

**Present:** Councillor D Thomas (Vice Chair, presiding)  
Councillor Ms H Chandler-Wilde  
Councillor D Eggleton  
Councillor W Hamilton  
Councillor Miss K Hinton  
Councillor Miss S Miller  
Councillor I Reissmann  
Councillor D Nimmo Smith (substituting for Councillor M Akehurst)  
Mayor, Councillor Miss L Hillier (ex-officio)

**In Attendance:**

Councillor J Brookes  
Councillor Miss S Evans  
Councillor S Gawrysiak  
Mr M Kennedy – Town Clerk  
1 Member of the Press  
2 Members of the Public

**1. ELECTION OF CHAIRMAN**

The Mayor called for nominations for the election of Chairman for the year 2015-16.

Councillor D Nimmo Smith proposed and Councillor W Hamilton seconded that Councillor M Akehurst be elected.

Councillor I Reissmann proposed and Councillor Miss K Hinton seconded that Councillor Miss S Miller be elected.

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

**RESOLVED that Councillor M Akehurst be elected Chairman of the Town and Community Committee for the year 2015-2016.**

**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 2015-2016.

Councillor W Hamilton proposed and Councillor D Nimmo Smith seconded that Councillor D Thomas be elected.

Councillor Miss S Miller proposed and Councillor Miss K Hinton seconded that Councillor D Eggleton be elected.

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

**RESOLVED that Councillor D Thomas be elected Vice Chairman of the Town and Community Committee for the year 2015-2016.**

Councillor D Thomas in the Chair.

**3. APOLOGIES**

An apology for absence were received from Councillor M Akehurst, Councillor D Nimmo Smith was attending as his substitute.

**4. PUBLIC PARTICIPATION SESSION**

Councillor S Gawrysiak- Elizabeth Road addressed the meeting on agenda item 13 – *Red Lion Lawn Seating Licence*. He informed the committee that Full Council at its meeting held on 5 May were minded to approve the renewal of the Red Lion Hotel's licence application and rehearsed the reasons for supporting this request which included, locking and unlocking the access gate; maintaining and cleaning the area; reducing anti-social behaviour as well as deriving an income for the Council.

Councillor Gawrysiak also spoke against agenda item 14 *Public Bicycle Pumps* and urged the committee to reject this scheme arguing that the money would be put to better supporting improved cycle routes and signage.

Mr Sam Gill – Red Lion Hotel addressed the meeting on agenda item 13 – *Red Lion Lawn Seating Licence* and looked to the committee's support for his application to renew the licence. He reminded Councillors that historically the Hotel had made use of the lawn for serving refreshments. Staff had looked after the area and had complied with the Town Council's conditions.

Councillor Sam Evans – Reading Road voiced her own support for the Red Lion Hotel adding that early teething problems had been resolved.

Councillor Julian Brookes – Parkside reinforced the argument for supporting the Red Lion Hotel's application. He expressed the view that the opportunity be taken through improved signage to inform the public that they are welcome to use the area as a public open space and that the licenced area and public areas should be clearly delineated.

Chris Baker- Lauds Close addressed the committee on agenda item 9 - *Progress (Fairtrade Town)*. He explained that there was now a requirement to appoint two councillors to serve on the Henley Fairtrade Committee.

There being no further items raised by the public the Chairman declared the Public Participation Session closed.

**5. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 7 April 2015, copy having been issued were received, approved and signed by the Chairman as a true record.

6. **DECLARATIONS OF INTEREST**

None tendered.

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

In accordance with Standing Order 5a(vi), it was

**RESOLVED that the order of business be varied to take agenda item 13 ahead of the other items of business having regard to the public interest in this matter.**

8. **RED LION LAWN- RENEWAL OF SEATING LICENCE**

The Committee's recommendation not to renew the Red Lion Hotel's seating licence, made at a meeting on 7 April, 2015, Min.No. 123(ii) had been overturned by Full Council on 5 May and referred back for Members' further consideration. The Council's support for the application was repeated by the committee. Particular reference was made to the Hotel's good work in minimising anti-social behaviour, securing the premises at night and keeping the area clean and tidy.

Three matters of concerns were expressed namely the tendency for the Hotel to sometimes block the access gate to the river and spread out tables beyond their agreed licensable area; and public's perception that the Red Lion Lawn is a private area for commercial use only. Members agreed the situation could be better improved with clearer demarcation and improved signage. It was

**RESOLVED TO RECOMMEND that delegated powers be extended to the Town Clerk to work with the Hotel manager to extend the seating licence beyond 31 August 2015 while ensuring that the seating areas for both public use and commercial use are clearly defined and that the signage at the entrance to the Red Lion Lawn is improved.**

9. **APPOINTMENT OF SUB COMMITTEES, THE MEMBERSHIP THEREOF AND THEIR TERMS OF REFERENCE**

The Committee considered the appointment of Sub-Committees; the membership thereof and their terms of reference for the ensuing local government year.

**(i) Traffic Advisory Committee**

The Chairman invited comment on the existing terms of reference. It was proposed by Councillor Hamilton and seconded by Councillor Nimmo Smith that the existing terms of reference be readopted. A view was expressed that committee would be more effective if it reverted back to its former role of reporting to Oxfordshire County Council. It was suggested that the Traffic Advisory Committee considers its present role and current reporting arrangements at its first meeting. Members were reminded of the existence of a number of Traffic Advisory Committees across the county although there were no hard and fast rules on the reporting mechanism. It was subsequently

**RESOLVED that the Traffic Advisory Committee be re-appointed for the municipal year 2015-2016 with the following membership**

**Councillor Ms S Abey  
Councillor J Brookes  
Councillor Ms H Chandler-Wilde  
Councillor D Eggleton  
Councillor D Thomas  
along with representatives from the Henley Branch Users Group;  
Henley Partnership; Henley in Transition; County and District  
Councils; and**

**that the Terms of Reference be re-adopted.**

**(ii) Townlands Steering Group**

The Committee considered the appointment of the Townlands Steering Group; their terms of reference and membership thereof for the ensuing local government year. It was

**RESOLVED that the Townlands Steering Group be re-appointed for the municipal year 2015-2016 with the following membership**

**Councillor M Akehurst  
Councillor J Brookes  
Councillor S Gawrysiak  
Councillor W Hamilton  
Councillor Miss L Hillier  
Councillor I Reissmann  
along with representatives from the wider community and County  
and District Councils and neighbouring parish councils; and**

**that the Terms of Reference be re-adopted.**

**(iii) Town Medal**

The Committee considered the appointment of a Town Medal Committee; their terms of reference and membership thereof for the ensuing local government year. It was

**RESOLVED that the appointment of a Town Medal Committee be deferred until later in the year and that a report be presented to the October meeting of this Committee for further consideration.**

**(iv) Christmas Events and Decorations sub committee**

The Committee considered the appointment of the Christmas Events and Decorations sub committee; their terms of reference and membership thereof for the ensuing local government year. It was

**RESOLVED that a Christmas Events and Decorations sub committee be re-appointed for the municipal year 2015-2016 with the following membership**

**Councillor Ms H Chandler-Wilde  
Councillor Miss S Evans  
Councillor Miss L Hillier  
Councillor Miss K Hinton  
Councillor Miss S Miller  
along with representatives from the community**

**10. APPOINTMENT OF AD HOC WORKING GROUPS AND THE MEMBERSHIP THEREOF**

The Committee considered the appointment of ad hoc Working Groups; their terms of reference and membership thereof for the ensuing local government year. It was **RESOLVED**

- (i) that being a task and finish group, the Old Fire Station Gallery and Kings Arms Barn Working Group be not reappointed for the municipal year 2015-2016;**
- (ii) that the Market Working Group be also not reappointed for the municipal year 2015-2016 but that the Officers be tasked with presenting a report to the next meeting of this Committee on the planned Flea Market and Twinning Market; and**
- (iii) that those interested persons keen to establish an Indoor Market be invited to present a report to the next meeting.**

**11. PROGRESS**

Members received and considered a report on progress and agreed the following actions:

Old Fire Station Gallery and Kings Arms Barn Users Group  
Remove item from progress.

Fairtrade Town

The appointment of two councillors to serve on the Henley Fairtrade Committee to be determined at Full Council on 23 June; the Fairtrade Coordinator to present a report to the next meeting on the location; description, dimensions, cost etc. of a "Fairtrade Plaque".

Sound System

The Officers to progress this longstanding project and present a further report to the next meeting.

Town Entrance Signs

Notwithstanding the Council had previously agreed the revised wording of the town sign, no decision had been made on whether this Council wishes to spend £10,000 on new Town Entrance Signs. The Architects to present a revised proposal for adding a new sign beneath the existing sign: "*Also twinned with Bled, Slovenia*" as an alternative to making new signs and report

back to Committee, meanwhile the artwork for the new sign to be circulated to all new Councillors

#### Traffic Advisory

In noting arrangements are in place to call a meeting of the Traffic Advisory Committee, the Chairman invited the Committee to consider the appointment of a Transport Study Group to receive update reports on the on-going Transport Study for Henley and Harpsden as part of the on-going work to find solutions to mitigate the increase in traffic from the additional houses within the Joint Neighbourhood Plan. It was **RESOLVED**

**that a Transport Study Group be appointed to receive a report from the Consultants Peter Brett Associates on 11 June with the following membership:**

**Councillor M Akehurst (chairman ex-officio)**

**Councillor S Gawrysiak**

**Councillor W Hamilton**

**Councillor D Nimmo Smith**

**Councillor I Reissmann**

**Councillor D Thomas (vice-chairman ex officio)**

**along with 2 representatives from Harpsden Parish Council**

#### **12. MANAGEMENT ACCOUNTS TO 31 MARCH 2015**

The Committee reviewed the Management Accounts to 31 March 2015 but no comments were made. It was **RESOLVED**

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

#### **13. FUTURE USE OF THE KINGS ARMS BARN**

Members considered a detailed report on the options available to the Council for using the ground floor space at the Kings Arms Barn from 1 October 2015 when the current lease with the existing tenant is due to end. The Committee acknowledged that the present occupier is a good tenant and works in partnership with the Town Council on the delivery of Santa's Grotto as part of the Christmas Festivities.

In noting that the Finance Strategy and Management Committee is required to agree the revised terms of the lease, Members were of the view that the present arrangements should continue for the next 2-3 years.

Reference was made in the report to the need for improvements to the filing system. A sustainable solution is required one that should be included in the long term plan for 2-3 years' time. It was **RESOLVED TO RECOMMEND**

- (i) that this Committee supports the continued use by the existing tenant of the Ground Floor space in the Kings Arms Barn, the matter to be referred to the Finance Strategy and Management Committee for further consideration on the terms of the lease; and**

- (ii) **that the opportunity be taken to explore a sustainable solution to the Council's filing/storage issues as part of a longer term plan over the next 2-3 years.**

**14. PROPOSED CHANGES TO PARKING IN HENLEY**

Members had before them details of changes to parking restrictions in various locations in Henley as part of the County Council's proposed Traffic Regulation Order (TRO) and proposed changes to disabled persons parking places. Councillor Nimmo Smith indicated that he would not be participating in the debate because ultimately he would be responsible for making the decision on the TRO in his capacity as Cabinet Member for Highways. Attention was drawn to the following issues:

- that the council welcomes this consultation;
- inconsistency across the town on the proposed waiting limits which were either 20 minutes or 10 minutes;
- bollards should be installed in front of 92-102 Bell Street to prevent cars driving across the pavement;
- the opportunity be taken to reinstate the Georgian Paving in Bell Street;
- regularisation of the parking places in front of the Northfield End shop is a good idea as the current situation presents a danger for parents with children especially buggies
- the committee is sympathetic to the needs of the business.

It was **RESOLVED**

- (i) **that this Council responds to the Consultation in the terms expressed at the meeting; and**
- (ii) **that this Council makes no comment on the proposed changes to the Disabled Persons Parking Places Order.**

**15. CYCLE PUMPS**

The Committee considered a Member's suggestion for the installation of a public bike pump in the town centre. The proposal was broadly supported, the thinking being that one could be installed in Market Place on a trial basis, the cost to be funded from the Road Safety Budget. It was

**RESOLVED TO RECOMMEND that a single public bike pump be installed in a suitable location in Market Place (but not close to the seating areas to avoid congestion), on a trial basis, the cost to be funded from the budget towards traffic calming schemes.**

**16. ECONOMIC DEVELOPMENT ACTION PLAN 2015/16**

Members had before them the Economic Development Action Plan for Henley 2015/16. Comments were made about the reality of the vision statement; the purpose of undertaking annual retail vacancy surveys; the expectation that the

Henley House & Garden Show should be self-sufficient; and the extent of the Council's financial support for shop front improvements and Henley in Bloom. A member suggested that the Action Plan could be improved by strengthening economic development in Henley through training partnerships, internships, building up the skills base; and improving career opportunities for young people. A view was also expressed that the late night shopping event should be Henley Town based rather than focused on the town centre.

While recognising that the Action Plan had been a collaborative agreement between South Oxfordshire District Council and the previous administration, the committee agreed that the opportunity should be taking to review the budget allocation for each project. The Clerk explained that once the Council had agreed the overall budget allocation for 2015/16, responsibility for financial control and budget management is passed to the Town Team. It was **RESOLVED**

**that the Action Plan 2015/16 be noted and that a further report be presented to Committee on the composition of Town Team and its governance arrangements.**

**17. TOWN CENTRE MANAGER**

The Committee discussed the role of the Town Centre Manager and considered opportunities for reviewing this position in the light of the postholder's resignation. It was recognised that the post is jointly funded and therefore the Clerk was unable to recruit his successor without reference to South Oxfordshire District Council. It was agreed that without the current job description it was difficult to modify the role although the Clerk explained that this process had already been undertaken following the postholder's annual appraisal earlier this year.

A discussed followed as to whether or not a part-time position was the most sensible way forward recognising that Thame and Wallingford apply different solutions towards economic development in their respective towns. It was **RESOLVED**

- (i) that the Council's thanks and appreciation be recorded to the Town Centre Manager for all his work over the past 3 years;**
- (ii) that the postholder presents a further report outlining a review of his work; his achievements; how effective he considers he has been; and opportunities for change; and**
- (iii) that the Town Clerk be granted delegated powers to recruit his successor in consultation with the Mayor and Chairman.**

The meeting closed at 9.42pm