

**Present:** The Chairman, Councillor Sarah Miller  
The Vice Chairman, Councillor Dave Eggleton  
The Mayor, Councillor Miss Kellie Hinton (ex officio)  
The Deputy Mayor, Councillor Miss Lorraine Hillier (ex officio)  
Councillor Ken Arlett  
Councillor H Chandler-Wilde  
Councillor S Evans  
Councillor David Nimmo Smith  
Councillor Ian Reissmann

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

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

The Mayor, Councillor Miss Kellie Hinton took the Chair and welcomed everyone to the meeting.

## **1. ELECTION OF CHAIRMAN**

The Mayor called for nominations for the election of Chairman for the municipal year 2017 - 18.

Councillor Dave Eggleton proposed and Councillor Ian Reissmann seconded that Councillor Sarah Miller be elected.

There being no further nominations, and following a vote, it was **RESOLVED**

**that Councillor Sarah Miller be elected Chairman of the Recreation and Amenities Committee for the municipal year 2017 - 18**

Councillor Sarah Miller took the Chair and thanked members for electing her Chairman.

## **2. ELECTION OF VICE-CHAIRMAN**

The Chairman called for nominations for the election of Vice Chairman for the municipal year 2017 – 18.

The Mayor, Councillor Miss Kellie Hinton proposed and Councillor I Reissmann seconded that Councillor Dave Eggleton be elected.

There being no further nominations, and following a vote, it was **RESOLVED**

**that Councillor Dave Eggleton be elected Vice Chairman of the Recreation and Amenities Committee for the municipal year 2017 – 18**

### **3. TERMS OF REFERENCE**

The Committee received and considered the Terms of Reference for the Recreation and Amenities Committee and it was **RESOLVED**

**that the Terms of Reference for the Recreation and Amenities Committee as presented be adopted**

### **4. APOLOGIES FOR ABSENCE**

Apologies for absence was received from Councillor David Nimmo Smith and apologies for lateness from Councillor H Chandler-Wilde.

### **5. DECLARATIONS OF INTEREST**

None received.

### **6. PUBLIC PARTICIPATION SESSION**

*Mrs Jean Jones – 14 Mount View Court, Henley* made the following statements:-

- the delivery lorries for Waitrose should enter the car park via the entrance nearest the Market Place for safety reasons eg to protect pedestrians and also the library wall
- cars should not wait on the bridge whilst the lights are red as this adds extra weight for an old bridge to carry. The traffic lights should be re-positioned on the Wokingham side of the bridge instead.
- the pedestrian crossings on Kings Road, Hart Street and Duke Street do not provide adequate time for older or disabled pedestrians to cross (currently 8 seconds).
- the litter/rubbish around Mount View and Kings Road is disgusting and the road are never swept
- the cut grass on the bank between Kings Road and Mount View is left, rather than collected, and this can be problematic for those with allergies
- when the domestic waste is collected (recycling, general rubbish and food waste) the bins are left haphazardly on the pavement and can cause a hazard to pedestrians

The Chairman advised the grass cutting query would be investigated and she would refer the remaining points to the relevant Committees.

*Helen Gaynor – 95 Bell Street – Minute 8 – Horticultural Contract* - thanked members for considering the proposals put forward by a number of dedicated residents suggesting ways to visually improve the green area in front of Northfield End House. The residents are keen to help, however would have difficulty watering, and hope the area can be brought into the scheme which is used for the rest of the town's floral displays (the horticultural contract).

*James Bar – Minute 13 – Progress Report – Park Run in Henley* – Mr Barr spoke as a representative of Park UK and provided an update as follows:

- further progress has been made with the approval process and a launch date has been confirmed. The launch date will be announced on the Park Run website a few weeks before the launch. Park Run UK, from experience, like to manage the promotion of new runs to prevent them from being over attended in the initial weeks.
  - Mr Barr confirmed he would keep the Town Clerk updated
- Mr Barr thanked the Committee for their continued support.

*Mr Chris Baker – 3 Lauds Close* - hoped the good work of this Committee would continue under its new leadership and thanked the previous Chairman, Councillor Sam Evans, for her work over the last 2 years.

*Mrs Val Stoner – Station Road* – thanked members for providing the excellent information board next to the Obelisk at Mill Meadows. Mrs Stoner asked members to consider turning the large tree next to the Healing Glade at the far end of Marsh Meadows, into a “prayer” tree (at no cost to the Council). The idea behind this is that if you have a prayer or a particular wish you place a ribbon on the tree and, if it is for the “greatest good”, it will be successful. This could in the future, along with the Glade, form part of a “Henley trail” which could include places of interest and those of historic note.

The Chairman thanked Mrs Stoner for her suggestion and agreed to place it on a future agenda.

*Ms Paula Isaacs – Gainsborough Estate, Minute 9 ii - Minutes of the Parks Sub Committee* - spoke on behalf of the Gainsborough Residents Association regarding the sites suggested for outdoor gym equipment and asked that Makins Recreation Ground be considered. Residents in the vicinity of Freemans Meadow have raised concerns re the possible location there, Mill Meadows is more of a social park and Marsh Meadows is unsuitable for flooding reasons. Makins would be an ideal location – it has adequate space, is easily accessible and outdoor gym equipment has been asked for by nearby residents via questionnaires. Its provision would provide health benefits for those who cannot afford gym membership.

## **7. VARIATION TO THE ORDER OF BUSINESS**

In accordance with Standing Orders 5 (a) (vi), it was **RESOLVED**

**that the order of business on the agenda be altered so that Agenda Item 13 – Horticultural Contract - be discussed next due to the number of interested people in the public gallery**

## **8. HORTICULTURAL CONTRACT**

- i. Members received and considered a request from a group of residents of Northfield End and Bell Street (Northfield End Group – NEG) regarding planting at Northfield End Green. It was noted this report was being considered by this Committee rather than the Henley in Bloom Committee due to timing.

Members considered the report and the following comments were made:-

- keep the existing planters, repaint if necessary and bring into the horticultural contract whereby Windowflowers will plant, water and maintain for a cost of £3 per week per planter.

The cost could be taken from the £5000 allocated for improvements to the floral displays in 2017/18 and consideration could be given to bringing this cost into the Horticultural Contract from April 2018 when the 2018/19 budget is considered in the autumn.

- the bench be re-oiled/refurbished as required (advice to be sought from the Parks Manager). To paint the bench would mean it would not be in-keeping with other benches in the town.

- allow the planting of bulbs, possibly succession planting, (not daffodils) and seek the advice of Gardening Buddies who have planted over 11,000 around the town to date.

Members thanked the members of NEG for their suggestions and commitment.

After discussion the Committee **RESOLVED TO RECOMMEND**

**that the following improvements to the Green at Northfield End be progressed:-**

- **the 2 square planters be brought into the horticultural contract at a cost of £3 per week per planter. To be funded from the £5k allocated for horticultural improvements in for the current year and consideration be given to the horticultural budget be increased accordingly from April 2018 to cover this cost.**
- **that the bench be re-oiled, refurbished as required (seeking the advice of the Parks Manager)**
- **bulb planting be permitted on the Green in liaison with Gardening Buddies**

ii. Members received and considered a report regarding the inclusion of new areas into the horticultural contract eg trees at Northfield End Green and the bed outside the Red Lion Hotel and associated costs. During the following comments were made:-

- Planting of trees at Northfield End – permission would need to be sought from the Highways Authority and utility companies and further investigation to take place. Should it not be possible to plant trees in the ground an alternative would be to have trees in pots and for them to be brought into the horticultural contract.

The Committee **RESOLVED TO RECOMMEND**

**that further investigation be made into the planting of trees at Northfield End Green including advice from Oxfordshire County Council, liaison with utility companies, costs, budgets and responsibilities. In addition advice be sought on planting trees in pots and their inclusion in the horticultural contract. A report to be brought back to this Committee or Henley in Bloom depending on timing**

- The pavement bed outside the Red Lion Hotel on the junction of Thameside North and Hart Street. Members noted this bed is in a prime position and it is in the ownership of the Highways Authority, Oxfordshire County Council (OCC). It was confirmed OCC had given permission for the Town Council to maintain this bed and that liaison would take place with the Red Lion Hotel and a variety of sponsorship opportunities would be explored.

The Committee **RESOLVED TO RECOMMEND**

**that the Town Council maintain the pavement bed outside the Red Lion Hotel on the corner of Thameside North and Hart Street following permission being given by Oxfordshire County Council**

**that the cost for the current year be taken from the budget (£5000 - 2017/18) allocated for horticultural improvements as follows:-**

- **£285 to initially tidy up the bed including pruning back the existing shrubs, clearing all accumulated litter, dead wood and signage, weeding and forking over all soil between the shrubs, adding a generous layer of mulch**
- **£28 per week – to thereafter fully maintain (eg watering, feeding, spray-cleaning, pruning and picking over) the existing planting. Plus planting and maintaining 2 x 1 square meters of seasonal planting**

**that inclusion of the Red Lion pavement bed in the Horticultural Contract from April 2018 be considered as part of the budget process for 2018/19**

**that sponsorship opportunities be investigated**

## **9. MINUTES**

- i. The Minutes of the meeting of the Recreation and Amenities Committee held on 11 April 2017, copy having been issued, were received, approved and signed by the Chairman as a true record..
- ii. The Minutes of the Parks Sub Committee held on 28 April 2017 were received and considered and the following comments were made:-  
*Minute 70 – Provision of Amenities at Freemans Meadow and Makins Recreation Ground – first recommendation (page 2)*

Members queried Mill Meadows as the trial site for outdoor gym equipment and, out of the 3 parks (Mill/Marsh Meadows, Freemans Meadow and Makins), felt Makins Recreation Ground would be the most appropriate for the following reasons:-

- there is a desire for outdoor gym equipment at Makins as demonstrated during the consultation process
- Makins has the footfall, the space and car parking
- Makins is a park more suited towards “active” enjoyment where as Freemans is a park more suited to “passive” enjoyment
- a large part of the attraction of Mill Meadows is its open vista and views of the Thames which is enjoyed by visitors and residents sitting, picnicking etc
- Marsh Meadows is more of a nature area
- the Parks Sub Committee was set up to look at the 3 parks holistically and this matter should be referred back to the Parks Sub Committee

- this matter has been considered for a number of years and this matter should be progressed rather than delaying and deferring
- the budget will allow for outdoor gym equipment at 2 locations

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

**that outdoor gym equipment be trialled (permanent installation) at Makins Recreation Ground and if successful consideration be given to installing at a second site in the town**

*Minute 70 – Provision of Amenities at Freemans Meadow and Makins Recreation Ground – second recommendation (top of page 3)*

Members discussed the provision of a path at Freemans Meadow and queried the decision not to install a footpath prior to a decision being made on the nature of the improvements to be made there – for example it may be appropriate to have a “nature trail” type path.

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

**that the decision on whether to install a path at Freemans Meadow be put on hold for the time being and this be considered as part of the improvements as a whole. Investigation of enhancement of the entrance areas to prevent them from getting muddy to continue**

Members considered whether the youth shelter should be removed and noted it had been installed as a result of previous consultation and after discussion **RESOLVED TO RECOMMEND**

**that the condition of the youth shelter be investigated and consultation be undertaken with current and potential users as well as neighbours before a decision is made on whether it should be removed**

The Town Clerk confirmed investigations are further advanced for the improvements to Makins than Freemans.

It was noted the date of the next meeting would be confirmed following Full Council on 13 June 2017.

The Committee **RESOLVED**

**that the Minutes of the Parks Sub Committee held on 28 April 2017, with the above amendments, be received, approved and adopted**

- iii. The notes of the Jubilee Park Sub Committee held on 28 April 2017 were received and considered.

The Committee **RESOLVED**

**that the notes of the Jubilee Park User Group held on 28 April 2017 be received, approved and adopted**

**10. APPOINTMENT OF SUB-COMMITTEES, THE MEMBERSHIP THEREOF AND THEIR TERMS OF REFERENCE**

- i. The Committee considered the appointment, membership and Terms of Reference of the Parks Sub-Committee and **RESOLVED**

**that the appointment of the Parks Sub Committee membership and its Terms of Reference be deferred to the Full Council meeting to be held on Tuesday 13 June 2017**

- ii.a. The Committee considered the appointment, membership and Terms of Reference of the Henley in Bloom and Civic Pride Sub Committee. It was noted the membership would remain the same as that of 2016/17, with the exception of that of Councillor Julian Brookes, who would confirm his membership or replacement at the Full Council meeting on Tuesday 13 June 2017.

It was **RESOLVED**

**that the Henley in Bloom and Civic Pride Sub-Committee be re-appointed for the municipal year 2017 - 18 with the following membership (as 2016/17):-**

**The Mayor, Councillor Miss Kellie Hinton  
The Deputy Mayor, Councillor Miss Lorraine Hillier  
Councillor D Eggleton**

**Co-opted members - Ms M Francini  
- Mrs C Langler  
- Mr P Simms**

**that Councillor Julian Brookes confirm his membership, or a replacement, at the Full Council meeting on Tuesday 13 June 2017**

- ii.b. The Committee received and considered the Terms of Reference for the Henley in Bloom/Civic Pride Sub Committee

It was **RESOLVED**

**that the Terms of Reference for the Henley in Bloom/Civic Pride Sub Committee as presented be adopted**

- iv. **Jubilee Park User Group**  
Members considered the re-appointment of the Jubilee Park User Group and after discussion it was **RESOLVED**

**that the appointment of the Jubilee Park User Group and its membership be deferred to the Full Council meeting to be held on Tuesday 13 June 2017**

## 11. **BUDGET**

The Committee received and considered the management accounts to 31 March 2017. The Town Clerk informed members in addition that the income from Car parking in April (which contained Easter this year) had been the best month ever. Members noted the variance which showed a £19.9k underspend for the year.

The Committee **RESOLVED**

**that the management accounts up to 31 March 2017 be noted**

## 12. **COLLECTION OF EXCESS CHARGE NOTICES**

Members received and considered a report which provided an update of the latest figures for the collection of Excess Charge Notices (ECN) monies for parking contraventions at Mill Meadows and asked members to consider the value of continuing this quarterly report now the ECN collection process has improved.

After consideration it was **RESOLVED TO RECOMMEND**

**that the latest Excess Charge Notices up to March 2017 be noted**

**that the Excess Charge Notices report be prepared on an “as and when” basis, should the Accountant feel there is a need, rather than quarterly**

## 13. **PROGRESS REPORT**

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

***Park Run in Henley*** – updated under Minute 6 – Public Participation Session  
***Watermans Allotments Pedestrian Access and Allotment Noticeboards*** – members noted the work on the pedestrian access is due to commence mid-May. The noticeboards are now installed and therefore this item should be removed from the Progress Report.

***East Eyot – Island opposite Mill Meadows*** – members acknowledged the island is eroding and any future plans are dependent on its ownership being established and as this is a property matter, this item be moved to the Finance Strategy and Management Committee for further investigation. Any future discussion on the amenity value of the island to be discussed by this Committee as required.

The Committee **RESOLVED**

**that investigation into the ownership of East Eyot be transferred to the Finance Strategy and Management Committee**

The Committee **RESOLVED**

**that the progress report be noted**

**14. CORPORATE PLAN PROGRESS REPORT**

The Committee received and considered the corporate plan progress report.

The Chairman advised the Corporate Plan is to be put on hold as recommended at the Town and Community Committee meeting. Members noted the Town Clerk is writing a report on the Corporate Plan to be considered by the Finance Strategy and Management Committee.

It was **RESOLVED TO RECOMMEND**

**that the development of the Corporate Plan be transferred to the Finance Strategy and Management Committee**

The meeting closed at 8.21 pm.

Chairman

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