

Present: The Chairman, Councillor Mrs J Wood
The Vice Chairman, Councillor D Clenshaw
The Mayor, Councillor Mrs E Hodgkin
The Deputy Mayor, Councillor S Gawrysiak
Councillor Mrs J Bland
Councillor Miss S Evans
Councillor Miss K Gehrman
Councillor I Reissmann
Councillor D Silvester

In attendance: Mr M Kennedy – Town Clerk
Mrs B Walker – Committee Administrator/Minute Taker

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

31. APOLOGIES FOR ABSENCE

None received.

32. DECLARATIONS OF INTEREST

None received.

33. PUBLIC PARTICIPATION SESSION

None.

34. MINUTES

- i. The minutes of the Recreation and Amenities Committee meeting held on 10 July 2012 were approved and then signed by the Chairman, Councillor Mrs J Wood as a true record.
- ii. The Committee received and considered the minutes of the Jubilee Park User Group held on 4 July 2012 and **RESOLVED**
that the minutes of the Jubilee Park User Group held on 4 July 2012 be received, approved and adopted.
- iii. The Committee received and considered the minutes of the Christmas Events and Decorations Sub Committee held on 10 August 2012 and **RESOLVED**
that the minutes of the Christmas Events and Decorations Sub Committee held on 10 August 2012 be received, approved and adopted.
- iv a. The Committee received and considered the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 10 August 2012.

The Committee noted Henley had won gold in the Thames and Chiltern in Bloom competition this year, was the trophy winner in the town category, won the award for the Best Business Involvement and received highly commended for this year's theme "Celebration 2012". The Committee acknowledged the considerable efforts of the Mayor, Councillor Mrs E Hodgkin and the Henley in Bloom Committee and recognised the "In Bloom" work is largely covered by sponsorship and is therefore cost neutral. Members noted a "Gold" celebration would be organised to which all Town Councillors, sponsors and interested parties would be invited.

The Committee noted that Richard Reed had agreed to stay on both the Henley in Bloom and Christmas Events and Decorations sub committees following his recent retirement from the Henley Standard. He would continue to liaise with the Henley Standard on behalf of the Council for which members were sincerely grateful and took the opportunity to thank him for all his hard work over the last 11 years.

- iv b. The Chairman invited Mr S Khan to the table during the discussion of minute 34 – A Sculpture for Station Park. Mr Khan, a member of the Henley in Bloom Committee and organiser of this proposal, explained the idea of a statue or feature for Station Park had been a topic of discussion for a number of years but had not been progressed due to cost implications. Recently however, an offer has been made by Mr I Brunt, a well-known figure in the art world and organiser of the 2012 Sculpture Trail in London, to loan a sculpture to the Town Council from the group of sculptors he represents. The proposal is to loan different sculptures to the Town Council for 6 months at a time and the decision regarding the choice of subsequent sculptures to be made by school children (8 – 13 yrs old) from a selection provided by Mr I Brunt. The intention is this project would be combined with an education programme whereby the relevant sculptors would visit schools in and around Henley and give master classes. The children's vote would be co-ordinated by Mr S Khan and it is hoped the Henley Standard would also participate. There would be minimal costs to the Council and the insurance would be covered by Mr I Brunt.

Members discussed the proposal and made the following comments:-

- the opportunity to provide high quality art in the town at minimal cost to the Council and combined with an education programme is a superb opportunity
- concern was raised with regard to the Town Council having some input over the choice of statue as it will be placed on Council land and it was suggested the choice of sculptures presented to the children first be approved by the Henley in Bloom/Civic Pride Sub Committee.
- if progressed the project should be reviewed after 2 years.
- this project can work with, rather than be in competition with, the mermaid sculpture

After further discussion the Committee **RESOLVED TO RECOMMEND** the following additions *in italics* be made to the proposal included in the minutes of the Henley in Bloom meeting (see below - minute 34 refers) and the words "local residents" in third point following "school children" be removed.

that the Henley in Bloom and Civic Pride Sub Committee support the proposal to locate a statue at Station Park subject to:-

- the statue being on loan to the Council
- further investigation to be made with regard to any possible incidental costs to the Council. Should costs be identified over £200 then the matter be referred back to the Recreation and Amenities Committee for approval on further instruction/recommendation
- the statue to be changed approximately every 6 months with community involvement in the process of choosing the statue –
- eg. a vote by school children
- the statue to be located at Station Park towards the western (Reading Road) end
- *the project be reviewed after 2 years*
- *the selection of statues from which the school children choose be approved firstly by the Henley in Bloom Committee.*

The Committee **RESOLVED TO RECOMMEND**

that the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 13 September 2012, with the above amendment, be received, approved and adopted.

35. VARIATION TO THE ORDER OF BUSINESS

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

that in view of the visitors to speak on the item Henley Skate Park Initiative the order of business on the agenda be altered to allow the Committee to consider this item next.

36. HENLEY SKATE PARK INITIATIVE

The Committee received and considered a report from the Henley Skate Park Initiative (HSPI) and invited Mr C Brathwaite and Mr J Lipscombe of the HSPI to the table.

Mr C Brathwaite spoke to his report and made the following comments:-

- the report gives a comprehensive update on progress made by HSPI since their last report presented in March 2012
- the intention is to provide a “top quality concrete wheeled-sports facility“ in Henley approximately 1,000 square meters in size (about the size of the bowling green at Mill Meadows)
- the cost is expected to be in the region of £200,000
- the next step is to apply for funding and choose a supplier . Three suppliers have been short listed (Maverick, Wheelscape and Freestyle) based on their track record, the number of parks they have built, their designs and the quality of their parks.
- each supplier has supplied a “possible” (not final) design in order to enable HSPI to proceed with funding applications. Details of funding opportunities are listed in the report.
- HSPI have raised £1690 since December 2011 and minus the fund raising costs leaves a balance of £917.30
- HSPI comes under the umbrella of the Henley Youth Centre charity

- in order to progress with funding applications - a more formal relationship with Henley Town Council, as the landowner, is required and advice on the tendering and procurement process.

Following this discussion a member suggested a working party/advisory group be formed comprising of councillors, representatives from the HSPI and other interested parties and be supported by Town Council staff.

An intense debate ensued and the following points were made:-

- officer time is finite and this project could require a high level of support
- a final decision has not yet been made on whether the Town Council will support the new facility and which should come first – approval or seeking funding opportunities
- the proposed project is on Town Council land and therefore requires input from the Town Council
- the HSPI have worked hard over the last 18 months to reach this point and it is now time to provide support to enable funding applications to be made

Following the above discussion the Committee **RESOLVED TO RECOMMEND**

that a Skate Park Working Party is formed, reporting to the Recreations and Amenities Committee to develop the project and give necessary support to the HSPI.

that the membership of the above Working Party be appointed at the Full Council meeting on 16 October 2012.

37. **MINUTES OF THE MILL MEADOWS AND RIVER SUB COMMITTEE**

The Committee received and considered the minutes of the Mill Meadows and River Sub Committee held on 13 September 2012 and made the following comments:-

Minute 65 – Adventure Playground

The Committee discussed this minute and made the following comments:-

- the installation of the playground was not rushed through. There was a full and comprehensive consultation with neighbours, parents and children. The installation time was moved forward only because funding became available unexpectedly and once the consultation had ended.
- the basket swing which was removed was the only piece of DDA compliant equipment in the playground . Disabled children should be able to play in the same playground as able bodied children of the same age.
- sympathy was expressed at the level of noise emanating from the playground by children playing and the Town Council would like to lessen this impact hence the suggestion of the closure of the Adventure Playground in summer after 7 pm and winter after 5 pm and signage asking people to be mindful of neighbouring residents.
- the signage may not be adhered to particularly if you have unusually warm weather out of season.
- should one choose to live near to a public park a certain amount of noise must be expected. There are also advantages to living near a park which includes having the certainty that buildings will not be built close to you.

- nearby residents have indicated they may contact the Environmental Health Department and ask the noise be monitored in the future.

The Committee **RESOLVED TO RECOMMEND**

that the Recreation and Amenities Committee support the recommendation made by the Mill Meadows Sub Committee regarding the Adventure Playground (minute 65 refers).

Further discussion took place regarding the minutes with particular reference to the following items:-

- the Committee received footfall figures for the Satellite Tourist Office
(Post meeting note: this report has been passed to the Town and Community Committee Administrator for circulation when the tourist office budget is considered)
- refurbishment of the Public Toilets – Pavilion – minute 68. It was noted that further details are being sought with regard to the cost of the proposed refurbishment and these will be presented to the next Recreation and Amenities Committee.
- litter at Mill Meadows – minute 69
- mooring and car parking charges – minute 71 - It was noted the decision not to increase car parking charges may need to be reviewed during the budget process
- staffing at Mill Meadows – minute 72 a
- bandstand costs – minute 72 d
- purchase of deckchairs – minute 72 e
- replacement of the toddler playground – capital expenditure 72 e

The Committee **RESOLVED TO RECOMMEND**

that the minutes of the Mill Meadows and River Sub Committee held on 13 September 2012, including the charges for the Mill Meadows Car Park and moorings for 2013 (see below) be received, approved and adopted.

Car Parking Charges Monday to Friday		
Prices include VAT	Charges from 1.1.12 9 am – 7 pm	Charges from 1.1.13 9 am – 7 pm
Up to 1 hour	£1.20	£1.20
Up to 2 hours	£2.50	£2.50
Up to 4 hours	£5.00	£5.00
Over 4 hours	£7.00	£7.00
Car Parking Charges Saturday, Sunday and Bank Holidays (Free of Charge Christmas Day, Boxing Day and New Year's Day)		
	Charges from 1.1.12 9 am – 7 pm	Charges from 1.1.13 9 am – 7 pm
Up to 1 hour	£1.50	£1.50
Up to 2 hours	£3.00	£3.00

Up to 4 hours	£6.00	£6.00
Over 4 hours	£8.00	£8.00
Regatta Car Parking Charges		
	Charges 2012 9 am – 7 pm	Charges 2013 9 am – 7 pm
Wednesday, Thursday	£13.00	£13.00
Friday, Saturday and Sunday	£15.00	£15.00
Car Parking at Mill Meadows Business Parking Permits (Monday to Friday) for local businesses <i>10% discount applied if more than 5 tickets purchased at same time</i>		
	From 1.1.12	From 1.1.13
Annual	£270.00	£290.00
Quarterly	£85.00	£95.00
Monthly	£32.00	£35.00
Weekly	£10.50	£12.00
Car Parking at Mill Meadows Residents' Permits (Monday to Sunday) for Henley Residents only		
Annual	£270.00	£270.00
Over 65 – Annual	£75.00	£75.00

Temporary Moorings		
	From 1.1.12	From 1.1.13
Overnight	£9.00	£9.00
Weekly	£52.50	£55.00
Temporary Moorings During Regatta Week		
Monday – Thursday	£30.00	£30.00
Friday – Sunday	£40.00	£40.00
Weekly Rate (w/e Regatta Sunday)	£250.00	£200.00

Permanent Moorings (inc vat) from 1.4.13 Prices per annum		
	2012/2013	2013/2014
Mill Meadows -per metre	£144.00	£150.00

38. FAIRMILE CEMETERY CHARGES 2013

The Committee received and considered a report regarding proposed charges for the Fairmile Cemetery for 2013 and noted the charges for children under 12 years and memorial charges have not been increased for 2013.

After discussion the Committee **RESOLVED TO RECOMMEND**

that the following charges be adopted for the Fairmile Cemetery for 2013.

	Traditional Section from 1.1.13	Lawn Section from 1.1.13	Green Burial Section from 1.1.13
Interment Fee			
Burial (no charge for under 12 yrs)	£215	£215	£215
Ashes (no charge for under 12 yrs)	£145	n/a	n/a
Cemetery Maintenance Fee			
All interments	£270	£270	£270
Exclusive Rights of Burial			
Child to 12 years	£370	£185	£185
Adult	£575	£310	£310
Cremation Urn or Remains	£130	n/a	n/a
Gravestone, Tablet and monumental inscription			
Headstone and Kerbs	£245	n/a	n/a
Headstone only	£245	£180	n/a
Temporary Monument	£85	£85	£85
Additional Inscription	£75	£75	£75
Memorial Plaque for Cremated remains	£85	n/a	n/a
Memorial Tablet	n/a	n/a	£85
Tree Planting – Green Burial Section			£165
Hire of Cemetery Chapel	£85	£85	£85
Non residents of Henley	Up to 3x	Up to 3x	Up to 3x
Administration Fee – Search	£15	£15	£15

39. CREATION OF A COMPOST AREA WITH ACCESS AND STORAGE FACILITIES FOR THE PARKS SERVICES

The Committee received and considered a report regarding the possible creation of a compost and storage area to the south of the AFC football pitches. The Committee noted the following:-

- in order for this area to be used effectively planning permission would be required to create an access on to the A4155 so Council vehicles do not need to drive around the football pitches.
- approval from AFC Henley would be required as this piece of land and the access strip is included in their lease and necessary negotiations with the Club would need to take place.
- £10,000 has been allocated in the draft capital budget towards the cost of the scheme.
- AFC Henley and Henley Town Council would prefer the access to be located by the southern boundary of this area of land (access C on the plan).
- AFC Henley would not expect to pay legal fees as a result of these negotiations and any required amendment to the lease

After consideration the Committee **RESOLVED TO RECOMMEND**

that planning permission be sought to create an access and storage area from the proposed compost/storage area onto the Reading Road (A4155) for use by agricultural vehicles.

On the assumption that planning permission be granted the Committee **RESOLVED TO RECOMMEND**

that the matter is referred to the Finance Strategy and Management Committee to negotiate with AFC Henley the extent of the land, associated responsibilities and subsequent legal documentation.

40. BUDGET

i. The Committee received, considered and noted the budget to 31 August 2012.

ii. Members received and considered a report from the Accountant on preliminary budget figures for 2013/2014 to be submitted to Finance Strategy and Management Committee for consideration and made the following comments:-

- members were pleased to see the re-instatement of a budget to pay a small fee to bands to play at Mill Meadows during the summer months and noted the Henley Information Centre staff will negotiate payment on a case by case basis
- £3,000 has provisionally been placed in the budget for the eradication of Japanese Knotweed at Makins Recreation Ground, however it was noted this may be amended following investigations by the Finance Strategy and Management Committee.
- the amount to be placed on the capital expenditure wish list for the proposed refurbishment of the toilets at Mill Meadows be increased to £60,000. It was noted additional information is being sought regarding costs – these will be presented to the next Recreation and Amenities Committee. The question was raised as to whether a loan could be obtained to fund this project rather than drawing down capital and members asked that further information be sought.
- it was noted that the Mill Meadows Sub Committee recommended not to raise the charges for the Mill Meadows car park however this may need to be reviewed as the demands on the budget are identified.
- further information regarding solar panels will be presented to Full Council on 16 October 2012.
- the £5,000 placed in the budget to cover additional costs arising from entering the national Britain in Bloom competition is a one-off budget for 2013 only.
- the £50k placed in the budget for provision of new sports equipment (eg multi-use games area, outdoor table tennis) at Makins Recreation Ground be removed. It was noted this may be raised as a future agenda item
- re the item - "Scout Hut/Brunner Hall, fencing around car park £5k" – the words "fencing around" be removed with the intention the money be used for general improvement works in this area and not be restricted to fencing

- it was noted the £10k which has been allocated for fencing at the back of Makins Recreation Ground where the knotweed currently is an issue remains in the provisional budget for the time-being however this maybe amended following investigations by the Finance Strategy and Management Committee

After discussion the Committee **RESOLVED TO RECOMMEND**

that the preliminary budget for 2013/14 as reported, with the above amendments, be submitted to Finance Strategy and Management Committee for consideration.

41. PROGRESS REPORT

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

A Sculpture in Henley (Mermaid) – Councillor Miss S Evans confirmed the information requested by Full Council on 24 July 2012 will be presented to the next Recreation and Amenities Committee

Red Lion Lawn – the works at Red Lion Lawn are due to start the week of 8 October 2012 and are due to last 6 weeks.

42. MAKINS – DEDICATION AS A QUEEN ELIZABETH II FIELD

The Committee received and considered additional information regarding signage required by Fields in Trust concerning the dedication at Makins as a Queen Elizabeth II Field and made the following comments:-

- the Town Council has been informed additional signage with the Asda logo on will need to be displayed at Makins and this requirement forms part of the legal agreement
- the funding pot of £1 million has now been spent and therefore there are no specific funding opportunities available
- members queried the benefits of joining the scheme especially as “Fields in Trust” introduced a new requirement AFTER Henley Town Council had agreed to sign up to the scheme.

After discussion the Committee **RESOLVED TO RECOMMEND**

that Fields in Trust be informed the Town Council no longer wishes to dedicate Makins Recreation Ground as a Queen Elizabeth II Field.

The meeting closed at 10.25 pm.

bw

Chairman