

Present: The Chairman, Councillor Kellie Hinton
The Vice Chairman, Councillor Sarah Miller
The Mayor, Councillor Glen Lambert
The Deputy Mayor, Councillor Ken Arlett (substituting for
Councillor Ian Reissmann)

Councillor Sara Abey
Councillor Donna Crook
Councillor Dave Eggleton
Councillor S Evans
Councillor David Nimmo Smith

In Attendance: Mrs Janet Wheeler – Town Clerk
Karl Bishop – Assistant Parks Manager
Becky Walker – Committee Administrator

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

The Mayor, Councillor Glen Lambert took the Chair,

1. ELECTION OF CHAIRMAN

The Mayor called for nominations for the election of Chairman for the municipal year 2018 – 19.

Councillor Sarah Miler proposed and Councillor Ken Arlett seconded that Councillor Kellie Hinton be elected.

There being no further nominations, and following a vote, it was **RESOLVED**

that Councillor Kellie Hinton be elected Chairman of the Recreation and Amenities Committee for the municipal year 2018 – 19

Councillor Kellie Hinton took the Chair and thanked members for electing her Chairman.

2. ELECTION OF VICE-CHAIRMAN

The Chairman called for nominations for the election of Vice Chairman for the municipal year 2018 – 19.

The Mayor, Councillor Miss Kellie Hinton proposed and Councillor Ken Arlett seconded that Councillor Sarah Miller be elected.

There being no further nominations, and following a vote, it was **RESOLVED**

that Councillor Sarah Miller be elected Vice Chairman of the Recreation and Amenities Committee for the municipal year 2018 – 19

3. TERMS OF REFERENCE

The Committee received and considered the Terms of Reference of the Recreation and Amenities Committee as presented. Councillor S Evans advised Freemans Meadow and Makins Recreation Ground should be added.

It was **RESOLVED**

that the Terms of Reference, as presented, be noted with the addition of Freemans Meadow and Makins Recreation Ground

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Iain Reissmann (Councillor Ken Arlett substituting).

5. DECLARATIONS OF INTEREST

None received.

6. PUBLIC PARTICIPATION SESSION

Janet Wood – Boston Road – Minute 8 – Litter on Marsh Meadows – spoke regarding the survey which had been undertaken on social media regarding the litter at Marsh Meadows and advised 340 people had responded. A number of suggestions on how to ameliorate the issues had been included and it was hoped the Town Council would work with respondents to achieve shared goals.

It was commented that as the majority of members had not had sight of the survey or the results and therefore were unable to comment at this time.

Ms Wood was thanked for all her hard work in helping to arrange the survey.

Helen Bosworth – Friday Street – Minute 8 – Litter on Marsh Meadows – suggested a meeting could be arranged with respondents to the survey and Councillors to discuss ways to prevent the Meadows from being disrespected.

The Chairman advised that a Mill and Marsh Meadows Forum is suggested in the report to be considered under Item 8.

Mr David Feary – Walton Avenue – Minute 8 – Litter on Marsh Meadows – commented that although he had been away recently, he walked the Meadows daily and had not seen evidence of litter and bin bags placed next to bins and felt the matter had been “overdone”. He also commented that to introduce a higher level of management/manning would incur additional costs. He felt it would be beneficial to encourage visitors to visit the town to raise revenue for businesses.

7. FIRST CHAPEL – FAIRMILE CEMETERY

The Chairman welcomed Michael Gray, Architectural Associate at West Waddy ADP to the meeting to speak about options on how to progress the project of the First Chapel being converted into a columbarium.

Members also received a report which provided the following information:-

- the background to this project
- advice that there was a real possibility of obtaining funding of up to £125,000 from the Leader programme to cover the conversion costs and after submitting an “Expression of Interest” the Council had been invited to make a full grant application
- a summary of charges of existing columbaria, cost of existing Fairmile Cemetery burials and possible charges for the columbarium at the First Chapel
- the difficulty of establishing demand however, across the country, columbaria have become more popular as they provide a more permanent and tangible memorial compared to scattering ashes
- a reminder that the project is not simply about generating income as the Council has an obligation to look after its listed buildings
- the detail of how the scheme would run eg costs, period of hire and the associated policy would be considered by this Committee in due course following further research by Councillors

- the requirements to complete the Leader application form eg a specification, 3 quotes, cash flow forecast, expected income and expenditure, key milestones and associated dates plus any new services provided and the impact on existing businesses.

Mr Gray tabled a brochure which showed examples of other columbaria, a picture of the First Chapel currently and a photomontage of how the Chapel could look with the niches for ashes installed.

Mr Gray recapped that he had produced an "Options Appraisal of alternative use for the First Chapel" which provided a number of options and the Council had preferred the columbarium option. Pre-planning advice had been sought which had been very positive.

Mr Gray explained that it was proposed to create a high quality environment which would house the ashes in bookcase style niches (265) with a glass front to enable the urn or container to be on display. This would enable the niches to be personalised (subject to Council's prior permission for each display). The bookcases to be made of walnut veneer. The inscription would feature on the urn or container. As the bookcases would not need to be fixed planning permission may not be required however advice from the Conservation Officer would be sought. It was also proposed a bench be placed in the middle of the Chapel and outside to enable visitors to sit and rest.

Mr Gray highlighted that this project had created a great deal of interest in his office as it is innovative and is a project that other Council's who have unused Chapels may like to repeat elsewhere. The Town Clerk confirmed that fellow Town Clerks had contacted her and were keen to see how this project progressed.

Members expressed broad support for the project. Councillor S Evans proposed and Councillor D Nimmo Smith seconded and, following a vote, it was **RESOLVED TO RECOMMEND**

that the Town Council submit a full application for a grant from the Leader fund to convert the First Chapel to a columbarium

The Chairman thanked Mr Gray who left the meeting.

8. LITTER ON MARSH MEADOWS

Members received a report regarding recurring litter problems at Marsh Meadows following unplanned events in April and May. The report identified the issues and the objectives and suggested on-going solutions and interim solutions.

During discussion the following additional comments were made:-

- a 2 phased approach be adopted:-
 - temporary measures to be put in place for 2018 eg temporary signage, additional staffing etc
 - re-consideration of the bbq policy including whether they should be permitted from 2019 onwards
- progress discussions with Henley Town Football Club regarding the feasibility of members of the public using their toilets
- produce leaflets regarding the bbq policy however was noted the leaflets may create more litter
- it was noted that moorers will also use the additional bin capacity which are proposed to be installed along the towpath
- it was suggested regular hours should be offered if an additional member of staff is employed to provide back-up for the Park Wardens and out of hours security
- temporary signage to include other languages and/or icons

An offer to pay for the printing of temporary signage was received from the public gallery and contact would be made with the proponent.

After discussion it was **RESOLVED TO RECOMMEND**

that the following actions and/or investigations are carried out to reduce the issue regarding on-going issues at Mill and Marsh Meadows:-

- a. include bbq rules on the Mill Meadows summer leaflet in future
- b. a poster/leaflet with bbq rules, locations of bins etc, to be designed to be displayed (flyers not to be handed out)
- c. 5 additional large bins (Bensham 145 litre) to be installed along the towpath at Marsh Meadows - subject to approval from Finance Strategy and Management Committee (FSM). The Assistant Parks Manager to determine the precise locations.
- d. small, permanent notices (plaques) to be put on bins and bbq stumps to advise not to put rubbish by bins if they are full but to use alternative bin or take home
- e. the 3 large wooden multi-bin units on Mill/ Marsh Meadows be removed and replaced with easier to use, large capacity bins, screened when necessary for aesthetic purposes. The type to be decided by the Town Clerk and Assistant Parks Manager - subject to FSM approval.
- f. a temporary sign to be placed at Mill Lane Car Park regarding the bbq.
- g. investigate installing a noticeboard at Mill Lane Car Park. Councillor S Evans to investigate sponsorship opportunities from local companies for temporary and permanent signage at this location
- h. investigate creating a forum or Friends Group to engage with users and a letter to be written to the Henley Standard to gauge interest on people wanting to be part of a User Group
- i. the Town Clerk to investigate whether it is possible and feasible to fine for litter on Henley Town Council land and to report back to Committee
- j. investigation into providing a "Park Ranger" to provide additional support and security to attend the Meadows at regular designated hours (subject to FSM approval)
- k. the Visitor Information Kiosk to have a stock of bin bags and dog waste bags to offer to visitors to the Meadows
- l. investigate CCTV at Marsh Meadows

After further discussion it was **RESOLVED**

that delegated powers be given to the Town Clerk and Assistant Parks Manager to progress items d and f

Post meeting note:- the cost of 5 Bensham bins along the tow path at Marsh Meadows plus delivery is £2125. Costs for the remaining bins are being sought. A figure of up to £5k is being requested from the Finance Strategy and Management Committee.

9. APPOINTMENT OF WORKING PARTIES, THE MEMBERSHIP THEREOF AND THEIR TERMS OF REFERENCE

- ia. The Committee considered the appointment, membership and Terms of Reference of the Open and Green Spaces Sub-Committee and **RESOLVED**

that the Open and Green Spaces Sub Committee be re-appointed for the municipal year 2018 – 2019 with the following membership:-

**Councillor Donna Crook
Councillor Dave Eggleton
Councillor S Evans
Councillor Miss Kellie Hinton**

Councillor Sarah Miller
Councillor D Nimmo Smith
Co-opted Members
Lynne Adams – Operations Director, River and Rowing Museum
Sally Rankin – Henley Wildlife Group

- ib. The Committee received and considered the Terms of Reference for the Open and Green Spaces Sub Committee and it was **RESOLVED**

that the that the Terms of Reference for the Open and Green Spaces Sub Committee as presented be adopted

- ic. The Committee noted the date of the next Open and Green Spaces Sub Committee meeting was scheduled as Friday 8 June 2018 and the Chairman asked that it be moved to Friday 22 June 2018 at 9.30 am and it was **RESOLVED TO RECOMMEND**

that the date of the next Open and Green Spaces Sub Committee be amended to Friday 22 June 2018 at 9.30 am

- ii.a. The Committee considered the appointment, membership and Terms of Reference of the Henley in Bloom and Civic Pride Sub-Committee and **RESOLVED**

that the Henley in Bloom and Civic Pride Sub Committee be re-appointed for the municipal year 2018 – 2019 with the following membership:-

Councillor Sara Abey
Councillor Dave Eggleton
Councillor Miss L M Hillier
Councillor Miss Kellie Hinton
Co-opted Members
Mr T Ahmad
Mrs C Langler – Henley in Transition
Ms Catharine Notaras
Mr P Simms – Henley Standard

- ii.b. The Committee received and considered the Terms of Reference for the Henley in Bloom and Civic Pride Sub Committee and it was **RESOLVED**

that the that the Terms of Reference for the Henley in Bloom and Civic Pride Sub Committee as presented be adopted

10. MINUTES

The minutes of the meeting of the Recreation and Amenities Committee held on 10 April 2018 were received and considered. After consideration Councillor S Evans proposed and Councillor D Nimmo Smith seconded and following a vote it was **RESOLVED**

that the minutes of the Recreation and Amenities Committee be approved and signed by the Chairman as a true record

11. BUDGET

The Committee noted that there are no management accounts for April and that the May accounts will be circulated by email during June.

12. PROGRESS

The Committee received and considered the progress report and the following comments were made:-

Toilets at Mill Meadows – a professional cleaning company will start cleaning the public toilets on 1 June 2018. The Town Clerk advised the cleaning company may be able to lock the toilets in the evenings depending on the member of staff who is recruited.

Park Run – the Rugby Club have advised Dry Leas is not a suitable site for the Junior Park Run and Mr Barr is investigating whether the 40 Acre Field path is a feasible route. The Chairman advised the Park Run is celebrating the 70th anniversary of the NHS on Saturday 9 June and encouraged members to attend or to marshal the event.

Makins Recreation Ground – Playground Improvements - the improvements to the playground are due to start the week commencing 21 May 2018 and the playground will be closed during the installation along with the top 2 entrances due to health and safety considerations.

Greys Road Embankment sign – members noted that the designer had advised that there was not sufficient room at the bottom of the plaque and after discussion it was **RESOLVED**

that the logos are removed from the sign and the Town Council pay the cost of the sign (approx £500)

Moorings Survey – it was noted due to new GDPR rules it has been advised not to ask for contact details of moorers and the form will be amended accordingly.

Riverbank repairs - Councillor Ken Arlett queried why repairs were required. The Chairman advised the river wall was a patchwork of repairs (eg steel piling, concrete bags) and areas on the concrete of the surface river edge were crumbling, also that more mooring rings are required. The Town Clerk advised she would bring a report to the next Committee meeting.

Budget – Henley Town Football Club – a member suggested a meeting be held as soon as possible and not wait for the improvements to the facilities to be made. It was commented that the plan for members of the public to use the toilets was not be feasible as the area would need to be manned if open.

Walkers are Welcome – members noted the Walkers are Welcome Steering Committee has been successful in attaining the accreditation for Henley. The Chairman reported a request for the Town Council to pay the first year's registration of £80. The Chairman proposed and the Councillor Ken Arlett seconded and after a vote it was **RESOLVED**

that the Town Council fund the first year's registration for Henley to be a Walkers are Welcome town at a cost of £80

13. MAKINS RECREATION GROUND - OUTDOOR GYM EQUIPMENT

Members noted the application for match funding for the installation of outdoor gym equipment at Makins Recreation Ground has been submitted to South Oxfordshire District Council and a decision is expected by the end of June.

It was noted a discussion on the preferred supplier would take place in the confidential session.

14. MAKINS RECREATION GROUND – TREES

Members considered Henley Town Council funding the cost of the 10 trees, which were planted adjacent to the skatepark as part of the planning conditions, at a cost of £1040 (to be taken from the contingencies budget) rather than the Henley Skatepark Initiative paying (HSI).

Councillor S Evans suggested the cost be split between the HSI and the Town Council. The Chairman advised that the HSI did not have the funds and highlighted that they had raised approximately £1/4m towards the facility. It was **RESOLVED TO RECOMMEND**

that the Town Council fund the cost of £1040 for the trees planted by the skatepark to be taken from the contingencies budget

15. MAKINS RECREATION GROUND – FENCING AROUND THE PLAYGROUND. BINS AND SEATING

Members received 3 amended quotes for the fencing around the playground to be powder coated green and including the fencing being raised from the ground. After discussion Councillor Ken Arlett proposed and the Chairman seconded and following a vote it was **RESOLVED**

that quote 3 be accepted at a cost of £11,085 plus vat to install the fencing around the extended playground at Makins Recreation Ground

Bins, seats and picnic tables – The Committee considered the provision of bins, picnic tables and seats in the extended playground and received costs for Wicksteed's keystone range which are robust (made of metal) and in-keeping with the playground. The Town Clerk advised she had approached Wicksteed to ask if they would be willing to give a free table, bin or seat for the playground to celebrate their 100th anniversary and the sales director has confirmed he is willing to offer a free picnic table (worth £1423). After discussion it was **RESOLVED**

that Wicksteed Playgrounds be asked to supply, install and deliver 3 x seats, 1 picnic table (plus one free), and 2 bins from the Keystone range in green at a cost of £5121.40 including delivery

16. MILL MEADOWS – SEATING IN THE ADVENTURE PLAYGROUND

Members received a report regarding installing seating in the Adventure Playground which offered 4 options of hardwood benches.

Councillor S Evans believed the Town Council should not install seating as it may encourage groups of youths to congregate in the playground in the evenings and disturb neighbours. Councillor Sarah Miller advised that a number of parents had asked if the Town Council could install seating.

After discussion Councillor Sarah Miller proposed and Councillor Ken Arlett seconded and following a vote it was **RESOLVED TO RECOMMEND**

that 4 hardwood benches (option 1) be installed at the Adventure Playground at a cost of £1434 (installed) plus vat

17. MILL MEADOWS – WELCOME WALL

Members received the brief for the Welcome Wall including the creative brief by the Town Clerk. Councillor Sarah Miller asked that the instruction to clean up after your dog be firmer. Members agreed the wall needs to be informative and creative.

Councillor David Nimmo Smith proposed and Councillor Kellie Hinton seconded and following a vote it was **RESOLVED**

that the brief as presented for the Welcome Wall be approved with the addition that the message for dog owners to clear up after their dogs be firmer

18. EXCLUSION OF THE PUBLIC AND THE PRESS

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

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

19. CONFIDENTIAL
MAKINS RECREATION GROUND - OUTDOOR GYM EQUIPMENT

The meeting closed at 9.31 pm.

Chairman