

Present: The Chairman, Councillor Sam Evans  
Councillor Dave Eggleton  
Councillor S Miller  
Councillor David Nimmo Smith  
Councillor S Smith  
The Mayor Elect, 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

### **87. APOLOGIES FOR ABSENCE**

Apologies were received from the Mayor – Councillor Julian Brookes, Councillor H Chandler-Wilde and Councillor Miss Kellie Hinton.

### **88. DECLARATIONS OF INTEREST**

*Councillor D Nimmo Smith – Minute 90 – Brakspear’s Pub Trails Leaflets – Trustee of TOE2 (Trust for Oxfordshire’s Environment) – declared a personal interest.*

### **89. PUBLIC PARTICIPATION SESSION**

*James Barr - Progress Report – Park Run, Henley, Minute 93 – Mr Barr had not yet been advised of a launch date by Park Run UK as a number of queries had been raised re the last trial run. The Henley route has a number of challenges and Park Run UK want to ensure all safety issues are addressed. A revised application has been submitted to Park Run UK for approval.*

The Chairman thanked Mr Barr for all his work to progress this matter and looked forward to being advised of the start date.

### **90. BRAKSPEAR’S PUB TRAILS LEAFLETS**

- i. The Chairman welcomed Emma Sweet, Marketing Manager Brakspear, to the meeting to present the -Brakspear’s new initiative - Pub Trails.

The Chairman expressed her support for this project which she felt was an excellent example of a local business and the Town Council working together for the benefit of Henley’s businesses, residents and visitors alike.

Emma thanked members for inviting her to the meeting and for the opportunity to update Councillors on this project:-

- the aim is to provide a leaflet outlining 3 circular walks from each of Brakspear's 130 pubs, which will be rolled out in batches
- the first batch includes one leaflet for the 9 Brakspear's pubs in Henley. Each of the 3 walks in this leaflet incorporates another Brakspear pub (The Rainbow, The Malsters and the Flower Pot).
- an additional 10 pub trails leaflet will be launched in the summer and another 10 in the autumn
- an advantage of this initiative is that the walks are accessible to a wide range of people with no need to invest in expensive equipment. The aim is to encourage people to walk and enjoy the countryside and also to visit Brakspear's pubs for a drink/meal and hopefully will make the pubs more sustainable. All the pubs are dog and family friendly.
- Brakspear have worked with TOE2 (Trust for Oxfordshire's Environment) who have written and tested the walks. TOE2 aim to re-invest the payment back into the path network eg repairing paths, cutting back hedges repairing stiles etc
- investment to date on this project is approx. £7k which includes a one-off cost for the website set-up, the graphic design of the maps/leaflets, printing etc
- the leaflets include maps, description of the walk, photos and points of interest
- leaflets will be available in the relevant pubs, the Visitor Information Centre and can be downloaded from the pub trails website – [www.pub-trails.co.uk](http://www.pub-trails.co.uk)
- the launch of the first 10 leaflets is at the Station House at 5 pm on 12 April 2017

Members congratulated Brakspear on this initiative and applauded the aim to encourage people to visit the countryside around Henley and to support local businesses.

- ii. Members considered funding an additional number of leaflets to ensure the Visitor Information Centre has a plentiful supply and after discussion

**RESOLVED TO RECOMMEND**

**that up to £300 is allocated from the “Marketing of Facilities” budget 2016/17 to pay for additional copies of the Henley Pub Trails leaflet to ensure a plentiful supply of leaflets in the Visitor Information Centres**

## **91. MINUTES**

- i. The Minutes of the Recreation and Amenities Committee held on 28 February 2017 were received, approved and signed by the Chairman as a true record.
- ii. The Minutes of the Henley in Bloom/Civic Pride Sub Committee held on 29 March 2017 were received and considered.

The Chairman advised the bed by the Red Lion Lawn is in the County Council's ownership and investigation is being made as to whether this could be brought into the Town Council's horticultural contract and a further update will be brought to this Committee..

The Committee **RESOLVED**

**that the Minutes of the Henley in Bloom/Civic Pride Sub Committee held on 29 March 2017 be received, approved and adopted**

**92. BUDGET**

The Committee received and considered the management accounts to 28 February 2017 and were pleased at how healthy they looked.

Members were pleased to note the Mill Meadows Car Park income for 2016/17 was £205k and congratulated the Accountant on a very accurate projection.

The Committee **RESOLVED**

**that the management accounts to 28 February 2017 be noted**

**93. PROGRESS**

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

**Park Run** – previously discussed

**Watermans Allotments** – members noted three quotes have been sought for the pedestrian access and permission is awaited from Oxfordshire County Council. The noticeboards have been delivered and await installation.

**East Eyot** – contact details are being sought re ownership by the Town Manager

**Fairmile Cemetery Chapels** - listed building consent has been received for the repairs to the Chapels and the work has commenced and is expected to take 6 – 8 weeks.

The Committee **RESOLVED**

**that the progress report be noted**

**94. CORPORATE PLAN PROGRESS REPORT**

The Committee received and considered the Corporate Plan progress report and **RESOLVED**

**that the Corporate Plan Progress Report be noted**

**95. RE-SURFACING – MILL LANE CAR PARK AND WOOTTON MANOR CAR PARK**

Members received and considered a report regarding the re-surfacing of the Wootton Manor and Mill Lane Car Parks.

**Wootton Manor Car Park** - members noted quotes had been sought for the re-surfacing however agreed that until the future of the Wootton Manor shops is known and the possible community asset registration, the re-surfacing of this car park should be put on hold.

The Committee **RESOLVED TO RECOMMEND**

**that the re-surfacing of the Wootton Manor Car Park be put on hold until the future of the Wootton Manor shops is known**

Members noted quotes has been sought for the re-surfacing of the Mill Lane Car Park which ranged between £25,000 and £31,000. Members agreed this area is in need of re-surfacing and appropriate provision should be made in the 2018/19 budget. In addition investigation should be made into grant funding opportunities. Members also noted that this project should be looked at in conjunction with any future plans Henley Town Football Club have for their grounds.

The Committee **RESOLVED TO RECOMMEND**

**that an appropriate amount be placed in 2018/19 budget for the re-surfacing of the Mill Lane Car Park and investigation is also made into grant funding opportunities**

## **96. MAKINS RECREATION GROUND – SKATEPARK**

- i. Members noted the skatepark build started on Monday 27 March 2017 following the HR and Legal Group's approval of the contract.
- ii. Members received and considered a report regarding the following:-
  - a. **Installation of a lockable tap** – the report outlined that 3 companies had been approached and 2 companies had provided quotes for the installation of a lockable tap. It was established that the most economic way to do this would be to take a feed from the Headway building (subject to their consent) and to install a sub meter.

The Town Clerk advised, in addition, that a request had been received from the Scouts and Headway for drinking water to be provided at Makins as there have been instances of damage to the fence being caused by users of the park trying to gain access from the Headway's tap.

Members felt, in the first instance, only a tap for irrigating the newly planted trees and for cleaning the skatepark should be installed.

A member raised the possibility of installing toilets at Makins however it was noted the Greys Road Car Park toilets were only a short distance away.

After discussion it was **RESOLVED TO RECOMMEND**

**that a lockable tap be installed at Makins Recreation Ground at a cost of approx. £1700 to be taken from the Recreational improvements budget. The choice of the final specification/contractor to be delegated to the Town Clerk and Parks Manager**

- b. Installation of CCTV at Makins Recreation Ground – members noted the notes of a meeting with Katherine Doherty – Community Safety Team Leader (Anti-Social Behaviour and CCTV) from South Oxfordshire and Vale of White Horse District Council regarding the possibility of installing a CCTV camera at Makins Recreation Ground which is linked to the town centre and Mill Meadows cameras and which are monitored from Abingdon Police Station.

The Town Clerk highlighted that there are a number of factors which have to be considered when installing CCTV in order to balance keeping the public safe with protecting people's privacy along with specified criteria which need to be met (as stated by the Government's Surveillance Camera Code of Practice). At this stage it appeared unlikely that a camera at Makins could be linked into the District Council's scheme as a "pressing need" (eg recorded instances of anti-social behaviour) could not currently be identified.

Further investigation is being carried out into whether installing a camera at a later date, if a "pressing need" were to be established, is possible.

Should the Town Council still wish to install CCTV which would not be linked to the District Council's scheme, the Town Council or possibly a private contractor would have to undertake the role of the "data controller"(and its associated responsibilities) and the Town Council would need to develop a policy on CCTV use.

Members agreed further research should be undertaken before a decision could be made.

It was **RESOLVED TO RECOMMEND**

**that the possible installation of CCTV at Makins Recreation Ground be deferred to enable further investigation to take place**

## **97. FAIRMILE CEMETERY**

Members received and considered a report regarding the installation of new paths, widening of the roundabouts and resurfacing the existing roadways at the Fairmile Cemetery.

Members recognised the need for the works and received 3 quotes as follows:- Company A – £24,785, Company B - £50,547 and Company C - £33,495.

The Town Clerk confirmed she had read the 3 specifications and was happy they were comparable.

In order for the works to progress in a timely fashion it was suggested the Town Clerk be given delegated powers to place the order.

After discussion it was **RESOLVED TO RECOMMEND**

**that Company A be appointed the contractor for the works to improve the roads, roundabouts and create new paths at the Fairmile Cemetery at a cost of £24,785 to be taken out of capex**

**that the Town Clerk be given delegated powers to progress this work**

The meeting closed at 8.20 pm.

Chairman

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