

Present: The Chairman, Councillor Sarah Miller
The Vice Chairman, Councillor Dave Eggleton
Councillor Sara Abey
Councillor Sam Evans
Deputy Mayor, Councillor Lorraine Hillier
Councillor Glen Lambert

In Attendance: Mrs Janet Wheeler – Town Clerk

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

89. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Mayor, Councillor Miss Kellie Hinton.

90. DECLARATIONS OF INTEREST

None received.

91. PUBLIC PARTICIPATION SESSION

None.

92. MINUTES

i. The minutes of the meeting of the Recreation and Amenities Committee held on 27 February 2018 were received, approved and signed by the Chairman as a true record.

ii. The minutes of the Open and Green Sub Committee held on 23 March 2018 were received and considered.

The Committee **RESOLVED**

that the Minutes of the Open and Green Spaces Sub Committee held on 23 March 2018 be received, approved and adopted

iii. The minutes of the Henley in Bloom Sub Committee meeting held on 29 March 2018 were received and considered.

The Committee **RESOLVED**

that the Minutes of the Henley in Bloom Sub Committee held on 29 March 2018 be received, approved and adopted

Minute 39 – Northfield End Improvements - Members noted the owner of Northfield House had offered to pay for the for the first year's maintenance of the proposed new beds.

93. BUDGET

The Committee received and considered the management accounts to February 2018 and the following comments were made:-

- why had the expected income from the Nursery at the Pavilion decreased.

Post meeting note from the Accountant - Rental income from the Nursery was £12.5k. This is actually up on the budget of £12.4k and up on the previous year's actual income of £12k. The recharge of services to the Nursery was down a little in February against the expected out-turn as another quarter of recharges was to be made in March.

- why had the expenditure on the public toilets had increased. The Town Clerk advised this was due to major drainage works possibly resulting from the refurbishment. Members asked that the Accountant investigate the warranties to see if any redress available from the builders or architects.

Post meeting note from the Accountant - A full survey of the drains has been commissioned – when the report has been received officers will know whether the cause of the recent drain problems is within the original refurbishment, in which case, warranties will be investigated and appropriate action taken.

The Committee **RESOLVED**

that the management accounts up to February 2018 be noted

94. PROGRESS

The Committee received, considered and noted the progress report and the following comments were made and items noted:-

Fairmile First Chapel – an “Expression of Interest” form (Stage 1 of the Leader application process) had been submitted. Members asked when a decision is likely to be made.

Post meeting note – it will take 2 weeks for a decision to be made on the Expression of Interest application. If approved a full application with three quotes needs to be submitted. Once submitted the decision making process will take approx 12 weeks

Trees adjacent to the skatepark – the trees have been planted and tree guards installed. Remove from the progress report.

Outdoor Gym Equipment – grant application to be submitted to South Oxfordshire District Council. Members agreed site visits to nearby installations should be arranged with representatives from the companies and experienced users eg personal trainers and all Councillors be invited.

Makins Recreation Ground – Playground – the order for play equipment has been placed.

Members received a report which was tabled with additional quotes (plus the playground supplier's quote) for the supply and installation of the galvanised and powder coated bow top fencing to the whole of the extended playground. Members agreed powder coated fencing (coloured green), although more expensive and requiring more maintenance, would be more attractive and preferable. It was clarified that the quotes include the exit gates to be powder coated yellow.

Discussion took place on the advantages of installing kickboards to make it easier for strimming.

Post meeting note: The Assistant Parks Manager has advised quotes will be sought for the powder coated fencing to accommodate strimming requirements.

After discussion it was **RESOLVED TO RECOMMEND**

that the fencing around the playground at Makins be green powder coated 1000mm tall bow top fencing (to take into account strimming requirements) and 2 yellow powder coated pedestrian gates and a vehicular gate and amended quotes be sought for this specification along with details of warranties on materials and workmanship

Adventure Playground – Mill Meadows – members were pleased with the new fencing completed so far – remove from progress report

Community Orchard – benches would be an asset but as it is in a residential area there should be no more than 2 benches.

It was **RESOLVED TO RECOMMEND**

that no more than 2 benches be located at the Community Orchard

Mooring Survey – members received a draft survey to be given to temporary moorers for a period of time during this summer. Members suggested asking for names and addresses in case moorers wanted updates – this would be optional.

River Bank Repairs – it was suggested Council's not in this area, who have had undertaken similar work, be contacted to ask if they can recommend a specialist who can draw up a specification for the works - the Town Clerk suggested Aylesbury. It was suggested that the Town Clerk ask her fellow clerks via the Clerks email group.

Recording Lost Rights of Way - on-going

Budget – Henley Town Football Club – members asked when the work to the toilet and showers may take place. To be updated.

Tree Management Software – Councillor G Lambert advised he would update the Committee on his investigations at a future meeting.

95. RIVER AND ROWING MUSEUM – USE OF THE CAR PARK

The Committee received and considered a report which provided additional information from Lynne Adam (Head of Museum Operations) regarding the proposed use of the River and Rowing Museum Car Park as follows:-

- it is planned to have 2 markets a year in spring and autumn
- it would take up approximately one third of the car park
- the stalls would sell mainly street food (local produce and producers)

A discussion ensued and the following comments were made:-

- this is a good example of the River and Rowing Museum and the Town Council working together
- it was not felt this initiative would have a detrimental effect on the town centre
- the Piazza Café does not have exclusivity on the sale of food at Mill Meadows

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

that permission be given for 2 markets a year (spring and autumn) to be held in the car park of the River and Rowing Museum to use up to a third of the car park subject to:-

- **the dates being provided and agreed in advance so as not to conflict with events at Mill Meadows or in the town**
- **details of the types of food to be sold**
- **the stall holders to be local produce/producers**

96. MAKINS RECREATION GROUND - FENCING

The Committee received a tabled report containing 3 quotes for the dark green mesh fencing (2 different heights) between the car park/Brunner Hall and Makins Recreation Ground.

Members asked for clarification regarding the warranty on the materials and installation.

A member queried who would be responsible for the maintenance of the fence and the Town Clerk advised it would be the Town Council's responsibility.

After discussion it was **RESOLVED TO RECOMMEND**

that Company B be chosen to supply and install green mesh fencing (as previously agreed) between the car park, Brunner Hall and Makins Recreation Ground at a cost of £5530 + vat subject adequate warranties on materials and workmanship and the fence being of good quality

97. GREYS ROAD EMBANKMENT SIGN

The Sub Committee received and considered a report regarding Henley Town Council contributing to the cost of the wildlife interpretation board and the latest draft was tabled.

A member queried the number of logos from contributors on the right hand side as it made the plaque look like an advertising board. Members felt a line along the bottom acknowledging contributors and the Town Council logo would be more appropriate.

After discussion it was **RESOLVED TO RECOMMEND**

that Henley Town Council contribute £150 towards the production cost of Wildlife Interpretation Board to be placed on the Greys Road Embankment (subject to permissions)

that contributors to the cost and design are acknowledge in words along the bottom of the plaque along with the Town Council's logo

98. WELCOME WALL

The Committee received and considered a report on the proposed content and design element of the Welcome Wall and the following alterations were made to the brief:-

- in order to future proof the map "Hartes of Henley Nursery" and the "Piazza Café" should be referred to on the map as the "Nursery" and the "Café" respectively
- the whole of the wall should be utilised in the design
- a clear link between the Meadows and the town centre should be included in the wall for instance saying how long it takes to walk to different areas of the town and town centre
- refer to shops, restaurants, cafes etc rather than specific establishment names in the town to future proof the wall
- the insert map showing the location of the Meadows and the town centre to be a reasonable size to ensure it is clearly legible
- a response within 3 weeks be requested when the brief is sent to designers
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The Town Clerk offered to draw up a creative brief.

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

that the brief for the Welcome Wall be approved as presented with the following additions:-

- **use generic names to future proof the map eg nursery, café, shops, pubs etc**
- **the whole of the wall to be utilised in the design**
- **a clear link between the Meadows and the town centre should be made to show its proximity and encourage visitors to visit the town as well**
- **the insert/location map should be of sufficient size to ensure it is clearly legible**
- **a 3 week response be requested from designers**
- **the Town Clerk to add the "creative brief" element**

The meeting closed at 8.27 pm.

Chairman