

Present: Councillor Mrs G Dodds (Chairman)
Councillor I Reissmann (Vice Chairman)
Councillor Mrs R Myer
Councillor Miss L Pye
Councillor S R Smith
Councillor Dr B G Wood
The Mayor, Councillor Mrs E Hodgkin (Ex-Officio)
The Deputy Mayor, Councillor Mrs J Wood (Ex-Officio)

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

Mr S Hercus – Nexus Community
Mrs R Herbert – Henley Hockey Club
Mr K Walker – Haslams, Chartered Surveyors

Also present: 1 Member of the Press

58. APOLOGIES FOR ABSENCE

None received.

59. DECLARATIONS OF INTEREST

Councillor I Reissmann declared a personal interest regarding any discussion on allotments as a member of the Allotments Association.

Councillor Miss L M Pye declared a personal interest regarding the Outdoor Sports Centre as a personal friend of Mrs R Herbert.

60. MINUTES

i. The minutes of the Recreation and Amenities meeting held on 15 December 2009 were approved, adopted and signed by the Chairman, Councillor Mrs G Dodds.

ii. The Committee received and considered the minutes of the Christmas Decorations Sub Committee held on 11 January 2010.

It was **RESOLVED TO RECOMMEND**

that the minutes of the Christmas Decorations Sub Committee held on 11 January 2010 be received, approved and adopted.

The Mayor, Councillor Mrs E Hodgkin referred to the “wash-up” of the Christmas Festival and asked that if there were any comments it was not too late to put them forward to the Sub Committee.

iii. The Committee received and noted the notes of the Henley Festival of Flowers Sub Group held on 14 January 2010 and felt that as this was a Working Group of Henley in Bloom/Civic Pride Sub Committee that they should be put forward to this Sub Committee for consideration initially.

- iv. The Committee received and considered the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 14 January 2010.

It was **RESOLVED TO RECOMMEND**

that the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 14 January 2010 be received, approved and adopted.

- v. The Committee received and considered the minutes of the Mill Meadows Sub Committee held on 17 December 2009.

It was **RESOLVED TO RECOMMEND**

that the minutes of the Mill Meadows Sub Committee held on 17 December 2010 be received, approved and adopted.

- vi. The Committee received and considered the minutes of the Mill Meadows Sub Committee held on 28 January 2010.

The Town Clerk reported that the Chairman of the Mill Meadows Sub Group, Councillor Dr B G Wood had asked that notes written by the architect Mr Robert Rigby of the meeting held on 27 January 2010 regarding the alteration and refurbishment of Leichlingen Pavilion be considered along with the above minutes.

The Committee read the notes (copy attached to minutes) and a general discussion followed. Councillor B G Wood confirmed the revised architect's plans of the proposed toilets at the Pavilion would be presented to the next Mill Meadows Sub Committee to be held on Thursday 4 March 2010 and that it was planned for Mr Robert Rigby to give a presentation to the Recreation and Amenities Committee on 9 March 2010.

The issue of charging for the use of the toilets was raised and it was confirmed that this matter would be considered by Full Council on 6 April 2010.

It was **RESOLVED TO RECOMMEND**

that the minutes of the Mill Meadows Sub Committee held on 28 January 2010 be received, approved and adopted.

- vii. The Committee received and considered the notes of the Henley Outdoor Sports Centre Users Group meeting held on 13 January 2010.

It was **RESOLVED TO RECOMMEND**

that the minutes of the Henley Outdoor Sports Centre Users Group be received, approved and adopted.

61, **PROGRESS REPORT**

The Councillors received and considered the Progress Report and made the following comments:-

Mill Meadows Kiosk (Ice Cream Licence) – The Town Clerk advised that the architect's plans for the Kiosk extension had been received. The Recreation and Amenities Committee had asked for sight of the plans prior to their submission to the District Council for planning consent. The Town Clerk confirmed that the drawings are in line with the original proposals.

Councillor S Smith asked if the Town Council would be able to make comments on the application when it is presented to the Planning Committee. The Town Clerk advised that the Town Council may need to seek dispensation from the South Oxfordshire District Council in order to comment on the planning application at the Town Council's Planning Committee meeting.

Action: The Town Clerk to investigate via the Planning Authority whether the Town Council will be able to comment on the plans when they are presented to the Town Council's Planning Committee meeting and to ask for dispensation to speak if required.

It was **RESOLVED**

that the plans for the extension at the Mill Meadows Kiosk be approved and permission be given for the plans to be submitted to the Planning Authority.

Greys Road – Hedge Cutting – The Chairman, Councillor Mrs G Dodds was pleased to inform the Committee that the hedge cutting had commenced. The Committee requested that thanks be forwarded to John Backley for organising once the cut is finished.

Action: Committee Administrator to send letter of thanks to John Backley of South Oxfordshire District Council for arranging the cutting of the hedge once it is finished.

Greys Road – Greys Road Car Park Toilets – the Committee noted that SODC will decide at its Cabinet meeting to be held on 8 February 2010 whether funding will be available in 2010/2011 for the refurbishment of the Greys Road Car Park Toilets. Councillor Mrs R Myer agreed to support this at the Cabinet meeting.

62. **BUDGET**

The Committee received the budget report for December 2009 and noted the following:-

- that the income received from CLS is shown under Sports Centre Utilities and income.
- the income from parking at Mill Meadows in December was better than expected in view of the weather conditions. The Committee felt the Parks Services had done an excellent job at keeping the car park open in the snowy conditions during December and January

Action: Committee Administrator to pass on thanks from the Recreation and Amenities Committee to the Park Services Team on keeping the car park open during the recent snow.

63. WATERMANS ALLOTMENT

- i) The Committee received and considered a report regarding replacement fencing at Watermans Allotment on the southern and western side of the Allotment in order to deter deer damage and vandalism (including the theft of equipment) as the site has been suffered from both recently and the morale of tenants is low.

The Committee appreciated the frustration of Allotment holders with regard to vandalism and deer damage and wanted further contact with the Allotment Association Committee to find out how widespread the disillusionment is. The Committee are keen to help find a solution but feel it is important to find the right solution. Councillor I Reissmann, as one of the Council's representatives on the Allotment Association Committee offered to discuss this matter further and to find out the scale of the problem in order that a measured response could be formulated.

A general discussion ensued and the following comments were made:-

- The Committee acknowledged that deer damage and vandalism were two different problems and may require two different solutions.
- It was felt the fence may deter deer but felt if vandals or thieves wanted to gain access to the site a fence would not prevent them although it may deter causal vandalism.
- The Committee would like more details regarding the type and look of the proposed fencing and felt a light fencing would have the least visual impact.
- Concern was expressed at the height of the fence (2 metres) and the visual impact it would have.
- It was felt advice from local landowners who keep deer would be valuable (for instance Stonor Estate)
- The possibility of a secure store in the form of a cut down shipping container could be a possibility for storing valuable equipment and minimise any future thefts.
- CCTV was suggested as a possible solution to prevent vandalism but was recognised that the cost would make this option prohibitive.
- The Committee were pleased to see that the Allotment Association will be liaising with Henley's Crime Prevention Officer in order to get advice on how to reduce vandalism.
- It was felt advice could be sought from nearby Allotment Associations who have their Allotments in built-up areas to see if they have any advice re preventing vandalism (for instance Twyford and Chesham).

The Committee **RESOLVED TO RECOMMEND**

that the Committee agree in principle to the need for new fencing at Watermans Allotment however that further investigation be made with regard to the type of fencing required in order to be an effective deterrent to deer.

- ii) The Committee received and considered a report regarding the provision of additional allotments in Henley and recognised that there is a demand for new allotments and that the current waiting list is 19 and is expected to increase.

The report looked at the possibility of increasing the number of allotments at Watermans by extending into the strip of land on the northern side. A discussion ensued and the following points were noted:-

- the strip of land does provide a useful buffer between the allotments and neighbouring houses
- the strip of land provides a habitat for wildlife
- there are a number of mature trees in the strip which would be retained and it was questioned whether the allotments created would be productive.

The Committee felt extending into the strip on the northern side was not a viable option and that other areas in the town should be considered. The following areas were suggested as areas worthy of further investigation:-

- Watermans Spinney to the west of Watermans Allotments
- The Triangle – it was noted that:-
 - this area is marshy
 - that it is managed by the Henley Wildlife Group and their comments would need to be sought.
 - the Allotment Association's views on this area should be sought.

The Committee **RESOLVED TO RECOMMEND**

that further investigation be made into extending the Watermans Allotment site to the west into Watermans Spinney.

that further investigations be made into alternative sites within the town including The Triangle.

64. WOODLAND MEMORIAL

The Committee received and considered the notes of the Woodland Memorial meeting held on 21 January 2010 with Jo Read of Sue Ryder Care, which was held following an approach by Sue Ryder Care asking whether the Town Council would be interested in collaborating with them to provide a Woodland Memorial in Henley.

The Chairman, Councillor Mrs G Dodds explained that trees would be planted in lots of 50 to 100 and that the meeting had felt the favoured location would be a part of Tile Barn (40 Acre Field). The Committee noted that the field was currently leased for grazing and an approach to the lease holder would be needed in order to see if they would be willing to release a section of the land.

Councillor Mrs R Myer felt the idea of a fruit wood was an excellent idea.

The Town Clerk explained that further investigation would be required in to such aspects as public access, fencing costs and legal aspects regarding ownership of land/trees.

The Committee **RESOLVED TO RECOMMEND**

that further investigation be made into the suitability of a portion of Tile Barn (40 Acre Field) being a location for a Woodland Memorial and that the lease holder be approached to see if they would be amenable to releasing a section of the land.

65. GILLOTTS FIELD

The Mayor, Councillor Mrs E Hodgkin felt the Town Council should celebrate Gillotts Field's new status as a Town Green and should consider the purchase of a plaque and holding a celebration based on the beating the bounds and possibly a town picnic. The Beating the Bounds is traditionally held on Rogation Sunday and it was felt this was an appropriate date for the celebration.

The Committee felt this was an excellent proposal and suggested a budget of up to £200 for the purchase of the plaque.

It was **RESOLVED TO RECOMMEND**

that a plaque be purchased at a cost of up to £200 to mark the Gillotts Field as a Town Green to be unveiled by the Mayor, Councillor Mrs E Hodgkin.

that a celebration be held based on the Beating the Bounds and possibly a Town Picnic on Sunday 25 April 2010 and a member of the clergy and neighbouring parishes be invited to attend.

66. EXCLUSION OF THE PUBLIC AND THE PRESS

It was moved by the Chairman and **RESOLVED**

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 as matters which were about to be discussed are considered to be confidential.

67. HENLEY OUTDOOR SPORTS CENTRE

The Committee welcomed Mr S Hercus, Commercial Director of Nexus Community, Mrs R Herbert of Henley Hockey Club and Mr K Walker of Haslams, Chartered Surveyors.

Mr S Hercus presented a report outlining their vision for the Henley Outdoor Sports Centre. He explained that Nexus Community had commenced management of the Henley Outdoor Sports Centre at the end of July 2009. A number of successes had been achieved since this date:-

- floodlights all working
- pitch rejuvenated with ongoing maintenance contract
- changing rooms clean and decorated
- showers now working more consistently
- external decorations completed
- safety and statutory tests completed
- positive early relationship with the various users including agreement on pricing and hire times

Nexus are intending to increase daytime and holiday occupancy of the Sports Centre.

Communication with users has improved partly due to the re-establishment of the Outside Sports Centre User Group meetings.

Nexus have a vision for the future of the Outdoor Sports Centre which is shared by Henley Hockey Club and has the support of all the Sports Centre Users.

Mr S Hercus explained the current situation at the Sports Centre:-

- the Sports Centre currently has 10 changing rooms (and Henley Football Club have an additional 4) which is excessive for one synthetic turf pitch.
- the Sports Centre being separated from the pitch by a road creates operational drawbacks for users
- the layout of the Henley Hockey Clubhouse needs updating to reflect the Club's membership, which now has a larger number of younger members and is more family orientated.

The vision proposed for the Henley Hockey Club includes:-

- a secure, child safe garden accessed from new doors in the Clubhouse
- gates to eliminate non-authorized access to the back of the Sports Centre
- a bar that is more appropriate for the use as a coffee lounge when required incorporating use of Changing Room 5 for a bar extension
- improved kitchen – the current one is too small
- improved clubhouse – furnishing and finishes are dated
- improved and enlarged male and female toilets
- pitch-side storage for hockey equipment and possibly a toilet for the use of children only
- dug outs

Nexus Community propose developing four of the changing rooms into a sports injury clinic.

Architect's plans of the proposed changes listed above were presented to the Committee (and are available for inspection at the Council Offices). Discussion ensued as to whose name the plans should be submitted in.

After discussion the Committee **RESOLVED TO RECOMMEND**

that approval be given for the plans outlining the proposed changes at the Outdoor Sports Centre to be submitted to the local planning authority for planning permission.

that the planning application be submitted by Henley Town Council

that a working group be set up consisting of Councillor Mrs G Dodds, The Mayor Councillor Mrs E Hodgkin, Councillor Dr B G Wood and the Town Clerk in order to:-

- negotiate any changes to the leases with Henley Hockey Club/Nexus
 - negotiate the increased rent due from Henley Hockey Club
 - negotiate the financial aspects relating to the sports injuries clinic whether it be profit share or rental
 - broker any arrangements between Henley Hockey Club and Nexus regarding "external" use of the Clubhouse
- and present a report to the Recreation and Amenities Committee.

68. **ALLOTMENTS**

The Town Clerk reported that an approach had been made from a member of the public regarding a piece of land which may be suitable for use as allotments. The Town Clerk emphasised that this project was merely a suggestion at this time and any further developments would be reported to Council.

It was **RESOLVED**

that the report be noted.

The meeting closed at 9.40 pm.

Chairman

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Alteration and Refurbishment of Leichlingen Pavilion, Mill Meadows, Henley on Thames
Minutes of Client's Meeting dated 27 January 2010

Present:	Cllr Mrs E Hodgkin	Mayor HTC
	Cllr Mrs J Wood	HTC
	Cllr Dr B Wood	HTC
	Mrs A Gliddon	HTC
	Mr Robert Rigby	RRA Ltd

1.0 Purpose of Meeting and Agenda: Action:

- 1.1 RR tabled meeting agenda and programme of works for discussion.
- 1.2 The appointment of Robert Rigby Architects Limited was confirmed, in accordance with the details set out in the Henley Town Council letter dated 16 December 2008.

2.0 Programme:

- 2.1 RR tabled draft of critical path programme, indicating start on site in Mid May 2010.

In order to co-ordinate the working programme with permitted clearance etc., it was agreed that the programme would be re-drafted to co-ordinate with and intended commencement of work on site date at end of September/beginning of October 2010.

Practical completion to be January/February 2011.

RR to re-draft programme and circulate for approval. RRA

- 2.2 It was confirmed that three selected building contractors would be invited to compete for tender. RRA

- 2.3 It was confirmed that the target budget remained at £150K.

- 2.4 The deadline for the preparation of the finalised scheme proposal information is the 9 March 2010. (R & A Sub-Committee proposed meeting).

The scheme would then go before the main committee on 6 April 2010 committee meeting. RRA

3.0 Scope of Works:

- 3.1 It was confirmed that the scope of works would be a three phase programme, the first and possibly the second phase be incorporated within the first element of works.
These are as follows:

- *Phase One:*

	<ul style="list-style-type: none"> • The internal sanitary accommodation refurbishment. • <i>Phase Two:</i> The immediate external alterations, including a disabled ramp. • <i>Phase Three:</i> The immediate adjacent car park area re-planning. 	
	RR to prepare a cost analysis breakdown based upon these 3 phases.	RRA
3.2	It was confirmed that a final decision is yet to be made regarding requirement for either pay or free access to sanitary accommodation.	
	This to be confirmed following the next sub-committee meeting.	Clients
3.3	Client confirmed that paid access would be within cubicle locking door access system and not a turnstile access.	
3.4	It was confirmed that should free access be preferred, and then the practicality of a full attendant provision to be considered.	
	RRA to include alternative options in the finalised scheme proposals, thus providing supervision, cleaning and maintenance provision with the scheme options.	RRA
3.5	Client confirmed requirement for some 24/7 sanitary provision. There was some discussion as to whether this would be a full automatic service (self-cleaning) system.	
	RR to investigate options.	RRA
3.6	It was confirmed that Healthmatic would no longer be involved with the project.	
3.7	In general terms, the current RRA layout was deemed acceptable, subject to further fine-tuning in relation to maintenance/access arrangements.	
3.8	RR to investigate options and costs for fixtures and fittings, together with recommendations for consideration.	RRA
3.9	It was confirmed that stainless steel fittings were not preferred option for the sanitary equipment.	RRA
3.10	Internal and external lighting to be PIR activated, with 'warm light' provision and all spatial coverage.	RRA
3.11	RR to investigate options for logo/cameo relief wall tiling for upgrade of the interior.	RRA
3.12	Careful consideration is to be given to ensure the simplicity and ease of ongoing maintenance.	RRA
4.0	Other Consultants:	

- 4.1 RR confirmed the possible requirement for the involvement of a structural engineer.
- RR suggested HAC (Howes Atkinson Crowder LLP) as the prospective consultant engineers. These being the engineers involved in the original construction programme, thus file records would remain within their files.
- It was agreed that RR would obtain fee quotation from HAC, when the full scope of the structural works was know. RRA
- 4.1 Client confirmed that RR was to proceed with co-ordination of a CCTV survey of the existing drainage system and a report on the existing conditions.
- RR to obtain quotations for preparation of this. RRA
- 4.2 It was confirmed that the first floor nursery tenants, were in the process of preparing schemes for first floor sanitary accommodation, within their domain.
- Councillor Woods confirmed that this should be co-ordinated and approved within the overall package and would take steps to obtain proposals for approval. Client
- 5.0 Circulation:**
- 5.1 Henley on Thames Town Council (A Gliddon to co-ordinate distribution as necessary)
RRA File