

Present: The Chairman Councillor Kellie Hinton
Vice Chairman, Councillor Sarah Miller
Councillor Sara Abey
Councillor Donna Crook
Councillor Dave Eggleton
Councillor Sam Evans
Councillor David Nimmo Smith
Councillor Ian Reissmann

In Attendance: Becky Walker – Estates Manager
Karl Bishop – Parks Manager
Judith Smith – Committee Administrator

Also Present: 1 member of the press
Councillor Julian Brookes
Ms Philippa Ratcliffe

71. APOLOGIES FOR ABSENCE

Apologies were received from Mrs Janet Wheeler, Town Clerk.

72. DECLARATIONS OF INTEREST

None received.

73. PUBLIC PARTICIPATION SESSION

None.

74. USE OF MILL MEADOWS

i. The Committee received and considered a report regarding the Eat! Food Festival's final event to be held on Saturday 29 June 2019. The Chairman welcomed the organiser Philippa Ratcliffe to the meeting and invited her to the table. Ms Ratcliffe asked for clarification on the fees considering this was a community event and only part of the temporary moorings would be used. Members commented as follows:

- that this is would be a good event for the town and there is strong support for it
- the end of June is not high season on the river and therefore is unlikely to incur any loss of income
- as the organiser had explained that this is a community event and that she would not be making any profit from the event, members agreed the £1000 fee should be waived - this would be in line with the "Policy for Free Use of Rooms by Festivals" used by the Town and Community Committee for festivals such as the Henley Literary Festival
- that £500 was sufficient for a returnable deposit
- that care must be taken when driving commercial vehicles onto the site to ensure users of the park are safe and so that the fabric of the Meadows is not damaged and contingency plans must be put in place in the event of wet weather conditions
- that a senior member of the Parks Team attend the event and provide a single point of contact.

Councillor Dave Eggleton joined the meeting at 7.36 pm.

After discussion it was **RESOLVED TO RECOMMEND**

that permission be given to the Eat! Food Festival's final event to be held at Mill Meadows on Saturday 29 June 2019 subject to:

- **a returnable deposit of £500 being paid at least four weeks prior to the event**
- **any costs to the Council e.g. additional staffing, cleaning the toilets be charged to the organiser and an update be provided to the Council by the organiser following the event**
- **the conditions in point 6 of the report are adhered to**
- **agreement on HTC staff involvement with the Parks Manager (an appropriate charge to be made to the organiser)**

that delegated powers are given to the Town Clerk, Parks Manager and Estate Manager to authorise final details and amendments provided that the nature of the event and the terms and conditions remain broadly in line with the proposals indicated in the report.

Members agreed that this type of event highlighted the fact that the Council does not have clearly defined guidelines as to what constitutes a community or commercial event regarding events at Mill and Marsh Meadows and therefore when a charge should be made and the rate.

The Committee **RESOLVED TO RECOMMEND**

that an item be placed on the Open and Green Spaces Sub Committee to clarify when a charge should be made for events and the rates

Ms Philippa Ratcliffe left the meeting at 7.50 pm.

ii. The Committee considered a request from the local Police to hold an Emergency Services Day on Mill Meadows on Saturday 11 May 2019. Members expressed some concerns that heavy emergency vehicles might damage the grass. Members discussed whether, if it was a small event, the Market Place might be a more appropriate location. The Committee agreed that it was important to foster good relations with the Emergency Services and although not all the details were available at the moment due to time constraints a decision was required at this meeting.

After discussion it was **RESOLVED**

that approval be given in principal to the event being held at Mill Meadows, subject to detailed plans being provided and that delegated powers be given to the Town Clerk, Parks Manager and Estate Manager to authorise the final details

Post meeting note: The Police have advised they are planning to postpone this event until September.

iii. The Committee noted that an operator has not been found to run the putting green for 2019 following the closure of the Information Kiosk. Councillors acknowledged the putting green had been popular with visitors to the Meadows. Councillors considered possible future uses for the putting green area and the following suggestions were made:

- putting green or crazy golf
- tennis court
- table tennis tables
- paddling/splash pool
- outdoor gym
- permanent barbeque pits

The Committee **RESOLVED**

that further investigation be carried out into the feasibility of these suggestions and a report be brought back to either this Committee or the Open and Green Spaces Sub Committee

75. MINUTES

- i. The minutes of the meeting of the Recreation and Amenities Committee held on 22 January 2019 were received, approved and signed by the Chairman as a true record.
- ii. The minutes of the Open and Green Spaces Sub Committee held on 25 January 2019 were received and considered.

The Committee **RESOLVED**

that the Minutes of the Open and Green Spaces Sub Committee held on 25 January 2019 be received, approved and adopted.

- ii. The minutes of Henley in Bloom meeting held on 7 February 2019 were received and considered.

The Committee **RESOLVED**

that the Minutes of the Henley in Bloom Sub Committee held on 7 February 2019 be received, approved and adopted.

76. BUDGET

The management accounts up to February 2019 were tabled at the meeting and were considered by the Committee.

The Committee **RESOLVED**

that the management accounts up to February 2019 be noted

77. FREEMAN'S MEADOW PLAYGROUND IMPROVEMENTS

The Committee noted that the closing date for expressions of interests from playground companies was Friday 8 March 2019. Several submissions had been received and a meeting to review and shortlist the applicants will be held on Wednesday 20 March 2019 at 2 pm. It was noted that the Chairman and Councillor Donna Crook are currently on the Working Party. The Chairman called for additional members to join the group and Councillor Dave Eggleton volunteered.

It was **RESOLVED**

that Councillor Dave Eggleton join the Freemans Meadow Playground upgrade Working Group

78. NOTICEBOARDS

The Committee received and considered a report on the use and location of the Town Council's noticeboards. Councillors noted a correction to the report that the proposed new location for the noticeboard from Kings Road Car Park was Mill Lane Car Park and not Mill Meadows Car Park as incorrectly stated in the report. One Councillor commented that she was glad the Committee had taken the opportunity to review the use of noticeboards as a whole to provide a more coordinated approach.

The Committee **RESOLVED TO RECOMMEND**

that two noticeboards for Town Council use be installed at the bus shelters at Greys Road and Harpsden Road

that the four noticeboards at Northfield End, Market Place, Greys Road and Harpsden Road are used for the publication of Henley Town Council information e.g. agendas

that community information e.g. forthcoming community events also be included at Northfield End (organised by the Northfield End and Bell Street Residents Group and the Greys Road bus stop (organised by the Gainsborough Residents Association) – Henley Town Council information to take precedence

that the noticeboard from the Kings Road Car Park is relocated to the Mill Lane Car Park and that the Town Council take responsibility for the noticeboard

79. MILL MEADOWS – CANOE HIRE

The Committee considered a report regarding Henley Canoe Hire operating from Mill Meadows in 2019. Members wished to express their thanks to Matthew Couling, the canoe operator, who provides a superb service and regularly receives 5* reviews on Trip Advisor.

The Committee **RESOLVED TO RECOMMEND**

that permission be given for the Henley Canoe Hire to continue to operate from Mill Meadows for 2019 and renewal of the yearly lease be delegated to the Parks Manager. Should any issues occur, the renewal of the lease be referred back to this Committee.

80. PROGRESS

Members received and considered the progress report and made the following comments:

Fairmile Chapel – First Chapel – noted on-going.

Welcome Wall – noted on-going.

River Bank Repairs – noted on-going.

Recording Lost Rights of Way – remove from progress.

Tree Management Software – noted.

Lido/Splash Park in Henley – agenda item.

Provision of Toilets at Mill Lane Car Park and Makins Recreation Ground – noted.

Singers Park – item complete, remove from progress.

Mill Meadows – The Parks Manager gave an update on preparations for the new season. Plans had been put in place to manage events where high volumes of people are expected, for example the Vaisakhi Festival on 14 April 2019. Extra bins had been installed and extra bin runs would be undertaken. Following the Full Council's resolution of 5 March 2019 to ban barbeques on Mill and Marsh Meadows two members of staff instead of one would now be on duty to enforce the ban and a Park Ranger after the Park Wardens working day finishes. Extra signage warning of the ban will be provided on all entrances to the Meadows. Members recommended putting notice of the ban on social media and that the Town Clerk use her Town Clerks' network to notify other local and religious communities who have used the Meadows for large gatherings in the past, so as to avoid disappointment.

The Committee **RESOLVED**

that the report be noted

81. MAKINS RECREATION GROUND - SKATEPARK

Members received and considered a report from the Chairman following a report on social media of anti-social behaviour at the Henley Skate Park. The following comments were made:

- local people should be able to enjoy all the parks facilities without fear of witnessing or being affected by anti-social behaviour
- sometimes a few incidents of anti-social behaviour can be blown out of proportion by social media but the apprehension some families feel using the park should not be dismissed
- CCTV is not a panacea and as this does not fall under SODC CCTV network, CCTV would have to be provided by HTC. The Council does not currently have a CCTV policy and issues such as privacy, safeguarding, monitoring would need to be addressed.
- PCSOs and Police Officers do visit the park once or twice a week and a report back from them as to the frequency of incidents would be useful
- NOMAD could be approached to see if they would be interested in providing a “container hub” for outreach workers to operate from, for skateboard repairs, selling snacks etc. and to keep an eye on the facilities
- Maverick, the company who installed the skate park, could be contacted to see what solutions they suggest to prevent anti-social behaviour at other skate parks

After discussion the Committee **RESOLVED TO RECOMMEND**

that the Town Clerk be asked to investigate a draft CCTV policy for the Town Council and to advise what would be required

that NOMAD be approached to see if they would be interested in being involved in a project to provide a “container hub” at the Skate Park

82. PARADISE ROAD COMMUNITY ORCHARD

Members received and considered the draft wildlife information plaque for the Community Orchard and were very pleased with the design which was provided free of charge by Margaret Ormonde by the Henley Wildlife Group.

It was **RESOLVED TO RECOMMEND**

that the design for the orchard plaque be approved and the cost of £515 be taken from the Amenities Areas – Other Account

that Margaret Ormonde of the Henley Wildlife Group be thanked for providing the design

The Chairman acknowledged this was the last Recreation and Amenities Committee of this Council and stated how proud she was of the Parks Team and how well the Estates Manager and Parks Manager have managed staff changes this year. The Chairman also expressed her thanks to the Committee for all their hard work this year.

83. 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.

1 member of the press left the meeting at 8.37pm

84. LIDO/SPLASH PARK IN HENLEY

Members received and considered an update provided by Michaela Clarke, Chair of the Henley Lido Working Group. The Chairman explained that Michaela had recently had an operation and was unable to attend the meeting, but had offered to take part by Skype. Due to the confidential nature of the report and the fact that there was no precedent for this however, the Committee agreed not to proceed with the Skype conversation. Members acknowledged the report provided a good update on progress to date however felt more detailed information was required before any response could be given regarding possible locations. Members suggested the Lido/Splash Park Working Group may like to fund raise for preliminary site surveys.

After discussion it was **RESOLVED**

that the report and update be noted.

The meeting closed at 8.46 pm
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Chairman