

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk



COUNCIL OFFICES
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COUNCILLORS ARE HEREBY SUMMONED TO A MEETING OF THE RECREATION AND AMENITIES COMMITTEE

to be held on

**TUESDAY 18 MARCH 2014
AT APPROXIMATELY 7.30 PM
FOLLOWING THE PRECEDING PLANNING MEETING
(WHICH COMMENCES AT 6.45 PM)**

in

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

A handwritten signature in black ink that reads 'Mike Kennedy'.

Mr M Kennedy
Town Clerk
12 March 2014

MEMBERSHIP:

The Chairman, Councillor Mrs J Wood
The Vice Chairman, the Deputy Mayor, Councillor M Akehurst
(ex-officio)
The Mayor – Councillor S Gawrysiak (ex-officio)
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor Miss K L Hinton
Councillor I Reissmann
Councillor D Silvester

Members are reminded to sign the attendance book.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. TO RECEIVE DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.

3. PUBLIC PARTICIPATION SESSION

TO RECEIVE questions or statements from members of the public. The following rules shall apply:

1. You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
2. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
3. All speeches shall last for no more than 2 to 3 minutes.
4. If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
5. If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
6. The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
7. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
8. Questions which require the disclosure of exempt or confidential information will not be answered.
9. The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. MINUTES

- i. **TO APPROVE** the minutes of the meeting held on 4 February 2014 (previously circulated).
- ii. **TO RECEIVE AND CONSIDER** the minutes of the Henley in Bloom and Civic Pride Sub Committee held on 14 February 2014 (see attached).
- iii. **TO RECEIVE AND NOTE** the notes of the Jubilee Park User Group held on 26 February 2014.

5. HENLEY HOCKEY CLUBHOUSE

TO RECEIVE AND NOTE the Henley Hockey Club have asked the Town Council for permission, as landlord, to make alterations to their Clubhouse (see below). The Henley Hockey Club are mindful that there are discussions regarding re-locating the Clubhouse but these are in early stages and the improvements below are required sooner rather than later.

The lease states the landlord should not "unreasonably withhold consent" re these matters and therefore **APPROVAL** is recommended.

- The floor in the clubhouse where we intend laying a wooden type floor
- Skimming the ceiling and putting in new lights
- Completely renovating the existing kitchen

6. **BUDGET**

TO RECEIVE, CONSIDER AND NOTE the management accounts to January 2014 (see attached).

7. **PROGRESS REPORT**

TO CONSIDER the progress report (see attached).

8. **TODDLER PLAYGROUND – MILL MEADOWS**

TO RECEIVE AND CONSIDER the notes of the Toddler Playground Advisory Group held on 25 February, 10 March and 11 March 2014 (see attached) and to **RECOMMEND** to Full Council which contractor should undertake the works, subject to budget approval by the Finance Strategy and Management Committee.

Please note the plans for each proposal are available in the Council Offices for viewing and will be brought to the meeting.

bw

Mr M Kennedy
Town Clerk
12 March 2014

Present: The Chairman, Councillor Miss K Hinton
Councillor Mrs E Hodgkin
Councillor Mrs P Phillips
Mr D Eggleton
Ms M Francini
Mrs C Langler
Mrs M Taylor

In attendance: Mr G Bartle – Parks Services Manager
Mr K Bishop – Senior Park Warden
Mrs B Walker – Minute Taker/Committee Administrator

Mr M Dodds – Henley in Transition

58. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs J Wood and Mr S Khan.

59. DECLARATIONS OF INTEREST

None.

60. PUBLIC PARTICIPATION SESSION

None.

61. HENLEY IN TRANSITION – TREE PLANTING PROGRAMME

The Sub Committee received a report from Mr Malcolm Dodds, Chairman of Henley in Transition and the Chairman welcomed him to the meeting and invited him to the table.

Mr Dodds thanked the Committee for inviting him to the meeting and for providing the opportunity for Henley in Transition (HiT) to work with the Henley in Bloom Committee. Mr Dodds referred to his report, which was circulated with the agenda, and outlined HiT's long term project of "greening" Henley in order to help improve the quality of the environment of the town and ultimately to improve its air quality, by the careful planning and management of trees, hedges, bushes and wild flowers throughout the town.

HiT is already working with the Henley Wildlife Group and Henley Town Council on such projects as the wild flower areas on the grass bank of the Greys Road and Tilebarn Wood. HiT would like to propose working with Henley in Bloom on an additional two projects as follows:-

- an ambitious project designed to increase the number of trees on the Gainsborough Estate
- to encourage the planting of trees, particularly fruit trees, by selling fruit trees to homeowners for £15 each and also to plant fruit trees on road verges, odd corners and treeless streets around Henley – bearing in mind the locations needed to be carefully chosen due to dropping fruit

Mr D Eggleton offered to help co-ordinate the project to plant trees on the Gainsborough Estate and liaise with residents. He was mindful that the location of

the trees need to be carefully chosen in order to retain views, minimise damage by roots, public liability insurance implications etc. Leaflets would be required to deliver to each house to explain the project and include an application form.

Areas for tree planting within Gainsborough and around the town were considered and a number of locations were suggested as follows:- near the pram walk, by the proposed skatepark, the Station Car Park and the Newtown Estate.

It was noted there would be a charge for each tree and further discussions would be required in order to consider costs, subsidies etc.

Mrs M Taylor asked to be informed of progress in order for the project to be included in the portfolio.

After further discussion it was **RESOLVED**

that Councillor Miss K Hinton, Mr D Eggleton and Mr M Dodds meet to progress the Henley in Transition's project of tree planting on the Gainsborough Estate in partnership with Henley in Bloom and the Gainsborough Residents' Association. Items to be discussed to include the production of a leaflet, who will distribute the leaflet and the cost of the trees.

Mr M Dodds left the meeting at 10.20 am.

62. MINUTES

The Minutes of the Henley in Bloom / Civic Pride Committee meeting held on 16 January 2014 were approved and signed by the Chairman as a true record.

63. PROGRESS REPORT

The Sub Committee noted all items being progressed are included on the agenda.

64. BUDGET UPDATE

The Sub Committee received and noted the budget report.

65. PROJECTS AND EVENTS FOR 2014

- i. The Chairman provided updates on projects for 2014 and included information gleaned from the Britain in Bloom seminar (item 10 on the agenda) as follows and the following comments were made:-
 - **the Reading Road roundabout** – following a meeting with Mr Miles Watson-Smyth of Windowflowers Limited a number of matters were raised:-
 - a complete re-design of the roundabout may not be possible in time for this summer
 - as an interim measure the roundabout could be cleared and the area seeded with a mix of poppies with either a central feature (eg assortment of trees) or a border to commemorate the start of the First World War. However this suggestion was not supported as the display would be short lived and the roundabout may look unappealing before and after the display. Also the poppies may self-seed and grow in subsequent years
 - the roundabout could be left as is for this year and poppies planted amongst the grass. The area could then be mown before they self-seed.

- a rural scene/tableau could be designed with a topiary, bench, sheep etc and possibly incorporating the phone box (permissions would need to be sought). The relevance of a rural scene was questioned however Henley is surrounded by countryside.
- a theme based on the river should also be considered
- **Singers Park** - Windowflowers have provided a quote for the replacement of the two large pots by the river at Singers Park, one of which was pulled into the river and the other is frost damaged. The quote is for supplying a pair of previously used 1000mm diameter roto-moulded pots painted matt black at £60 nett each, plus £50 each to fill with compost and planting with a central permanent evergreen feature plant. The maintenance of these planters form part of the Town Council's Horticultural Contract and this maintenance would be re-instated.

The Sub Committee **RESOLVED**

that two 1000 diameter roto-moulded pots painted matt black be purchased from Windowflowers at a cost of £60 each plus vat. The pots to be filled with fresh compost and planted with a central permanent evergreen feature plant at a cost of £50 nett each. Total £220 plus vat.

- **Planter by Bridge** – Windowflowers have a suitable planter for locating in the right hand side of the bridge on the Berkshire side as you enter Henley – a matt black, quadrant shaped decorative planter with LH embossed in the centre. The loan of the planter filled with compost with a single evergreen permanent feature plant is £50. To be seasonally planted and fully maintained (including the loan of the planter is £4 per week (£208 per annum) – the aim would be to find a sponsor to cover the cost of the maintenance.

The Sub Committee **RESOLVED**

that, subject to permissions and a finding a sponsor, the loan of a quadrant shaped decorative planter be arranged to be located on the right hand side of the bridge on the Berkshire side as you enter Henley. The cost for filling the planter with compost and providing a single evergreen feature plant is £50 plus vat. Weekly maintenance is £4 a week (£208 per annum).

- **New Street Slipway** – 7 of the 8 containers were washed away by the floods when the river levels recently rose so quickly. These form part of the Horticultural Contract. The Accountant is investigating the replacement of the containers and feature planting forming part of the claim to the Council's insurers for recent flood damage. It was noted the plant pots may be retrieved once the waters recede. Members agreed these planters should be replaced as they are a feature of this area.
- **Hanging Baskets** – the colours of the hanging baskets for 2014 were discussed and it was felt the yellow/gold and white/light petunias

which were in last year's basket should not be repeated for 2014. It was felt the baskets should consist of vibrant colours eg reds, blues, purples and pinks.

Committee Administrator to advise Windowflowers the preferred colours would be vibrant eg reds, blues, purples and pinks with no yellow/gold or the white/light petunias featured last year.

Cost of Hanging Baskets for 2014 – Mr Watson-Smyth advised the cost of the hanging baskets for 2014 will be £45.50 plus vat each which is an increase of approximately 1% - the cost for 2012 and 2013 was £44.75 plus vat.

The Sub Committee considered the cost to charge for a hanging basket and **RESOLVED**

that the charge for hanging baskets for 2014 should be £50 plus vat for 1 basket (£60 inc vat) and £97 plus vat for 2 baskets (£116.40 inc vat) and that orders for 10 or more should be at the cost price of £45.50 plus vat (£54.60 inc vat)

- **Manning UK Bed by the bridge** – during discussions with Mr Watson-Smyth it was noted the decorative hedging in the bed had grown tall and the flowers were not as visible as they could be. Mr Watson-Smyth agreed taller planting is required eg blue salvias although he would investigate yellow planting in line with the gold theme. It was noted this bed is located under a tree and therefore not all plants types will thrive in this area.
- **Living/Green Wall** - Mr Watson-Smyth is formulating a method and quote for a living wall on the Pavilion, which will be presented to the next meeting.

Councillor Mrs Phillips advised she has a contact at John Lewis regarding the green wall at Waitrose in Bracknell and will contact them to discuss advice/support.

Councillor Mrs P Phillips to contact John Lewis Partnership regarding the green wall at Bracknell and to seek support/advice.

- **It's Your Neighbourhood** – Mr D Eggleton confirmed that Gainsborough Estate would be registering for the Thames and Chilterns in Bloom It's Your Neighbourhood scheme and was assured of the support of the Henley in Bloom Sub Committee.
- **Celebration Beds – Mill Meadows** – the theme for 2014 was considered and the following suggestions were made (either or combined):-
 - celebrating the 50th Anniversary of Keep Britain Tidy, which was started by Lady Brunner of Greys Court
 - celebrating "Pollinators" including planting of snapdragons (antirrhinums). The beds could be planted in a way that the whole bed from above looks like one flower with a bumble bee or other pollinating sculpture at the centre. The Chairman advised there was a presentation dedicated to the pollinators

at the seminar, which highlighted the wide variety of pollinating insects eg flies.

It was noted that Mr M Sheldrake of Toad Hall Garden Centre would need to know the theme and planting by mid to end of February to ensure he can provide the plants.

Action: The Chairman to liaise with Mr M Sheldrake re the theme, planting plan and planting for the Celebration Beds for 2014 by the end of February.

ii. The Chairman gave an update on the Community Bed scheme and Schools in Bloom following a meeting with Mr Sheldrake of Toad Hall Garden Centre as follows:-

- **Community Bed** – Ms M Francini informed members of how the scheme to encourage local people to grow plants for a community bed in Henley could work. A pack, including seeds, seed tray, compost and small flower pots, fact/instruction sheet could be offered in return for donating some of the plants to a community flower bed, the remainder could be kept by the participant. It is hoped it could encourage people who have not grown plants from seed before to “have a go”. Mr M Sheldrake of Toad Hall Garden Centre has offered to donate a selection of seeds from his stock, provide a number of seed trays and pots and sell the compost to Henley in Bloom at cost.

The packs could be made available on one or two particular days from a stand in the Market Place or Gainsborough Estate for instance, in return for recipients agreeing to provide their email address in order that progress on the plants could be ascertained. It is hoped the scheme could be promoted by the local media.

The scheme would require volunteers from the Sub Committee to man the stall. At this stage there is no indication of the how successful the scheme would be and therefore of the start-up costs/requirements. It was recognised it may be limited in its first year but it is hoped it could grow year on year as the scheme becomes more well-known.

The plants could be planted in a designated flower bed, for example a bed could be created on the grass area between the Adventure Playground and the towpath, with a temporary sign indicating the project and possibly the contributors.

The packs would need to be on offer in March to allow time for the seeds to grow sufficiently to plant out in May. It was suggested the pack could also be available and promoted during the “Create Festival” weekend which is being held on 29 and 30 March.

- **Schools in Bloom** – the Chairman reported that it had been emphasised at the Britain in Bloom seminar the importance of interacting with schools and members discussed a number of ideas as follows:-
 - **Community Planting and Schools in Bloom** - An associated scheme could be run involving schools with a fact sheet aimed at children. Seeds could be provided to encourage children to

grow seeds in recycled containers eg the bottom half of a plastic milk carton and the containers could be decorated. The plants could be planted within the schools or in the community bed and could be combined with a competition eg tallest sunflower or best decorated container.

- **Forestry Schools** - Trinity Pre-School (a registered charity) has initiated a Forest School project and has been working with the Henley Wildlife Group and Henley in Transition to clear a small piece of overgrown, wooded land, owned by Trinity Church, to provide an "outdoor classroom". The Forest School project is a national initiative and aims to teach children outdoor and survival skills eg an awareness of the outdoors, nature observation and investigation, conservation, building shelters, compass skills etc. The site would also be used by Trinity School. The Mill Meadows Nursery is also in the process of establishing a Forest School scheme. The Pre-School is fundraising to buy equipment required eg a wooden storage box, tarpaulin to create a shelter. Henley in Bloom could support this project as part of its Schools in Bloom/Community Participation initiative by helping to volunteer to clear the site and make a donation to purchasing equipment. The area could be included either in the Judges' tour, the portfolio or the presentation to demonstrate Community Participation and engagement with children.

It was suggested, in order to be fair to all schools, the process should be that individual schools/pre-schools apply to Henley in Bloom for assistance.

It was noted that all the Schools in Bloom projects could be incorporated in one poster and circulated to schools and pre-schools.

After further discussion it was **RESOLVED**

that up to £300 is allocated from the Henley in Bloom budget for the Community Planting scheme and the Schools in Bloom scheme to initiate and progress these projects

- iii. The Committee considered the following events for 2014 as follows:-
 - **HiT Litter – Saturday 5 April 2014** - the Chairman advised it had been suggested that the meeting place to collect and return the equipment (litter pickers, bin bags, hi-vis jackets etc) be the Christ Church Centre, Reading Road. Soup, tea and coffee can then be offered to participants. The start time to be 10 – 10.30 am and soup, tea and coffee to be available from 12 noon to 1 pm.
 - **Henley in Bloom Garden Competitions** – members considered who should judge the competitions and the following were suggested:-
Front and Back Gardens – Councillor Miss K Hinton, Mrs C Langler and Mr D Eggleton It was suggested Mr M Jex if he would like to join the judging team for either. Councillor Mrs J Wood to be asked also which she would like to judge.

Mrs M Taylor to be notified of judging dates in order to take photos.

- iii. The Committee considered the following projects in partnership with the Henley Wildlife Group:-
- **Seed Collection on Mill Meadows** – the project aims to increase the number of wildflowers in Mill Meadows and would involve the collection of seeds from wild flowers and some of which would be sown at Marsh Meadows and some propagated and the seedlings planted at Marsh Meadows.
 - **Greys Road verges** – the Parks Service, in partnership with the Wildlife Group, will be planting a native wildflower mix on Greys Road and an exotic continental wildflower mix (which may look out of place in a managed environment) will be sown in areas around the town that are not formally managed
 - **Bat Survey** – members considered supporting the Henley Wildlife Group in progressing a bat survey at Mill Meadows as a conservation initiative. The total cost of the survey is just under £1,000, however it was felt that in the first instance the Mill Meadows Sub Committee be given the opportunity to consider supporting this initiative.
Post meeting note – the Henley Wildlife Group are applying to the Town Council for a grant to undertake this survey.

66. TWINNING SIGNS

The Sub Committee received costs regarding a sign for the twinning beds at Mill Meadows that would provide information on Henley's twin towns. The company who has quoted is the same company that South Oxfordshire District Council used for the information board on the towpath by the Adventure Playground, and the artwork will be in the same style. The sign is lectern style and A2 size, the legs to be painted powder coated green and is £381 plus the art work (approx. £420) plus delivery and vat, and therefore is over the £600 already allocated from the Henley in Bloom budget.

After consideration the Committee **RESOLVED**

to purchase a lectern style information boards at an approximate cost of £800 plus delivery

67. SPONSORSHIP

Ms M Francini gave an update on sponsorship and the production of a Henley in Bloom beer as follows:-

- **Sponsorship Evening** – member discussed a possible date for the sponsorship evening – the date will be confirmed at the next meeting. It is planned to host the evening in the premises which brews the beer – see below.
- **Henley in Bloom beer** – Mrs M Francini updated the Committee regarding the brewing of a Henley in Bloom beer and made the following comments:-
 - the beer would be brewed in Henley and would form part of the heritage aspect of the In Bloom entry eg bringing brewing back to Henley and also participation with local businesses
 - the Henley Brew House and the Bull (Brakspears) have shown interest – both have the facility to brew in their premises. Both premises could host the proposed sponsorship evening

Members were pleased to hear there was enthusiasm for this project and felt, although it would not raise a lot of money, it would promote Henley in Bloom in new

areas. A donation per pint would be made to Henley in Bloom – the figures to be confirmed. It was also noted Brakspears would be able to offer the beer to more Henley pubs and would be able to run a marketing campaign. It was also felt their logo, a bee, was particularly apt considering the emphasis on pollinators this year.

After discussion the Sub Committee **RESOLVED**

that Brakspears be asked to brew a beer for Henley in Bloom

68. GARDENING BUDDIES

Councillor Mrs E Hodgkin reported that a schedule of works/projects for 2014 will be circulated.

69. ALLOTMENT ASSOCIATION

Ms M Francini informed the Committee there are no matters to report.

70. DATE OF NEXT MEETING

The date of the next meeting is Thursday 27 March 2014 at 10.00 am.

The meeting closed at 12 noon.

bw

Chairman

**Notes of the Jubilee Park User Group
held on Wednesday 26 February 2014 at 10am
in the Committee Room at the Town Hall, Henley on Thames**

Present: Mr C Baker - Henley Hockey Club
Mr D Dickie – Henley Hockey Club
Mr D Hinke – AFC Henley
Mr T Howell – AFC Henley
Mr John Busby - Better/GLL, Acting General Manager, Henley Leisure Centre
Mr S Hercus – Regional Manager, Better/GLL
Mr P Shearman – Partnership Manager, Better/GLL
Mr N Roullier - 357 Reading Road
Mr M Kennedy – Town Clerk, Henley Town Council
Mrs B Walker – Note-taker, Henley Town Council

The Town Clerk welcomed everyone to the meeting and invited round the table introductions.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J Clarke, Shiplake College.

2. NOTES

The notes of the previous meeting held on 16 October 2013 were approved by the group and the following comments made:-

Page 1 – Item 2 - Additional Equipment – Mr D Hinke confirmed Mrs Karen Edwards had circulated information regarding the availability of the new equipment to primary schools in Henley. Members noted Mrs Edwards was leaving her post and the new head, once in position, should be contacted.

Page 1 – Item 2 – Hedging – the group was informed a meeting with representatives from Tesco, AFC Henley, HHC and GLL/Better had taken place and a list of works had been agreed including the clearing of the vegetation between the AWP (all weather pitch) and the car park to allow work on the floodlights, painting of the pedestrian crossing, improved lighting etc. Members noted the vegetation has been cut back between the AWP and the Tesco Car Park by Tesco's Maintenance Team however the cut vegetation had been left and the area needs clearing. It was noted it was Tesco's responsibility however, on this occasion, GLL offered to provide labour if the Parks Service was prepared to dispose of the vegetation.

Action: Mr P Shearman and Mr G Bartle liaise regarding the clearing of the cut vegetation in-between the AWP and the Tesco Car Park and that Tesco be informed of the action taken on their behalf.

It was suggested that the Town Council might be prepared to undertake this work on an agency basis.

Action: Tesco to be invited to consider an agency agreement for maintaining the boundary hedging/shrubs.

Page 1 – Item 2 – Litter – it was noted there has been no recent complaints regarding litter.

Page 1 – It was confirmed GLL/Better has a staff presence at Jubilee Park on Mondays.

Page 2 – Item 2 – Dugouts/Fencing – the Town Clerk reported a quote had been sought as requested at the last meeting to heighten the fence behind the dug-outs (owned by HHC) in order to prevent anyone climbing over the fence and landing on the dug-outs and potentially damaging them. The quote is £3,290. It was confirmed there had been one instance of damage to the dug-outs. It was unlikely that either the Town Council or GLL/Better would want to spend this amount of money on fencing to protect the dug-outs which are assets of HHC. Removing the dug-outs when not in use was suggested however they are bolted to the ground, used all year round and storage would be a problem.

It was noted people are accessing the grass pitches via the undergrowth alongside the railway line at the far end of the AWP and it was suggested a length of fence blocking this access off may prevent people entering the grass pitches and therefore the potential to climb over the fence into the AWP.

Action: Access to the grass pitches via the undergrowth next to the railway line be prevented by erecting additional fencing.

Page 2 – Item 2 – Pedestrian Crossing – Tesco had agreed to re-paint the pedestrian crossing, increase lighting etc however this has not taken place.

Action: Tesco be asked when the pedestrian crossing is to be re-painted and lighting increased etc.

Page 2 – Item 2 – Gates – it was noted the 5 bar gate which provides access to the grass pitches for emergency services, equipment for mowing the pitches and the catering vehicle is in need of repair.

Post meeting note – the Parks Services installed a new gate post in October 2013.

Action: AFC Henley and Parks Services to liaise on works required.

Page 2 – Item 4 – Floodlights - it had been confirmed by GLL that work on the floodlights has taken place and all but one light is working and this should be repaired by the end of this week. The repairs have involved more work than first envisaged. Members noted the floodlights were now quite old and there should be a contingency fund set up for their replacement in the future and there may possibly be section 106 money available in the future.

Action: The Town Clerk to raise the financing of the replacement of floodlights in the future with the Town Council.

Mr C Baker informed members of the upcoming match between the GB Ladies team against the HHC Mens 1st XI on the evening of Tuesday 18 March 2014 and it was essential that the lights are in full working order for this match. GLL/Better confirmed the area would be inspected prior to the match to ensure everything was in order.

3. OPERATIONAL/FACILITIES MATTERS

Floodlights – as discussed above

HHC Clubhouse – Mr C Baker informed members the Clubhouse required works eg the kitchen needs refurbishing, a new floor and new lights. This work is required and can not wait until the proposed new Clubhouse is built and the HHC will be asking for permission from the Town Council, as landlord, to carry out this work.

4. HEALTH AND SAFETY ISSUES

Mr C Baker reported the vegetation by the Fire Escape (next to the Clubhouse) has been cleared.

5. **KPIs**

Better/GLL reported most demand for the AWP is from clubs and therefore is highest on weekend days and the weekday evenings (and is seasonal). It is more challenging to find bookings for daytime use however there has been an increase in bootcamp, personal trainer bookings.

6. **PARTNERSHIP WORKING/SPORTS DEVELOPMENT**

AFC Henley/HHC - AFC Henley and HHC confirmed they are in regular contact.

GLL Sports Foundation - Mr S Hercus informed the Committee of the GLL Sports Foundation which supports individual sportsmen and women - the closing date for nominations for 2014 is the end of March.

SODC/Vale of White Horse Contract - Mr Hercus confirmed GLL/Better are one of the final 2 companies being considered as managers of the sports facilities for the South and Vale District Councils. Should they lose the contract they would no longer manage the Henley Leisure Centre and Jubilee Park would be manned/administered from Rivermead in Reading (8 miles away). Who the contract is awarded to is due to be announced in April.

Future Development of the 357 Reading Road site – the Town Clerk introduced Mr Nick Roullier of 357 Reading Road

Mr Roullier introduced himself and stated he has an interest in 357 Reading Road. He explained he would be interested in being part of the development of a future clubhouse at Jubilee Park eg providing a gym and treatment rooms however was unsure if the proposed building would be large enough. As the plans are at a very early stage there is no definitive answer to this question however a number of points were raised:-

- if the building is a one storey or one and a half storey building there is unlikely to be space however there maybe if it is a two storey building
- there are already 3 gyms in Henley and there may not be a market for a fourth

It was acknowledged AFC Henley and the HHC should list what they believe their requirements are for a new building and a feasibility study should be undertaken.

Action: AFC Henley and the HHC to write to the Town Clerk informing him of their requirements eg number of changing rooms, social rooms etc for the proposed new building and a feasibility study undertaken.

Mr Rouillier also spoke to the Committee regarding his vision of a sporting strategy for Henley encompassing existing and proposed sports clubs in the town. He felt a unified approach to sport, with shared facilities, could benefit everyone. A lengthy discussion ensued and various sites around the town and interested parties were identified.

7. **ANY OTHER BUSINESS**

AFC Henley informed GLL/Better that the edge of the AWP may need some attention as some grass tufts are growing through the AWP surface.

Action: GLL/Better to inspect the edge of AWP for grass growing through the surface.

AFC Henley asked GLL/Better if an electrical socket could be spurred off the electricity point by the AWP for use by AFC's catering van and for temporary lighting in the storage facility.

Action: GLL/Better to investigate the feasibility and costs of providing a socket for the use of AFC Henley.

Mr P Shearman advised that GLL/Better are offering preferential membership rates for users of Jubilee Park and their families and asked that AFC Henley and HHC inform their membership. The contact details are Mr John Busby at the Henley Leisure Centre - 01491 577909 or John.Busby@GLL.org

Action: AFC Henley and HHC to inform their membership of preferential rates for joining the Henley Leisure Centre.

8. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 11 June 2014 at 10 am.

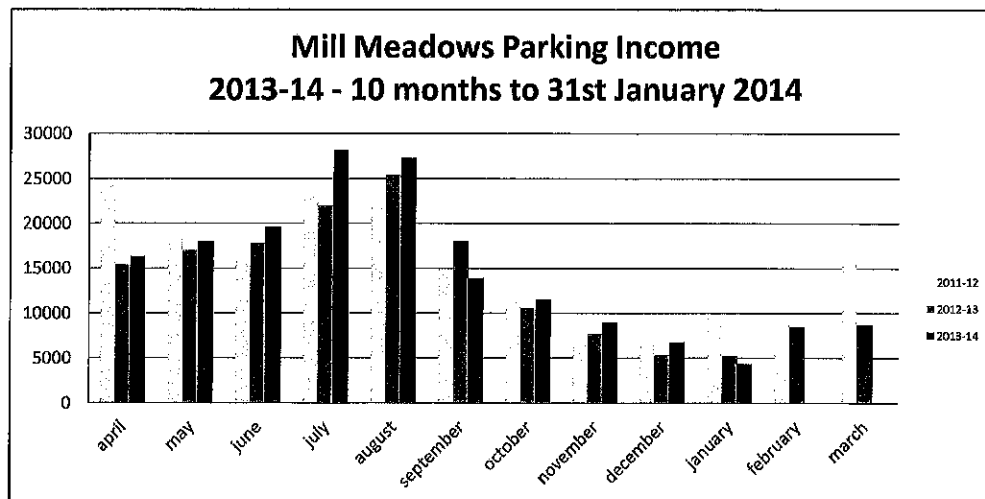
The meeting closed at 11.30 am.

bw

Chairman

£'000	Note	Actual Month 10 January 2014	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
River						
Car Park expenses		9.8	10.5	9.4	8.1	(1.1)
Car Park Maint per Pro-active maint schedule		0.0	0.0	0.0	8.0	0.0
Mill Lane Car Park		0.3	0.3	0.0	0.0	(0.3)
Mill Lane Car Park per Pro-active maint schedule		0.0	0.0	0.0	0.0	0.0
MM Car Park resurfacing costs/garage maintenance		0.0	0.0	0.0	15.4	0.0
Toddler Play Area refurb, planned maintenance		0.0	30.0	30.0	0.0	0.0
Moorings White Hart/Thameside, planned maint		2.7	2.7	5.0	0.0	2.3
Red Lion Lawn		0.0	0.0	0.0	22.7	0.0
Bandstand costs per maintenance schedule		0.7	0.7	0.0	0.0	(0.7)
Bandstand costs - other		3.9	4.1	4.8	0.5	0.7
Deck chairs, costs		2.6	2.6	2.5	0.0	(0.1)
Less: deck chairs income		0.0	0.0	(2.0)	0.0	(2.0)
River expenses - environment agency exp		3.3	3.3	4.0	3.2	0.7
Little White Hart Moorings rates		2.8	2.8	2.9	2.7	0.1
Total River Expenditure		26.2	57.0	56.6	60.6	(0.4)
Less Income						
Moorings - Temporary		(21.8)	(22.0)	(17.0)	(16.7)	5.0
Moorings - J Hooper		(11.3)	(11.7)	(12.0)	(10.5)	(0.3)
Permanent Moorings - White Hart		(10.5)	(10.6)	(16.6)	(17.8)	(6.3)
- Mill Meadows		(14.4)	(15.0)	(15.0)	(14.4)	0.0
- River Terrace		(6.5)	(6.5)	(6.6)	(5.6)	0.9
Salter Bros.		(0.9)	(1.0)	(1.0)	(0.9)	0.0
Mill Meadows Car Park (see chart below)		(164.8)	(170.0)	(170.0)	(161.6)	0.0
Total River Income		(220.2)	(236.7)	(237.4)	(227.5)	(0.7)
Net (Income) River		(194.1)	(179.7)	(180.8)	(166.9)	(1.2)
Pavilion						
Electricity (see recharges from 2012/13 below)		5.0	7.0	5.5	7.5	(1.5)
Water, excl toilets		0.5	0.6	0.6	0.6	0.0
Rates after refund for earlier years		1.5	1.5	3.7	2.5	2.2
Insurance		0.6	0.6	0.6	0.6	0.0
Misc/Maintenance/Cleaning mats		2.1	3.5	3.5	3.5	0.0
Pavilion maintenance per Pro-active schedule		0.0	0.0	0.0	5.5	0.0
Lift Maintenance		0.5	1.0	1.0	0.6	0.0
Public Toilets, normal upkeep incl water		10.2	12.0	12.0	10.3	0.0
		20.3	26.2	26.9	31.3	0.7
Less Income						
Mill Meadows Nursery rent		(12.0)	(12.0)	(12.3)	(12.0)	(0.3)
MM Nursery recharge of services/electricity		(4.0)	(5.0)	(6.5)	(8.0)	(1.5)
Bowling Club £100pa + electricity/water recharged		(1.3)	(2.0)	(1.5)	(3.6)	0.5
		(17.4)	(19.0)	(20.3)	(23.6)	(1.3)
Net Cost Pavilion		2.9	7.2	6.6	7.7	(0.6)
Gardens						
Flower Beds		29.6	34.0	34.0	32.1	0.0
Henley in Bloom, incl £5k for National Competition		21.0	21.0	13.0	8.2	(8.0)
		50.5	55.0	47.0	40.3	(8.0)
Income offset						
Henley in Bloom		(15.7)	(16.0)	(8.0)	(8.2)	8.0
Net Cost Flowers		34.8	39.0	39.0	32.1	0.0
Cemetery						
General maintenance		1.5	2.0	2.0	1.8	0.0
Utilities		2.0	2.3	3.0	2.3	0.7
Insurance of Chapels		0.2	0.2	0.2	0.2	(0.0)
Repairs to redundant Chapel per maint sch		0.0	2.0	1.0	0.0	(1.0)
Repairs to main Chapel per maint schedule		0.0	14.0	0.0	0.2	(14.0)
		3.7	20.5	6.2	4.6	(14.3)
Income offset						
Cemetery Fees		(25.5)	(35.0)	(35.0)	(43.8)	0.0
Net Cost / (Income) Cemetery		(21.7)	(14.5)	(28.8)	(39.2)	(14.3)
Sports Centre						
Insurance on part not rented out		0.9	0.9	0.4	0.4	(0.5)
Management Contract		17.6	17.6	18.0	17.1	0.4
Repairs & Improvements		0.5	1.5	3.0	1.8	1.5
Provision for new astroturf 2023/24		16.7	16.7	16.7	16.7	0.0
Maintenance per Pro-active schedule		0.0	0.0	0.0	2.5	0.0
Cost Sports Centre		35.8	36.7	38.1	38.5	1.4

£'000	Note	Actual Month 10 January 2014	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
Allotments						
Admin Grant		0.4	0.4	0.4	0.4	0.0
Maintenance		0.1	1.3	1.5	0.1	0.2
Water		0.8	1.0	0.5	0.3	(0.5)
		1.3	2.7	2.4	0.8	(0.3)
Income offset						
Allotment Rents		(4.1)	(4.2)	(4.1)	(3.6)	0.1
Net Cost/(Income) Allotments		(2.8)	(1.5)	(1.7)	(2.8)	(0.2)
Litter						
Litter- General		11.5	12.5	12.5	10.3	0.0
Litter- Dogs		1.1	1.5	1.5	1.5	0.0
Net Expenses Litter		12.6	14.0	14.0	11.8	0.0
Grasscutting						
Grasscutting expense - verges/amen areas		0.0	0.0	0.0	0.0	0.0
Income offset						
OCC grass cutting recharge		(8.6)	(8.6)	(8.6)	(8.6)	0.0
Net Expenses Grasscutting		(8.6)	(8.6)	(8.6)	(8.6)	0.0
Christmas Festivities						
Christmas Festivities - expenses		12.6	10.5	10.5	10.0	0.0
Income offset						
Christmas Festivities - stalls/sponsorship/trees		(13.0)	(4.0)	(4.0)	(3.7)	0.0
Net Expenses Christmas Festivities		(0.4)	6.5	6.5	6.3	0.0
Facilities Operation						
Wages etc.		148.9	180.0	202.0	176.8	22.0
Probation service cost £120 per week		4.9	6.0	5.0	5.1	(1.0)
Tools/Plant		5.0	5.0	5.0	6.4	0.0
Repairs & improvements		14.7	15.0	11.0	17.8	(4.0)
Maintenance, including benches		3.5	4.0	4.0	0.0	0.0
Amenity Area - other		9.0	10.0	10.0	11.4	0.0
40 Acre Field fencing, less:		0.0	0.5	0.5	0.0	0.0
Recharge grasscutting to Sue Ryder at Woodland Area		(0.6)	(0.6)	0.0	(0.2)	0.6
Vehicle Expenses, excl insurance		10.2	14.0	15.0	10.7	1.0
Vehicle & plant insurance		2.6	2.6	2.6	2.6	0.0
Protective Clothing / H&S		4.2	4.5	4.0	4.2	(0.5)
Telephone		2.4	2.8	2.0	2.5	(0.8)
Weedkilling		0.7	1.0	1.5	0.0	0.5
Knotweed (incl under weedkilling)		0.0	0.0	3.0	0.0	3.0
Trees		4.3	7.0	5.0	5.5	(2.0)
Gillotts Field		0.0	0.2	0.5	0.3	0.3
Freemans Meadow		0.6	1.1	1.1	0.3	0.0
Makins Recreation Ground		0.1	1.1	1.1	0.2	0.0
Expenses Facilities Ops		210.5	254.2	273.3	243.4	19.0
Net Committee Expenditure		68.9	153.4	157.4	122.4	3.8



**HENLEY ON THAMES TOWN COUNCIL
Recreation and Amenities Committee – 18 March 2014
Progress Report**

Minute Number	Subject	Progress
57 (10.12.13)	Makins Recreation Ground	SOHA have been asked if they would re-paint the pram walk, install a handrail and make any required repairs to the wall and surface. They are investigating costs etc and this Committee will be updated. SOHA are currently considering the future use of the land where the garages used to be, a decision will be made in April and this Committee will be informed.
63 (4.2.14)	Makins Skatepark	The planning application has been submitted to South Oxfordshire District Council, the decision target date is 21 April 2014.
55 (10.12.13)	Toilets Refurbishment Mill Meadows	The refurbishment is due to start on Monday 17 March 2014 and the expected completion date is Friday 16 May 2014
59 (10.12.13)	Tree Preservation Order	The Tree Preservation Order has been placed on the oak at Makins Recreation Ground

**Notes of the Toddler Playground Working Group
held on Tuesday 25 February at 9.30 am
Mayor's Parlour, Town Hall
Henley on Thames**

Present: Councillor S Gawrysiak – Chairman of the Mill Meadows and River
Sub Committee
Councillor Mrs J Wood – Chairman of the Recreation and Amenities
Committee
Councillor Miss K Hinton

In Attendance: Mrs B Walker, Committee Administrator

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mrs E Hodgkin and Mr G Bartle (Parks Manager).

2. **REFURBISHMENT – TENDER PROCESS**

The Mayor, Councillor S Gawrysiak, provided an update on the refurbishment of the toddler playground as follows:

- 2 consultation days took place on Saturday 18 January 2014 at the playground and Wednesday 22 January 2014 in the Market Place.
- questionnaires were distributed to local schools and nurseries (also available on-line via survey monkey)
- members were advised that in order to have a new playground installed by the beginning of the summer holiday 2014 a decision would need to be made in the current round of meetings (eg at Full Council on 1 April 2014) in order to allow time for the equipment to be ordered, manufactured etc
- Finance Strategy and Management will consider the funding of the project at its meeting on Tuesday 11 March 2014 to agree the level of expenditure and its impact capex
- 6 companies are tendering for the playground with tenders to be received by Monday 10 March 2014 at noon. 6 companies have been contacting the Town Council over the last 6 months regarding this project. Members felt 6 companies was a sufficient number of companies to be asked to provide tenders.
- tenders to be opened a short list drawn up and those companies be asked to attend a meeting and give a presentation of the Toddler Playground Working Group on Tuesday 11 March 2014
- the Toddler Working Group to make a recommendation to be considered by the Recreation and Amenities Committee on 18 March 2014

Members considered whether to advise the companies tendering of the proposed budget. Members agreed this new playground should be of a high standard with a design which would inspire children and would attract people to the area. It was therefore agreed the companies needed to know the proposed budget and it was **RESOLVED**

that the companies tendering for the Toddler Playground be informed that the proposed budget is up to £135,000

Members considered the criteria base for awarding the project including the following:- the design, play value, the longevity of the company, references should be sought, maintenance regimes, guarantees, practicalities of being in a public park.

3. DATE OF NEXT MEETING

The tenders are to be opened on Monday 10 March 2014 at 12 noon and the short listed companies to be invited to give a presentation on Tuesday 11 March 2014.

Chairman

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Notes of the Toddler Playground Advisory Group held on Monday 10
March 2014 at 12 noon Committee Room, Town Hall, Henley on
Thames

Present: Councillor S Gawrysiak
Councillor Miss K Hinton
Councillor Mrs J Wood

In Attendance: Mr M Kennedy – Town Clerk
Mr G Bartle – Parks Manager
Mr K Bishop – Parks Supervisor
Mrs N Taylor – Administrator/Minute Taker

1. **APOLOGIES**

Apologies for absence received from Councillor Mrs E Hodgkin.

2. **OPENING OF THE TENDER DOCUMENTS**

Tender Documents were received from the following companies:

Russel Leisure Ltd	£130,000.00
Play & Leisure	£126,200.00
Playdale	£130,000.00
Kompan	£129,994.25
Playtime	£130,000.00

3. **EVALUATION OF THE TENDER DOCUMENTS**

It was noted that the Park Service team would rather not have sand included in the play area, Members felt that metal rather than wood was the preferred material for the play equipment as it would last longer and better survive the flooding that happens in the area. Shade more than a shelter was also felt to be important.

The group evaluated the preferred tenders, having discounted 3 companies, taking into consideration the following criteria and marked them out of 10:

- Range of equipment
- Age suitability
- Durability
- Price
- Maintenance requirements
- Availability of references/guarantees
- Incorporation of consultation results/comments
- Wow factor

<u>Play & Leisure</u>	<u>Criteria</u>	<u>Kompan</u>
9	Range of equipment	8
8	Age suitability	8
9	Durability	8
9	Price	7
9	Maintenance requirements	5
9	Availability of references/guarantees	9
8	Incorporation of consultation results/comments	9
9	Wow factor	7
Total	<u>70</u>	<u>61</u>

4. **TO SHORTLIST THE TENDERS**

Play & Leisure and Kompan were shortlisted and are to be invited to provide a presentation during the morning of 11 March 2014 when a preferred contractor will be chosen. The preferred contractor would be Recommended to the Recreation and Amenities Committee, subject to budget approval by Finance Strategy and Management Committee on 11 March for approval by Full Council on 1 April 2014.

*Post Meeting Note: 9.15am Kompan (Mr Ray Parker)
10.30am Play & Leisure (Mr Jeff Williams)*

The Meeting closed at 1pm.

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Notes of the Toddler Playground Advisory Group held on Tuesday
11 March 2014 at 9.15 am in the Council Chamber, Town Hall,
Henley on Thames

Present: Councillor S Gawrysiak
Councillor Miss K Hinton
Councillor Mrs J Wood

In Attendance: Mr M Kennedy – Town Clerk

1. **APOLOGIES**

Apologies for absence received from Councillor Mrs E Hodgkin.

2. **PRESENTATIONS**

Two companies were shortlisted and invited to give presentations Mr Ray Parker – Kompan and Mr Jeff Williams – Play and Leisure.

Mr Ray Parker from Kompan was welcomed to the meeting. Mr Parker gave a brief overview of the company which was founded in 1970, is the world's number 1 playground supplier and has a £1.36 bn turnover world-wide.

Mr Parker's presentation included the following comments:-

- reference was made to Kompan's consultation that was undertaken on behalf of the Town Council earlier this year
- the equipment is made in the Czech Republic
- TCL undertake the installation in the UK
- spare parts are available on-line from the Czech Republic
- the design uses the "Learning Playground" technology
- the design concentrates on the 1 – 8 year old age range – taking into account the existing setting, spacial planning, variation of type of equipment and the different play types
- Kompan has engaged the local community to better understand what is required in terms of favoured activities including bright colours
- the design of the play space includes the resurfacing of the whole area as oppose to resurfacing around each product – if the latter had been chosen there would have been a saving of £10k however there would be weak points between the existing rubber surface and the new wet-pour in the absence of concrete edging
- red wet-pour fades in ultraviolet light
- areas have been created – "castle area" – the theme used is Hans Christian Anderson and includes a sand area.
- concerns regarding a sand feature were raised eg wild animals, transportation and sharps etc were acknowledged however sand remains the most popular feature in many playgrounds
- the sand area feature is placed on top of the wet-pour so if the sand area proves a problem it can be removed leaving wet-pour beneath. In Kompan's experience the benefits of sand and tactile play are huge,
- it is difficult to install a canopy area for shade so Kompan has provided a shelter
- exclusive smart playground using i-phone or i-pad technology enabling children and adults to interact through learning and play.

Following the presentation a question and answer session ensued as follows:-

- DDA compliance (only 3% relates to wheelchair users).
There are many forms of disability. All the equipment is DDA approved and includes different textures, accessibility, colours etc. It was highlighted that wheelchair roundabouts can exclude able-bodied children
- What would Kompan suggest instead of a sand area? Sand was not high on the list of equipment wanted during the consultation.
If the sand area is taken away a wet-pour area is left with nothing on it. The saving of removing the sand and membrane is approx. £1000 - the existing item could be retained in the wet-pour. Children want to experience the sensation of sand. Play areas should be checked on a daily basis. The Woodley experience is a good example of concerns being expressed regarding sand but none of the issues materialising in practice.
- Why have you provided a shelter in the design rather than a canopy? The location of the shelter will protect against the sun for longer. There could be problems with teenagers gathering at night. The area could become a gathering point for mothers and they may take their eyes off their children. It also takes up a lot of room.
The alternative to a shelter would be benches around the playground however this would not offer protection from the sun. The shelter in the design gives enough room for seating for mums and parking for buggies.

The timetable of installation would be:- start – mid-June, finish mid-July.

Parts are available within 7 days but could be within 24 hours.

Warranties – 5 years – wet-pour, 10 years – equipment.

Members thanked Mr Parker for attending who then left the meeting.

Mr Jeff Williams of Play and Leisure was welcomed to the meeting. Mr Williams gave an overview of Play and Leisure - a family run business which has been operating since 21 years. The turnover is £1.6 m and is based in Beckley in North Wales. The company fabricates its own equipment which is zinc coated (contracted out). Parts of the installation are subcontracted eg surfacing and groundworks by LPG, and wet-pour by Bounceback

During the presentation the following points were made:-

- Play and Leisure is a member of API
- their play equipment covers 0 – 14 years including outdoor gym equipment
- design based on the town's heritage and the play features could be flexible
- colours – tend to use primary and secondary colours
- any change could be incorporated after further consultation
- canopy could be included but it would be at the detriment to some of the play equipment provided. Play and Leisure tend not to provide this sort of canopy protection – the tendency is to make the play equipment as robust as possible with as little on-going maintenance as possible. The company has provided teen shelters in the past.
- all equipment complies with European Standards, Safety Standards and is DDA compliant (re basket swing and wheelchair accessibility)
- play area has been designed and is built in the UK
- the process would be to remove all the equipment but leave the existing "safety" surface behind and the new surface would be laid on top.
- the theme of the River Thames with "Rod Eyot" has been used
- the multi-use unit is called Thames (not after the river)

A question and answer session ensued and the following comments were made:-

- noise concerns regarding the basket swing were raised. *All equipment can be re-designed post-tendering. There would not be excessive charges re variations to the contract*
- *What is the time of the build? 4 – 6 weeks to arrive on site. Start work – mid-May, finish – end of June.*
- the play value of sand was acknowledged however the design was put together from the point of view of having minimum maintenance.
- the edging of the wet-pour would be precast concrete, however no provision has been made in the quotation. Bounceback would install the wet-pour unless they are otherwise engaged.
- a canopy could be provided over each bench to provide shade
- there could be some “wiggle” room on the price
- cycle racks have been provided outside the play area within the quotation
- the steel is guaranteed for 25 years, powder coat for 5 years
- wet-pour warranty for 5 years
- parts can be ordered with delivery time between 24 – 48 hours
- if galvanised equipment was required instead of powder coating it would add 2 ½% to the cost. Galvanised would give a pitted finish, powder coated would give a smooth finish. Galvanised not required in Henley as it is not near the sea with a salt atmosphere

Members thanked Mr Williams for attending who then left the meeting.

3. **CONSIDERATION OF THE TWO PRESENTATIONS**

Members discussed the presentations and the following comments were made:-

- a shaded area is required but not a shelter.
- Play and Leisure showed great interest in Henley, were price sensitive and would adapt their design.
- Kompan is flexible in their range of equipment if required (eg removal of sand pit and shelter).
- Play and Leisure equipment is traditional and functional. Kompan's equipment is more “exciting”. There was concern re the basket swing and spin/climbing could lead to toddlers running in front of them and causing injury. Play and Leisure has provided twice as many swings as Kompan
- greater play value in the Kompan design
- 8 year olds may not be attracted to all the items in the Kompan proposal

Councillor K Hinton preferred Play and Leisure, Councillor S Gawrysiak preferred Kompan and Councillor Mrs J Wood required more time to decide but felt both had wow factor.

Members considered the two proposals against certain criteria taking into account the tender information at the short-list stage and the presentation stage and scored each as to whether they were equal, preferred (√) or not preferred (x) as follows:-

<u>Play & Leisure</u>	<u>Criteria</u>	<u>Kompan</u>
=	Range of equipment	=
√	Age suitability	x
=	Durability	=
√	Price	x
√	Maintenance requirements	x
=	Availability of references/guarantees	=
=	Incorporation of consultation results/comments	=
x	Wow factor	√

The criteria – 4 scored equal, 3 for Play and Leisure and 1 for Kompan.

On balance, and based on the scoring criteria above, the Advisory Group's preferred contractor is Play and Leisure, although members were divided on this point.

The Meeting closed at 1pm.

Minuted by M Kennedy, typed by B Walker