

Present: The Vice Chairman, Councillor H Chandler-Wilde
Councillor Dave Eggleton
Councillor Miss Kellie Hinton
Councillor S Miller
Councillor David Nimmo Smith
Councillor Simon Smith
The Mayor, Councillor Julian Brookes (ex officio)
The Deputy Mayor, Councillor Will Hamilton (ex officio)

In Attendance: Janet Wheeler, Town Clerk
Becky Walker, Minute Taker

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

In the absence of the Chairman, the Vice Chairman – Councillor Miss H Chandler-Wilde took the Chair.

64. APOLOGIES FOR ABSENCE

Apologies were received from the Chairman, Councillor S Evans.

65. DECLARATIONS OF INTEREST

Councillor Will Hamilton – Minute 68 – Makins Recreation Ground – Skatepark – Personal.

66. PUBLIC PARTICIPATION SESSION

Councillor S Gawrysiak – Elizabeth Road, Minute 68 – Makins Recreation Ground – Skatepark - spoke in support of the new skatepark and thanked those who had worked hard to progress this project, which is now on the cusp of the build commencing. Councillor Gawrysiak confirmed he would support the appointment of a Construction Consultant to work with the Contractor on the build.

67. MINUTES

The minutes of the Recreation and Amenities Committee held on 6 December 2016 were received, approved and signed by the Chairman as a true record.

68. MAKINS RECREATION GROUND - SKATEPARK

Members received and considered a report regarding the skatepark at Makins Recreation Ground.

Members were asked to consider a number of additional items which are not included in the specification of the build, which if progressed, would be at the Town Council's expense. A member suggested any additional cost should be taken from the £75,000 already given as a grant to the Henley Skatepark Initiative (HSI). The Town Clerk advised that the Town Council has committed this money to the build of the skatepark only and therefore any amendment to this would need to go through the process of "viring" the money between budgets.

As the Town Council had offered the money towards the actual skate park purchase – we would be effectively withdrawing our pledge. This would leave the skatepark underfunded and the build delayed.

Members noted/considered the points in the report item by item as follows:-

- the final plans were received and it was noted that the Planning Authority has advised that no further planning permission is required regarding the amendments to the planning drawings
- the proposed commencement date of the build would be soon after Full Council on 14 February 2017 (subject to approval)
- **Construction Consultant** – members considered appointing an independent Construction Consultant to provide expert assurance that the build is of a high quality and complies with the current regulations/standards.

The Town Clerk advised that Maverick Industries provide a 12 months Defects Liability Period for retention payment purposes and also offer a 15 year guarantee.

After discussion the Committee **RESOLVED TO RECOMMEND**

that a Construction Consultant is appointed by the Town Council to undertake inspections before, during and at completion of the skatepark project and to act as the Contract Administrator, in accordance with the quotes received

- **CCTV** – members considered the installation of CCTV on site.

A member queried the reason for the CCTV - was it to protect the Town Council's asset or to protect "society". Also if CCTV installation is being considered in this park should it be considered at other open spaces owned by the Town Council.

Members acknowledged more information is required regarding whether there is a need for this type of surveillance and the Police should be consulted.

The Committee **RESOLVED**

that further investigation/advice be sought re the need, types of systems and on-going costs of installing CCTV adjacent to the skatepark at Makins Recreation Ground including consultation with the Police

Post meeting note: The Town Clerk spoke with the Police and they are supportive citing a skatepark in Didcot where the CCTV has been beneficial. They will send us details of their system.

- **Tree Planting and Landscaping Design**

Members received and considered the proposed tree planting plan which is to be submitted to the planning authority as part of the planning process and the following comments were made:-

- it was confirmed the HSI will pay for the tree planting included in the attached landscaping plan which provides a screen between Greys Road and the Skatepark. Members noted the Town Council will be looking at additional planting in the Park and this would be at the Town Council's expense
- an item will be placed on the next Henley in Bloom Sub Committee meeting to consider proposals for additional planting at Makins Recreation Ground
- the proposed tree type of tree – silver birch – was welcomed
- the suggested tree planting plan which accompanied the original application included 19 semi-mature trees.

It was clarified that, following discussions with the Landscape Architect, appointed by the Town Council to suggest improvements to Makins Recreation Ground, the trees on the western side were removed as they would obscure the view over the town from the park. The attached landscape plan has therefore been amended and features 15 trees between Greys Road and the skatepark, which will provide a screen. It was acknowledged that the number of trees may increase or decrease, when it comes to planting depending on the space and expert advice

The Committee **RESOLVED TO RECOMMEND**

that members can provide their suggestions to the Town Clerk for the planting/landscaping plan (of up to 21 trees to be taken from the Henley Skatepark Initiative budget) between the Greys Road and the skatepark, prior to its submission to the planning authority

that the Henley Skatepark Initiative will pay for the planting included in the planting plan and the Town Council for any additional planting at Makins (to be taken from the overall capex budget for improvements to Recreation Areas)

- **Benches** – members noted the cost of the build includes 6 standard, backless benches. Members considered upgrading to benches with backs and after discussion the Committee **RESOLVED TO RECOMMEND**

that the Town Council do not upgrade to benches with backs and benches without backs be installed around the skatepark

- **Bins** – members noted the cost of the build includes 4 standard metal bins which do not have a re-cycling option. The Parks Manager recommends all new bins purchased by the Town Council should have a recycling section.

Members agreed recycling should be promoted in all of the Town Council's parks and the provision of bins in all parks should be looked at holistically.

The Committee **RESOLVED TO RECOMMEND**

that the types of bins to be provided in all the Town Council's parks be looked at holistically and that this be an item on the next Parks Sub Committee

- **Tap** - the Town Clerk recommended the installation of tap for Town Council use which could be used for cleaning and for the irrigation of the newly planted trees.

After discussion the Committee **RESOLVED TO RECOMMEND**

that a boxed, lockable tap for Town Council use be installed at Makins Recreation Ground and costs be sought

- **Fencing** – members discussed their initial thoughts regarding the type of fence to install between the car park and Makins Recreation Ground. Green, bow top fencing (1.2m) was suggested.

A discussion ensued and the following comments were made:-

- a fence is required between the car park and the Recreation Ground to prevent vehicles entering the park and to delineate between vehicle and pedestrian areas
- fencing matching the bow top fencing around the play park would be appropriate
- a hedge could be planted but would mean additional cost and maintenance
- the fence may need to be higher than 1.2 metres – advice to be sought

Maintenance – the Town Clerk advised that advice had been sought from Dorchester Town Council who had a park of a similar size installed by Maverick in 2009. They have been very happy with the park and the aftercare service and although 3% of the build cost had been set aside for maintenance, none has had to be used to date.

Three members of the public left the gallery.

69. BUDGET

The Committee received and considered the management accounts to 31 December 2016.

It was noted the mooring income has increased year on year and consideration should be given to re-investing this money back into improving the moorings.

The Committee **RESOLVED**

that the management accounts to 31 December 2016 be noted

70. ECN REPORT

The Committee received and considered the quarterly review re the collection of Excess Charge Notices at the Mill Meadows Car Park.

Members acknowledged the noticeable increase in the proportion of collections and asked that their appreciation be recorded and forwarded to Chipside Ltd.

The Committee **RESOLVED**

that the Excess Charge Notices at Mill Meadows Car Park report be noted

71. FAIRMILE CEMETERY – GRAVE DIGGING

The Committee received and considered a report outlining the proposed charges for grave digging following the appointment of Jonny Yaxley as the Town Council's appointed contractor to provide this service at the Fairmile Cemetery.

The Town Clerk advised that the proposed charges had been amended from those presented in the report following a meeting with Mr Yaxley. The Town Clerk recommended the focus be on providing a high-class service rather than generating income and therefore only a small add-on administration fee would be charged.

The Town Clerk also advised that the service would be available to funeral directors and families direct.

A member queried whether there was a back-up service for when Mr Yaxley is not available. The Town Clerk confirmed Mr Yaxley will provide a back-up service.

Following discussion it was **RESOLVED TO RECOMMEND**

that the following charges apply for grave digging at the Fairmile Cemetery for 2017 to commence once the new grave digging regime is introduced:-

- | | |
|-------------------------|--|
| - single grave – 4.5 ft | - £500 (weekday), £900 (Sat/Sun) |
| - double grave – 6 ft | - £650 (weekday), £1200 (Sat/Sun) |
| - ashes | - £140 (weekday), £200 (Sat), £260 (Sun) |

that the charges be doubled for non-residents

72. PROGRESS

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

- *Budget – Temporary Moorings* - the cost of the eviction process for the boat moored at Marsh Meadows will be an item on the next Finance Strategy and Management Committee
- *Budget – Visitor Information Kiosk at Mill Meadows* – members noted a review is being undertaken by the Town Clerk and the Town Manager who are consulting with the Southern Tourist Board

Members suggested the Visitor Information Kiosk has longer opening hours during the day and also suggested it could open earlier in the season if the weather is conducive. This may also enable the putting green (and toilets) to be open for longer hours.

- *Park Run* – members received a written report from Mr James Barr regarding the trial run which took place on Sunday 15 January 2017 and reported that it was very successful. The next run will be a dress rehearsal and they expect 50 participants. A member asked whether participants could be encouraged to visit the town after the run for the benefit of the town centre retailers/businesses.
- *Budget – Fairmile Cemetery* - members discussed the request from Bix and Assendon to be able to have access to the Henley resident's rates. Members acknowledged that the best way forward is to have a face to face meeting.

After further discussion the Committee **RESOVLED**

that the Town Clerk progress this matter in the first instance by having a face to face meeting with the Chairman of the Bix and Assendon Parish Council

The Committee **RESOLVED**

that the progress report be noted

73. CORPORORATE PLAN PROGRESS REPORT

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

- members acknowledged the benefit of Henley in Bloom to the town and **RESOLVED**

that the benefits of Henley in Bloom to the town are acknowledged and that this item be marked as complete on the Corporate Plan Progress Report

The Committee **RESOLVED**

that the Corporate Plan Progress Report be noted

74. HENLEY AND MARLOW OLYMPICS

The Committee considered how to progress the proposed Henley and Marlow Olympics and the following comments were made:-

- there is limited resources in the Town Clerk's office to progress this matter
- there is limited time to organise this event and consideration should be given to postponing to August 2017 or 2018 to coincide with the winter Olympics in South Korea
- the Town Clerk of Marlow is leaving her post in May 2017
- a Working Group to be set up to progress this project and all Councillors be invited to take part

After discussions the Committee **RESOLVED TO RECOMMEND**

that Full Council be asked to consider how to progress the Henley and Marlow Olympics including the possible formation of a Working Group

75. PLAQUE – HENLEY BRIDGE

Members considered the location of a plaque providing information on Henley Bridge. A location by Singers Park was suggested and members noted that the planning authority had advised that planning permission would not be required as the Town Council is locating the plaque on Town Council land.

The Committee **RESOLVED TO RECOMMEND**

that the location of the plaque providing information on Henley Bridge be located at Singers Park running parallel to the hedge nearest to the Angel on the Bridge

The meeting closed at 8.59 pm.

Chairman

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