

Present: Chairman, Councillor Mrs J Wood
Vice Chairman, Councillor D Clenshaw
The Mayor, Councillor Mrs P A Phillips
Councillor Miss S Evans
Councillor S Gawrysiak
Councillor Miss K L Gehrman
Councillor D Nimmo Smith (substituting for Councillor D Silvester)

In attendance: Mr M Kennedy – Town Clerk
Mrs B Walker – Committee Administrator/Minute Taker
Councillor Miss L Hillier
Councillor D Hinke

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

41. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs E Hodgkin.

42. DECLARATIONS OF INTEREST

None received.

43. PUBLIC PARTICIPATION SESSION

Councillor Miss L Hillier – Minute 48 Mill Meadows – Maze to Celebrate the Jubilee and 2012 Olympics – Councillor Miss L Hillier raised concerns regarding a competition to design the proposed maze as she felt professional advice would be required and Mr A Fisher of Adrian Fisher Designs, who designed the Greys Court and the Beate mazes in Liverpool would be willing to come to meet with the Council. Also the maze could have a wider remit than the Jubilee for instance incorporating celebrities associated with Henley such as George Harrison and Dusty Springfield.

Councillor Miss L Hillier – Minute 54i – Bench – Councillor Miss L Hillier asked that this item be included on the agenda as the gentleman who had purchased the bench had approached her. She hoped the Council would agree to replace the missing bench as the memorial/commemorative benches purchased by members of the public were an asset to the Council.

Mr C Baker – Lauds Close – Minute 46v - Sports Centre User Group Notes – Mr Baker highlighted that the notes record that the new goals purchased for Jubilee Park are easy to manoeuvre however he has concerns regarding the ability of users to move the goals into position, where they should be placed after use, insurance and health and safety implications. Mr Baker suggested a meeting be held with Henley Town Council, Nexus (who manage the site) and the users to formulate a policy.

Mr T Kingston – Minute – Henley Town Football Club – Mr Kingston asked for the Council's help to alleviate the problems experienced by Henley Town Football Club on match days as supporters and players have difficulty parking at the Mill Lane Car Park.

Councillor Miss L Hillier left the meeting at 7.55 pm.

44. MILL MEADOWS – HENLEY FILM FESTIVAL

The Committee received a report regarding the Henley Film Festival including a request from the organisers to hold the event at Mill Meadows on Friday 27, Saturday 28 and Sunday 29 April 2012.

The Chairman invited Mr R Truter of the Henley Film Festival to join the meeting.

Mr Truter recapped that the Town Council had given permission (minute 33 refers) for the Henley Film Festival to be held at Mill Meadows on Friday 4 November, Saturday 5 November and Sunday 6 November 2011 however the decision had been made by the organisers to postpone the event following a meeting with sponsors and PR partners as they felt the need to secure a higher footfall. Mr Truter confirmed that all other details as previously advised would remain the same – including the number and layout of the buildings.

The Committee noted that, as advised by the Parks Services Manager, the ground could be wet in April depending on the winter weather also that there will be less time for the ground to recover prior to the summer season – therefore additional safeguards will need to be put in place to protect the ground/grass. Mr Truter assured the Committee that additional measures would be taken to protect the grass/ground and, in addition, insurance would be obtained to re-turf/repair the area should any damage occur.

The Committee agreed it was important for the Town Council to have the final say on whether the Film Festival should take place with regard to the condition of the ground and this decision should be taken by the Parks Services Manager in conjunction with the Chairman of the Mill Meadows Sub Committee, Councillor S Gawrysiak two weeks before the event (by Thursday 12 April 2012). The Committee advised Mr Truter he should have an alternative plan should the decision be made that the event could not take place. The Committee also requested that the deposit of £1,000 and the fee of £3,000 be made one month in advance, the location of the site/positioning of structures be agreed and all necessary permissions be in place one month before the event.

Following further discussion the Committee **RESOLVED TO RECOMMEND**

that permission be given for the Henley Film Festival (HIFF) to take place at Mill Meadows on Friday 27, Saturday 28 and Sunday 29 April 2012 subject to the following conditions

- 4.1 Following two meetings with Mr Truter and a site visit with the Chairman of the Mill Meadows Sub Committee and the Parks Services Manager a list of conditions and requirements were formulated with regard to holding the HIFF at Mill Meadows in November. These conditions could be transferred to the April dates should permission be given – see below:-
- 4.2 A £1000 deposit will be charged – this to be paid by cheque (made payable to Henley Town Council) and to be received one month before the event. The cheque will not be cashed unless required after an inspection has been made of the site by Mr G Bartle - Parks Services Supervisor, following the event.
- 4.3 A fee of £3000 will be charged for the hire of Mill Meadows.- this to be paid by bacs to be received no later than one month before the event.
- 4.4 The “set up” not to begin before Thursday 26 April 2012 and to be cleared by 4 pm on Monday 30 April 2012 following the event.
- 4.5 Adequate insurance will be provided by HIFF including:-
 - £10m public liability insurance (copy to be provided)
 - a provision to re-turf the area should damage (rutting) occur to the area.
- 4.6 The opening times to be 11 am to 10 pm on Friday and Saturday and 11 am to 9 pm on Sunday. The first screening of each day not to be before 12 noon and the last screening to finish by 10 pm on Friday and Saturday and 9 pm on Sunday, in accordance with the Town Council’s Entertainment Licence (see attached).
- 4.7 No free, reserved or over-night parking will be provided.
- 4.8 The location of the site and positioning of structures to be agreed with the Town Council one month before the event.
- 4.9 The area of the Festival to be defined by fencing to be erected by HIFF
- 4.10 Adequate tracking to be provided for vehicle and pedestrian access in order to minimise any damage to the grass. There should be no unnecessary vehicle movements on the grass.
- 4.11 A complete waste management service to be provided by HIFF and the area to be left clean and tidy with all rubbish removed from the site.
- 4.12 A full risk assessment to be provided by, and adhered to, by HIFF.
- 4.13 Trained first aiders to be provided by the organiser.
- 4.14 The organisers to liaise with the emergency services.
- 4.15 Health and Safety requirements within the defined site to be the responsibility of HIFF
- 4.16 All necessary licences to be obtained from the relevant local authority with regard to sale of alcohol, food licences etc at least one month before the event.
- 4.17 Additional portable toilets to be provided by HIFF.

- 4.18 **Water provision and water removal to be provided by HIFF.**
- 4.19 **Electricity to be provided by HIFF.**
- 4.20 **The Parks Services have a responsibility to manage and preserve the Council's green spaces and to ensure they are not subjected to any activity that may be detrimental. Consequently they have the authority to insist that any activity be modified to prevent damage and to preserve health and safety to the general public using the general area.**
- 4.21 **The Parks Services will also:-**
- **Monitor sound levels in line with the Town Council's Entertainment Licence requirements (see attached with noise limits listed).**
 - **Marshall the car park area.**
- 4.22 **In light of the change in date of the Festival the HIFF to take additional measures to ensure the ground/grass is protected from vehicle and pedestrian movement eg that walkways are placed on the ground.**
- 4.23 **The Town Council to have the final say as to whether the event can take place re the ground conditions. This decision to be taken by Mr G Bartle, Parks Services Manager and Councillor S Gawrysiak, Chairman of the Mill Meadows and River Sub Committee by 12 April 2012.**

Mr R Truter thanked the Committee and left the meeting at 8.19 pm.

The Committee agreed to discuss item 14 – Mill Lane Car Park next as there were members of the Henley Town Football Club in the public gallery.

45. MILL LANE CAR PARK

The Committee received a report outlining a request from the Henley Town Football Club to have permission to cone off 22 car parking spaces on match day Saturdays between the second week of August and the last week of April each year for use by players and supporters of the Henley Town Football Club. The spaces are those along the western border of the car park nearest to the football pitch and those along the southern boundary of the car park up to the first entrance.

The Committee considered the request and appreciated that the Henley Town Football Club's supporters and players have difficulty parking and this problem may increase with their promotion to the Hellenic Premier League. However it was also recognised that the car park is, at times, heavily used by residents who park and then walk along the meadows or the river. Concerns were also raised regarding how the coned off area would be policed and whether coaches visiting the Club park in this car park as this would compound the lack of parking.

Following a discussion the Committee **RESOLVED TO RECOMMEND**

that permission be given for the Henley Town Football Club to cone off 22 spaces (16 along the western boundary nearest to the football pitch and the 6 along the southern boundary up to the first entrance of the car park) on match day Saturdays for use between 1 pm and 5 pm from the second week of August until the last week of April each year as a Free Car Park, the position to be reviewed after April 2012 prior to further permission being given.

that Henley Town Football Club provide the cones and put them out/collect them back in – the cones to be put out from 10 am.

that Henley Town Football Club ensure coaches or large people carriers visiting the Club do not park in the car park.

Councillor D Hinke left the meeting at 8.35 pm.

46. MINUTES

- i. The minutes of the Recreation and Amenities Committee meeting held on 4 October 2011 were approved and then signed by the Chairman, Councillor Mrs J Wood.
- ii. The Committee received and considered the minutes of the Christmas Events and Decorations Sub Committee held on 20 October 2011.

The Committee **RESOLVED**

that the minutes of the Christmas Events and Decorations Sub Committee held on 20 October 2011 be received, approved and adopted.

- iii. The Committee received and considered the notes of the Christmas Events and Decorations Sub Committee held on 7 November 2011.

The Committee **RESOLVED**

that the notes of the Christmas Events and Decorations Sub Committee held on 7 November 2011 be received, approved and adopted.

- iv. The Committee received and considered the minutes of the Henley in Bloom Committee held on 29 September 2011.

The Committee **RESOLVED TO RECOMMEND**

that the minutes of the Henley in Bloom Committee held on 29 September 2011 be received, approved and adopted

- v. The Committee received and considered the notes of the Sports Centre User Group meeting held on 21 October 2011.

The Town Clerk responded to the query raised during the public participation session regarding the goals and confirmed it was not in the management contract between the Town Council and Nexus for Nexus to place the goals in position for each session and this was the responsibility of each user as it is at other unmanned sports centres managed by Nexus for instance High Wycombe.

The Committee agreed a way forward would be for a meeting to be convened between the users, Nexus and the Town Clerk to clarify procedures and training with regard to moving the goals. It was hoped this could take place prior to the next Full Council to ensure feedback could be given to Councillors.

The Committee **RESOLVED**

that the users of Jubilee Park be invited to a meeting with the managers of Jubilee Park – Nexus and the Town Clerk to clarify procedures/training re moving of the new goals. Complete feedback to be given to Full Council.

that the Town Council should not bear any cost should new procedures be introduced.

that the notes of the Sports Centre User Group held on 21 October 2011 be received, approved and noted.

47. RED LION LAWN

The Committee received a report produced by Oxfordshire County Council and Atkin (Engineering and Design Consultants) regarding re-stabilising or replacing the river wall at Red Lion Lawn.

The report gave a cost of £19,500 to investigate the engineering options including consultation with other agencies (eg the Environment Agency, Planning Department), a site survey, geotechnical desk study and ecological walkover survey, investigation of reconstruction options and reporting.

An estimate of further costs (for budget purposes only) of £185,000 was given to include ground investigation site work, detailed design, site supervision, works costs and a contingency on works cost of 30%.

The Committee recognised professional advice was needed with regard to the work required on the wall but expressed concern at the high cost of the investigative work and the estimated total cost. Councillor D Nimmo Smith offered to meet with Mr

John Murray, Strategic Manager at Oxfordshire County Council to discuss the options/costs and the possibility of a simpler scheme.

The Chairman thanked Councillor Nimmo Smith and the Committee **RESOLVED**

that Councillor D Nimmo Smith meet with Mr John Murray, Strategic Director, Oxfordshire County Council to discuss the possible options and report back to this Committee.

48. MILL MEADOWS – MAZE TO CELEBRATE THE JUBILEE AND 2012 OLYMPICS

The Committee received and considered a report regarding the installation of a maze to commemorate the Queen's Diamond Jubilee and the 2012 Olympics at Mill Meadows.

The Chairman of the Mill Meadows and River Sub Committee, Councillor S Gawrysiak, in response to the question during public participation session confirmed that he had spoken to Adrian Fisher regarding the maze however due to the cost (£17,000 to £20,000 for design and scope of the project) had not invited him to speak to the Council.

The Committee discussed the project and the following comments were made:-

- It would be preferable to raise the money through sponsorship and selling the engraved bricks prior to installation rather than the Town Council funding the estimated £30,000 design/installation costs up front as the amount of money that could be raised was confirmed.
- Do the people of Henley want a maze at Mill Meadows?
- It would provide an additional resource at Mill Meadows and once installed it would be easy to maintain.
- Proposed construction time could conflict with the Henley Film Festival eg April 2012.
- The idea of a maze celebrating people who are associated with Henley eg George Harrison and Dusty Springfield had merit – this would also allow more time for investigation and installation.
- The location needs to be decided prior to a final decision being made on the installation of a maze at Mill Meadows and a site visit was suggested.

Following a wide-ranging debate it was proposed and seconded that

the Finance Strategy and Management Committee consider the allocation of £30,000 in the capital budget for the year 2012/2013 for the construction of a maze at Mill Meadows.

A vote was taken, 3 for, 4 against – whereupon the motion was declared lost.

After further discussion the Committee **RESOLVED**

that a site visit be arranged for members of the Recreation and Amenities Committee and Mill Meadows and River Sub Committee to view the two proposed locations for the maze eg the putting green area or the site of the old iron road on the grass area between the River and Rowing Museum and the Bandstand.

49. MILL MEADOWS – JUBILEE BENCH

The Committee considered commissioning a curved bench to commemorate the Queen's Diamond Jubilee 2012 to compliment the two metre long Coronation Bench commemorating the coronation of King George VI at a cost of approximately £3,000.

The Coronation Bench is currently being refurbished and will be re-installed by the Obelisk at Mill Meadows next year – the Jubilee Bench would be placed in a mirror position on the opposite side of the path leading from the tow path to the Adventure Playground. The project would also include improvements to this area including repairing/replacing the paving.

After discussion the Committee **RESOLVED TO RECOMMEND**

that the Finance Strategy and Management Committee consider the allocation of £3,000 in the capital budget for the year 2012/2013 for the purchase of a curved bench to commemorate the Queen's Diamond Jubilee and associated landscaping works at Mill Meadows.

50. MAKINS PROJECT GROUP

The Committee received a verbal report from Councillor Ms K Gehrman as one of the two Council representatives on the Makins Project Group. The following comments were made:-

- The Makins Project Group has changed its name to the Henley Skate Park Initiative (HSPI) – the group wants to be clear that it is the skate park that it is focusing on and not the whole of Makins Recreation Ground.
- Mr Dave Adamson who was one of the original members of the group has stood down as Chairman and Ms Asbjorg Dunker is the new Chairman.
- Sub-teams have been set up with specific responsibilities – the sub team reports back to the main group re progress.
- A number of events have taken place and are planned since the last public meeting at the Town Hall including:- “a jam” at the Skate Park where skate boarding skills were displayed; a stall was set up in Falaise Square to engage with the public; a survey form had been finalised and with the agreement of most of Henley's schools this will be released to children and parents shortly; an assembly will be held in each school where a short presentation will be made; the survey will also be circulated to residents living in the area surrounding the skate park as well as being made available on line; a world famous skate-boarder has been contacted and may offer support.
- The next event will be to host a stall at the Christmas Festival where a clay model (to scale) will be on display and surveys will be available for completion by the public.

- Fundraising and design avenues continue to be explored. The HSPI is going to come under the umbrella of the Henley Youth Club and they aim to set up a bank account together.
- Further research regarding the land has been carried out via South Oxfordshire District Council Environmental Health who have confirmed a “stick test” was done in the past and there were only low levels of gas detected at Makins which is positive.
- Henley Town Council staff have provided information regarding expenditure and the Town Clerk sought information from fellow Town Clerks regarding similar skate parks.
- Investigation has taken place into other possible locations for a skate park (although this was not in the original remit) including Mill Meadows, near Tesco Stores and behind the Youth Centre however all of these sites have been discounted for various reasons and this investigation has strengthened the argument for the skate park remaining at Makins.

Councillor Ms K Gehrmann concluded her report by elaborating on the “jam session” that was recently held at Makins and highlighted the co-operation that had developed between Headway (who are located next to Makins) and the HSPI. Headway have raised concerns regarding the skate park in the past, however following an approach from the HSPI members, allowed the event to use their electricity and staff commented, that had the weather been better, they would have attended the event. The HSPI thanked Headway with flowers. This shows that the relationship between the skate park users and Headway is well on the road to recovery and is one of the most positive things to come out of the investigation so far.

The Chairman thanked Councillor Mrs K Gehrmann for the update. **RESOLVED – that the report be received and noted.**

51. BUDGET

The Committee received, considered and noted the outturn of the budget report to September 2011.

52. ESTIMATES

The Committee received, considered and noted a report and the draft Revenue Estimates for 2012/2013

53. PROGRESS REPORT

The Committee received and noted the progress report.

54. BENCHES - MILL MEADOWS

- i. The Committee received a report regarding a memorial bench that was purchased in 1990s by a member of the public and placed at Mill Meadows which has gone missing and it is presumed it has been stolen or thrown in the river.

The Committee considered whether to fund the replacement of the bench and although members sympathised with the member of the public felt that the Council should not fund it.

The Committee **RESOLVED**

that the Town Council does not fund the replacement of the bench as this may set a precedent regarding other benches which have already been purchased and could go missing thus causing an additional cost to the Council.

ii. The Committee received and considered a new bench policy to provide guidelines regarding benches which are purchased by members of the public and placed at Mill or Marsh Meadows.

The Committee **RESOLVED**

that the draft bench policy for memorial and commemorative benches which are purchased by members of the public to be placed at Mill/Marsh Meadows be adopted.

55. MILL MEADOWS CAR PARK – REQUEST TO DISPLAY VISA OLYMPIC COMPETITION STICKERS ON CAR PARK MACHINES

The Committee received and considered a request from Six Card Solutions to display stickers on the car park machines at Mill Meadows informing Visa card holders that if they use their Visa card to pay for their car parking/mooring they will be entered into a draw to win tickets to the 2012 Olympics and Paralympics.

After discussion the Committee **RESOLVED**

that the Town Council does not give permission for Six Card Solutions to display stickers on the car park machines at Mill Meadows.

The meeting closed at 10.08 pm.

Chairman

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