

**Present:** Councillor Mrs E Hodgkin (Chair)  
Councillor Mrs J Bland  
Councillor W Hamilton  
Councillor D Hinke  
Councillor Ms L Meichin (substitute for Councillor Ms K  
Gehrmann)  
Councillor D Nimmo-Smith  
Councillor I Reissmann  
Councillor Mrs J Wood  
The Mayor, Councillor Mrs P Phillips (ex-officio)

**In Attendance:** Mr M Kennedy – Town Clerk  
Mrs N Flitcroft-Taylor – Minute Taker / Committee Administrator

**Also Present:** 1 Member of the Press  
Councillor M Akehurst

**58. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Ms K Gehrmann

**59. DECLARATIONS OF INTEREST**

Declarations of interest were received from Councillors Mrs J Bland – Personal and Prejudicial, Item 9 – Farmers and Continental Markets – as the owner of a business in the town, and Mrs E Hodgkin – Personal, item 7 – Estimates 2012/13 – Day Centre Committee Member.

Councillor Mrs P Phillips entered the meeting at 7.35pm

**60. PUBLIC PARTICIPATION SESSION**

None

**61. MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 20 September 2011 were received, approved and signed by the Chairman as a true record.

Arising from the Minutes

Members were advised that there would be a meeting at South Oxfordshire District Council with the Cabinet Minister, Leader of SODC and representatives from the 3 Market Towns to discuss the future of the Town Managers Job. After a discussion

It was **RESOLVED**

that the Town Clerk and Councillors Mrs J Bland and Mrs E Hodgkin attend the meeting on behalf of Henley Town Council.

**62. SIGNAGE AND PHYSICAL TOWN PROMOTION PROJECT**

The Chairman invited Deborah O'Brien, South Oxfordshire District Council to the table. Ms O'Brien gave a verbal update on the report she had presented to this Committee on the £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.

The Committee was reminded that time was running short on this project and that monies needed to be spent by 31 March 2012.

Following intense discussion on the provision of a bike rental scheme, the Henley Trail and a review of existing directional tourist signage

it was **RESOLVED**

that an urgent meeting with Ms D O'Brien, Mr P Burness-Smith and Councillors Mrs E Hodgkin and D Hinke be held to finalise this Committee's wishes for Ms O'Brien to start investigation / research works on the Henley Trail and the existing directional tourist signage, including Business Estate and River signage.

It was noted that although Members considered the idea of a bike rental scheme to be a good one, more investigation need to be carried out before any money was spent, and it was agreed that if there was any budget unspent this could be applied towards specific engineering consultancy advice for progressing this project at a later date.

The Chairman thanked Ms O'Brien for attending the meeting.

Ms O'Brien left the meeting at 8.10pm.

*Post meeting note: Breakfast meeting arranged for 8.30am Friday 4 November at SODC.*

**63. PROGRESS**

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

Bus Shelter

Installation of new and refurbished shelters around town in process.

Pavement Lights

A Fire Officer visited the Town Hall recently, and advised that in his view replacing the existing lights with slabs would not breach Fire Regulations, but would seek further guidance and report back to the Town Clerk.

Pinsent Redgrave Award

The Mayor advised that she will be telephoning the winner shortly and arranging a date for the presentation.

Diamonds and Pearls

It has been reported that a new application will be placed to reopen the club as a Wine Bar down stairs and a Night Club upstairs.

### Old Fire Station Gallery

A letter has been sent to regular users of the Old Fire Station Gallery inviting them to join the Working Group. Two positive responses have been received to date. A meeting will be arranged as soon as more replies are received.

### Local Elections 2011

Committee advised that a letter had been sent to Mr D Buckle inviting him to attend a meeting. Whilst awaiting a response, a letter was received from Mr Buckle informing this Council that his fee as Returning Officer was to be waived. The Town Clerk has made a request for a full breakdown of the election costs. An invoice is expected in December and will be brought to Council.

### Probation Service

Very positive feedback from both parties, programme has been rolled on for a further 12 months. Item can now be removed from progress.

### CCTV Monitoring Station Visit

Once a date has been received an invitation will be issued to all Councillors.

### Town Hall Basement Ventilation

Works scheduled to start mid November and will last for approximately 10 working days. Whilst works are carried out there is likely to be some disruption to the offices, with the possibility of staff working from home and the closure of Information Centre office for a short time.

## **64. BUDGET**

Members received and accepted the budget report to September 2011.

## **65. ESTIMATES 2012/13**

The draft Revenue Estimates Report for 2012/13 was received and discussed. The following specific items were considered:

- A proposal to delete £1k from the budget for the Regatta Bus Service was not carried.
- The proposed additional income of £5k from Patisserie Valerie for placing tables and chairs on Falaise Square was considered to be premature since no application had been made and on receipt of any such application, the matter would need committee approval.
- Clarification was sought on the PCSO funding for 2012 / 13
- Supporting accounts from the Day Centre Management Committee to justify the grant of £8k

### It was **RESOLVED TO RECOMMEND**

that the Budget Figures for 2012 / 13 be approved subject to the addition of £30k in the Capital Programme for Traffic Calming Measures and the deletion of £5k for the assumed licence for Patisserie Valerie, and

that the Town Clerk requests a copy of the Day Centre Accounts to justify the amount of grant given.

Councillor Mrs J Bland having previously declared a personal and prejudicial interest in the following item left the Council Chamber and took no further part in the proceedings.

## **66. FARMERS AND CONTINENTAL MARKETS**

Members received and discussed a report on the increase in charges to be made to the Farmers and Continental style markets for the year 2012/13.

The report outlined the actual cost to the Council of erecting and dismantling the awnings and suggested that these costs could be lost if each stallholder supplied and erected their own awning.

It was **RESOLVED TO RECOMMEND**

that the charge for the monthly Farmers Market and the quarterly Sunday Farmers Market be increased to £290 per Market, and

that the four Continental / Ethical Markets be charged £1,130 per weekend Market.

Councillor Mrs J Bland rejoined the meeting.

**67. HEROES RETURN / OLYMPIC WORKING GROUP**

Members received and considered the notes of the meeting held on 15 September 2011.

It was **RESOLVED**

that the report be received and noted.

**68. EMERGENCY PLANNING / PREPARATIONS FOR WINTER**

The Town Clerk gave a verbal report on emergency planning and preparation for winter following his attendance at the County Council's Emergency Planning unit on 19 October 2011.

Arising from his report, the Town Clerk informed members that work was well underway in finalising the Council's first ever Emergency Plan which has been prepared by Harry Griffiths, a student at Shiplake Collage.

An information leaflet 'A Guide to Surviving the Snow and Cold Weather' has been written and will be delivered to every business in Henley. An article will also be prepared by the Clerk and forwarded to the Henley Standard.

The Clerk outlined opportunities for obtaining funding from the Area Stewards Locality Fund towards essential equipment to assist the County in clearing snow from the Town Centre.

It was **RESOLVED**

that the report be recorded and noted.

**69. TRAFFIC ADVISORY**

Members received and considered the minutes of the Traffic Advisory Committee held on 18 October 2011.

It was **RESOLVED**

the report be received and noted.

The meeting closed at 9.24pm

Chairman