

Present: The Vice Chairman, Councillor Sarah Miller  
The Mayor, Councillor Glen Lambert  
Councillor Sara Abey  
Councillor Donna Crook  
Councillor Dave Eggleton  
Councillor Sam Evans  
Councillor Ian Reissmann  
Councillor Laurence Plant (substituting for Councillor David Nimmo Smith)

In Attendance: Mrs Janet Wheeler – Town Clerk  
Karl Bishop – Parks Manager

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

In the absence of the Chairman - Councillor Kellie Hinton, the Vice Chairman – Councillor Sarah Miller took the Chair.

**63. APOLOGIES FOR ABSENCE**

Apologies were received from the Chairman, Councillor Kellie Hinton and Councillor D Nimmo Smith.

**64. DECLARATIONS OF INTEREST**

None received.

**65. PUBLIC PARTICIPATION SESSION**

*Helen Gaynor – Bell Street – representing the Friends of Freemans and the Northfield End and Bell Street Residents Group – Minute 68 – Freeman’s Meadow Playground Improvements and Minute 69 ii – Noticeboards.* Thanked the Chairman (in her absence) and the Committee for all their support for expediting the process of placing the brief on Contracts Finder for the project to upgrade the playground at Freeman’s Meadow. Also spoke in support of the funding for a new noticeboard at Northfield End Green.

**66. MINUTES**

- i. The minutes of the meeting of the Recreation and Amenities Committee held on 13 November 2018 were received, approved and signed by the Chairman as a true record.
- ii. The minutes of the Henley in Bloom Sub Committee held on 29 November 2018 were received and considered.

The Committee **RESOLVED**

**that the minutes of the Henley in Bloom Sub Committee held on 29 November 2018 be received, approved and adopted**

**67. BUDGET**

Members received, considered and noted the management accounts up to December 2018.

The Committee **RESOLVED**

**that the management accounts up to December 2018 be noted**

**68. FREEMAN'S MEADOW PLAYGROUND IMPROVEMENTS**

Members received and considered the wording of the draft brief to be placed on Contracts Finder regarding improvements to the playground at Freeman's Meadow.

A Councillor asked whether the area where the rubber base of the old climbing frame had been removed would be included in this project as it was very boggy. The Parks Manager advised that the Parks Service would undertake the works to improve this area by removing the sub-base to improve drainage and would re-seed.

A member asked how the playground companies would be chosen to quote for the upgrade to the playground. The Town Clerk explained that the same process would be followed as for the upgrade of the Makins playground as follows:- the specification would be placed on the Government website Contracts Finder; companies would be invited to submit expressions of interest outlining what they could offer for the budget; a shortlist would then be drawn up and those companies would be asked to provide full visuals, plans, a detailed quote and a presentation to Councillors.

A member asked what SME and VCSE stood for on the specification.

- SME – Small and Medium Enterprises
- VCSE – Voluntary Community and Social Enterprise

A member felt that the tranquil nature of Freeman's, which had been identified during the Parks Survey undertaken by the Council, should be explicit in the brief as this may influence the type of schemes the playground companies submit.

A member queried the budget for this project.

***Post meeting note:** The Finance Strategy and Management Committee considered the budget for the upgrade on 4 December 2018 and recommended (subsequently resolved at Full Council) that "Up to £60k of earmarked reserves for playground enhancements for the upgrade of the playground at Freeman's Meadow (subject to the relevant Committee seeing and approving the plans) be approved."*

The Town Clerk advised the Friends of Freemans are keen to have the whole playground fenced and an additional budget (possibly from maintenance) maybe required. A member asked if grants were available and the Town Clerk advised these would be investigated however noted applications may impose restrictions regarding when the works could commence and require a significant amount of officer time.

It was **RESOLVED**

**that the wording of the draft brief for the improvements to the playground at Freeman's Meadow be approved subject to the brief emphasizing the tranquil nature of Freeman's Meadow and the request that this be reflected in the playground designs submitted**

**69. NOTICEBOARDS**

- i. Members considered locating the noticeboard which has been removed from the Kings Road Car Park to the Greys Road area.

During discussions the following points were raised:-

- a location near the bus stop on Greys Road was suggested as people waiting for the bus and pedestrians on the Greys Road would be able to read the Town Council agendas/notices. A member queried this location and suggested a short-list of possible locations around the town be drawn up
- considerable work has been carried out on how to improve the signage within the town and noticeboards should be included in this larger project and a holistic approach adopted to ensure a co-ordinated scheme and access to information is easily available in all areas of the town and linking the town and the river
- a number of aspects need to be considered regarding the exact (not general location) eg permission from landowner, services in the vicinity etc and therefore delegated powers should be given to the Parks Manager to investigate the aspects regarding the exact location
- noticeboards in bus stops were suggested and it was felt this would be more economic, reduce street furniture, be easier to maintain, provide a uniform approach and could be read by those waiting for a bus
- the Town Manager is currently working on town signage – all signage should be linked (eg town and parks) and including the Welcome Wall
- the Welcome Wall is a challenging design project – Councillors offered to investigate a number of possible designers/options and report back

After discussion it was **RESOLVED TO RECOMMEND**

**that investigation be carried out into the feasibility and costings of having “noticeboards” in bus stops along with possible locations**

**that a holistic approach is taken regarding signage and noticeboards in the town and parks involving the Town and Community and the Recreation and Amenities Committees**

**that a short list be drawn up of possible locations for the noticeboard which has been removed from the Kings Road Car Park**

- ii. Members considered the purchase of a single bollard, one sided, metal noticeboard with the Henley branded headboard to be placed at Northfield End Green. Members also considered the noticeboard being joint use between the Town Council and the community and felt this was a very sensible proposal. Members noted the Northfield End and Bell Street Residents Group had offered to take care of the community use of the board.

After discussion it was **RESOLVED TO RECOMMEND**

**that the Town Council purchase a new noticeboard for Northfield End Green at a cost of up to £1750 to be taken from capex**

**that the noticeboard be joint Town Council and community use with the Town Council use taking priority**

## 70. **PROGRESS**

Members received and considered the progress report as follows:-

- *First Chapel, Fairmile Cemetery* – noted that the Leader grant application was unsuccessful and Full Council had resolved to progress the project on a smaller scale with fewer bookcase style niches.

- *Park Run* - Councillor Sarah Miller advised that she and Councillor Sam Evans had not met with the organiser to discuss a Junior Park Run but did note that children tended to run with their parents at the Adult Park Run if they were keen – to review in 6 months
- *Welcome Wall* – the Town Clerk advised the Welcome Wall would need to be future proofed (eg business premises not named) and could be subject to graffiti and therefore specialist materials would need to be used. The Parks Manager informed members that the Parks Service would be painting the rendered wall in the near future.
- *River bank repairs* – the brief to be placed on contracts finder would be to specify and quote for works to create a long-term maintenance plan.

The Town Clerk advised an order had been placed for short-term repairs to the New Street Slipway and the repairs were due to take place within the next 8 weeks.

***Post-meeting note*** – *the works have now been completed.*

- *Recording Lost Rights of Way* – a meeting to be arranged with volunteers.
- *Tree Management Software* - the Accountant is investigating available software and a report will be brought back to this Committee.
- *Lido/Splash Park in Henley* – Councillor Plant advised a meeting of the Working Group had taken place recently and was very productive. The Working Group recognised that although a riverside location was preferred it would be challenging to find a suitable site. Investigations are also taking place on the logistical aspects. The Chairman advised the Design Day would take place at the Town Hall on 23 March 2019 with a considerable number of architects in attendance who may be interested in this project.

A member asked if Michaela Clarke or a representative from the Lido Working Group could be invited to the next meeting of this Committee to provide an update.

A member highlighted the environmental sensitivity of a riverside site and it was confirmed advice from the Environment Agency would be sought.

- *Provision of Toilets at Mill Lane Car Park and Makins Recreation Ground* – The Parks Manager advised he and the Estates Manager had met with two contractors who provide toilets and a meeting of the Toilet Working Group would be called once the information is assimilated.
- *Singers Park* – The Parks Manager advised the hedge had been removed and work is continuing to remove the roots and soil and to prepare the area for the planting of the new beech hedge next week. The individual plants, which will form the hedge, will need establish before they can be pruned to the correct height.

***Post meeting note*** – *the hedging order has been delayed due to weather conditions.*

The meeting closed at 8.20 pm  
bw

Chairman