and signed by the Chairman, Councillor Mrs J Wood.

19:35 Mayor, Councillor Mrs E Hodgkin entered the meeting.

24. **PROGRESS**

Councillors received and noted a report on progress and made the following comments:

Mill Meadows Kiosk, Minutes 1909 and 1913: Councillor D Nimmo-Smith asked what the status was on this item. The Town Clerk advised that the Kiosk currently does not have any toilet facilities and members of staff currently use the Pavilion toilets. He understood that building works are being investigated, by the tenant, which may include additional work to divert the sewer pipe.

Weedkilling, Minute 18: Deputy Mayor, Councillor Mrs J Wood asked for an update from Councillor Dr P Skolar following the Full Council meeting on the 16 June 2009,

in which he stated that he would refer the matter back to County Council. He advised that a meeting had been arranged for 23 July 2009. In the meantime, an email had been sent requesting a visit to Henley to look at the weed situation prior to this meeting. He would give an update to a future meeting.

25. **BUDGET**

Councillors received and accepted the monthly budget report for April and May 2009 in the new format.

19:40 Councillor, Mrs R Myer entered the meeting.

Councillor D Nimmo-Smith asked if the item 'licences' included Market Place rent from Starbuck, Loch Fyne, Bloc 2 and the Green Olive and also whether there are specific times for the use of Market Place stated in their licenses.

The Town Clerk confirmed that income from those businesses was included within that budget item. The individual licences were granted on an annual basis from 1 April to 31 March. The Council advises the business of the dates/days when the Market Place is unavailable due to occupation by markets etc. Councillor C Pye confirmed that the licences and amounts charged were based on square meters allocated.

26. **POLICE**

The Chairman, Councillor Mrs J Wood invited PC Vicky Sims to the table who apologised on behalf of Inspector Stewart Haveron who had been unavoidably delayed:

PC Vicky Sims tabled a leaflet entitled 'The Thames Valley Policing Pledge' to Members and left extra copies for the One Stop Shop. This document was designed to inform the people of Thames Valley on the service they can expect of the police force as they strive to make communities safer.

PC Sims referred to the papers distributed with the agenda and reported on the following:

- Neighbourhood Action Groups (NAGs) – there are three new priorities: (i) vandalism; (ii) littering and (iii) drugs.
- PC Sims referred to the PSCO figures and the high number of parking tickets being issued.
- Mill Meadows now has a patrol plan in place and the Police had recently held a surgery on the site. The police and NOMAD are continuing to arrange for the kiosk café to be opened late on Friday evenings for the benefit of young people and the police will be working closely with NOMAD throughout the summer.
- Burglaries in the town are still a concern and remain a priority. A number of arrests had been made. There would also be press releases in the local paper asking residents to be extra vigilant.

Councillor Dr P Skolar asked if the third priority, drugs, included alcohol as well as illegal drugs. PC Sims advised that currently an area of focus was the skateboard park where there had been reports of drug taking, but after investigation it was found not to be the case. However, there would be future drug initiatives run in conjunction with the Neighbourhood Action Group (NAG).

Councillor D Nimmo-Smith asked how useful the CCTV cameras were to the Police for dealing with crime within the town. PC Sims confirmed that evidence from these cameras were very useful and had been used recently to prosecute shoplifters in the town centre.

19:45 Inspector Stewart Haveron joined the meeting and responded to a Member's question regarding criminal damage to a pub within the town.

The Mayor, Councillor Mrs J Wood thanked the police for their reports and invited them to remain at the table for the following item.

27. **PCSO KEY PERFORMANCE INDICATORS**

Councillors received and noted the summary report, Quarter four 2008-9.

Councillor C Pye asked for clarification on the PCSO Key Performance Indicators and why the numbers of foot/cycle patrols undertaken within Wallingford were so much higher than Henley. PC Sims confirmed that Wallingford report included patrols that are made in neighbouring parishes, which formed part of the Wallingford beat area, hence the very high number, whereas Henley figures are just for Henley.

Inspector Haveron and PC Sims left the meeting.

28. **CLAMPING IN HENLEY**

Councillors had before them information regarding charges made by other clamping operators which Mr Roberts had asked to be circulated. Mr Sean Roberts, TCBS, did not attend the meeting.

The Mayor, Councillor Mrs E Hodgkin questioned why one of the Council's contractors had been asked to attend this meeting. It was acknowledged that issues' concerning the performance of the Council's appointed contractors are matters for the Town Clerk to address.

Councillor C Pye sought clarification on the information that had been tabled as it was not clear which of the tariffs related to TCBS.

It was **RESOLVED** to **RECOMMEND** that

TCBS's clamping charges are circulated to all Councillors.

Action: TCBS's clamping charges to be circulated to all Councillors.

29. **VISITOR INFORMATION CENTRE**

Councillors received and accepted the following reports

Visitor report running total for year 2009

Budget report – May 2009

Report for 1 to 31 May 2009

Visitor report running total for year

Councillor C Gibson referred to the fourth bullet on the Report for the period 1 to 31 May 2009 and asked for an update.

The Town Clerk confirmed that a report on the future of the Visitor Information Centre (VIC) had been considered at the Finance Strategy and Management Meeting, Minute 16 (ii), on 2 June 2009. The decision taken, which was ratified at the Full Council meeting on 16 June 2009, was that the Visitor Information Centre, including staff, would be moved to the Town Hall from 1 October 2009.

The Town Clerk advised that alterations to the buildings would be carried out after all necessary consultations, with every effort being made to maintain the current ambience that has existed during the time that the VIC has been located in the Barn. It would be the intention to commercially let the Barn once the building had been vacated.

Councillor C Gibson was of the opinion that the Visitor Information Centre should be the responsibility of the Henley Partnership as the service provided helped to support commercial enterprises within the town. Members expressed surprise and sought clarification on this.

Councillor Gibson referred to a meeting of the Tourism Group of the Partnership when he had been advised that the Partnership considers this to be a Town Council responsibility.

The Mayor, Councillor Mrs E Hodgkin advised that the service provided by the VIC was very important for the town, especially leading up to the 2012 Olympics. The Town Clerk advised that the topic of the VIC would be a feature in the next Henley Standard Town Clerk's article. The longer term strategy for the VIC would be the subject of further Committee reports.

It was **RESOLVED** to **RECOMMEND** that

the Town Clerk seeks clarification on the funding of the VIC by the Henley Partnership

30. **HEADWAY THAMES VALLEY**

Councillors had before them a report giving details of a request from Headway Thames Valley for permission to make alterations to the grounds at Brunner Hall.

It was **RESOLVED** to **RECOMMEND** that

Permission is given to Headway Thames Valley to:

1. erect a pergola at the south eastern corner of the property, to provide shelter from the sun for clients whilst working or enjoying the sensory garden. Dimensions: 2400mm x 2400mm x 2200mm. This permission is subject to Headway Thames Valley obtaining all the necessary planning permissions
2. erect an uncovered plant-supporting structure (trellis) leaning against the north eastern wall of the building. No planning permission is required.

31. **SEA CADETS, TRAFALGAR DAY PARADE, SUNDAY 25 OCTOBER 2009**

Councillors considered a request from the Sea Cadets to hold the Sea Cadet Corps District Trafalgar Day Parade in the Market Place, Henley, on 25 October 2009, for approximately two hours, commencing at 10.00am. It was noted that no other events are booked in the Market Place on that day.

It was **RESOLVED** to **RECOMMEND** that

permission is given to The Sea Cadets to hold the District Trafalgar Day Parade in the Market Place on 25 October 2009, subject to the Sea Cadets being responsible for all arrangements including any required road closures.

32. **TOWN HALL MAINTENANCE**

Councillors had before them a report on the condition of the floor of the Large Hall, Town Hall, and considered the three quotations in the report.

It was **RESOLVED** to **RECOMMEND** that

contractor C is selected to carry out work to sand and re-seal the floor in the Large Hall, Town Hall, at a cost of £2971.

33. **HENLEY TOWN YOUTH COUNCIL**

Councillors received and noted the minutes of the meetings held on 18 May and 22 June 2009.

Councillor C Pye asked why attendees of the meetings had not been named on the Minutes from the 22 June and what will happen to all the actions that have been minuted.

The Deputy Mayor, Councillor Mrs J Wood, advised that any actions / ideas would be put forward to the next meeting's agenda and that she would take Councillor's Pye comment regarding listing the names of attendees back to a 'wash-up' meeting due to held by the schools.

34. **HENLEY AIR QUALITY WORKING GROUP**

Councillors received and noted the minutes of the meeting held on 19 May 2009.

The Mayor, Councillor Mrs E Hodgkin, raised concern regarding the high levels of NO₂ recorded in Greys Road and Duke Street, for which there appeared to be no explanation.

Councillor D Nimmo-Smith advised that he and Councillor Dr P Skolar had asked SODC the same question at the meeting on the 19 May 2009 and had not been given an answer. The issue of what could be done to improve the situation in Henley would be the main agenda item for the next meeting of the Working Group on 30 July 2009.

35. **HENLEY DAY CENTRE MANAGEMENT COMMITTEE**

Councillors received and noted the minutes of the meeting held on 18 May 2009.

Mayor, Councillor Mrs E Hodgkin asked why these Minutes had been brought to this Committee. It was agreed that in future minutes of this Committee would be circulated via the Newsletter with additional copies available in the One Stop Shop.

36. **PARKING PROBLEMS IN ADWELL SQUARE**

Minute 3780, Planning and Transport Committee, 14 April 2009 refers

Councillors received and noted a letter from the Town Council to OCC Highways concerning parking problems in Adwell Square, and a reply from OCC Highways dated 11 June 2009, which stated that the existing Road Traffic Regulation Order, which includes Adwell Square, contained standard exemptions. There is a specific exemption for loading/unloading and the putting down and picking up of passengers. Drivers should not, therefore, be subject to prosecution in those circumstances. They had also advised that the legal process for amendments to restrictions in the town were too far advanced to allow for consideration of the request to amend those in Adwell Square in the current Variation Order. These would, however, be kept on file and considered in any subsequent Variation Order.

37. **FLU FRIENDS**

Councillor Dr P Skolar advised that Oxfordshire had now had 45 cases of Swine Flu, and wanted to alert Councillors about 'Flu Friends' and tabled a document from the NHS Oxfordshire website.

The Chairman ruled that this item be taken on grounds of emergency.

38. **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.

39. **MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF THE TOWN AND COMMITTEE HELD ON 30 JULY 2009.**

NEW WASTE COLLECTIONS

Councillors received and noted email correspondence regarding South Oxfordshire District Council's new waste collection arrangements.

Councillor D Nimmo-Smith advised that the theory for the new waste collection scheme was good, but the implementation had been dreadful.

Deputy Mayor, Councillor Mrs J Wood urged Councillors to support the One Stop Shop, as they had been inundated with queries from residents and wanted SODC to know that the service the staff was providing in respect of these queries during the roll out had been outstanding. All Members agreed that the actions of the Henley One Stop Shop staff should be applauded. Councillor Mrs Wood stated that the high level of support given by the Henley staff should be reported back to SODC to urge them to reconsider the future funding of the One Stop Shop as it had been proved that the scheme could not have managed without the services of the One Stop Shop.

After a lengthy debate,

It was **RESOLVED** to **RECOMMEND**

that SODC should provide a dedicated telephone line and contact to the One Stop Shop in order to effectively deal with waste collection queries.

Councillor Mrs J Bland agreed to take this message forward to SODC. In addition, she advised that she would also attend the Public Meeting scheduled for the 13 July 2009 at the Town Hall, Henley, regarding the new collection scheme.

On a separate issue, Councillor Mrs J Wood asked that District Councillors Mrs Bland and Mrs Myer contact SODC immediately regarding the state of the toilet facilities at the train station in light of the fact that there would be hundreds of visitors arriving by train for the Henley Royal Regatta and Festival over the next few weeks.

The meeting closed at 9:20pm.

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Chairman