

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
A MEETING OF
THE TOWN AND COMMUNITY COMMITTEE**

To be held on

TUESDAY 20 SEPTEMBER 2011 AT 7.30PM

In

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY ON THAMES**

Mr M Kennedy
Town Clerk

14 September 2011

MEMBERSHIP: Councillor Mrs E Hodgkin (Chair)
Councillor Ms K Gehrman (Vice Chair)
Councillor Mrs J Bland
Councillor W Hamilton
Councillor D Hinke
Councillor D Nimmo-Smith
Councillor I Reissmann
Councillor Mrs J Wood
The Mayor, Councillor Mrs P Phillips (ex-officio)

Members are reminded to sign the attendance book.

AGENDA

1. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from the Mayor, Councillor Mrs P Phillips and Councillor Mrs J Wood.

2. **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. You do, however, have the same right as a member of the public to make representations, give evidence and answer questions about the matter during Public Participation and may remain in the room to enable you to exercise that right and then leave immediately. You must not seek to improperly influence a decision on the matter.

3. **PUBLIC PARTICIPATION SESSION**

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. **MINUTES**
TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 5 July 2011 (previously circulated).
5. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (report attached).
6. **BUDGET**
 - i) **TO RECEIVE AND CONSIDER** the budget report to 31 August 2011 (report attached).
 - ii) **TO RECEIVE AND CONSIDER** the Accountant's report requesting summary of expenditure wishes to be submitted to Finance Strategy and Management (report attached).
7. **POLICE**
 - i) **TO RECEIVE** a verbal report from Sgt Pink and PC Simms
 - ii) **TO RECEIVE AND NOTE** the PCSO key performance indicators Summary Report, quarter one 2011 -2012 (report attached).
8. **CCTV**
TO RECEIVE AND NOTE the Quarter One 2011-2012 CCTV quarterly report for Didcot, Henley, Thame and Wallingford (report attached)
9. **BOLLARDS ON WEST STREET** *Planning minute 72 - 23.8.11 - Full Council Meeting request 09.08.11 - The Chairman gave a verbal update on the issue of the Bollards on West Street. He informed the Committee that no decision had been made, and that a letter had been sent from the South Oxfordshire District Council Enforcement Officer to both Mr Bastian, and Oxfordshire County Council Highways Department concerning the breach in regulations and requesting the reinstatement of the Grade II Listed pavement with immediate effect.*

*A lengthy discussion ensued and the Committee noted it's pleasure that Mr Bastian, Oxfordshire County Council Highways Department, the South Oxfordshire District Council Enforcement Officer and the Planning Department were in discussion, and it was **RESOLVED** that this item be moved to the Town and Community Committee.*
 - i) **TO CONSIDER** what action should be taken regarding the bollards that have been erected on West Street without planning permission.
 - ii) **TO CONSIDER** what action can be taken to ease the problem of vehicles being parked inconsiderately or illegally around the town (e-mail from Inspector Harling attached)
10. **OLYMPIC CELEBRATIONS**
TO RECEIVE, CONSIDER AND NOTE the notes of the Planning for the Olympics Meeting held on Tuesday 12 July 2011 (papers attached).
11. **TOWN CENTRE MANAGER** *(Full Council minute 20 - 9.8.11 - Mr K Arlett, Elizabeth Road. Mr Arlett referred members to the recent South Oxfordshire District Council bulletin and the reference made to Henley's Town Centre Manager. He understood that Mr Oliver O'Dell had recently resigned from the post and suggested that Councillor Judith Nimmo-Smith, Cabinet Member for Economic Development be invited to give an overview of what has been achieved by the Town Centre Manager in the past 18 months.*
TO RECEIVE AND NOTE a report from Mrs Malcolm, SODC Economic Development Manager giving an overview of what was achieved by the Town Centre Manager over the past 12 months (report attached).

12. **SIGNAGE AND PHYSICAL TOWN PROMOTION PROJECT**
i) **TO RECEIVE AND CONSIDER** a report from Deborah O'Brien, South and Vale District Council regarding the implementation of £12,000 capital allocation in the South Oxfordshire Market Towns Action Plan programme for undertaking a signage review in Henley and delivering signage projects in the town including existing notice boards, town maps and information boards throughout Henley (report attached).
ii) **TO APPOINT** 2 Councillors who will work with Ms O'Brien in the delivery of this project.
13. **CYCLE STANDS** (Full Council minute 24 - 9.8.11 - *It was confirmed that there could be funding for additional cycle stands and County Councillor D Nimmo-Smith requested that a list of preferred locations for racks are given to him to discuss with Oxfordshire County Council.* **TO CONSIDER** suitable locations for cycle stands in the town. (As there is the possibility of available funding this information can then be discussed with Oxfordshire County Council by County Councillor D Nimmo-Smith)
14. **GREYS ROAD PEDESTRIAN CROSSING** (Full Council minute 24 – 9.8.11 - *It was noted that two possible positions for a pedestrian crossing in Greys Road were to be considered. However, it was confirmed that if a pedestrian crossing was to be implemented it would likely to be positioned further up the hill from Sacred Heart School. It was suggested that a consultation with the school should take place before a final decision was made. It was requested that this item be put on the agenda for the meeting on the 20 September 2011).* **TO CONSIDER** arranging a consultation with Sacred Heart School re the possibility of providing a pedestrian crossing on the Greys Road and its preferred position.
15. **REVIEW OF OCTABUS DIAL-A-RIDE SERVICE**
TO RECEIVE AND CONSIDER a letter from Oxfordshire County Council regarding significant changes expected in the next twelve months to services supplied for the jointly funded Octabus Dial-a-Ride service which provides door to door transport for the disabled. Reply required by Friday September 30th (paper and feedback form attached).
16. **PROBATION SERVICE**
TO RECEIVE AND CONSIDER a report from the Park Service Supervisor regarding the use of the Probation Service and if this Council wishes to extend the agreement (report attached).
17. **TOWN ENTRANCE GATES**
TO RECEIVE AND CONSIDER a verbal report from Councillor D Nimmo-Smith on the cost of purchasing, erecting and maintaining white gates next to the Henley boundary sign on Greys Road.
18. **FREE PARKING FOR CHRISTMAS SHOPPERS**
TO RECEIVE AND CONSIDER correspondence from South Oxfordshire District Council asking for the Town Council's preference on free parking in the Greys Road and Kings Road car parks in December. (see attached email)
19. **EXCLUSION OF THE PUBLIC AND THE PRESS**
It is proposed by the Chairman

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 will be discussed are considered to be confidential.

**20. CONFIDENTIAL
CCTV**

i) TO RECEIVE AND NOTE the notes of the CCTV Management Group held on Friday 29 July 2011 (papers attached).

ii) TO RECEIVE AND NOTE the CCTV 2011/12 budget update (papers attached).

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14 September 2011