

**Present:** The Chairman, Councillor S Evans  
The Mayor, Councillor Miss L M Hillier  
Councillor J Brookes (substituting for Cllr H Chandler-Wilde)  
Councillor D Eggleton  
Councillor Miss Kellie Hinton  
Councillor Sarah Miller  
Councillor D Nimmo Smith  
Councillor S Smith

**In Attendance:** Janet Wheeler – Town Clerk  
Becky Walker – Minute Taker

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

**89. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor H Chandler-Wilde (Councillor J Brookes substituting) and Councillor Ian Reissmann.

**90. PUBLIC PARTICIPATION SESSION**

*Mr Barry Tindall – 32a Milton Close – Minute 92 - Drone Usage* – Mr Tindall spoke in support of his request to carry out drone training session on Town Council owned land. Mr Tindall explained he ran a small, Henley based business which produced promotional videos and aerial photos and also offered training on how to fly a drone and the associated laws for those who were considering buying a drone. The majority of the training was office based however he requires an area for a 10 minute practical element to each training – hence the request for the use of Council owned land.

*Mr J Barr – Hurley – Minute 97 – Progress Report – Park Run* – Mr Barr spoke as the proposer of establishing an adult and children’s Park Run UK in Henley. He advised he had carried out a risk assessment of 40 Acre Field (adult) and Freemans Meadow (child) as prospective locations and had met with the Parks Manager. Also he had 6 of the 12 volunteers to act as marshals, time-keepers etc and was in discussions with the Henley College re possible parking options. He thanked the Committee for their support of this initiative,

**91. DECLARATIONS OF INTEREST**

None received.

**92. DRONE USAGE – MARSH MEADOWS OR GILLOTTS FIELD**

Members received and considered a report containing a request from a local business – Barry Tindall of Skyeyevideo to carryout training sessions at Marsh Meadows or Gillotts Field to instruct new users to use drones safely.

In order to respond to questions it was suggested Mr Tindall be invited to the table and therefore it was **RESOLVED**

**that Standing Orders be suspended to enable Mr Barry Tindall to join the table**

Mr Tindall joined the table.

Following questions Mr Tindall confirmed the following:-

- the drone is not flown higher than 20 metres
- drones have a GPS safety locking system and if the trainee is instructed to "leave go" the drone will hover in one position
- no photos or videos will be taken during training
- flight time would be approx 20 min per week (weekday)
- a charge is made for the lessons however this is a start-up business

During the ensuing discussions the following comments were made:-

- Gillotts Field and Marsh Meadows are both well-used at all times of day by dog walkers
- Freemans Meadow is a quieter location but is surrounded by residential properties
- Sports fields such as AFC Henley's grass pitches or Henley Town Football Clubs maybe more suitable subject to the permission of the tenants
- the Town Council would not expect payment (although not relevant on leased land)

The Town Clerk advised she would research policies regarding drone usage on Council land and report back if significant.

It was **RESOLVED TO RECOMMEND**

**that there be no objection for drone lessons to take place on Town Council owned land eg sports pitches subject to the relevant tenants permission subject to a review after 1 year**

The Chairman thanked Mr Tindall who then left the table.

It was **RESOLVED**

**That Standing Orders be re-instated.**

### **93. ACHIEVEMENTS - 2015/2016**

The Chairman gave a verbal report outlining the achievements of this Committee in the municipal year 2015/2016 and thanked members for their commitment:-

- **Review of the Parks** – consultation has been undertaken regarding facilities at Freemans Meadow and Makins Recreation Ground and a Landscape Architect has been appointed to investigate their potential for the Council's consideration
- **Signage** – this Committee has spearheaded the project to update the Town Council's signage which will incorporate the new "H" branding. The signs for Mill and Marsh Meadows are in the process of being designed
- **Sports Initiative** – discussions and plans have commenced for this 2016/17 initiative which include a "Henley and Marlow" Olympics
- **Budget** – over budget river income and careful management of the budget has resulted in a budget surplus

- **Community Orchard** – plans are progressing
- **Allotments** – the first allotment tour was arranged and the groundwork has been laid for a full review in 2016/17
- **Henley in Bloom** – gold award at national (Britain in Bloom) and regional (Thames and Chilterns in Bloom)
- **Park Run UK** – investigation is well underway into establishing Park Run UK for adults and children in Henley
- **Jubilee Park** – healthy discussions are underway with all interested parties
- **Henley Canoe Hire** – canoes will be available to hire through Henley Canoe Hire at Mill Meadows for the first time
- **Air Quality** – planting to help air quality being progressed through Henley in Bloom

## 94. **MINUTES**

- i. The Minutes of the meeting of the Recreation and Amenities Committee held on 1 March 2016 were received, approved and adopted and were signed by the Chairman as a true record.
- ii. The notes of the Jubilee Park User Group held on 1 March 2016 were received and considered.

The Chairman advised a meeting had been held the day before with Henley Hockey Club and AFC Henley with regard to their requirements re the proposed relocation of their clubhouses/changing rooms.

The Committee **RESOLVED**

**that the notes of the Jubilee Park User Group held on 1 March 2016 be received, approved and adopted**

## 95. **BUDGET**

- i. The Committee received and considered the management accounts to 29 February 2016.

The Committee **RESOLVED**

**that the management accounts up to 29 February 2016 be noted**

- ii. The Committee received and considered the Mill Meadows parking graph and figures for the full year to 31 March 2016.

Members noted the income from car parking was up from £183,484 in 2014/15 to £203,079 in 2015/16 and a member commented this reflected the improvements made to Mill Meadows eg the new toddler playground and refurbished toilets.

A member commented that the car parking charges could encourage feeding of the meters as, for example, 2 hours was more expensive than 2 x 1 hours and this should be redressed the next time the car parking charges are reviewed.

The Committee **RESOLVED**

**that the Mill Meadows parking graph and figures for the full year up to 31 March 2016 be noted**

**96. EXCESS CHARGE NOTICES (ECN) REPORT**

The Committee received and considered a report on excess charge notices at the Mill Meadows Car Park.

The Committee **RESOLVED**

**that the Excess Charge Notices report be noted**

**97. PROGRESS REPORT**

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

**Community Orchard** – the Chairman advised that the planning authority had confirmed planning permission is not required and that investigations are taking place with regard to varieties of fruit trees which are heritage and specific to this area. The Chairman also advised the Town Clerk has experience with community orchard projects. A member added that Badgemore School is also planting an orchard and it was hoped to share knowledge.

**Henley Canoe Hire** – the Chairman advised Henley Canoe Hire are launching this weekend and encouraged Councillors to attend.

**Park Run** – the Chairman advised, further to Mr Barr's comments in public participation that further investigations are being undertaken and Mr Barr is meeting with the Town Clerk regarding the risk assessments.

**Horticultural Contract** – the Chairman advised the current contract is being extended for 6 months and horticultural companies are being sought to submit quotations.

A member advised this year's colours for the hanging baskets would be red, white and blue to celebrate the HM Queen Elizabeth's 90<sup>th</sup> birthday.

**Banner Poles** – it was noted the Finance, Management and Strategy Committee would consider their funding on 19 April 2016

The Committee **RESOLVED**

**that the progress report be noted**

**98. CORPORATE PLAN PROGRESS REPORT**

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

**Make sure Henley presents itself at its best**” Councillor Miss Kellie Hinton confirmed she would compile a list of achievements to illustrate this 2015/16 objective based on previous Henley in Bloom judging tours and portfolios

**Review Parks and River Programme** – it was confirmed river events are included on the calendar on the Visit Henley website which the Town Manager has confirmed she will keep up to date.

**New schemes like “pick up a piece of litter a day” to keep the streets clean** – members were advised there had been a good response regarding the Henley in Bloom litter pick.

The Committee **RESOLVED**

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

**99. ENCOURAGING USE OF FOOTPATHS AND “WALKERS ARE WELCOME” INITIATIVE**

The Committee received and noted an update on the “Walkers are Welcome” initiative and the production of walks leaflets from the Town Council’s representative – Councillor Miss Kellie Hinton as follows:-

- a petition has been started and the aim is to get approx 750 signatures from residents in the RG9 postcode in order to attain accreditation.
- the petitions are available in various establishments in the town including the library Brakspears pubs, Asquiths Teddy Bear Shop, Hot Gossip and also on-line (<http://www.thepetitionsite.com/124/899/548/petition-to-make-henley-on-thames-a-walkers-are-welcome-town/#sign>)
- an open meeting has been arranged to increase awareness of this initiative to be held on Wednesday 20 April 2016 at 5.30 pm in the Council Chamber – all welcome
- Kate Ashbrook, (Secretary of the Open Spaces Society) who is a Patron of Walkers are Welcome has been appointed as Henley’s mentor
- the only other town in Oxfordshire which has this accreditation is Charlbury
- the accreditation will be a useful marketing tool to promote the town
- a steering group will be established to progress this project
- discussions are to take place with Brakspear regarding working together to produce the walks leaflets as they also are investigating walks which incorporate their pubs
- also discussions are continuing with TOE2 re future help with this project

**100. SPORTS INITIATIVE – HENLEY AND MARLOW OLYMPICS**

The Committee received and noted an update from the Chairman regarding proposals for a sports initiative, which forms part of the Corporate Plan for this Committee for 2016/17 as follows:-

- the Mayor of Marlow has accepted the challenge of a Henley and Marlow Olympics
- the aim is to incorporate as many sports as possible
- the date for the events is May 2017 over one of the Bank Holiday weekends
- lists of key contacts are being compiled
- a cross-town working group to be established
- this provides a real opportunity to raise the profile of Henley and Marlow’s sports clubs

**101. GRASS CUTTING**

The Committee received and considered a report regarding the principle of the Parks Service undertaking additional grass cutting on a contract basis for community groups following an approach from Badgemore School.

The Committee noted and considered the following from the report:-

- this is the first external contract the Town Council has considered (apart from the Oxfordshire County Council grass cutting contract) for the Parks Service to undertake.

- Badgemore School is inviting quotes for the work of which the Parks Service would be one
- approx 13 cuts would be required a year (weather depending) at approx 2 hours per cut
- the work would be undertaken by the Parks staff outside of normal working hours for which the staff would be paid a specified hourly rate, which together with on costs would be covered by the charge
- the Parks Manager would ensure that this undertaking does not interfere with the staffs other employment duties
- any additional/occasional works is charged separately
- the charge is suggested as the labour costs, plus on costs (use of Town Council equipment etc) plus 15 %

The Committee discussed the proposal and the following comments were made:-

- the Town Council should support initiatives like this to help community groups
- this will benefit the Town Council/Parks Service also and there could be potential for further development
- Badgemore has undergone considerable development recently with a large building programme and becoming an accredited Forest School – a member described their achievements as inspirational and felt there were opportunities for the Town Council to work with the school
- a member queried of a 15 % charge rather than a flat rate charge

After further discussion the Committee **RESOLVED**

**that representatives of Badgemore School be invited to meet with members of the Committee to advise of their recent expansion and achievements and how the Town Council can work with the school to benefit the town and all schools in the town**

It was also **RESOLVED TO RECOMMEND**

**that the Town Council approve the principal of the Parks Service staff undertaking grass cutting /grounds maintenance contracts provided that the day to day running of the Parks Service operations is not compromised**

**that the charge be at the level of cost covered and no additional charges and the Town Clerk, Accountant and Parks Manager be given delegated powers to negotiate the contract**

## **102. MAKINS RECREATION GROUND**

- i. The Committee received a request from the Gainsborough Residents Association (GRA) to take ownership of an information board re Sir Paul Makin and how the Recreation Ground was donated to the town. It is intended the information board will be located on the grass verge next to the stone memorial by the middle steps to Makins.

After discussion it was **RESOLVED TO RECOMMEND**

**that the Town Council take ownership of the information board to Sir Paul Makins**

- ii. The Committee received and considered a request from the Gainsborough Residents Association to hold a tea party on Makins Recreation Ground for residents of the Gainsborough Estate and The Close on Saturday 14 May 2016 to celebrate the 90<sup>th</sup> birthday of Her Majesty Queen Elizabeth II.

After discussion it was **RESOLVED TO RECOMMEND**

**that permission be given for the Gainsborough Residents Association to hold a tea party on Makins Recreation Ground on Saturday 14 May 2016 to celebrate the 90<sup>th</sup> birthday of Her Majesty Queen Elizabeth II**

- iii. The Committee received and considered a permission to give permission to the Gainsborough Residents Association to light the gas fired beacon at Makins on the evening of Saturday 14 May 2016. The GRA to staff and manage the event subject to a risk assessment being carried out.

After discussion it was **RESOLVED TO RECOMMEND**

**that permission be given for the Gainsborough Residents Association to light the gas fired beacon on Makins Recreation Ground on Saturday 14 May 2016 to celebrate the 90<sup>th</sup> birthday of Her Majesty Queen Elizabeth II subject to the Town Clerk approving the risk assessments, insurance requirements etc**

bw

Chairman