

Present: The Chairman, Councillor Sarah Miller
The Vice Chairman, Councillor Dave Eggleton
The Mayor, Councillor Miss Kellie Hinton
The Deputy Mayor, Councillor Miss Lorraine Hillier
Councillor Ken Arlett (subbing for Councillor Glen Lambert)
Councillor D Nimmo Smith (subbing for Councillor S Evans)
Councillor Ian Reissmann

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

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

15. APOLOGIES FOR ABSENCE

Apologies for absence was received from Councillor Sam Evans (Councillor David Nimmo Smith substituting) and Councillor Glen Lambert (Councillor Ken Arlett substituting).

16. DECLARATIONS OF INTEREST

None received.

17. PUBLIC PARTICIPATION SESSION

Mrs Val Stoner – Station Road – Minute 20 - Prayer/Wishing Tree at Marsh Meadows
Mrs Stoner spoke to her proposal for the large sycamore adjacent to the Healing Glade at the far end of Marsh Meadows to become a Prayer, Wishing or Dream Tree. Mrs Stoner explained these trees are located all around the world whereby ribbons are tied on to the tree and the act of doing so helps a person's prayer, wish or dream (which must be to the highest good) manifest itself. Her preferred name was Wishing Tree.

Mrs Stoner explained the sycamore tree is particularly appropriate as it has healing qualities and can be used to make syrup, wine and can be used as a sweetener. The wood is also used to make Welsh love spoons, violins and guitars.

Mrs Stoner suggested this scheme would need minimal input from the Council. She would be happy to remove ribbons after an appropriate amount of time and the tree should not have an interpretation board but instead a small plaque which she would arrange.

Mr James Barr – Minute 23 – Progress Report – Park Run in Henley – Mr James Barr spoke as a representative of Park UK and provided an update as follows:

- 3 Park Runs have been completed with a total of 340 runner and walkers (Week 1 – 174, Week 2 – 76 and Week 3 – 90)
- mostly positive responses have been received however there was some negative feedback and Mr Barr has responded to these

- Mr Barr encouraged all to come along to either run, walk, marshal or spectate – the event starts at 8.45 am every Saturday morning at 40 Acre Field, with a prompt 9 am start. Pre-registration is required on the Park Run website only if you would like to be timed.

Mr Barr thanked the Committee for their continued support.

18. MINUTES

- i. The Minutes of the meeting of the Recreation and Amenities Committee held on 16 May 2017, copies having been issued, were received, approved and signed by the Chairman as a true record.
- ii. The Minutes of the Henley in Bloom and Civic Pride Sub Committee held on 9 June 2017 were received and considered.

The Committee **RESOLVED**

that the Minutes of the Henley in Bloom and Civic Pride Sub Committee held on 9 June 2017 be received, approved and adopted

19. ALLOTMENTS – BUDGET AND CHARGES

The Committee received and considered a report regarding the charges 2018/19 and 2019/20, the allotment budget 2018/19 and initial thoughts on installing an automatic closing gate at Watermans Allotments.

The Chairman invited Dave McEwen, Chairman of the Allotment Association, to join the table to answer Councillors' questions and during discussion the following comments were made:-

- the Allotment Association Committee (AA) supports the proposed rent increases and feel the charges are broadly in line with other allotments in the vicinity with similar facilities
- there are currently 2 starter plots vacant on Watermans and 3 on Greencroft
- the waiting list has been kept low as a result of the practice of splitting 10 pole plots into either 5 or 2.5 poles and this practice will continue
- the "small works" budget which enabled to the AA to undertake routine maintenance was very effective and supported the increase by £350 to £700 per annum in the 2018/19 budget
- members acknowledged the AA's desire to further investigate installing automatic closing/locking gates to improve security and prevent fly-tipping and understood a further report would be brought back to this Committee following the AA's investigation
- members thanked the AA Committee for their excellent management of the allotments

Members noted and supported the following from the report:-

- insurance costs, which covers Public Liability and Employers Liability, are rising for the Allotments. The insurance has been moved from the NSALG to

- the RHS recently to reduce costs and it is not possible for the insurance to be covered the by Town Council's policy.
- at the AA AGM on November 2016 – the plot holders proposed and passed the motion that the honorarium, which is paid to 5 key AA Committee member be increased from £70 to £100 per person, to reflect increased workloads driven by the increased number of plot holders and the rise in inflation since the last rise in 2009
 - general costs to the AA Committee have risen due to the increased number of plot holders and a rise from £40 to £80 per annum is proposed
 - following the Accountant's suggestion, the amount in the maintenance budget be reduced by £200, as an underspend has occurred recently

Following further discussion it was **RESOLVED TO RECOMMEND**

that the allotment rents for 2018/19 and 2019/20 are as follows:-

| Plot Size | 2018/19 & 2019/20 | Increase |
|--------------------------|------------------------------|-----------------|
| Starter | £17.50 | £1.00 (6%) |
| Starter - Concession | £11.50 | £1.00 (9%) |
| 3.5 & 5 poles | £22.50 | £1.00 (4.6%) |
| 3.5 & 5 poles Concession | £15.50 | £1.00 (6%) |
| 7 poles | £32.50 | £1.50 (4.8%) |
| 7 poles - Concession | £21.50 | £1.00(4.8%) |
| 10 poles | £44.50 | £2.00(4.7%) |
| 10 poles – Concession | £29.50 | £1.50 (5.3%) |

that the allowance paid to the Henley Allotment Associations be increased from £900 to £1500 from April 2018 – the breakdown is as follows:-

- **£500 honorarium**
- **£700 small works fee**
- **£180 Site Insurance**
- **£120 postage/AGM cost**

that the Allotment budget be increased in 2018/19 of £100 on the basis of the following:-

- **an increase in income from allotment rents (+£300)**
- **an increase in the management fee paid to the Allotment Association (-£600)**
- **a decrease in the Allotment maintenance budget (+£200)**

The Chairman thanked Dave McEwen for attending the meeting and for the work of the Allotments Association Committee and Mr McEwen left the table.

20. PRAYER/WISHING TREE AT MARSH MEADOWS

The Committee received and considered the request from a resident – Mrs Stoner who spoke during Public Question Time - to have a Prayer, Wishing or Dream Tree at the far end of Marsh Meadows by the Healing Glade.

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

- a low-key approach, as suggested by Mrs Stoner, was supported to hopefully minimise any potential vandalism
- tying ribbons to the tree was preferred to tying them to a tree guard as is the case at Glastonbury. Mrs Stoner had explained that to touch the tree is part of the process.
- members thanked Mrs Stoner for offering to remove the ribbons after an appropriate amount of time and for offering to provide a small plaque
- members acknowledged that Mrs Stoner would place crystals in the ground around the base of the tree and Councillors would be invited to a small naming ceremony and would be offered mead as a refreshment
- members considered the name and supported Mrs Stoner's suggestion of a "wishing tree"

The Chairman thanked Mrs Stoner for her proposal and her enthusiasm regarding this project.

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

that permission be given for the large sycamore next to the Healing Glade to become a "Wishing Tree" and for a small plaque to be installed nearby (the design to be approved by the Town Clerk)

21. APPOINTMENT OF SUB COMMITTEES AND WORKING/USER GROUPS, THEIR TERMS OF REFERENCE AND MEMBERSHIP

The Committee noted the following Sub Committees and Working/User Groups of this Committee were appointed by Full Council on 13 June 2017 and their Terms of Reference:-

i.a) OPEN AND GREEN SPACES SUB COMMITTEE

The following membership was appointed at Full Council on 13 June 2017.

- Councillor D Eggleton (Vice Chair)
- Councillor Miss Kellie Hinton (Mayor)
- Councillor S Evans
- Councillor Sarah Miller (Chair)
- Councillor D Nimmo Smith

Co-opted Members

Mrs S Rankin – Henley Wildlife Group

A River and Rowing Museum representative

- i.b)** The Committee received and considered the Terms of Reference for the Open and Green Spaces Sub Committee (see Appendix 1) and **RESOLVED**

that the Terms of Reference for the Open and Green Spaces Sub Committee be adopted with the following amendments:-

- **the following words be added to Item 4 “..the Town Council’s Open and Green Spaces including ..” and “To consider all the Town Council’s Open and Green Spaces in relation to nature conservation, bio-diversity and carbon neutrality”**
- **Item 7, regarding the temporary mooring charges, is removed**
- **Item 9, regarding the budget, is removed**

i.c) The Chairman advised the next meeting of Open and Green Spaces Sub Committee would be held in late September and the date would be circulated by email.

ii.a) HENLEY IN BLOOM AND CIVIC PRIDE SUB COMMITTEE

The following membership was appointed at the Recreation and Amenities Committee on 16 May 2017 and Councillor Sara Abey was appointed at Full Council on 13 June 2017.

- Councillor Sara Abey
- Councillor D Eggleton (Vice Chair)
- Councillor Miss Lorraine Hillier (Deputy Mayor)
- Councillor Miss Kellie Hinton (Mayor and Chair)

Co-opted members: Mr Tuc Ahmad
 Ms M Francini – Allotment Association
 Mrs Caroline Langler
 Mr Phil Simms – Henley Standard

ii.b) The Sub Committee received and considered the Terms of Reference for the Henley in Bloom and Civic Pride Sub Committee (amended copy attached to minutes) and **RESOLVED**

that the Terms of Reference for the Henley in Bloom and Civic Pride Sub Committee be adopted with the following amendments:-

- **Item 2 – the number of elected Councillors be amended from 2 to 3 (in line with Standing Orders 20.2)**

22. BUDGET

The Committee received and considered the management accounts to 30 June 2017.

Members noted the income from the temporary moorings at Mill Meadows was the best ever.

The Committee **RESOLVED**

that the management accounts up to 30 June 2017 be noted

23. **PROGRESS**

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

Park Run in Henley – updated under Minute 17 - Public Participation Session
Members noted the update and suggested that now the Park Run in Henley has commenced this item be removed from the Progress Report and Mr Barr be invited to submit a 6-monthly update.

Watermans Allotments Pedestrian Access and Allotment Noticeboards –
members noted the pedestrian access had now been installed and the Allotment Association were very pleased with the results.

This item to now be removed from the Progress Report.

East Eyot – Island Opposite Mill Meadows – the Town Clerk advised contact had been established with the agent for the owner and this matter was being progressed by the Finance Strategy and Management Committee.

A member noted a post-box had been placed at the Baths Site by a moorer on East Eyot, and as permission had not be obtained from the Town Council, the post box be removed.

24. **MAKINS RECREATION GROUND – EXTENSION AND IMPROVEMENTS TO THE PLAYGROUND**

The Committee received and considered a report regarding the “Expressions of Interest” received following the brief, for the extension and improvement of the playground at Makins Recreation Ground, being placed on the government website “Contracts Finder”.

Members noted the following from the report:-

- the brief, which was placed on Contracts Finder, contained a considerable amount of information including the recent consultations undertaken and reports, the preferred age range of play equipment including provision for disabled and SEN
- installing or improving a playground is a complex task with many different facets eg equipment, surfaces, fencing, installation etc and therefore the quotes need to be considered in detail
- 9 expressions of interest were received which varied in detail

Members noted the Expressions of Interest from the Playground Companies are available to view in the Town Clerk’s office by Councillors and members of the public and feedback forms are provided – it was agreed the file should remain available until 1 August 2017.

The Town Clerk advised that ideally, once feedback is received, the short-list should be reduced to 3 or 4 companies, who should be asked to draw up more detailed plans during August, and they be asked to present to this Committee at the next appropriate meeting.

After discussion the Committee **RESOLVED TO RECOMMEND**

that the Town Clerk be given delegated powers to short-list 3 or 4 companies, taking into account feedback from Councillors and members of the public, and they be asked to draw up detailed proposals to be presented to the next appropriate meeting of this Committee

25. MAKINS – PROVISION OF REFRESHMENTS AT MAKINS RECREATION GROUND

The Committee received and considered a proposal for the provision of refreshments at Makins Recreation Ground which was proposed by a local businessman who is keen to sponsor something related to the new skatepark.

The proposal would be to place a converted container fitted out as a simple catering facility, between the skate park and car park, to provide light refreshments and drinks etc as it was envisaged there may be a need for refreshments due to the expected increase in footfall due to the opening of the new skatepark. The advantage of a container is that it would not involve a large initial outlay and, if it was unsuccessful, it could be re-sold or re-used elsewhere. The emphasis would be to “keep it simple”.

In order to “test the water” it was suggested a mobile catering unit operate there during this summer.

Members noted that the Council has already agreed to the provision of water on the site mainly for cleaning the skatepark and costs are being sought for the provision of electricity which would be required if CCTV is to be installed.

It was acknowledged that there were a number of options available (eg type of refreshments on offer, opening times/seasonal, provision of seating, initial outlay etc) and that members were being asked, at this stage, for their initial thoughts on the viability and desirability of this project and whether further investigation should be carried out.

Members also discussed the provision of toilets at this site and felt this would need further investigation eg including if there is a need, short term chemical toilets or more permanent provision.

After further discussion the Committee **RESOLVED TO RECOMMEND**

that advice be sought from South Oxfordshire District Council regarding any permission required

that a short-term, mobile catering concession be investigated for the summer period and the Town Clerk be given delegated powers to choose an appropriate vendor for the site in liaison with the Mayor and/or Chair of the Recreation and Amenities Committee

26. MAKINS RECREATION GROUND – SKATEPARK SIGNAGE

The Committee received and considered two versions of signage for the soon to be opened skatepark – one from Maverick who designed and built the park and one from the company who are designing the signage at Mill Meadows. The signage contains safety information which is required and are very different in style. Signage for Makins as a whole would be considered in due course as part of the Town Council's broader signage project.

Members noted the signage was important for this new facility which cost in the region of £300,000 and it was suggested members of the Henley Skatepark Initiative and potential users be consulted. Members also suggested minor amendments to the wording.

After further discussion it was **RESOLVED**

that the Henley Skatepark Initiative and potential users be asked for their comments regarding the proposed signage for the skatepark as presented

Post meeting note: A temporary sign will be put up by Maverick in order to meet health and safety requirements and allow the park to open.

27. KEEP BRITAIN TIDY – LOVE PARKS WEEK

The Committee received and noted "Love Parks Week" (organised by Keep Britain Tidy) will be held between Friday 14 to Sunday 23 July 2017 to raise awareness and the value of parks and that the Mayor's Party in the Park is being held during this week.

The Chairman informed members that Mill and Marsh Meadows had been awarded a Green Flag for 2017/18. Members congratulated the Parks Services and volunteer groups (Henley Wildlife Group and Gardening Buddies) and thanked them for their work which contributed to this award.

28. MILL MEADOWS SIGNAGE

The Committee received and considered a report regarding the new signage for Mill and Marsh Meadows which included the designs (to date – further amendments will be required), the specification and three quotes for the production of the signs. Members also viewed a prototype of the Adventure Playground sign which was on display at the meeting.

The Town Clerk advised the Finance Strategy and Management Committee had recommended approval of up to £22,000 for the production of the signs subject to consideration of the full details by this Committee.

Members acknowledged the scope of the project and expressed approval of the quality of the design and prototype sign. A member asked for details regarding the warranty and the Town Clerk confirmed these would be sought and checked prior to

any order being placed. It was noted this project is being carried out in phases and the Welcome Wall would be in the second phase and options would be presented to this Committee.

Members thanked the Parks Manager and the Committee Administrator for their work on this project.

After further discussion the Committee **RESOLVED TO RECOMMEND**

that the updated designs for the Mill and Marsh Meadows signage be noted and the Town Clerk, Parks Manager and the Chairman of the Recreation and Amenities Committee be given delegated powers to progress this project

that the manufacture of the signs and that Company A (the preferred supplier) be chosen as the supplier of the signs (subject to amendments to the designs/sizes of the signs and therefore the final cost)

29. FAIRMILE CEMETERY CHAPELS

The Committee received an update from the Town Clerk regarding the stone works being undertaken on the Cemetery Chapels who advised the work agreed to date (phase 1 – to make the buildings safe) is almost complete and has been carried out to a very high standard.

The Town Clerk advised that, in order to decide on the next phase of refurbishment of these Grade II listed Chapels, the options for their future use need to be considered, as this may affect the types of works required.

The attached report explains the objective is to find a sustainable use that will contribute to their upkeep and that initial advice had been sought from a local architect who specialises in the refurbishment/conversion of unique listed buildings (including ecclesiastical) and it is felt he would be sympathetic to the history and personality of these buildings.

In order to progress this project members were asked to consider commissioning a more detailed report by the architect to include sketch designs to examine the practicality of the options along with a brief feasibility study taking into account planning policy. The report will take soundings on likely costs, revenue and the effect of the covenants. The charge for the work will be approx. £2100. This report will enable Councillors to make an informed decision on the future works required for each chapel and their future use. Due to the costs it is likely further quotes for professional/building works will be placed on the Contracts Finder website.

Members noted and discussed possible uses of one or both chapels including:- conversion to a columbarium, short term lettings along similar lines as the National Trust, Airbnb and Landmark Trust; residential conversion for rent or sale; conversion to office/studio perhaps for a small business relating to the cemetery or for Town

Council use and a pet crematorium. The latter was discussed in particular and the Town Clerk advised further research would be carried out into the feasibility of this use.

It was suggested members may like to visit the Chapels and to contact the Town Clerk's office if they would like to arrange access.

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

that the architect be asked to produce a brief feasibility study regarding possible uses for the Chapel including an outline of the works required, sketch designs and taking into account planning policy, covenants, costs and revenue at a cost of approx. £2100. The report will enable Councillors to make an informed decision on the future works required and use of both buildings

30. RECORDING LOST WAYS – CLOSING OF THE DEFINITIVE MAP OF PUBLIC RIGHTS OF WAY

The Committee received and considered a report and from Kate Ashbrook of the Open Spaces Society inviting Councillors to help ensure the Oxfordshire Definitive map of public rights of way is up to date before it closes to the addition of historic routes on 1 January 2026 for instance:- helping to publicise this matter to try and find people who enjoy researching and could help co-ordinate this project and to help to co-ordinate and provide a free venue for a free information course to be run in Henley.

Members were in support of this initiative and recognised its importance. A member suggested a number of paths that may be eligible for research/inclusion.

The Chairman advised that Kate Ashbrook was available to come to present to the next meeting of this Committee (11 September 2017) and suggested this item be deferred.

The Committee **RESOLVED**

that this item be deferred to the next meeting of this Committee when Kate Ashbrook will be available to give a presentation on the closing of the Definitive Map of Public Rights of Way

31. PAVEMENT SURFACE ALONG RIVER FRONTAGE FROM THE ANGEL ON THE BRIDGE TO HOBBS BOATYARD

The Committee received and noted the following item which was referred from the Town and Community Committee as follows:-

“Town Centre Maintenance

*The pavement surface along the river frontage from the Angel to Hobbs needs to be improved for walkers. R&A are looking at the area from the white gates to Marsh Lock, a condition survey is required from the Angel to Hobbs and from the white gate to Marsh Lock to see what improvements are required. **This should be considered under the Corporate Plan and the item moved to Recreation and Amenities.**”*

Members noted the pavement is designated as Highways and therefore is under the remit of Oxfordshire County Council and not the Town Council. The Highways Department has confirmed they are reviewing the footpath programme however are unable to give any specific details or timescales at this time.

It was **RESOLVED**

that it be noted that the pathway between the Angel on the Bridge and Hobbs Boatyard is designated highways and is therefore under the remit of Oxfordshire County Council

32. PROVISION OF BIKE HIRE IN THE TOWN

The Committee received and considered a proposal regarding the provision of bike hire in the town by Bainton Bikes and it was noted this would be at no cost to the Council.

Members supported this initiative and suggested the bikes also be made available at the following locations:- Gillotts School, Tesco Stores Ltd, the Fairmile, Greencroft Allotments and Swiss Farm.

Members acknowledged this initiative supported the aims of Transport Strategy.

Members agreed the branding and appearance of the bikes should be in-keeping with the town eg not bright colours.

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

that the proposal to provide Bainton Bikes in Henley be supported

The meeting closed at 9.30 pm.

bw

Chairman

The Open and Green Spaces Sub Committee Terms of Reference

1. The Open and Green Spaces Sub Committee will consist of co-opted members and up to 6 Councillors.
2. The Quorum for this Sub Committee shall be half of the elected Council Members, rounded up.
3. In the absence of the Chairman the Vice Chairman will chair the meeting.
4. To consider matters and make recommendations to the Recreation and Amenities Committee relating to the Town Council's Open and Green Spaces including Freemans, Makins and Mill and Marsh Meadows and including all of the facilities therein. To consider all the Town Council's Open and Green Spaces in relation to nature conservation, bio-diversity and carbon neutrality.
5. To review the Mill and Marsh Meadows policy and the use of all of the Parks and make recommendations to the Recreation and Amenities Committee.
6. Applications for using Mill and Marsh Meadows, which are not covered by the Mill and Marsh Meadows policy or fall beyond the delegated powers given to the Town Clerk to give permission for occasional, smaller, commercial events taking into account the guidelines in the existing policy (minute 21 – 9.9.11 refers)
7. To consider matters relating to the moorings at Mill and Marsh Meadows
8. The Sub Committee shall make recommendations to the Recreation and Amenities Committee regarding policy and strategic matters relating to all of the above.
9. The Sub Committee may appoint working groups and the membership thereof, and advisers as and when necessary to assist in its work.
10. The Sub Committee shall receive and consider all reports and recommendations from every working group it appoints.

** Delegated powers may be withdrawn by the Council at any time. It cannot, however, do this retrospectively with a view to invalidating lawful decisions made on its behalf by a Sub Committee or officer.*

As appointed by Full Council on 13 June 2017

As amended at the Recreation and Amenities Committee – 18 July 2017

