

Present: The Chairman, Councillor S Evans
The Vice Chairman, Councillor H Chandler-Wilde
The Mayor, Councillor Miss L M Hillier
Councillor D Eggleton
Councillor Sarah Miller
Councillor D Nimmo Smith
Councillor S Smith

In Attendance: Mrs N Taylor – Proper Officer
Mrs B Walker – Minute Taker

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

75. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Miss Kellie Hinton and Councillor Ian Reissmann.

76. DECLARATIONS OF INTEREST

None received.

77. PUBLIC PARTICIPATION SESSION

Mr James Barr – representative of Park Run – Minute 79 – spoke in favour of his report.

78. HENLEY CANOE HIRE

The Chairman welcomed Mr Matthew Couling to the meeting.

Members received and considered illustrations of the proposed structure to be placed at the far end of Mill Meadows during the spring and summer of 2016 to enable visitors to hire canoes subject to Council approval.

The Chairman gave a recap of this proposal and how it had been considered by this Committee who had referred it to the Parks Sub Committee due to concerns regarding the commercial nature of the venture, setting a precedent and the aesthetics of the structure. The Chairman reassured members that no-one wanted to see the Meadows becoming an area of commercial activity however it was also beneficial to offer new and relevant activities for visitors. The Chairman added that she had investigated previous permissions given for ventures at Mill Meadows and reassured members that no permissions had been given on the basis of precedent. The Chairman believed Canoe Hire was particularly relevant and appropriate for Mill Meadows being a river based activity.

Members viewed a number of mock-up images of the proposed wooden cabin/shed style structure painted green with a front opening providing a counter. The pictures

showed the cabin in various locations at the Meadows (other than the intended location on the grass at the Marsh Meadows end of Mill Meadows) in order to give a sense of perspective. Members felt this structure was far more sympathetic and in-keeping with the area than the trailer style structure previously suggested.

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

that Henley Canoe Hire be given permission to offer canoe hire from a wooden, cabin style structure to be placed on the grass at the Marsh Meadows end of Mill Meadows (to be installed and removed at no cost to the Council) on a trial period for a one year subject to a suitable fee being negotiated (to be advised at Full Council) and any necessary planning or Environment Agency permissions being sought by Henley Canoe Hire

79. PARK RUN

Members received a report written by Mr C James Barr (Park Run UK member) suggesting proposed locations in Henley to hold an adult and children's Park Run which listed the benefits and limitations of each location.

The proposed locations are as follows:-

- Adult Park Run (5 km) - Saturdays at 9 am to be held on the footpaths around 40 Acre Field
- Children's Park Run - Sunday at 9.30 am to be held at Freemans Meadow.

It was confirmed an initial risk assessment would be carried out by Park Run UK and more regular risk assessments as required.

A member expressed concern that the 9.30 am start on a Sunday may disturb neighbours surrounding Freemans Meadow. Also concerns were raised regarding the condition of the entrance to Freemans Meadow.

Following discussion the Committee **RESOLVED TO RECOMMEND**

that the Town Council support the proposal for:-

- a) **40 Acre Field – proposed Adult 5km run over the outsider perimeter at 9 am on Saturdays**
- b) **Freemans Meadow – proposed Junior 2km Junior (for children aged 4 to 14 years) at 9.30 am on Sundays and that local residents be asked for their comments re the start time**

that Park Run UK undertake to carry out risk assessments, mark out the courses as required and to marshal the event

80. ENCOURAGING USE OF FOOTPATHS AND “WALKERS ARE WELCOME”

Members received and considered a report providing an update regarding the Walkers are Welcome accreditation and the initiative to encourage use of the footpaths in and around Henley.

The Chairman thanked the volunteers from the Chiltern Society, the Henley and Goring Ramblers, the Henley Wildlife Group and residents who had contributed to

writing the text and providing images for the proposed circular walks from Henley including ones to Greys Court and around Lambridge Woods.

The Chairman queried whether a free leaflet was required bearing in mind there are walks available in a number of publications and which are also available to download on-line. Bearing this in mind members were not keen to commit Town Council funds to producing a leaflet, however were keen to investigate possible sponsorship opportunities and to find more cost effective way of producing leaflets or download versions.

After further discussion it was **RESOLVED TO RECOMMEND**

that the Town Council investigate alternative ways to encourage the use of footpaths around Henley without the expenditure of producing a professionally designed and printed leaflet, eg obtaining further quotes for designs/printing or production in-house, looking for sponsorship opportunities, providing links to walks on the Town Council's websites

that the volunteers who have written the circular walks from Henley be thanked for their time and commitment

The Committee also received and noted an update on the progress regarding Henley obtaining the Walkers are Welcome accreditation as follows:-

- a public meeting to be held on Wednesday 20 April 2016 at 5.30 pm in the Council Chamber – the guest speaker will be Kate Ashbrook, General Secretary of the Open Spaces Society
- a Steering Committee to be established to co-ordinate the application and organise the petition of 500 signatures
- the initiative to involve support and involvement from neighbouring parishes

The Committee **RESOLVED**

that the update regarding the progress of Henley obtaining the Walkers are Welcome accreditation is noted

81. MINUTES

- i. The minutes of the meeting of the Recreation and Amenities Committee held on 19 January 2016 were received, approved and adopted and were signed by the Chairman as a true record.
- ii. Members received and considered the minutes of the Parks Sub Committee held on 29 January 2016 and the recommendations therein.

A member observed that a number of items contained in the minutes could be “resolved” items rather than “resolved to recommend” which would allow progress to be made, particularly when gathering information, rather than waiting for ratification by this Committee and Full Council.

A member advised that according to Standing Orders (20.3) at least 3 Councillors are required for informal meetings with residents and outside bodies. A discussion ensued and it was acknowledged that advice was required and therefore it was **RESOLVED**

that Standing Orders be suspended to enable Mrs Janet Wheeler - future Town Clerk, to join the meeting in order to advise on Standing Orders

Mrs Wheeler joined the meeting and advised, that although she did not yet have in-depth knowledge of the Town Council's Standing Orders she confirmed that if the Standing Orders state 3 Councillors are required to meet with residents then this would indeed be required, as Standing Orders have to be adhered to, however the Town Council could review/amend their Standing Orders.

After a lengthy discussion it was **RESOLVED TO RECOMMEND**

that the Town Council's Standing Orders be reviewed by the appropriate Committee/Full Council with a view to amending point 20.3 which reads as follows:-

“Advisory Committees, Working Groups and Informal Meetings. The quorum of elected Advisory Committees, Working Groups and Informal Meetings with outside bodies/residents etc shall be at least THREE councillors”

In view of the above discussion and in order to adopt the minutes, it was suggested the following amendments (in italics) be added to the minutes of the Parks Sub Committee:-

- Minute 35 ii – Freemans Meadow – second paragraph, 6th bullet point “from the aerial map the proximity of Rupert House School’s tennis courts are apparent and the Chairman advise she is to meet, *subject to Standing Orders being amended*, with the Head Teacher of Rupert House School to investigate the possible municipal use of this area”
- Minute 35 ii - fourth paragraph of the recommendation (page 9) - “that Councillor Miss Kellie Hinton contact *in writing* residents of properties surrounding Freemans Meadow with a view to forming an informal group who share a common interest in the area and who may like to be involved in the improvements/projects”
- Minute 35 ii - fifth paragraph of the recommendation (page 9)– “that the Chairman, Councillor S Evans, continue liaison, *subject to Standing Orders being amended*, with the Henley Rugby Club regarding possible ways to encourage use of Freemans Meadow by utilising their car park

The Committee **RESOLVED**

that the minutes of the Parks Sub Committee held on 29 January 2016 be received, approved and adopted subject to the above additions

It was **RESOLVED**

that Standing Orders be re-instated

Mrs Wheeler left the table.

Chairman's Post Meeting Note – the Landscape's Architects fees:- to carry out a site and use assessment; to review results of the surveys carried out; to

prepare master plans with estimates/breakdown of costs of installations including site visits for Freemans's Meadow and Makins Recreation Ground is £1800. Detailed design, procurement (including getting comparative quotes for each stage where possible) and installation will be charged at a percentage fee of 10% which will cover staff time (plus travel expenses at Reading Borough Council's rate of 0.50p/mile).

- iii. Members received and considered the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 2 February 2016 and the recommendations therein.

Minute 67 - The Chairman referred to the item regarding the proposed location of planters to reduce pollution in the town centre and suggested the Town and Community Committee may want to be involved and consider funding their provision as they are the budget holder for street furniture in the town centre.

The Committee **RESOLVED**

that the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 2 February 2016 be received, approved and adopted subject to consulting with the Town and Community Committee regarding the location/purchase of the planters to reduce air pollution in the town centre (minute 67 refers) as the Committee responsible for and the budget holder of street furniture

82. SPORTS INITIATIVE

The Chairman gave a verbal update regarding a proposal to promote sport in Henley which forms part of the Corporate Plan objectives for 2016/17.

The Chairman advised there are approximately 26 sporting clubs in Henley who although practice different sports do have certain administrative requirements and challenges in common, eg DBS requirements (concerned with working with vulnerable groups), sourcing funding etc. The Chairman suggested that if the talent, knowledge and commitment of the many people who work/volunteer for these clubs could be brought together it could be funnelled and distributed in order to benefit all clubs. It was therefore suggested all sporting clubs be invited to a facilitated workshop to identify how Henley's sporting clubs can benefit from working together and to investigate the possible benefits of having a central person who could support and advise clubs.

The Chairman advised the first major goal for this initiative could be to hold a "Henley v Marlow Olympics" in May 2017 over one of the Bank Holiday weekends. The aim would be to have a joint committee from the 2 towns and would involve every age group and every ability over a wide range of sports and, if successful, to hold the event every 2 years.

Councillor S Smith, as an employee of Sainsbury's, advised that Sainsbury's management had given permission for him to have the Active Kids Vouchers which customers have not collected and to donate them to a school or sporting club of his choice. Councillor Smith also noted many schools and clubs in Henley have not registered for this source of funding and urged them to do so. Members thanked Councillor Smith for taking this initiative.

After further discussion it was **RESOLVED TO RECOMMEND**

that, as part of the Town Council's Corporate Plan objectives for 2016/17 (to optimise and encourage the use of all sports facilities) all sports clubs be invited to attend a facilitated workshop to identify how the sporting clubs of Henley can work together to the benefit of all

that initial investigation be undertaken into holding a Henley v Marlow Olympics in May 2017

83. MANAGEMENT ACCOUNTS

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

The Committee **RESOLVED**

that the management accounts up to 31 January 2016 be noted

84. CORPORATE PLAN

The Committee received the Corporate Plan progress report.

The Committee **RESOLVED**

that the Corporate Plan progress report be noted

85. PROGRESS REPORT

The Committee received the progress report and made the following comments:-
Height Adjustable Rising Bench – a site visit took place with the manufacturer, the Rotary Club of Henley Bridge and the Parks Service and the site was deemed suitable. A quote will now be sent to the Rotary Club of Henley Bridge.

Amenity Land off Paradise Road and Leaver Road – two volunteers have agreed to help carry out initial investigations into this project

Jubilee Park Working Group – members noted the Finance Strategy and Management Committee (FSM) had set up a GLL Lease and Management Working Group which duplicates the Recreation and Amenities Working Group and therefore it was agreed to disband the latter. The Chairman, who sits on the FSM's Working Group, offered to report back to this Committee with any relevant information.

The Committee **RESOLVED**

that the Progress Report be noted

86. JUBILEE PARK USER GROUP

The Chairman advised that she had attended a very productive meeting of the Jubilee Park User Group meeting this morning (the notes to be presented to the next meeting of this Committee). Members considered appointing 3 Councillors to sit on the User Group.

It was **RESOLVED TO RECOMMEND**

that Councillors S Evan, H Chandler-Wilde and D Nimmo-Smith be appointed to the Jubilee Park User Group

87. INSTALLATION OF VERTICAL BANNER POLES

The Committee received and considered a report following a site visit to identify possible locations for temporary banner poles to promote events and festivals, to develop Henley Town Council's branding and to maximise communication with both residents and visitors alike.

Members agreed the suggested locations were appropriately placed along the river.

The Committee **RESOLVED TO RECOMMEND**

that the 5 proposed locations (as follows) for temporary banner poles be agreed and any necessary permissions be sought:-

- **New Street Slipway**
- **in the vicinity of Singers Park**
- **near the Obelisk at Mill Meadows**
- **near the Bandstand at Mill Meadows**
- **near the River and Rowing Museum**

88. HORTICULTURAL CONTRACT

The Committee received a report and figures with regard to the quotes received for the horticultural contract due to commence on 1 June 2016. It was noted although three quotes had been received, one was not able to provide all the services (eg hanging baskets).

Members noted the Horticultural Contract was one of the biggest contracts the Town Council awards. Members also noted interpretation of the contract and the displays would be partly dependant on the chosen contractor's creativity, therefore it was difficult to compare the quotes like for like.

The Chairman suggested inviting the 2 companies who could fulfil all the items listed on the specification to meet with Councillors (all members to be invited) and they be given the brief below to prepare for the meeting.

After further discussion the Committee **RESOLVED**

that company A and C be invited to provide a presentation (all Councillors to be invited) and the following brief be given:-

- **ideas to create a "wow" factor as people enter the town**
- **new, innovative ideas to brighten the Market Place – particularly regarding winter colour**
- **innovative ideas as to how to reduce town centre air pollution through planting**

that the companies be asked to provide images of their previous work

that a recommendation be brought to the next Full Council to enable the contract to be awarded in a timely manner

The meeting closed at 9 pm.

bw

Chairman