

Present: Mayor, Councillor Mrs E Hodgkin (presiding)  
Deputy Mayor, Councillor Mrs J Wood  
Councillor Mrs G M Dodds  
Councillor A J Follett  
Councillor C W Gibson  
Councillor Miss L M Hillier  
Councillor Mrs R Myer  
Councillor C I Pye  
Councillor I Reissmann  
Councillor D Nimmo-Smith  
Councillor Dr P Skolar  
Councillor S Smith  
Councillor Dr B G Wood

In Attendance: Mr M W Kennedy – Town Clerk  
Miss J Smith – Minute Taker / Committee Administrator  
Mr C Austin - Town Sergeant

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

Before the meeting commenced, the Mayor, Councillor Mrs E Hodgkin thanked Mrs P Buckett for attending the meeting. She went on to thank all Members, Town Clerk and HTC staff for giving the late Councillor T B Buckett, MBE a wonderful send off and read out a message from Mrs Buckett.

The Town Clerk read out the fire evacuation procedure. The Mayor reminded Councillors and members of the public of the Code of Practice relating to Public Question Time as stated on the agenda.

84. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss L Pye and Mrs J Bland.

85. **DECLARATIONS OF INTEREST**

None.

86. **MINUTES**

The Minutes of the meetings of Full Council and Special Full Council held on 3 November 2009 and 1 December 2009 were approved and signed by the Mayor, Councillor Mrs E Hodgkin, as a true record.

87. **PUBLIC QUESTION TIME**

*Mr K J Arlett – Elizabeth Road*

Mr Arlett praised the Christmas Festival / Late Night Shopping event held on the 4 December and in particular the Mayor's carol singing in the absence of the band.

He went on to ask if Ballards had got planning approval for the advertising boards and lettering at Bridge House, 52 Hart Street as he believed there was nothing on the Planning Minutes regarding planning permission for these items. Councillor A Follett advised that he would look into this and report back to Mr Arlett, as he believed an application did go in some 12-18 months ago, but would need to refer back to the relevant planning documentation.

*Mr R Atkin – Elizabeth Road*

Mr Atkin advised he regretted raising the issue of the wheelie bins, but was disappointed to hear that due to cost cutting SODC were not now providing smaller bins for residents. He felt that either a waiting list should be drawn up or that a small stock of wheelie bins are provided.

Councillor Miss L Hillier responded that she would take Mr Atkin's suggestions to SODC.

*Mrs Jones - Northfield End*

Mrs Jones stated that she was speaking on behalf of herself and the other residents at Northfield End about their serious concerns with all the continuous, and often speeding traffic. In addition, she referred to the pot holes in the pavements. She asked if a Councillor would come and monitor the roads preferably around 3:30pm when the traffic was at its worst. She went on to thank Mr Ward from Ward Consultancy plc for the sponsorship of the Christmas lights in the tree outside Rupert House School.

The Mayor, Councillor Mrs E Hodgkin asked if Councillor D Nimmo-Smith would address the Northfield End traffic issues.

Councillor D Nimmo-Smith agreed to visit this area on a week day around 3:00pm and report back, but he did reiterate that this was not an Oxfordshire County Council (OCC) issue but a Police issue.

Councillor Dr P Skolar agreed to also raise this at the Traffic Advisory Committee on the 9 December 2009.

*Post meeting note: Mrs Jones' concerns were raised at the meeting of the Traffic Advisory Committee on 9 December. Peter Ronald, OCC agreed to carry out an electronic survey to monitor traffic speed 24/7 for one week. The appropriate lamp column or post for the camera should be identified to him. The survey would take three months to complete and would be free of charge. Councillor C I Pye will meet with Mrs Jones on site to identify the post.*

*Mr W Hamilton - Greys Road*

Mr Hamilton referred to the Finance Strategy and Management minutes and mentioned the savings being made on Councillors mileage expenses by reducing them from 60p to 40p, however, he suggested that it would be useful to see a list of all the savings the Council had made.

Councillor Dr B Wood confirmed that the Value For Money Committee reviews planned savings for the past and current fiscal year.

*Mr K J Arlett – Elizabeth Road*

Mr Arlett referred to Minute 83 from the Special Full Council held on the 1 December 2009 and asked if the Parks Services report for this meeting was now in the public domain or still confidential. He went on to ask that if the grass cutting was to be brought in-house what other duties would the additional staff do once the grass cutting season had finished. He also referred to the Minutes and that they mentioned savings but gave no explanation.

The Town Clerk confirmed that this was still a confidential report.

Councillor Dr B Wood confirmed that the Parks Services review was going to be a comprehensive review and at these earlier stages it remained confidential, but information would be in the public domain in the near future.

*Mr R Atkin – Elizabeth Road*

Mr Atkin referred to the meeting notes from the Bus Shelters meeting held on the 2 December (attached to the agenda) and asked if a bus shelter was put in Station Road who would use it?

*Mrs P Phillips - St Marks Road*

Mrs Phillips confirmed that she used the bus stop on Station Road. She went on to congratulate everyone on the success of the Christmas Festival / Late Night Shopping Event on the 4 December and also asked if Members were aware of an event taking place in Queen Street on 13 December 2009.

The Mayor, Councillor Mrs E Hodgkin advised that she had only just heard about this event but thought that it was being run by the residents in Queens Street. She confirmed that The Henley Partnership Christmas Shopping Day (a separate event) was being held on the 13 December 2009 between 11:00 – 4:00pm.

Councillor Miss L Hillier stated that she was unaware of any additional event in Queens Street but would mention the fact to Mr J Hobbs.

*Mr K J Arlett – Elizabeth Road*

Mr Arlett asked as the Sub Committee Minutes were not attached to the Recreation and Amenities Minutes from the meeting held on the 10 November 2009 were copies available to the public.

The Town Clerk confirmed that HTC was trying to cut down on paper and therefore they did not attach all Sub Committee minutes to the Full Council agenda, but that Sub Committee Minutes are available on the Henley Town Council (HTC) website or available on request from the One Stop Shop. He also mentioned that in the future Minutes may be projected via a laptop projector and screen at meetings.

*Post meeting note: Sub Committee Minutes are not currently published on the website, however, past copies are available on request from the One Stop Shop. Sub Committee minutes will be published on [www.henleytowncouncil.gov.uk](http://www.henleytowncouncil.gov.uk) for the next cycle and going forward.*

*Mr W Hamilton - Greys Road*

Mr Hamilton referred to a question he raised two months ago, when he asked if Makins Recreation Park could be registered as a Town Green like Gillotts Field and stated that he was still awaiting a response from the Mayor.

Councillor Mrs G Dodds confirmed that this item would be on the next Recreation and Amenities Committee held on the 15 December 2009.

88. **PROGRESS REPORT**

Members had before them a progress report on the following matters, copy having been issued. The Council was apprised of the latest developments.

*One Stop Shops – Minute numbers 4047- 9/12/09; 4060 – 21/1/09; 4070 – 3/3/09; 14 -12/5/09; 52 – 11/8/09; 70 – 3/11/09*

Councillor D Nimmo-Smith asked for this item to be removed from the Progress Report as OCC would not be providing any funding, and this was agreed.

*Henley Leisure Centre – Minute number 71 – 3/11/09*

Councillor Dr B Wood advised that recently the swimming pool temperature was cold and they were now charging 20p for the use of a hair dryer.

Councillor Miss L Hillier advised that the increase to the senior citizen swim was 40p not 50p as previously stated and that they have introduced a 'pay as you go card scheme' which worked out at £1.75 per swim if you bought a monthly card; and £140 per year membership when senior citizens could swim at anytime.

Councillor Dr B Wood advised that in some other parishes in Oxfordshire senior citizens were being offered free swims.

Councillor Miss L Hillier advised that she would follow this up with South Oxfordshire District Council (SODC).

89. **DISTRICT/COUNTY COUNCILLOR REPORTS**

The Council received the following verbal reports from District and County Councillors.

*District County Councillor reports:*

District Councillor Mrs R Myer had nothing to report.

District Councillor Miss L Hillier reported on the following matters:

- Waste Recycling System: following on from Councillor S Smith's question at the last Full Council as to whether SODC had entered into discussions with SOHA regarding maintenance of the bin store, as currently there is no provision for green bins and Verdant have been sorting the rubbish manually, she was still waiting for a response and had spoken with both Verdant and SODC. District Councillor Miss L Hillier also confirmed that she was still waiting for a response regarding Councillor A Follett's question regarding the overflowing recycling wheelie bins in Greys Road and Kings Road car parks. Councillor Dr B Wood referred to number 50 Gravel Hill. He had been told by the resident at this address that bags would not be issued to residents in this part of Gravel Hill and, therefore, their bins would stay on the side of the road. He advised that he had written to The Leader of SODC, Councillor Mrs A Ducker seeking clarification. The Mayor, Councillor Mrs E Hodgkin stated that she thought this particular issue had been resolved. Councillor D Nimmo-Smith stated, having previously resided at this property, there was appropriate access to leave any bins at the back of the property.

- Public Question Time – Full Council, 3 November 2009

District Councillor Miss L Hillier referred to Mr Arlett's question at the last Full Council regarding the Community Investment Funding grants and why some 30% had not been allocated over the past 10 years. She confirmed that she had sought clarification and was told that, for instance, in one year £1.4m instead of the £800,000 had been allocated and that in other years when the total funds had not been allocated the money had been carried forward to the following year.

- Nightclub in Greys Road Car Park

Councillor Dr B Wood referred to a central government decision to rebrand lap dancing venues as sex establishments and asked Members what action should be taken regarding this nightclub and the rebranding. He made reference to the red lights on the outside wall of the club, the advertising boards on the building and the fact that there were always cigarette butts littering the front of the premises.

Councillor Miss L Hillier advised that she would take these concerns back to SODC.

*Action: Henley Town Council to write to nightclub regarding the cigarette butts that littered the front of the premises.*

*County Councillor reports:*

County Councillor Dr P Skolar reported on the following matters:

- Government Spending: Local authorities looking at balance sheets and spending and what was originally £60m and then £90m had been increased to £106m spending cuts over the next five years. These cuts were leaving a deficit in 2012 to 2014, and efficiency savings of £28.m from local authorities making future planning very difficult.

- Ambulance Service: the target response time for rural areas is eight minutes and this has been met for Oxfordshire by 75%, however, if this drops to 30% then a report would need to go to the public.
- Reading Innovative Fund Bid: Reading Borough Council have £300m towards traffic congestion which includes building a new Park and Ride and a third crossing over the Thames, however, this does not include renewing the infrastructure which would effect the surrounding areas including Henley.
- NHS Funding: Oxfordshire is moving towards a consultancy delivered service which could affect the Primary Care Trust and community hospitals.

County Councillor D Nimmo-Smith reported on the following matters:

- Potential Youth Service Cuts: OCC is going through options and prioritising the areas where cuts are to take place. In particular, County Councillors are working to save the Youth Service which is one of the highest priorities.
- Review on Yellow Lines: he had feedback from officers and he and Councillor Dr P Skolar had met with officers. Items of particular interest were extra parking in New Street and Thameside. Upton Close is to remain status quo.
- Maintenance of footpaths in Reading Road: reminded Members that closure of Reading Road footpaths would take place in the near future for maintenance. The Mayor, Councillor Mrs E Hodgkin advised that this item was on the agenda of the Traffic Advisory Committee on the 9 December 2009.

Councillor Dr B Wood read out a letter from residents at 42 Blandy Road regarding the requirement of a cleansing / drain cleaning lorry in Blandy Road. Councillor Dr P Skolar confirmed he would check as he had seen cleansing lorries out and about in other areas of Oxfordshire.

Councillor I Reissmann asked which services would be cut and when would we know.

Councillor Dr P Skolar confirmed there would be no changes to front line services and he confirmed that more information would become available in mid-February 2010.

90. **FEEDBACK REPRESENTATIVES ON OUTSIDE BODIES**

Councillor D Nimmo-Smith referred to the Borama Friendship Association and that there had recently been a meeting but that he had not been sent an agenda.

91. **MAYOR'S REPORT**

Members had before them the list of Mayoral engagements from 30 October 2009 to 3 December 2009 inclusive, copy attached to the Agenda.

The Mayor, Councillor Mrs E Hodgkin thanked Councillor A Follett for his hard work as Chairman of the Christmas Decorations Sub Committee and Mrs G Follett, both Councillors Woods and Councillor S Smith and in addition paid special thanks to Miss N Taylor, Miss J Smith, Mr G Bartle and Mr K Bishop, plus all the other HTC staff, members of the sub committee and volunteers that helped out on the evening. Also the Town Clerk for his wonderful performance as Town Crier.

92. **REPORTS OF COMMITTEES**

- (i) The Minutes of the meeting of the Planning Committee held on 10 November 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 10 November 2009 and the recommendations therein be received, approved and adopted.

- (ii) The Minutes of the meeting of the Planning Committee held on 1 December 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Planning Committee held on 1 December 2009 and the recommendations therein be received, approved and adopted.

Councillor A Follett, as Chairman of the Planning Committee thanked members of the Planning Committee for all their hard work and time this year to date.

- (iii) The Minutes of the meeting of the Recreation and Amenities Committee held on 10 November 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Recreation and Amenities Committee held on 10 November 2009 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 46 – Woodland Memorial

Councillor G Dodds confirmed that a meeting had been arranged for 18 December 2009 with Councillors; a representative from Sue Ryder; members of the Allotment Associations; the Henley Wildlife Group; the Tree Wardens and HTC Parks Services staff.

Refurbishments of Toilets at the Leichlingen Pavilion

Councillor D Nimmo-Smith referred to Minute 43, 2010/2011 iv (a) of the Mill Meadows meeting held on the 9 October 2009 and that a full report had not been attached to the Minutes.

Councillor Dr B Wood stated that the 'wish list' drawn up on page 4, Minute 43 had been put forward as capital expenditure for the Receptions and Amenities Committee for 2010/11, with the refurbishments of the toilets at the Leichlingen Pavilion being £100k. The proposal would be taken to Finance Strategy and Management as a loan facility could potentially be used to finance this scheme. He confirmed a proposal showing the total concept would be produced with the assistance of Robert Rigby which would include plans, costings and timings. He went on to say that he wanted the project to commence in the winter 2010/11 in order that new toilets would be ready in time for the 2012 Olympics.

Councillor I Reissmann asked if a decision had been made on the use of turnstiles and charging.

Councillor Dr B Wood advised that all this information would be included in the report and brought back to Committee for approval.

The Mayor, Councillor Mrs E Hodgkin referred Members to item 9 (iii) (ii) and asked for representatives to form a small working group to progress the project. Councillors Dr B Wood; Mrs G Dodds; Mayor, Mrs E Hodgkin and Deputy Mayor, Mrs J Wood were proposed. It was

**RESOLVED** that Councillors Dr B Wood; Mrs G Dodds; Mayor, Mrs E Hodgkin and Deputy Mayor, Mrs J Wood form a small working group to progress the project.

- (iv) The Minutes of the meeting of the Town and Community Committee held on 17 November 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Town and Community Committee held on 17 November 2009 and the recommendations therein be received, approved and adopted.

*Arising from the report:*

Minute 82 – Copse between 54-62 Valley Road

This Minute number is to be changed to Minute 83 as there were two Minute numbered 82.

*Action: Committee Clerk for Town and Community Committee to amend the numbering in the Minutes.*

Bus Shelters in Henley

A lengthy debate ensued regarding the suitability of the proposed bus shelters with advertising for Henley and, in particular, where these should be placed both in and out of the conservation areas. There was also discussion on the materials used for the shelters and whether a proper investigation be undertaken on what advertising would be placed in these shelters, as there was no indication on the Primesite website. It was proposed that a public opinion survey should be conducted to decide where the two shelters originally proposed outside the rugby club and URC could be potentially placed in the town. It was

**RESOLVED** that a public opinion survey should be conducted to decide where the two shelters originally proposed outside the rugby club and URC could be potentially placed in the town.

Deputy Mayor, Mrs J Wood summed up the meeting that the working group had held with Primesite Media on the 2 December 2009 and reiterated that HTC cannot afford to buy and maintain bus shelters in the future. She confirmed that Primesite Media's proposal was to provide six new bus shelters, six would have advertising at one end only and six would have no advertising. All advertisements would comply with the Advertising Standards and Guidelines and other parts of the shelter could be used for town advertisements. Councillor Mrs J Wood also confirmed that Primesite Media had been asked to also include in the contract the maintenance of the new Hart Street shelter which OCC were paying for, but not maintaining. She confirmed that HTC would not be signing a 20 year contract. It was

**RESOLVED**

- that the contract length be amended to 10 years;
- that the bus shelter locations outside the Henley Rugby Club and United Reform Church should not be used but that a public opinion survey be conducted on alternative locations;
- a clause be added into the proposed agreement that if the bus services were altered or terminated and bus shelters were no longer required they could be removed within a specified time period;
- that the proposed bus shelter in Hart Street be added to the maintenance contract (therefore six bus shelter with advertising and six without); and
- that a scale site plan be produced by Primesite showing the locations of the bus shelters.

Councillor Dr B Wood asked that a recorded vote be taken.

**In Favour**

Cllr A Follett  
Cllr D Nimmo-Smith  
Cllr Mrs E Hodgkin  
Cllr C Pye  
Cllr S Smith  
Cllr Dr B Wood  
Cllr Mrs J Wood

**Against**

Cllr Mrs G Dodds  
Cllr Miss L Hillier  
Cllr Mrs R Myer  
Cllr I Reissmann  
Cllr Dr P Skolar

**Abstention**

Cllr C Gibson

- (v) The Minutes of the meeting of the Finance Strategy and Management Committee held on 24 November 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meeting of the Finance Strategy and Management Committee held on 24 November 2009 and the recommendations therein be received, approved and adopted, save to the following extent that in Minute No. 61 Henley Town Council Strategy 2009-2011, it was accepted that the Committee had resolved to recommend to Council the adoption of the strategy as presented. It was

**RESOLVED** that the Henley Town Council Strategy 2009-11 be received approved and adopted.

*Arising from the report*

Minute 63 – Local Transport Plan 3

Councillor A Follett advised the Council that the deadline for the return of the submissions to OCC had now been extended to the 1 January 2009. He confirmed that prior to this all information from Councillors would be collated. He reminded Members of the importance that their views are included in HTC's return.

Minute 69 (iii) – Henley Information Centre Working Group

Mayor, Councillor E Hodgkin referred Members to this Minute to establish a Henley Information Centre Working Group to replace the OSS and VIC Working Groups, with delegated authority to proceed with the construction up to the budget allocation within the capital programme and that the membership thereof be appointed. The Mayor, Councillor Mrs E Hodgkin; Deputy Mayor, Mrs J Wood; Councillors Dr B Wood and I Reissmann agreed to be part of this Working Group. It was

**RESOLVED** that The Mayor, Councillor Mrs E Hodgkin; Deputy Mayor, Mrs J Wood; Councillors Dr B Wood and I Reissmann are members of a Henley Information Centre Working Group this Working Group will replace the OSS and VIC Working Groups. This Working Group will have delegated authority to proceed with the construction up to the budget allocation within the capital programme.

- (vi) The Minutes of the meeting of the Townland's Steering Group (TSG) held on 16 November 2009 were before the Council. It was

**RESOLVED** that the Minutes of the meetings of the Townland's Steering Group held on 16 November 2009 and the recommendations therein be received, approved and adopted.

In addition, Mr I Reissmann gave the following verbal update:-

- Project Timetable - an 'Invitation to Participation Dialogue Pack' is being sent out to bidders at the end of January. A recommendation of bidder and tender for the site, subject to planning permission, will be presented for board approval at the Primary Care Trust Board meeting on 26 November 2010.
- Primary Care Trust (PCT) – Mr M Tait, the new acting CEO, had reiterated that the PCT had committed to maintaining the revenue for the services at Townlands in their budgets over the next 5 years. The project will need little or no capital funding.  
Mr John Howell, MP – had asked The Secretary of State what the timetable is for the re-development of Townlands Hospital in Henley-on-Thames; what funding will be allocated to ensure its completion; and what risk assessment has been undertaken in relation to future revenue funding for the hospital.

Councillor Mr I Reissmann also read out a description of The Secretary of State's response:

The Government response was to claim that they could not answer the question because it was a local matter which was entirely the responsibility of the PCT and nothing to do with central Government. Councillor I Reissmann went on say that a question is to be asked why they were able to answer an almost identical question in relation to Thame Hospital, but not for Henley.

Councillor A Follett raised a concern on Minute 255 (Page 3) and the reference to a member of the Henley Partnership asking to speak with a bidder which he reminded is inappropriate at this stage of the project. Councillor I Reissmann agreed and confirmed that in the future bidders could talk to PCT for the commercial space on the site as it was important to consider what is put on the site, but that this was not to be discussed at the TSG.

- Date of next TSG meeting: to be advised - February date recommended.

93. **2010-2011 BUDGET**

Members had before them the 2010-2011 Budget. Councillor Dr B Wood referred to the net surplus of £21k. He made reference to the fact that provision had been made to invest in the future (2011) e.g. the reorganisation of the Parks Services, in addition to refurbishment / maintenance to the Town Hall. He confirmed that in January-March 2011 the cashflow forecast turns negative before monies get replenished by the precept. He also encouraged Members to focus on 2011 when HTC could potentially need to sell investments.

Councillor Dr P Skolar stated that HTC should be looking at a five year budget plan rather than two year budget plan. It was

**RESOLVED** that the 2010-2011 revenue and capital expenditure budgets be adopted and that a precept of £468,700 be levied on South Oxfordshire District Council from 1 April 2010.

The Mayor, Councillor Mrs E Hodgkin invited Councillors and members of the public to join her for refreshments in the Mayor's Parlour.

The meeting closed at 09:20pm.

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Mayor