

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk



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**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF
THE FULL COUNCIL**

to be held on

TUESDAY 12 NOVEMBER 2013 AT 7.30 PM

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

A handwritten signature in black ink that reads "Mike Kennedy".

Mr M Kennedy
Town Clerk
6 November 2013

Mayor, Councillor S J Gawrysiak
Deputy Mayor, Councillor M S Akehurst
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor W Hamilton
Councillor Miss L M Hillier
Councillor D Hinke
Councillor Miss K L Hinton
Councillor Mrs E Hodgkin
Councillor Ms L A Meachin
Councillor D R Nimmo Smith
Councillor Mrs P A Phillips
Councillor I Reissmann
Councillor D M Silvester
Councillor Mrs J Wood

District Councillor W Hall

Members are reminded to sign the attendance book.

AGENDA

1. **APOLOGIES FOR ABSENCE**
TO RECEIVE apologies for absence.
2. **DECLARATIONS OF INTEREST**
TO RECEIVE any declarations of interest.
Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware 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 disclosable pecuniary 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/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.
3. **MINUTES**
TO APPROVE the following Minutes:
 - (i) Full Council meeting held on the 1 October 2013 (attached).
 - (ii) Special Full Council meeting held on 5 November 2013 (attached).
4. **PUBLIC PARTICIPATION**
Public Participation - a period of up to but no longer than 20 minutes to receive questions and opinions from members of the public on any matter which affects the town.
NB: attention is drawn to the Council's Code of Practice relevant to Public Participation (a copy is attached to the agenda).
5. **OXFORDSHIRE FIRE & RESCUE SERVICE**
TO RECEIVE a presentation from Area Manager Nigel Wilson (Oxfordshire Fire & Rescue Service) on the Community Risk Management Plan.
6. **DISTRICT COUNCILLORS' REPORTS (max 10 min total)**
COUNTY COUNCILLOR REPORT (max 10 min total)
TO RECEIVE reports from District and County Councillors (*attached*) and subsequent verbal development updates following the submission of these reports.
7. **FEEDBACK FROM REPRESENTATIVES OF OUTSIDE BODIES (max 5 min total)**
TO RECEIVE any reports from Outside Bodies.
8. **MAYOR'S REPORT**
TO RECEIVE a report from the Mayor for the period 25 September – 5 November 2013 (*attached*) and any other announcements the Mayor may wish to make.
9. **REPORTS OF COMMITTEES**
TO RECEIVE the Reports of the Committees:
 - i) **Planning Committee** – 8 October (*previously circulated*) & 29 October 2013 (*attached*)
 - ii) **Town and Community Committee** – 15 October 2013 (*previously circulated*)
 - iii) **Finance Strategy and Management Committee** – 22 October 2013 (*previously circulated*)
 - iv) **Recreation and Amenities Committee** – 29 October 2013 (*attached*)
 - v) **Neighbourhood Planning Governance Committee** – 26 September (*previously circulated*) & 24 October (*attached*).
 - i) **TO APPOINT** a substitute member for Councillor M Akehurst.
 - vi) **Townlands Steering Group (TSG)**
TO RECEIVE a verbal report from the Chairman, Councillor I Reissmann.
10. **PROTOCOL FOR CIVIC INVITATIONS**
TO CONSIDER a protocol for accepting invitations where a civic presence is specifically requested when neither the Mayor nor Deputy Mayor is able to attend.
11. **THE SANTA FUN RUN 2013**
TO CONSIDER a request to suspend the Parking Places Order at Mill Meadows Car Park for the duration of the Santa Fun Run on Sunday 8 December 2013.

Henley-on-Thames Town Council

Public Participation Scheme

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:

1. This scheme applies to meetings of the Full Council, the Planning Committee, Finance, Strategy and Management Committee, Recreation and Amenities Committee and Town and Community Committee and any other committee or sub-committee of the Council.
2. There will be a Public Participation Session at the start of every meeting to which this scheme applies. At Full Council, members of the public, including Councillors who may have a personal and prejudicial interest on any item included on the agenda, may ask questions or make a statement on any matter which affects the town. The session will last for a period of up to 20 minutes (but capable of being extended at the Chairman's discretion).
3. Members of the public 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.
4. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
5. All speeches shall last for no more than 2 to 3 minutes.
6. 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.
7. 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.
8. 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.
9. 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.
10. Questions which require the disclosure of exempt or confidential information will not be answered.
11. 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.

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE MEETING OF FULL
COUNCIL HELD AT 7.30PM ON
TUESDAY 1 OCTOBER 2013 IN THE
COUNCIL CHAMBER, TOWN HALL,
HENLEY ON THAMES

Present: Mayor, Councillor S Gawrysiak
Deputy Mayor, Councillor M S Akehurst
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor W Hamilton
Councillor Miss L Hillier
Councillor Mrs E Hodgkin
Councillor Ms L Meachin
Councillor D Nimmo-Smith
Councillor I Reissmann
Councillor Mrs J Wood

In Attendance: Mr M W Kennedy - Town Clerk
Mrs P Price-Davies - Minute Taker / Committee Administrator
Mr C Austin - Town Sergeant

Also Present: 1 member of the press
6 members of the public

The Town Clerk read out the fire evacuation procedure and reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda. He also drew members of the public's attention to the laminated rules placed on each seat in the public gallery.

29. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Silvester, D Hinke, Miss K Hinton and Councillor Mrs P Phillips.

30. DECLARATIONS OF INTEREST

There were no declarations of interest.

31. MINUTES

The minutes of the Full Council meeting held on 6th August 2013 were approved and signed by the Chairman as a true record.

32. PUBLIC PARTICIPATION

Mr C Langler, Queen Street

Mr C Langler let Council know that Henley in Transition had carried out a survey in the summer in conjunction with the students of Henley College and they had published their initial findings. As local stakeholders, he put Henley in Transition forward to contribute to the production of the low emission zone strategy for South Oxfordshire.

Dr B Wood, Blandy Road

Dr Wood expressed his frustration that although the Mayor had attended the recent meeting of United!, it was not listed in his diary report. The Chair informed him that the list only covered the period 31 July – 24 September 2013 and that this engagement would appear on the next schedule. He then claimed that he and local residents were angered that Gillotts School had illegally sequestered a strip of land alongside the perimeter of their land which encroached on the public bridlepath.

Councillor D Nimmo-Smith assured him that he was incorrect and that he would deal with this matter under Item 5 on the agenda.

Councillor Miss L Hillier, River Terrace

A resident of Thameside had asked Councillor Miss L Hillier to draw Council's attention to a planning application at 13-15 Thameside as the new development would encroach right up to her boundary and she would like the relevant Members to note her concerns.

Mr M Smewing, St.Marks Road

Mr Smewing expressed frustration and concern over the unresolved issue of the temporary materials replacing the paving slabs throughout the Town Centre and that there had been no developments since June, despite assurances from the County Council that it was in hand. Councillor D Nimmo-Smith assured him that that he would update the Council on this matter under Item 5 on the agenda.

Councillor D Clenshaw,

Councillor D Clenshaw announced his decision to return to the Henley Residents Group after standing as an Independent.

Dr B Wood, Blandy Road

Dr Wood expressed his opinion that the Townlands Steering Group should consider holding an emergency meeting as they had not met for over a year and the residents of Henley were entitled to be informed of why the new Townlands Development was still being delayed.

Mr C Baker, Lauds Close

Mr Baker aired his concern about the unfairness of the permission being granted to Tesco to recently introduce a car wash service at their Henley location when two car washing businesses requests to operate in the town were recently declined by the Council.

33. DISTRICT/ COUNTY COUNCILLOR REPORTS

District Councillors' Reports

Members had before them reports from District Councillors Mrs J Bland, Mrs J Wood and Mr W Hall. It was **RESOLVED**

that the reports be received and noted.

County Councillors' Reports

Members had before them a report from County Councillor D Nimmo-Smith. It was **RESOLVED**

that the reports be received and noted.

Matters arising from the reports:

County Councillor D Nimmo-Smith referred to his report which he had emailed to Councillors previously and gave a verbal update on the following issues:

Town Centre Paving Slabs: He sympathised with Mr Smewing's frustration over the unacceptable duration of time that temporary materials had been used to replace the paving slabs throughout the town centre. He agreed that he would prioritise setting up a meeting with Thames Water and investigate the programme that OCC had in place to resolve the situation.

Henley in Transition: He reported that he and Councillor D Hinke had a meeting with Henley in Transition scheduled so that they could discuss their findings and the interim report based on the survey that they carried in the summer in conjunction with Henley College Students.

Gillotts Land Seizure: He assured Council that Dr Wood's accusation was incorrect as Gillotts School had dealt with all the trees on the boundary that the alleged encroachment includes and that these were legally transferred to the School when it became an Academy in March 2012.

County Council Budget: He reported to Council that the County Council were scheduled to meet every two weeks to refine the 2014/15 and that there were likely to be further cuts in the summer. There were plans to have a series of Road Shows in order to engage with the public and there was one scheduled for Didcot on the 23rd October 2013.

Thameside Lampost: He informed Council that although the special replacement columns were scheduled for delivery in November it was unlikely that they would be in situ until early 2014. Members found this added delay unacceptable and called for this to be dealt with as a matter of urgency as this column was crucial for the erection of the festive festoon lighting along Thameside. The Committee had worked hard to secure the sponsorship for this section of the lighting and arrangements were reliant upon this lamp post being back in situ by the end of November.

Henley Branch Line Electrification: He assured Council that OCC was continuing to liaise with Network Rail and First Great Western. Members were insistent that any future development should include the capacity for electrification. Council were informed that this issue would be reviewed at the next Town and Community meeting.

A Member referred to the increase in local and global air pollution and the affect this was having on the rising level of asthma sufferers, she felt that Councillor D Nimmo-Smith and Lobbying Groups should highlight this important issue.

A member asked Councillor D Nimmo-Smith to investigate when the Cycle Racks at the bottom of Friday Street were scheduled to be re-installed which he agreed to.

34. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES

A Member gave a verbal report on her attendance at The Henley Partnership AGM

35. MAYOR'S REPORT AND ANNOUNCEMENTS

Members had before them the list of Mayoral engagements from 31 July – 24 September 2013 inclusive for the Mayor, copy attached to the agenda. It was **RESOLVED**

that the report be received and noted.

The Mayor announced that he had thoroughly enjoyed his recent trip to Bled, Slovenia and reported to Council that the Twinning agreement between the two towns had been signed. He also circulated a book of illustrated poetry that HTC had been presented with by the residents of Bled.

Gold Award – Thames and Chiltern

On behalf of the In Bloom committee, Councillor Mrs E Hodgkin thanked all the residents, HTC Staff and District Council for all the help and support in Henley achieving a prestigious Gold Award at Thames and Chiltern in Bloom Awards in September. She also reported that some members of the In-Bloom Committee and the Parks Manager were due to travel to the Best Towns Award ceremony in Cleethorpes as Henley had also been nominated for this award.

The Frogball Statue at Station Park

Councillor Mrs J Wood reported on the recent reception for the Frogball Statue artist, Jan Boyt which had been hosted by the Mayor in the Mayor's Parlour. Ms Boyt had presented HTC with a miniature version of the statue which was circulated to all

Members. She explained that this was part of a rotating programme of public art and that an outreach educational programme for local schools would be linked to it.

36. REPORTS OF COMMITTEES

- (i) The Minutes of the meetings of the Planning Committee held on 13 August, 3 September and 17 September 2013 were before the Council. It was **RESOLVED**

that the Minutes of the meetings of the Planning Committee held on 13 August, 3 September and 17 September 2013 and the recommendations therein be received, approved and adopted.

- (ii) The Minutes of the meeting of the Town and Community Committee, held on 3 September 2013 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Town and Community Committee held on 3 September 2013 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No. 34 – Fairtrade Status

Members discussed the merits of Henley becoming a Fairtrade Town. The Council was reassured that both the staff and visitors to the Town Hall were given a choice to consume fair trade products. It was **RESOLVED**

that a letter be sent to the Fairtrade initiative informing them that this Council is seriously and fully committed to Henley being a Fairtrade town.

Minute No.39 – Civil Parking Enforcement

Members had before them a report from the Town Clerk on the issue Civil Parking Enforcement. It was **RESOLVED**

that the report be received and noted and that the matter be referred back to the Town and Community meeting on the 15 October 2013 for further discussion.

Minute No.40 – Traffic Advisory

A Member commented on the fact that she was the outgoing Chair for the Traffic Advisory Committee and that she had compiled a report on outstanding issues and hoped that this report was actually acted upon, she was assured that this was the case.

Minute No.41 - Street Cleaning in the Town Centre

Members had before them a report on street cleaning in Henley Town Centre and four quotes for a deep clean and chewing gum removal in the town. It was **RESOLVED**

that the report be received and noted and that the quotation from Operator A at the cost of £5,518.00 be accepted.

- (iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 10 September 2013 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Finance Strategy and Management Committee held on 10 September 2013 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No.83 Northfield End

A member requested that it be noted that HTC would like to be involved in the discussions and management of the parking and highways issues at Bell Street and Northfield End.

- (iv) The Minutes of the meeting of the Recreation and Amenities Committee held on 17 September 2013 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Recreation and Amenities Committee held on 17 September 2013 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No. 32 – Street Snooker – Makins Recreation Ground

A discussion ensued regarding the recommendation that improvements to Makins Recreation Ground be deferred and that the drawing up of a policy for all recreational areas be referred for consideration by the Neighbourhood Plan. A Member suggested that it should be regarded as a positive vehicle for HTC to review all its leisure facilities and amenities. It was suggested that HTC could develop its policies from issues brought out through the Neighbourhood Plan process. However, the view was expressed that the recommendation would effectively mean that all improvements to recreational areas currently underway would have to be referred to the Neighbourhood Plan. After discussion, the resolution to approve the Recreation and Amenities recommendation was lost. A new resolution was proposed and it was **RESOLVED**

that Street Snooker should not go ahead at this time. Recreational improvements on the HTC land will continue however, we will take into account any suggestions made by the Neighbourhood Plan.

Minute No. 36 – Mill Meadows – Refurbishment of the Toilets

A discussion ensued as to the cost of the project and it was decided that if more funds were required to complete the project to the required standards the Council would have to explore other sources of finance to fund this project. It was **RESOLVED**

that Councillor D Nimmo-Smith would act as an Advisor to the Toilet Refurbishment Working Group.

Minute No. 38 – Red Lion Lawn

Members reviewed the licence for the Red Lion Hotel to serve light refreshments on Red Lion Lawn and it was agreed that they should be allowed to continue with the licence for 2014. The Town Clerk had previously reported to Committee that he had been in contact with the Manager to ensure that they were mindful of the fact that this area was a shared public space.

(v) Townlands Steering Group (TSG) Committee

The Chairman gave a verbal update on the current progress of the new Townlands Development and he assured the Council that they were continuing to monitor and scrutinise the final details to ensure that the development could start. Following questions about monies raised through the Steering Group's initiatives, he agreed to produce an updated financial report for the next Full Council meeting. A debate ensued regarding the delay of the Townlands development.

It was **RESOLVED**

that the Chairman of Townlands Steering Group should call a meeting of the Townlands Steering Group (TSG) Committee.

37. AUDITED ANNUAL RETURN AND AUDITORS REPORT

Members had before them a copy of Audited Annual Return and Auditors Report for the year ended March 2013 from the Accountant. The Council gave due consideration to the Return and Auditors Report, which had been reproduced and had been previously circulated and **RESOLVED**

that the Annual Return and Auditors Report for the year ended March 2013 be received, approved and adopted.

38. LEASES

The lease between Henley Town Council and KVB Design, Kings Arms Barn was presented to Council for signing and sealing. It was **RESOLVED**

that the lease between Henley Town Council and KVB Design, Kings Arms Barn be signed and sealed by the Mayor.

The leases for the fairground rides and the kiosk at Mill Meadows were still with the Council's solicitor and would be made available for signature immediately on receipt. It was **RESOLVED**

that the leases for the Fairground rides and Kiosk at Mill Meadows be signed and sealed by the Mayor on receipt.

39. EXCLUSION OF THE PUBLIC AND PRESS

It was moved by the Chairman and **RESOLVED**

that the public and press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters about to be discussed were considered to be confidential.

MINUTES OF THE CONFIDENTIAL SESSION OF THE FULL COUNCIL HELD ON 1 OCTOBER 2013.

40. CONFIDENTIAL

NOTICE OF MOTION TO RESCIND A PREVIOUS RESOLUTION

Members received and considered a 5 Member Notice of Motion received by the Town Clerk on 24 September 2013 relating to Council's decision of 6 August 2013, Full Council Min. No 28 relating to the Adventure Playground at Mill Meadows. The Motion stated that the decisions be rescinded and re-debated and be referred back to the Recreational and Amenities Committee for further consideration.

A lengthy debate ensued and following a motion that the matter be now put to the vote, the motion

that the 5 Member Notice of Motion received by the Town Clerk on 24 September 2013 to rescind and re-debate Council's decision of 6 August 2013, Min. No 28 relating to the Adventure Playground at Mill Meadows and that it should be rescinded, re-debated and be referred back to the Recreational and Amenities Committee for further consideration, was put to the vote.

A recorded vote was requested.

Recorded vote

For

Cllr Mrs J Bland
Cllr Miss S Evans
Cllr W Hamilton
Cllr Miss L Hillier
Cllr D Nimmo-Smith

Against

Cllr M Akehurst
Cllr D Clenshaw
Cllr S Gawrysiak
Cllr Mrs E Hodgkin
Cllr Ms L Meachin
Cllr I Reissmann
Cllr Mrs J Wood

The motion was lost, whereupon the original motion was put to the vote and was **RESOLVED**

that the original decision of Full Council on the 6 August 2013 stands i.e. that the minutes of the Finance, Strategy and Management Committee held on 16th July 2013 relating to the Adventure Playground be accepted and that no further action in the matter be taken at this time.

The meeting closed at 10.15pm.

ppd

Mayor

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE SPECIAL MEETING
OF FULL COUNCIL HELD AT 7.30PM
ON TUESDAY 5 NOVEMBER 2013 IN
THE COUNCIL CHAMBER, TOWN
HALL, HENLEY ON THAMES

Present: Mayor, Councillor S Gawrysiak
Councillor D Clenshaw
Councillor Miss S Evans
Councillor W Hamilton
Councillor D Hinke
Councillor Miss K Hinton
Councillor Mrs E Hodgkin
Councillor D Nimmo-Smith
Councillor D Silvester
Councillor Mrs J Wood

In Attendance: Mr M W Kennedy - Town Clerk

Also Present: 4 members of the public

41. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Akehurst, Miss L Hillier, Ms L Meachin, Mrs P Phillips and I Reissmann. The Town Clerk reported that the Deputy Mayor, Councillor M Akehurst had requested an extended leave of absence from all Council meetings on grounds of ill health. It was **RESOLVED**

that the Council grants extended leave of absence to Councillor M Akehurst from all meetings of the Council and its Committees for a period of up to 6 months on grounds of ill health and that the Council's best wishes be conveyed to Councillor Akehurst and his wife, Glynis.

42. DECLARATIONS OF INTEREST

There were no declarations of interest.

43. PUBLIC PARTICIPATION

Mr M Dodds, Greys Road

Mr M Dodds hoped that the Council would actively support the provision of affordable housing for young people in Henley and Harpsden.

Ms M Francini, St Marks Road

Ms Francini, spoke in support of the retention of the Watermans Allotments on its current site. She explained that after 40 years of cultivation, the quality of the soil, which is essential for the successful production of crops, was excellent. Moreover, the Council has made a considerable investment in Watermans through the erection of fencing; improvements to the vision splay; the provision of additional water taps and new starter plots. The site was fully let with over 100 allotment holders.

44. EXCLUSION OF THE PUBLIC AND PRESS

It was moved by the Chairman and **RESOLVED**

that the public and press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters about to be discussed were considered to be confidential.

MINUTES OF THE CONFIDENTIAL SESSION OF THE FULL COUNCIL HELD ON 5 NOVEMBER 2013.

45. POTENTIAL HOUSING DEVELOPMENT SITES

Members considered the Council's position as Landowners of potential housing development sites in the Joint Henley and Harpsden Neighbourhood Plan process.

Opening Remarks

Members were advised that the Council's deliberations should focus on identifying sites for potential development in the future that were owned by the Town Council while no decision would be taken on selling land at this stage. The following sites were put forward for debate:

- 364 Reading Road (Exclusively Ladies Gym; Henley Hockey Club & AFC Henley
- Watermans Allotments
- Watermans Spinney
- Jubilee Park
- Henley Town FC
- Dry Leas (Henley Rugby FC)
- Freemans Meadow
- Land off the Fairmile
- 40 Acre Field

Councillors were invited to nominate other sites. Following discussions on this point, a view was expressed that all options should be kept opened and that the whole of the Town Council's land holdings should be offered up since it would be up to the people of Henley and Harpsden to decide the appropriate sites for development, not the Council.

It was noted that the Joint Neighbourhood Plan would allow parcels of land to be protected as well as being developed and that the purpose of this meeting was to decide which sites in the Town Council's ownership, the Council considered would be suitable for development and should be put forward or not. The Consultants, Nexus Planning had made it clear that the people can only decide those sites which would be available for development and that it had never been intended to be a blank sheet of paper exercise. Speculation and uncertainty was very worrying and the Council needed to clearly identify those sites that could be considered for development. It was **RESOLVED**

that those sites identified above along with other land in the Town Council's ownership be considered as part of the Council's deliberations.

Members proceeded to consider each site in turn.

364 Reading Road

This site is located to the rear of the Jet Garage; Tyre business and former Timber Yard and contains the former exclusively Ladies Gym, leased to Greenwich Leisure Limited (GLL), and the Changing rooms and club house for Henley Hockey Club and AFC Henley. Subject to the relocation of these facilities to Jubilee Park, this site was considered appropriate for housing development. It was **UNANIMOUSLY RESOLVED**

that the site of 364 Reading Road be put forward for consideration.

Watermans Allotments, Reading Road

Members expressed conflicting opinions on this site. A view was expressed that the site should be retained for horticultural, social and moral reasons while the Council needed to protect the town council's boundary from coalescence with Harpsden. Opposing views were expressed that 10 councillors should not make decisions for the people of the town; that the site should be kept as a reserve site for Townlands Hospital and that the allotments could be relocated to the adjoining field. It was **RESOLVED**

that the Watermans Allotment site be not submitted for consideration.

Watermans Spinney, off Reading Road

This site is located to the rear of the Watermans Allotments with easy access from Noble Road and would be ideal for Affordable Housing (i.e. shared ownership or rented accommodation). The existence of a Tree Preservation Order was considered a misnomer since the trees had no aesthetic value as the woodland was unattractive. It was **UNANIMOUSLY RESOLVED**

that the site of Watermans Spinney be put forward for consideration.

Jubilee Park, Reading Road

This is the site of the all-weather pitch and pitches for AFC Henley and Henley Hockey Club. It was **RESOLVED**

that Jubilee Park be not submitted for consideration.

Henley Town Football Club, The Triangle, Mill Lane

The site lies within the flood plan and would be difficult to develop. It was **RESOLVED**

that the site of the Henley Town FC be not submitted for consideration.

Henley Rugby Football Club, Dry Leas, Marlow Road

Members expressed conflicting opinions on this site. A view was expressed that provided the Rugby Club could be relocated, the site would be ideal for housing with easy access to the town centre. Others expressed the need to retain this green open space. A motion for the inclusion of this site was lost whereupon it was **RESOLVED**

that the site of the Henley Rugby FC, Dry Leas be not submitted for consideration.

Freemans Meadow

Following consideration of this site, off The Fairmile, it was **RESOLVED**

that the site of Freemans Meadow be not submitted for consideration.

Land off the Fairmile, with access to land south of The Fairmile and Luker Avenue

This development site requires access off the Council's owned land along the Fairmile. Following consideration of this site it was **RESOLVED**

that land off The Fairmile with access to land south of The Fairmile and Luker Avenue be put forward for consideration.

40 Acre Field

This field is let to a local farmer for grazing cattle. Two acres of land have been leased respectively to Henley in Transition for a woodland and to Sue Ryder for a Memorial Wood and lies within the Chilterns Area of Outstanding Natural Beauty. It was **RESOLVED**

that 40 Acre Field be not submitted for consideration.

The Council proceeded to consider the following additional sites.

Parcel of Land at 55-59 Blandy Road

This site would allow access to the Gillotts School site. It was decided that on grounds of fairness, the parcel of land off The Fairmile having been previously considered, it was **RESOLVED**

that the parcel of land at 55-59 Blandy Road with access to Gillotts School Field be put forward for consideration.

Councillor Mrs J Wood asked that her abstention be recorded in the minutes.

Makins Recreation Ground, Grey Road

Following consideration of this site, it was **RESOLVED**

that the site of Makins Recreation Ground be not submitted for consideration.

Town Green, Gillotts Field

It was acknowledged that the making of this filed as a Town Green by Oxfordshire County Council in 2009 effectively protects the site from development. It was **UNANIMOUSLY RESOLVED**

that the site of Town Green, Gillotts Field, be not submitted for consideration.

Additional land owned by the Town Council

The Council discussed the merits of considering other land within the Council's ownership and **RESOLVED**

that other land owned by the Town Council be considered on a case by case basis by reference to Full Council should any new be put forward for possible development.

The meeting closed at 8.56pm.

mwk

Mayor

Henley-on-Thames Town Council

Report for Full Council on Tuesday 12 November 2013

District Councillor Reports

Report by District Councillor Mrs J Bland

Food and Safety

We are ranked well above the national average for the number of premises that are complying with food hygiene legislation, with a compliance rate of 95.6per cent. Recently long standing poorly performing businesses have become compliant following close working with our team to drive up standards.

Fly Tipping

The team continue to target Greys Road car park which continues to be a target for fly tipping. In October two individuals were given Fixed Penalty notices of £80 each for depositing black bags.

Housing Needs

At the end of September there were 20 households in SODC in temporary accommodation which is below the performance target of 23 households. We remain just within budget for the cost of providing temporary accommodation at the half ear stage-but looking at past examples , just one family needing specific accommodation for a few weeks can tip the scales.

The percentage of successful homelessness prevention outcomes for the quarter 1 was 90per cent of households against the performance target of 90 per cent.

In The quarter 25 households were assisted into accommodation through the SODC Deposit Guarantee Scheme.

Joan Bland
21 February 2013
joan@asquiths.com

Henley-on-Thames Town Council

Report for Full Council on Tuesday 12 November 2013

District Councillor Reports

Report by District Councillor Mrs E Hodgkin

Strategic Housing Market Assessment (SHMA)

District Councillors were given a briefing on the process of identifying housing need in Oxfordshire. Concern was expressed regarding Core Strategy, Local Plans and Neighbourhood Plans and what this would mean to the housing allocation figures for South Oxfordshire. Since then there have been other briefings and the figures should be known in January 2014

Council Tax Reduction Scheme

At the time of writing the report on the CTRS was going to Scrutiny for their input but indications are that a decision will be made by December.

Chief Constable's Annual Report

I attended the annual briefing on 24 October. The Chief Constable, Sarah Thornton, outlined the six strategic objectives:

1. To cut crimes that are of most concern to the public and to protect the most vulnerable members of our communities
2. To increase the visible presence of the police and partners to cut crime and the fear of crime, and reassure communities
3. To protect the public from harm arising from serious organised crime and terrorism
4. To communicate and engage with the public in order to cut crime and the fear of crime, and build trust and confidence with our communities
5. Work with Criminal Justice Partners to reduce crime and support victims and witnesses. To tackle bureaucracy and develop the professional skills of all staff
6. To ensure policing, community safety and criminal justice services are delivered efficiently and effectively. To reduce costs and protect the frontline

The crimes of most concern were burglary and violence against a person both of which are down. Items such as metal theft which had been of great concern is also down. Rural crime has also been focused on and this is having an effect. The importance of PCSO's and the partnerships with councils was stressed as of high importance and the help with the trust and confidence in communities as these officers are continuously engaging with the public. Detection rates are also improved. As with every other area the budgets are a challenge and savings are having to be made.

Miscellaneous

During the past five weeks I have spoken at the Planning Committee on Henley plans and continued to attend meetings regarding the Leisure Management Contract as part of the Joint Project Board. (This is looking at all the leisure centres in South Oxfordshire and the Vale).

As part of the opposition group I have also attended meetings where officers give briefings on such items as bedroom tax, Council Tax support, LEP's, Changes in planning, recruitment of staff, permitted development rights, etc.

Elizabeth Hodgkin
3 November 2013
hodgkin1@waitrose.com

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Henley-on-Thames Town Council

Report for Full Council on Tuesday 12 November 2013

District Councillor Reports

Report by District Councillor W Hall

Strategic Housing Marketing Assessment

I attended the SODC councillors' training session on the Assessment and left feeling pretty concerned about the future of Neighborhood Plans. A number of points were of particular concern given the work that has gone into producing NPs in the District the Assessment seems to undermine their strength and credibility with adjustments to pre-existing plans made necessary. The NPPF lays out that in order to produce a Local Plan Districts must have an up to date evidence base of which the SHMA is one key document. However the SHMA covers a single housing market which for us has been defined as Oxfordshire. According to the officers, Oxfordshire reasonably works as a single housing market due to Oxford City providing a hub for the rest of the county (whether or not that can be said of us down in Henley is up for debate given our proximity to Reading & c.)

South Oxfordshire is in a stronger position than most given that we have an adopted Local Plan. Only Oxford City and we have LPs in Oxfordshire. Without these the presumption towards 'sustainable development' would be invoked so there is at least some good news!

In the south of the District Henley shouldn't have too much concern for the battle with Oxford City over Grenoble road but it's worth being aware of the Duty to Cooperate.

The five year land supply requirement creates a buffer for future development so that the plan can be demonstrably practicable.

When the SHMA data is released it will tell us whether or not we have to make changes to the allocated housing numbers for each part of the District. It is *likely* that the figures will increase on the housing need in our adopted Core Strategy.

Overall, the situation is concerning with further uncertainty injected into NPs and housing allocation for the District.

Chief Constable and Policing in Thames Valley

TVP is one of our only four forces in England and Wales where the number of police in frontline roles is planned to increase. In South Oxfordshire Violence Against the Person and Burglary Dwelling are both down. I asked the CC about the use of discretionary anti-social notices such as the direction to leave a locality (S.27 of Violent Crime Reduction Act 2006). She told us that use of such notices was on the increase and that in South Oxfordshire there was a good result in terms of decreasing violent crime relating to alcohol and anti-social behaviour in the use of these.

Loan to SOHA

SODC has agreed (24/10/13) to provide a loan to SOHA Housing for the building of social housing. This is a loan of £15 million and represents an enormous investment by SODC in social housing in the District. It also represents a good use of the benefits of sound financial

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management by the council and it was a pleasure to see it so enthusiastically passed by our Full Council. The money for the loan will come from a proportion of the council's reserves and will be fully secured against rent-generating property.

Voter Registration Form

You should have received or be about to receive a voter registration form from the Council. Returning this form is the easiest way to guarantee your eligibility to vote in upcoming elections (EU, by-elections, GE '15 & c.) Households that haven't returned their forms by 16th December likely to receive a visit from a canvass officer.

Will Hall
1 November 2013
wahhall@gmail.com

NOTE OF A MEETING OF OXFORDSHIRE LARGER LOCAL COUNCILS

10.30am 2 October 2013
Kennington Village Hall

1. Present

Graham Munday – Grove Parish Council,
Mark Recchia – Banbury Town Council,
Sharon Groth and Cllr. Eaglestone – Witney Town Council,
Caroline Ramsey – Carterton Town Council,
Helen Stewart – Thame Town Council,
Dominic Stapleton – Didcot Town Council
Mike Kennedy – Henley-on-Thames Town Council,
Trish Redpath – Kidlington Parish Council,
Jamie Baskeyfield – Wallingford Town Council,
Cllr. Lawrence – Abingdon-on-Thames Town Council,
Malcolm Leeding, Christine Lalley and Jan Gosset – OALC,
Chris Borg – NALC

Cllr. Leeding took the chair for the meeting and welcomed Caroline Ramsey and Jamie Baskeyfield to their first meeting.

2. Apologies

Cllr. White – OALC, Cllr. Gawrysiak – Henley-on-Thames Town Council,
Cllr. Graham – Kidlington Parish Council, Nigel Warner – Abingdon-on-Thames Town Council, Margaret Davis – Didcot Town Council

3. Matters Arising

There were no matters arising.

4. Update on national context

Chris Borg spoke to his briefing note which had been previously circulated. He updated those present about the rationalisation that had been taking place at NALC over the summer, there had been 1 redundancy in the Legal Team, 2 full-time members of staff were now working part-time and no cover was to be provided for the maternity leave of another staff member.

Cllr. Leeding reported that National Council members had been informed that the issue concerning cheque signatories was due to be dealt with after the Christmas Parliamentary recess via a written statement and a Legislative Reform Order.

Mark Recchia raise concerns about the changes to the Local Government Council Tax Reduction Scheme and the fact that district councils may not continue to pass on the Government grant to the parishes. Concern on this issue was expressed by all in attendance and Chris Borg requested that councils contact him via email with examples of how this would affect them. He explained that overall the Government's Revenue Support Grant to district councils would remain unchanged but the district councils cannot be required to pass this down to the parishes. NALC are lobbying on this.

The question was also raised about the possibility of parishes receiving funding from the Retained Business Rate.

Mike Kennedy raised four issues – a request for an update on the recruitment process for the new CEO at NALC, the problems with Legal Topic Notes only being available in pdf format which meant that extracts could not be cut and pasted into reports, the lack of acknowledgement or feedback on response to the Future Strategy consultation and a record of thanks to Head of Legal Services at NALC for the timely response and advice that the Town Council had recently received. Chris Borg and Cllr. Leeding responded – recruitment consultants were being appointed to take the recruitment process forward (John Findlay would be leaving on 15 February) and due to the poor response to the Future Strategy consultation it had now been decided to leave this until after the appointment of the new CEO.

5. NALC Larger Local Councils Committee 22 – 23 July

Cllr. Lawrence's report had been previously circulated. Jamie Baskeyfield raised the matter of splitting the roles of the Clerk and RFO and a brief discussion took place. The issue of filming council meeting was a separate agenda item.

6. Reports from NALC National Council 2 July, Policy Committee 14 May and 16 July 2013

Reports on these meetings had been previously circulated and they were noted.

7. Review of QPS

A consultation was on-going and proposals had been circulated. Cllr. Leeding reported that whilst NALC had decided to review this scheme it was a Government scheme and could not be altered without agreement. Once the review was finalised it would be referred to NALC's Executive Committee to determine outcomes and progress.

8. Filming, blogging and tweeting of council meetings

Christine Lalley stated that this item had arisen at the NALC Larger Local Councils Committee and was a current subject under discussion following proposals and comments from the Secretary of State. Whilst not explicitly applying to local councils after discussion it produced a divergence of views but a consensus of opinion that NALC should be requested to issue guidance – preferably in the form of a Legal Topic Note that also contained a model policy for councils to adopt. The guidance should also cover blogging and Tweeting.

9. OALC training programme 2013

The training course on FoI, Data Protection and Data Transparency had been fully booked and well received. The course planned for 22 October on Finance was also fully booked. A training programme is being planned for 2014 and it is hoped to include courses on HR, Role & Responsibilities, Planning, Finance and VAT and large projects. A request for Chairmanship training was made. It was also reported that the SLCC

Branch AGM would take place on 26 November and all were welcome to attend, the subject under discussion would be Highways and Transport. The possibility of joint training was also raised.

10. Issues raised by member councils

- The Chairman of Grove Parish Council had requested that consideration be given to holding at least one meeting per year in the evening so that those who work can attend. This had been discussed and minuted at a previous meeting and members felt that for the reasons already stated that they did not wish to make any changes.
- Kidlington Parish Council wished to flag up the RTP1 Politicians in Planning Conference to be held in Milton Keynes on 25 October, details and link were on the Agenda.
- Chris Borg reminded those present about the NALC Conference for Larger Local Councils on 27th November.
- Sharon Groth asked about the replacement for the late Peter Lacey. This had been on hold during the rationalisation process at NALC but it was now understood that a replacement service would be sought.

11. Date of next meeting

The date for the next meeting would now be 16 April 2014 and not 9 April as previously suggested. The meeting would take place at Kennington Village Hall providing it was available. The arrangements will be confirmed in due course.

Agenda Item 7

MEETING WITH POLICE COMMISSIONER MR ANTHONY STANSFIELD AT DIDCOT CIVIC HALL

ON MONDAY OCTOBER 14TH

OTHER NOTABLE PARTICIPANTS INCLUDED DIDCOT COUNCILLOR BILL SERVICE, AND SUPERINTENDENT ANDY BOYD.

Mr Stansfield began by decrying the election in which he had been elected, describing it as a miserable election! However he went on to describe the Thames Valley area as an area of two and a half million people, stretching from Hungerford to Heathrow, and northwards to Milton Keynes and Newport Pagnell, and thence from Olney to Banbury, and close to Swindon., taking in too Reading, Wycombe ,and Oxford.

It has the M40 and M4 Motorways, and the Cotswolds, Chilterns, and Berkshire Downs. It domiciles 21 MPs including the PM (Witney), the Home Secretary (Theresa May :Maidenhead)), and the Attorney General (Dominic Grieve: Beaconsfield).

It also has 18 Councils and two major County Councils. Plus a host of Charities like Oxfam.

Thames Valley Police have 4200 Officers, 2700 Police Staff,500 PCSO's,700 specials, and 600 volunteers, It is the fourth largest force after London, Birmingham, and Manchester, although it is possible that Leeds/Bradford could ease it into fifth place.

The force is managed much like a big company, with Stansfield as the Board Executive, then the Chief Constable, and his three Deputy Chief Constables putting into effect Stansfield's priorities. Stansfield himself took over from the 19 strong Police Authority which was found to be too cumbersome.

He mentioned three areas of special attention:

- 1 The Crime system;
- 2 Serious Crime and Counter Terrorism,
- 3 The Royal Family Protection.

Stansfield came up with a 5 year plan covering four areas:

- 1 **Household Burglary**, which was high but which is being sorted out. This is now down 20%
2. **Vulnerable People** e.g. in Oxford, with disabilities or those subject to types of slavery.
3. **Rural Crimes**, where farming families are being held to ransom as tractors and other farming machinery is stolen and sent to Europe.
4. **Domestic abuse and Violent Crime**. This latter is down 10%

Progress is being made in all of these areas, and overall Thames Valley crime is down 11%. This is the lowest for years and may be hard to improve upon. Moreover the Home Secretary is keen to focus more attention on Organised Crime, in conjunction with the National Crime Agency.

Stansfield noted that after Government cuts of 21%, making a total budget of just under £400,000,000, which meant the need to raise the precept by 2%, there had been no reduction of front line officers. Instead there had been the removal of one entire level of command, and other economies had been to combine traffic fleets with other counties, to combine IT with the Hampshire force, to combine other systems, and to reduce personnel, but not front line officers.

At this point Superintendent Andy Boyd took over, and spoke of some of the practical outworkings of implementing Anthony Stansfield's policing policies. He spoke of the need to challenge the criminal fraternity in the area of Burglary, in which great improvements in detection rates have been made, in the area of Violent crimes, and in the area of Rural crime, He also mentioned the police's awareness of the need to look out for those with learning difficulties and the elderly.

Finally Didcot Councillor Bill Service spoke on the Community Safety Partnership, between Thames Valley Police, the Probation Service, the County Council and the Oxfordshire NHS. He also praised the role of the PCSO's in bringing back police visibility onto the streets.

Councillor David Silvester

October 24th 2013

Mayor SG / Deputy Mayor MA

FUNCTIONS ATTENDED BY THE MAYOR		
*Attended by Deputy Mayor		
DATE	ORGANISATION/NAME	FUNCTION
24.09.13	United	D2 neighbourhood planning presentation
25.09.13	John Howell MP / Henley Triathlon	Wash Up Meeting
26.09.13	Marlborough Town Council	Visit to Henley Town Hall
26.09.13	The Close Community Group	Planting of bulbs
26.09.13	Henley Wasps Academy	Meeting
27.09.13	Henley Town Council / Royal British Legion	Remembrance Sunday Meeting
27.07.13	Age UK	Tea Dance
*27.07.13	Age UK	Tea Dance
28.09.13	Gainsborough Estate	Community fund raising event
29.09.13	Thame Town Council	Civic Service
30.09.13	Henley Municipal Charities	Meeting
01.10.13	Henley Town Council	Regatta Wash up Meeting
01.10.13	Henley Town Council	The Frog Ball statue reception
02.10.13	Joint Neighbourhood Plan	Environment meeting
02.10.13	Joint Neighbourhood Plan	Housing Meeting
*03.10.13	Joint Neighbourhood Plan	Retail Meeting
04.10.13	BBC Radio Berkshire	Radio Interview
04.10.13	Millie's Dream	Launch Millie's Dream
04.10.13	Bled Twinning Association	Fund raising Quiz
06.10.13	Joanna May Phyllis Court	Exhibition
06.10.13	Sue Ryder Kenton Theatre	Fund raising event
07.10.13	Henley Youth Centre	AGM
08.10.13	Town Centre Workshop	Open meeting
08.10.13	Joint Neighbourhood Plan	Meeting
09.10.13	Henley Housing Trust	Meeting
09.10.13	Henley Wasps Academy	Photo Shoot
09.10.13	Henley in Bloom	Award Ceremony
10.10.13	SODC	Bin meeting
10.10.13	Skateboard Group	Meeting
11.10.13	River & Rowing Museum	Ed Vaizey presentation
11.10.13	John Howell MP	Presentation
11.10.13	Henley Fine Arts Exhibition	Open exhibition
12.10.13	Henley Town Council	Open Volunteers fair
13.10.13	Henley Bridge Rotary Club	Henley Half Marathon
13.10.13	Chiltern Centre for Disabled Children	Mike Reid Fund raising event at the Kenton Theatre
*14.10.13	PCC Policing	Presentation
15.10.13	Henley Town Council	Photo Shoot – Street Cleaning
15.10.13	Henley Skate Park Group	Meeting
16.10.13	Henley Town Council	Mayoral charities Meeting
16.10.13	Henley WASPS Academy	Meeting
17.10.13	Sacred Heart School	Visit to Town Hall
*17.10.13	Lord Lieutenant	Cadet Awards Ceremony

17.10.13	Sue Ryder	Women of Achievement awards Ceremony
18.10.13	Henley Bowling Club	Dinner
19.10.13	Magoos Music on the meadows	Photo shoot + Meeting
19.10.13	Aliquando Choir	Concert
21.10.13	Badgemore School	Mayoral Assembly visit
21.10.13	Henley Flower Club	Demonstration
22.10.13	Mike Pooley Henley Bridge Rotary	Meeting
22.10.13	Henley Youth Partnership	Meeting
*23.10.13	Royal British Legion	Meeting
23.10.13	Henley Herald	Thank you party
24.10.13	Joint Neighbourhood Plan	Governance Meeting
25.10.13	Rob Heginbotham	Meeting
25.10.13	Badgemore School	Fund raising event
25.10.13	Leichlingen Twinning Association	Football match
26.10.13	Sue Ryder Henley Bridge Rotary	Fireworks
*26.10.13	Leichlingen Twinning Association	Dinner reception
28.10.13	Henley Standard	Mayors Christmas Cards meeting
28.10.13	Rupert House School	Visit to town hall
28.10.13	Henley Municipal Charities	Meeting
30.10.13	Parents of Cyrus Thatcher	Meeting
30.10.13	Army Cadets	Cadets drill evening
01.11.13	Rupert House	Attend Assembly
01.11.13	SHMA Oxford Town Hall	Central Government additional housing policy
02.11.13	Royal British Legion	Buy 1 st Poppy / Launch Poppy appeal
02.11.13	Retts Syndrome	Charity Soup kitchen
02.11.13	Bird in Hand	20 year anniversary celebration for land lords
04.11.13	Millie's Dream	Presentation of 1 st defibrillator to Rupert House School
04.10.13	Music on the Meadows	Meeting
04.11.13	Mayoral Charities	Meeting
04.11.13	Jeffrey Emmett Planning & Development Consultancy	Meeting to discuss Parrots Yard
04.11.13	Living Advent Calendar	Launch event
04.11.13	Meeting with Mayor of Bled	Slovenian function and meeting
05.11.13	Gillotts School	Mayoral Visit
05.11.13	Feather & Blacks	Presentation to winner of colouring competition