

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

In Attendance: Mr M W Kennedy – Town Clerk  
Miss J Smith – Minute Taker / Committee Administrator  
Mr C Austin - Town Sergeant  
District Councillor W Hall  
County Councillor Dr P Skolar

Also Present: 1 member of the press  
7 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.

37. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mrs J Bland.

38. **DECLARATIONS OF INTEREST**

None, other than those already declared in the Committees.

39. **MINUTES**

The following minutes of the Full Council meetings were approved and signed by the Chairman, as a true record.

- i) Full Council meeting held on the 9 August 2011
- ii) Special Full Council meeting held on 30 August 2011
- iii) Special Full Council meeting held on the 22 September 2011
- iv) Special Full Council meeting held on the 27 September 2011

***Arising from the Minutes:***

***Full Council - 9 August 2011***

County Councillor Dr P Skolar and District Councillor W Hall to be removed from meeting attendance list as apologies for absence had been received.

***Special Full Council – 30 August 2011***

Minute 28 - Declarations of interest: Councillor Miss K L Gehrman requested 'friend' be deleted as Miss S Taylor was an acquaintance not a friend.

40. **PUBLIC PARTICIPATION**

*Ms A Chumas, Bell Street*

Ms Chumas referred to minute 24 of the Full Council meeting held on 9 August 2011 and stated that her complaint to South Oxfordshire District Council (SODC) Assessment Panel was neither 'baseless' nor 'vexatious' as stated by Councillor I Reissmann and proceeded to read the decision made by the Assessment Panel. Ms Chumas stated she had decided not to proceed with the complaint because there would be financial implications for further investigations to be carried out and she did not wish to waste SODC money by taking further action.

*Clerk's note: The Assessment Panel's report will be presented to the Finance Strategy and Management Committee on 8 November 2011.*

*Mr K Arlett, Elizabeth Road*

Mr Arlett referred to District Councillor W Hall's report attached to the agenda and the item on South Oxfordshire District Council (SODC) Community Investment Fund (CIF). He explained the fund was set up in July 1997 from the sale of district council housing stock. Approximately £11m was allocated to the CIF and since this time only approximately £2.5m has been allocated in community projects. Mr Arlett asked where the rest of the allocation of this funding had been spent.

It was confirmed this item would be further discussed under item (5) District Councillors' Reports on the agenda.

*Mr R Wilcock, Fairmile*

Mr Wilcock referred to the Challenge Henley-on-Thames Triathlon event held 18 September 2011 in Henley and the surrounding areas and stated that this event had caused a massive inconvenience to residents and businesses in the town due to the road closures. He felt the predicted £4.5m revenue, publicised in the Henley Standard, that this event would bring to the town was grossly over-estimated and made reference to the town centre being extremely quiet on this day due to all the road closures. He asked whether a final decision had been made to hold a similar event in 2012.

It was confirmed that a 'wash-up' meeting had been held on 4 October at County Hall where all Oxfordshire parishes affected by the triathlon event, not just Henley, had been asked to submit reports. The Town Clerk confirmed a report together with copies of letters of objection and praise for the event had been sent. It was confirmed that Oxfordshire County Council Highways had only been responsible for the safety of the road closures for this event and SODC was the authority responsible for granting permission for this and future events. Members agreed to contact SODC regarding the proposed 2012 triathlon event and for the item to be discussed by the Town and Community Committee.

*Action: Committee Administrator to add as an agenda item for Town and Community Committee.*

*District Councillor W Hall, New Street*

District Councillor Hall referred to the Youth Council and asked when the working group, of which he was a member, would be set up by Council and when would they be engaging with them again, as to date there had been no progress made in reforming the Youth Council. He advised he had been repeatedly asked by young people when the Youth Council would be re-established.

It was confirmed that a meeting would be set up with the working group and a report presented in due course.

*Mr K Arlett, Elizabeth Road*

Mr Arlett referred to minute 46 of the Finance Strategy and Management Committee and asked why the Council was using tax payers' money to pay for a Christmas event for the staff.

A member explained the money allocated for this team building event was for all council officers in recognition of their hard work during the past year. It was noted some members disagreed with this payment and the item would be discussed under agenda item 8 (vi) of the meeting.

*Mr R Truter, Henley International Film Festival*

Mr Truter thanked the Council for recently granting him permission to hold the Henley International Film Festival (HIFF) at Mill Meadows on 3-5 November 2011. He explained that after discussions with the sponsors it had now been postponed. It was felt the footfall for holding this event in November would not be sufficient and the event had now been postponed to 27-29 April 2012. He asked if the Council would grant permission for the use of Mill Meadows for the proposed 2012 dates.

Members agreed that with all the other events planned in 2012 holding the event in April 2012 at Mill Meadows needed to be further discussed and investigated and the item would be reviewed by the Recreation and Amenities Committee.

*Action: Committee Administrator for Recreation and Amenities Committee to add to next agenda.*

41. **DISTRICT/COUNTY COUNCILLOR REPORTS**

Members had before them reports (attached to the agenda) from District Councillors Mrs J Wood, W Hall and Mrs E Hodgkin and from County Councillors Dr P Skolar and D Nimmo-Smith. It was

**RESOLVED** that the reports be received and noted.

*Matter arising from reports:*

**District Councillors Reports**

District Councillor Mrs J Wood gave the following verbal update:

**HGV's in town centre:** following the recent Traffic Advisory Committee meeting, a representative from OCC had attended and had not realised the centre of the town was being monitored for omissions.

**Carer's Helpline:** noted as per report tel: 01235 510212 or [www.carersoxfordshire.org.uk](http://www.carersoxfordshire.org.uk)

**Town Centre Manager:** this issue was ongoing.

District Councillor Mrs E Hodgkin gave the following verbal update:

**Chief Constable, Thames Valley Police:** at a recent meeting it was confirmed there would be staffing cuts made. Focus had been given to decriminalisation of illegal parking in the town and Mrs A Ducker, SODC had indicated SODC would be prepared to carry out enforcing this issue. It was suggested that Henley Town Council (HTC) would be able to administer this scheme.

**Election 2011:** confirmed that Mr D Buckle had agreed to waive his fee for the election this year due to the many problems encountered.

District Councillor W Hall gave the following verbal update:

**Enhanced Criminal Records Bureau (CRB) checks for taxi drivers:** advised that HTC needed to be part of the consultation and should lobby strongly, for the benefit of safety of taxi users in the town, against removing the requirement for Hackney Carriage/Private Hire drivers to undergo an Enhanced CRB check as this could lead to unsuitable persons with criminal records being granted licences as inadequate checks would be carried out.

**Community Investment Fund:** advised that the allocation from this fund was always going to be contentious. The findings for the past two years, as outlined in his email and report, answered questions raised by members at previous meetings.

**SODC Recycling Success:** advised council recycled or composted approximately 70% per cent of its waste in 2010/11 and was the best in the country.

A member referred to an article in the *Henley Standard* (7 October 2011) where the Government had confirmed that every house in England would have a weekly rubbish collection, therefore, why did SODC only have fortnightly collections. It was confirmed that food waste was collected on a weekly basis.

Members referred to the CIF and the question raised during the Public Participation Session. It was stressed the steady decline of funds (£1.5 to £500k in past 5 years) which should have been allocated to local SODC communities as part of this funding needed to be addressed and that serious questions should be asked as to where the investment gain on this allocated funding was being spent. It was highlighted that if the fund stood at £2.7m, (even with a poor return on this investment) all communities within the district should be receiving more than £500k from the CIF per year.

District Councillor W Hall asked for all information from members and members of the public to be put in an email to him and he confirmed he would undertake to carry out further investigations.

### **County Councillors' Reports**

County Councillor Dr P Skolar gave the following verbal update:

**2011 Challenge Henley-on-Thames Triathlon:** confirmed that SODC and HTC had been approached by the organisers about holding the triathlon in 2011 and had both indicated their desire to see the event take place. OCC as the highways authority was responsible for ensuring the event was safe; they could not prevent the event from taking place. However, lessons had been learnt and OCC would be more proactive in managing the road closures in 2012.

**Council Tax Freeze:** Following a government grant of £6m OCC have announced a zero percent rise in Council Tax, however savings would still need to be made.

**Victoria History Society:** advised that volume 16 of the Victoria History Society was available and recommended the purchase of the publication to the Council.

**Townlands:** attended a meeting with the Royal Berkshire Trust and Townlands and was very impressed with the new healthcare equipment which will help to double the services provided to patients at Townlands Hospital.

A discussion took place regarding the banning of Heavy Goods Vehicles (HGV's) into Henley town centre and following the recent Traffic Advisory meeting, where it had been advised by an OCC representative, the only way to stop HGV's coming over the bridge was if a weight limit was put into place. At this meeting, it had also been confirmed the cost of a Traffic Order would be approximately £4k per Traffic Order per road. However, there was disagreement regarding this issue, as some members believed this was only legally possible if the bridge had been designated as too old and deemed not suitable for HGV's. It was agreed that further investigations needed to take place regarding this issue and for the Council to be kept apprised of the situation.

A member asked whether the Henley Youth Centre had applied for a grant from the Big Society Fund as time was running out. It was confirmed an application was in the process of being applied for. However, it was considered unlikely that £10k (the amount of funding from HTC for the youth centre) would be granted and every effort was being sought in seeking funding from elsewhere, as well as trying to keep the centre open because of recent staffing cuts. It was highlighted that with all the media focus being given to cuts in youth centres and libraries no attention had been given to the £31m cuts being made to care for the elderly.

County Councillor D Nimmo-Smith gave the following verbal update:

**Forthcoming road works:** advised of works to Hops Gardens and Singers Lane.

**Review of supported bus services 2012:** advised that bus service subsidy contracts are being reviewed in the Henley and Wallingford areas and that a meeting takes place in Wallingford on 9 November 2011.

Members again addressed the subject of a potential 2012 Triathlon and it was confirmed that two years ago permission had been granted to hold the event as part of SODC's

Economic Development Programme. It was noted there needed to be more involvement from HTC as some areas around Henley were completely cut off with the road closures and in addition more consultation in conjunction with the Henley Partnership was needed to listen to the impact this event had on the businesses in the town. The question was also raised on who was making the profit on holding this event.

42. **REPRESENTATIVES ON OUTSIDE BODIES**

Members had before them copies of the following reports from outside bodies (attached to the agenda) which were noted:

- (i) Oxfordshire Community and Voluntary Action (OCVA) held on 8 September 2011. Councillor D Silvester was thanked for providing a very detail report.
- (ii) Notes from the OCC Parish Transport Representative meeting held on 9 September 2011.
- (iii) Mr Peter Burness-Smith, Chairman of the Henley Partnership (HP) was invited to the table and proceeded to give an oral update as the new chair for the HP. He highlighted the need for there to be a dialogue between the Council and the HP, with the reassurance that decisions needed to be deferred to HTC at all times. He made a suggestion that future HP minutes should be attached to the council minutes. Mr Burness-Smith referred to the continuation of the HP networking events. He made reference to helping the council strategically and gave an example of his attendance at a recent Traffic Advisory Group meeting and the possibility of providing support in writing a report regarding the issues of HGV's in the town (at no cost to the Council). Mr Burness-Smith ended by saying that he felt the HP had the right composition and management to be a great support to the Council going forward into 2012 especially in a year which would be hosting the Queen's Diamond Jubilee and Olympian events.

The Mayor thanked Mr Burness-Smith for attending the meeting and providing members with an update. She highlighted communication was paramount between the two bodies. Reference was also made to the designated town councillors who attended meetings for each Group of the HP. Mr Burness-Smith agreed to provide a list of all future HP meetings to the Town Clerk.

43. **MAYOR'S REPORT**

- (i) Members had before them the list of Mayoral engagements from 3 August – 12 October 2011 inclusive, copy attached to the agenda. It was **RESOLVED** that the report be received and noted.
- (ii) The Mayor informed members of the two Remembrance services taking place on 11 November at 11.00am and the Remembrance Day Parade at 11.00am on 13 November both at the Town Hall and that she hoped all Councillors would attend.

The Mayor announced that a photograph of all members in their gowns to keep for prosperity had been organised before the next Full Council meeting on the 29 November 2011 and she asked members to confirm their attendance to the Mayor's PA by 28 October 2011.

44. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 9 August 2011 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 9 August 2011 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 62 – Draft National Planning Policy Framework: Consultation

A Member responsible for compiling the Council's response to the Department for Communities and Local Government before the closing date of 17 October 2011,

apologised to Council that the deadline had not been met and therefore no submission had been put forward.

- (ii) The Minutes of the meeting of the Planning Committee held on 23 August 2011 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 23 August 2011 and the recommendations therein be received, approved and adopted.

- (iii) The Minutes of the meeting of the Planning Committee held on 13 September 2011 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 13 September 2011 and the recommendations therein be received, approved and adopted.

- (iv) The Minutes of the meeting of the Planning Committee held on 4 October 2011 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 4 October 2011 and the recommendations therein be received, approved and adopted.

A member expressed her praise on the chairmanship of this meeting as there were over 39 plans to review in a very short space of time but each plan was given careful consideration.

- (v) The Minutes of the meeting of the Town and Community Committee held on 20 September 2011 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Town and Community Committee held on 20 September 2011 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

*Minute 42 – Progress Report – Pinsent Redgrave Award*

It was confirmed a date for the presentation would be announced in due course.

*Minute 42 – Progress Report – Diamonds and Pearls Licensing*

It was noted that this minute should have read 'the license is revoked and the appeal is pending.'

*Minute 42 – Progress Report – Old Fire Station Gallery*

Members were asked for another volunteer to sit on this Working Group, making three Councillors in total, as stated in the Terms of Reference for this Working Group. It was proposed that Councillor Ms L Meachin be voted onto this committee as the additional Councillor. It was

**RESOLVED** that Councillor Ms L Meachin joins the Old Fire Station Gallery Working Group.

*Minute 42 – Parking on the Verges at Upton Close*

It was confirmed OCC Highways had been contacted and a response was awaited.

*Post meeting note: Area Steward's response recommends obtaining funding from the OCC Localities budget and for HTC to provide some match funding to carry out this work.*

Minute 42 – Local Elections 2011

It was noted that a formal letter to Mr D Buckle, Chief Executive, SODC inviting him to come and discuss to Council the way forward for the next set of elections was being prepared and would be sent within the next couple days.

Minute 49 – Signage and Physical Town Promotion Project

A member asked if three Councillors needed to be involved in this project because of her knowledge and prior work she had carried out with SODC's Miller's Report, then she would like to volunteer to work on this project. It was noted the original report recommended one or two Councillors could be involved in this project, although any input would be beneficial to this project.

Minute 50 – Cycle Stands

A member asked what funding OCC were going to provide towards the cycle stands. It was confirmed following the recent Traffic Advisory meeting the Area Steward was to confirm the cost of each stand and a wish list of locations and then these could potentially come from the OCC Localities budget or from developers' contributions from section 106 funds with match funding from the town council.

- (vi) The Minutes of the meeting of the Finance Strategy and Management Committee held on 27 September 2011 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Finance Strategy and Management Committee held on 27 September 2011 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 38 – Grants

It was suggested that the wording in the minute: 'organisations applying for grants should be encouraged to help themselves more' was deemed to be patronising.

Minute 39 – 2012/13 Draft Budget

Members discussed the statement in this minute: 'The Chairman expressed his unease (and was supported by others) that the Value For Money and Resources Group (VFMRG) had acted outside its remit when recommending that there was no increase in the precept.' However a member disagreed and suggested that the Group had indeed acted within its powers as set out under Paragraph 8 of its Terms of Reference. Attention was drawn to the last paragraph in this minute where the continued existence of the VFMRG would be reviewed in six months time. Members agreed that this was not part of the resolution although it may have read as such.

*Action: Committee Administrator to amend Minute 38 by moving the last paragraph to come before the resolution giving clarity to the resolution.*

The Mayor announced that the date for meeting with the Investment Managers was now 20 December 2011 not 8 November 2011 as previously arranged.

Minute 42 – Appointment of Substitute Members

A debate ensued regarding the recommendation of the appointment of substitute members, with some members stating it was unnecessary to have substitutes in order for the meetings to be quorate as it was felt there needed to be continuity of members of each of the sub committees/working groups and substitutes would not be able to make decisions if they had no prior knowledge of business being conducted. It was also discussed that substitutes could be briefed in advanced of the meeting. It was proposed that Council adopts the Committee's recommendation for the the appointment of substitute members to any Committee, Sub Committee,

working Group, Panel, Advisory Committee, or forum and approves the proposed changes to Standing Orders. A recorded vote was requested.

<b>For</b>	<b>Against</b>	<b>Abstention</b>
Cllr M Akehurst	Cllr Miss S Evans	
Cllr D Clenshaw	Cllr W Hamilton	
Cllr S Gawrysiak	Cllr Miss L Hillier	
Cllr Miss K Gehrmann	Cllr D Nimmo-Smith	
Cllr Mrs E Hodgkin	Cllr D Silvester	
Cllr D Hinke		
Cllr Ms L Meachin		
Cllr Mrs P Phillips		
Cllr I Reissmann		
Cllr Mrs J Wood		

The Motion was carried whereupon, it was

**RESOLVED** that the appointment of substitute members to any Committee, Sub Committee, Working Group, Panel, Advisory Committee, or forum be adopted and the proposed changes to Standing Orders be approved.

Minute 46 – Mayor’s Allowance

A debate ensued regarding the increase in the Mayor’s allowance. It was suggested that an additional £1,000 represents an 18% increase which was above inflation and did not send out the right message to the community. It was explained that since 2006 the allowance had remained at £5,500 and this amount did not cover all the expenses required for taking on the Mayoral role. It was highlighted that with this recommended increase all the money did not necessarily need to be spent. It was agreed that by undertaking this role in public service the Mayor should not be out of pocket and the Mayor’s role should be attainable to all members of the public no matter what their financial circumstances. It was highlighted that in the report research had been carried out and the Mayor’s allowances in other parishes range from £2.5k to £11k per year. It was recommended that the Mayor’s allowance is increased to £6,500pa from May 2012. A recorded vote was requested.

<b>For</b>	<b>Against</b>	<b>Abstention</b>
Cllr M Akehurst	Cllr W Hamilton	
Cllr D Clenshaw	Cllr D Nimmo-Smith	
Cllr Miss S Evans	Cllr Mrs J Wood	
Cllr S Gawrysiak		
Cllr Miss K Gehrmann		
Cllr Miss L Hillier		
Cllr D Hinke		
Cllr Mrs E Hodgkin		
Cllr Ms L Meachin		
Cllr Mrs P Phillips		
Cllr I Reissmann		
Cllr D Silvester		

The Motion was carried whereupon, it was

**RESOLVED** that the Mayor’s allowance is increased to £6,500pa from May 2012.

Minute 47 – Christmas Arrangements 2011

A discussion ensued regarding the increase (up 50% from 2010) to the allowance that the Council makes towards the employees Christmas team building event. Some members argued that this was not the right way to be using public money. It was highlighted that this was the only occasion in the year when all 23 council employees got together and that previous events had very positive feedback by staff

members for being motivational and in recognition of the hard work undertaken throughout the year. It was noted in surveys carried out by the Institute of Development that social events rate highly on why employees remain at an organisation. It was recommended that the Council makes a contribution of £450 towards the staff Christmas team building event. A recorded vote was requested.

<b>For</b>	<b>Against</b>	<b>Abstention</b>
Cllr M Akehurst	Cllr W Hamilton	
Cllr D Clenshaw	Cllr Miss L Hillier	
Cllr Miss S Evans		
Cllr S Gawrysiak		
Cllr Miss K Gehrmann		
Cllr D Hinke		
Cllr Mrs E Hodgkin		
Cllr Ms L Meachin		
Cllr D Nimmo-Smith		
Cllr Mrs P Phillips		
Cllr I Reissmann		
Cllr D Silvester		
Cllr Mrs J Wood		

The Motion was carried whereupon, it was

**RESOLVED** that the Council makes a contribution of £450 towards the staff Christmas team building event.

- (vii) The Minutes of the meeting of the Recreation and Amenities Committee held on 4 October 2011 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Recreation and Amenities Committee held on 4 October 2011 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 33 - Henley Film Festival (HIFF)

A member asked how the fee of £3k for the hire of Mill Meadows had been decided. The Town Clerk confirmed the original venue, Phyllis Court, were going to charge the organisers £4k. It was noted that the current charges for filming at Mill Meadows were £500 so this amount was double the charge per day. It was noted that the organisers had £10m liability to cover the event which would include if necessary making good the land at Mill Meadows after the event. A discussion ensued as to whether this cost for hire was in line with what other towns charge for filming and it was confirmed a study/research was being undertaken by a member to review the current charges for filming on Council owned land. As previously stated, this item was to be referred to the Recreation and Amenities Committee to discuss holding the event in April 2012.

Minute 36 – Progress Report – African Queen

A member referred to the bad publicity the Council had received regarding the letter sent to the owner of the African Queen requesting, for operational reasons, the payment of mooring fees for this 25m vessel (not 25ft as quoted in the *Henley Standard*) be treated in the same way as permanent moorings i.e. payment in advance with no refund terms. It was accepted that the owners of African Queen had declined the offer to moor at Mill Meadows but that they had the option to apply for a mooring next year.

Minute 39 – Mill Meadows – Jubilee and 2012 Olympic Maze

A member referred to this project and asked that support be given to the proposal for a maze at Mill Meadows to celebrate the Queen's Diamond Jubilee and the 2012 Olympics by engaging sponsors for this project. It was noted an original quotation

received from Mr A Fisher, c£100k, for a brick and mosaic maze had been received by the last Council. It was agreed that Mr A Fisher be asked to present his original proposal at the next Recreation and Amenities Committee.

*Action: Committee Administrator to contact Mr A Fisher and ask him to present his proposal for the project of building a brick and mosaic maze in Mill Meadows to the next Recreation and Amenities Committee.*

- (viii) Members had before them and noted a written report from the Chairman of the Townlands Steering Group (TSG). It was noted that the minutes from the TSG held on the 12 October 2011 would be presented at the next Full Council for approval. The Chairman proceeded to give a verbal update:

**TSG – 12 October 2011:** advised Mr Richard Darch and Ms Riana Relihan from Primary Care Trust (PCT) had been present at the meeting to answer questions and that the timetable as published in his report was still holding.

There was also a debate as to whether Mr Richard Darch, PCT should attend a future Full Council meeting so that Councillors could ask him questions directly as the project was now reaching a critical stage. It was explained that the PCT have had two meetings with each bidder. At each of these meetings community representatives were present; Peter Ashby for the initial meeting and Dave Smewing for the second.

The Chairman made reference (and read from an email copy handed to the Town Clerk) to the very many unanswered questions about the Highland Farm Care Village. Since this was not an agenda item it could not be discussed by Full Council.

*Action: Committee Administrator to add to next Planning Committee agenda.*

45. **LEASE OF LAND AT TILEBARN, HENLEY-ON-THAMES**

The lease between Henley Town Council and Sue Ryder for Land at Tilebarn, Henley-on-Thames was presented to Council for signing and sealing. It was

**RESOLVED** that the lease between Henley Town Council and Sue Ryder be signed and sealed by the Mayor.

It was confirmed the lease was for two acres of land which would be used for a Woodland Memorial, with one acre underlet to Henley in Transition and that there would a kissing gate installed and a bench.

The meeting closed at 10.15pm.

js

Mayor