

**Present:**                    **Councillor Miss L M Hillier (Chairman)**  
                                 **Councillor Sarah Miller (Vice Chairman)**  
                                 **Councillor Dave Eggleton**  
                                 **Councillor S Evans**  
                                 **Councillor Will Hamilton**  
                                 **Councillor Miss K Hinton**  
                                 **Councillor Laurence Plant (substitute for Councillor David**  
                                 **Nimmo Smith)**  
                                 **Councillor Ken Arlett (Deputy Mayor)**

**In attendance:**            **Mrs J Wheeler – Town Clerk**  
                                 **Ms H Barnett – Town & Community Manager**  
                                 **Mrs N Taylor – Minute taker**  
                                 **Councillor I Reissmann**  
                                 **Mr Mark Leyland – Sweetspot**  
                                 **Mr David Heycock – Oxfordshire County Council**  
                                 **2 Members of the Public**  
                                 **1 Member of the Press**

**87.    APOLOGIES**

Apologies for absence were received from Councillor David Nimmo Smith, (Councillor Laurence Plant substituted) and the Mayor, Councillor Glen Lambert. Councillor Ken Arlett gave apologies for lateness.

**88.    DECLARATIONS OF INTEREST**

None received.

**89.    PUBLIC PARTICIPATION SESSION**

None received.

**90.    MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 29 January 2019 were received, approved and signed by the Chairman as a true record.

**91.    OVO ENERGY WOMEN'S TOUR**

Members received a presentation from Mark Leyland (Sweetspot) and David Heycock (Oxfordshire County Council) regarding the possible use of Henley on Thames for the start location of the local stage of the OVO energy Women's Tour and noted the following information:

- The event will take place in the District for the next three years, South and Vale and West Oxfordshire this year, Cherwell next year and Oxford City the year after.
- OVO Energy are the title sponsor of the event.
- This is the 6<sup>th</sup> year of the event which is a high ranking international cycle tour and considered to be one of the best in the world.

Councillor Dave Eggleton entered the meeting at 7.10pm

- Henley will start Stage 3 of the event on Wednesday 12 June 2019
- It is planned for the event to start in the Market Place (road closures in place from 04:00 – 13:00) at 10.30am with a staging area at the top end of the Market Place for the riders to present before the start of the race at 09:30.

Councillor Kellie Hinton entered the meeting at 7.15pm

- A dignitary would be required to start the race when a neutralised start would take place with riders parading down Hart Street and turning left (against the usual traffic flow) along Thameside and New Street out to the Fairmile (rolling road closure in place 25 minutes maximum).
- 3-4 miles out the flag will be pulled in from the lead car, the lead car will pull away and the race will begin.
- Greys Road carpark to be partially closed to the public from 00:01 for use by the team and crew.
- 30 motorcycle Police and 30 motorcycle Marshalls will be in attendance at the event.
- Community engagement will take place with schools and councils across the event route.
- Initial contact made with Henley Royal Regatta re possible use of their land for car parking.
- Specialist Company engaged who look after booking accommodation.
- A Webpage for every stage will be set up providing local information.
- Event Management Plan to be produced within the next few weeks.
- Event Safety Meeting to take place within the next few weeks
- 16 teams of 6 cyclists taking part in the event with a support team of 4-500 people.
- If a road is fit to drive on it will be considered fit to cycle on – existing Traffic Management Plans will be re-prioritised if any roads are found to be of poor condition.
- The event will be televised in an hour long highlight programme from 19:30 / 20:00 on ITV 4.
- There are sponsorship packages available with the possibility of ride in the race and healthy work options.
- Schools / clubs can ride the course 10 minutes before the start of the race.
- Oxfordshire County Council to arrange all road closures.
- Everything will be cleared away and all road closures lifted by lunchtime.

Due to the limited time before the event Members took a vote following the presentation and it was **RESOLVED TO RECOMMEND**

**that support be given to Henley being used as the start of Stage 3 of the OVO Energy Women's Cycling Tour on Wednesday 12 June 2019.**

Thanks were given by the Chair and Mark and David left the meeting at 7.35pm

**92. BUDGET**

Members received the Management Accounts to 28 February 2019. **IT WAS RESOLVED**

**that the Management Accounts be noted.**

**93. ROAD / PAVEMENT WORKS**

Members considered requesting that SODC and OCC advise the Town Council every time they are notified that works are going to take place in the town centre and advise who the contractor is and contact details to enable Officers to chase if reinstatement works are not carried out correctly with matching materials and with immediate effect. **IT WAS RESOLVED**

**that a request be made to both SODC and OCC that the Town Council be advised every time they are notified that works are going to take place in the Town Centre and notify who the contractor is with contact details to enable HTC Officers to chase if reinstatement works are not carried out correctly with matching materials with immediate effect.**

**94. EVENTS COMMITTEE**

Members received the notes of the Events Committees held on 1 March 2019. **IT WAS RESOLVED**

**that the notes be noted.**

**95. TOWNLANDS**

Members received an update from Councillor Reissmann following the Steering Group Meeting held on Monday 25 March 2019 and noted the information.

Councillor Ken Arlett entered the meeting at 7.45pm.

**96. CHRISTMAS WEEKEND MARKET**

Members considered a request for the Christmas three day market to take place again this year. After a discussion **IT WAS RESOLVED**

**that permission is not granted for the Market Square Group to bring back the three day Christmas market again this year, and**

**that a Working Group is set up at the 1<sup>st</sup> meeting of this Committee after the election to discuss weekend markets.**

Councillor Ian Reissmann left the meeting at 7.50pm.

**97. CHRISTMAS FESTIVAL**

Members considered the date of this year's Christmas Festival and the idea of switching on the lights on 01 December to coincide with the Living Advent Calendar opening night – and then having the Christmas Festival (Late Night Shopping) on the

first Friday in December. There was a lengthy debate but a vote was taken to move the date of the Christmas Festival from 29 November 2019 to 06 December 2019. The Vote was: IN FAVOUR = 4; AGAINST = 4 – the Chairman’s casting vote recommended moving the date to 06 December but the switch on of the Christmas lights would be on the 01 December to correspond with the opening night of the Living Advent Calendar.

**IT WAS RESOLVED**

**that an item be placed on the 30 April Full Council agenda to discuss**

- **Rescinding the ratified date of Friday 29 November for the Christmas Festival to Friday 06 December 2019.**
- **The switch on of the Christmas lights to take place on Sunday 01 December 2019 to coincide with the launch of the Living Advent Calendar.**

**98. DUCK POND MARKET**

Members considered a request from the organisers of the Market for permission for a local company ‘Bohemian Wrapsody’ to attend the monthly Duck Pond Market to sell Street Food. **IT WAS RESOLVED**

**that the format of the Duck Pond Market should stay the same with no food permitted.**

**99. HENLEY BUS UPDATE**

Members noted that that the Saturday Bus Service launched on 16 March with an amended timetable. 7000 A4 leaflets are being printed that will be delivered to every household in Henley with spares being distributed from the Information Centre

**100. TOWN MANAGERS UPDATE**

Members received an update from the Town Manager and the following observations were made:

- The Information Centre office is currently running on winter hours and is only open between 10am-12noon on Saturday.
- The Information Kiosk at the Meadows has now ceased to operate following the money saving decision at FSM.
- Several Councillors said that the Kiosk should be re-opened and manned by people of volunteers. Councillors to lead on this initiative.
- Repair Café meeting taking place on Wednesday 27 March.

**IT WAS RESOLVED TO RECOMMEND**

**that the Town Clerk be given delegated powers, subject to funding to open the Information Centre in the Town Hall on Saturdays and Sundays from Easter.**

**that a community group be explored to run and man the Mill Meadows Tourist Office and the Putting Green (if the area has not already been re-assigned for alternative use by Recreation and Amenities).**

**101. EAT! FOOD FESTIVAL**

Members received a request for use of the Market Place for the Eat! Food Festival on Saturday 15 June 2019. **IT WAS RESOLVED**

**to draw up a Policy for use of Council land / property for Festivals – that Delegated Powers be given to the Town Clerk to approve the detail.**

**that Free Use be granted to Eat! Food Festival in the town on the understanding that the event is a non-commercial venture.**

**102. PROGRESS**

Members had before them a report on progress and after the following observations noted the information contained therein.

Georgian Paving

Update to be brought to next meeting.

Town Centre Signage

Meeting being organised to discuss signage which is cross committee.

Water Fountains for Henley

Waiting to hear from Thames Water.

Mermaid Statue

Item to be passed to FSM for further discussion.

Repair Café

Meeting Wednesday 27 at 2pm.

**103. EXCLUSION OF THE PUBLIC AND PRESS - CONFIDENTIAL**

**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 publicity would be prejudicial to the Public interest by reason of the confidential nature of the business transacted.**

**104. FREE USE**

Members received and considered a report on Free Use. **IT WAS RESOLVED TO RECOMMEND**

**that on the Free Use list the Educational Charity should read Educational Trust;**

**that Henley Wildlife Group be removed as they are now a part of Henley in Transition;**

**that letters should be sent out every year to everyone on the list to ensure that they wish to remain on the list;**

**that the Policy should be a cross party policy.**

The meeting closed at 8.50pm

Nt/JW

Chairman