

**Present:** The Chairman, Councillor Miss S Evans  
The Vice Chairman, Councillor Miss H Chandler-Wilde  
The Mayor, Councillor Miss L Hillier (ex-officio)  
Councillor D Eggleton  
Councillor S Gawrysiak (substituting for Councillor I Reissmann)  
Councillor Miss K Hinton  
Councillor Miss S Miller  
Councillor D Nimmo Smith  
Councillor S Smith

**In Attendance:** Mr M Kennedy – Town Clerk/Chief Executive  
Mrs B Walker – Minute Taker

**Also Present:** 1 member of the press  
2 members of the public  
Councillor J Brookes  
Councillor W Hamilton

The Mayor, Councillor Miss L Hillier took the Chair.

**1. ELECTION OF CHAIRMAN**

The Mayor called for nominations for the election of Chairman for the year 2015-16.

Councillor D Nimmo Smith proposed and Councillor S Smith seconded that Councillor Miss S Evans be elected.

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

**that Councillor Miss S Evans be elected Chairman of the Recreation and Amenities Committee for the year 2015-2016.**

Councillor Miss S Evans took the Chair and thanked members and hoped the year to come would be full of ideas, productivity and fun.

**2. ELECTION OF VICE-CHAIRMAN**

The Chairman called for nominations for the election of Vice Chairman for the year 2015-2016.

Councillor S Gawrysiak proposed and Councillor D Eggleton seconded that Councillor K Hinton be elected.

Councillor Miss S Evans proposed and Councillor D Nimmo Smith seconded that Councillor Miss H Chandler-Wilde be elected.

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

**that Councillor Miss H Chandler-Wilde be elected Vice Chairman of the Recreation and Amenities Committee for the year 2015-2016.**

3. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor I Reissmann and Councillor S Gawrysiak was attending as his substitute.

4. **PUBLIC PARTICIPATION SESSION**

None.

5. **MINUTES**

The Minutes of the meeting of the Recreation and Amenities Committee held on 21 April 2015, copy having been issued, were received, approved and signed by the Chairman as a true record.

6. **DECLARATIONS OF INTEREST**

None received.

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

The Committee considered the appointment of Sub-Committees and the membership thereof for the ensuing local government year. Members acknowledged the importance of Sub-Committees and Working Groups to this Committee and amendments to the current list were suggested as below. Members were reminded, when considering putting themselves forward for membership that Sub-Committees and Working Groups meet during the day.

i. **Parks Sub-Committee**

The Chairman proposed replacing the Mill Meadows and River Sub-Committee with a Parks Sub-Committee whose remit would be to review the Town Council's recreational parks (not sporting facilities) namely Mill and Marsh Meadows, Freemans Meadow and Makins Recreation Ground.

A proposed Terms of Reference was tabled, which was an amended version of the Mill Meadows and River Sub Committee's Terms. The main changes included:-

- the reduction from 7 to 5 Councillors to sit on the Sub Committee
- Freemans Meadow and Makins Recreation Ground to be added to the remit
- matters relating to car parking, permanent moorings (at Mill Meadows, River Terrace and White Hart), the river, Mill Lane Car Park, Red Lion Lawn, Singers Park and the New Street Slipway to be removed and to be referred direct to the Recreation and Amenities Committee

During discussion it was noted that:-

- additional members would be co-opted at the first meeting. These include the River and Rowing Museum and the Henley Wildlife Group. An invitation would be extended inviting them to nominate potential co-opted members
- that as the remit was wider, care would be taken to ensure agenda items were grouped together to ensure co-opted members only needed to attend when agenda items relevant to them were being discussed
- the Parks Sub-Committee would not have a budget or any delegated powers to spend

After discussion it was **RESOLVED**

**that the Parks Sub-Committee be appointed for the municipal year 2015-2016 with the following membership:-**

**Councillor Miss H Chandler-Wilde  
Councillor Miss S Evans  
Councillor Miss K Hinton  
Councillor Miss S Miller  
Councillor D Nimmo-Smith**

**that the Terms of Reference for the Parks Sub Committee as tabled be adopted - copy attached**

**ii. Henley in Bloom and Civic Pride Sub-Committee**

Members considered the re-appointment of the Henley in Bloom Sub-Committee and its Terms of Reference. The Chair suggested the number of Councillors serving on the Sub-Committee be reduced from 5 to 3 and the quorum be reduced from 3 to 2.

A discussion ensued and the following comments were made:-

- to reflect the political make-up of the Council there would be 2 Councillors from the Conservative group and 1 from the Henley Residents Group. This would mean only 1 of the 2 existing members of the Sub-Committee would be able to be a member (Councillors Miss K Hinton and Councillor D Eggleton). It was noted Councillor D Eggleton could be a member of the Sub-Committee as a representative of the Gainsborough Residents Association.
- the Sub-Committee has a considerable workload this summer as Henley is participating in 3 campaigns (Thames and Chilterns in Bloom, Britain in Bloom and Entente Florale Europe) and it was suggested more members would be beneficial.

The Chair asked members who would like to serve on the Sub-Committee and the following Councillors put their names forward:- Councillor D Eggleton; the Mayor, Councillor Miss L Hillier; Councillor Miss K Hinton; and Councillor S Smith and voting took place.

After further discussion the Committee **RESOLVED**

**that the Henley in Bloom and Civic Pride Sub-Committee be re-appointed for the municipal year 2015-2016**

**that the Terms of Reference of the Henley in Bloom and Civic Pride Sub-Committee be re-adopted - copy attached - subject to the following amendments:-**

- **the number of Councillors serving on the Sub-Committee be 3**
- **the quorum be reduced to 2 Councillors**

**that the membership consist of co-opted members and the following 3 Councillors**

**The Mayor, Councillor Miss L Hillier  
Councillor Miss K Hinton  
Councillor S Smith**

The Committee noted the Thames and Chilterns in Bloom (regional) judging will be held on Thursday 16 July 2015, the Britain in Bloom (national) will be on Wednesday 5 August 2015 and the Entente Florale Europe will be on Sunday 19 July 2015.

**iii) MAKINS WHEELED SPORTS FACILITY WORKING GROUP**

The Committee considered the re-appointment of the Makins Wheeled Sports Facility Working Group. The Chair proposed the Working Group not be re-appointed as the remit of the group, as listed in the Terms of Reference, had been achieved. The Chair went through the Terms of Reference as follows:- 1,2 and 3 – the draft specification had been produced and a preferred development partner had been appointed, 4 and 5 – Henley Town Council has allocated £75,000 towards the building of the skatepark and the Henley Skatepark Initiative are investigating funding applications, 6 – planning permission has been approved for the skatepark at Makins Recreation Ground by the planning authority. 7 and 8 have been undertaken as part of the planning application process.

A discussion ensued and the following comments were made:-

- the location of the proposed skatepark – Makins Recreation Ground – is in the Town Council ownership and there will continue to be details which the Town Council should be involved in
- it is important the Town Council continues to be engaged in this project
- Councillors could sit on the Henley Skatepark Initiative as individuals but not as Councillors

The Chairman passed on her congratulations to members of the Working Group for achieving their remit.

After further discussion the Committee **RESOLVED**

**that the Makins Wheeled Sports Facility Working Group  
be not re-appointed for the municipal year 2015-16**

**8. REVIEW OF THE TOWN COUNCIL'S RECREATION FACILITIES**

- i. The Committee considered the establishment of a Working Group to undertake a holistic review of the Town Council's recreational facilities as resolved by Full Council on 10.2.15 (minute 85 refers) and the Chair advised that the establishment of the Parks Sub-Committee, as discussed earlier, would fulfil this remit for the Town Council's recreational parks.

The Committee received and noted an initial report (updated) which provided an overview of recreational and sporting facilities in Henley.

- ii. Councillor D Eggleton provided an update on the fund raising by the Gainsborough Residents Association towards the purchase of a table tennis table and advised the Association hoped to raise the funds themselves and also intended to apply for a sports grant – further updates to be provided to the Parks Sub-Committee.

It was **RESOLVED**

**that the review of the Town Council's recreation facilities be referred to the Parks Sub-Committee for further consideration.**

9. **BUDGET**

The Committee received and considered the management accounts to 31 March 2015. The Committee noted the expenditure on the refurbishment of the toilets had been reduced and the income from the Fairmile Cemetery was below the expected figure while car parking revenue was up.

The Committee **RESOLVED**

**that the management accounts up to 31 March 2015 be noted.**

10. **PROGRESS**

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

- the footpath signage project is progressing in liaison with representatives from the Chiltern Society, the Henley and Goring Ramblers and two local residents. The focus initially is on producing free leaflets outlining walks starting and finishing in Henley in order to raise awareness of footpaths around Henley and then to investigate improved signage.
- Vinci Park Services have been given notice of the Council's intention to terminate their contract and the new contractor – Chipside – has been appointed

The Committee **RESOLVED**

**that the progress report be noted.**

11. **PARKRUN**

The Committee received and considered a request for "Parkrun" events to be held on Town Council land by the proposer – Mr C James Barr. The report suggested 2 Council owned areas:- Gillotts Field and Mill/Marsh Meadows.

During discussion the Committee gave broad support for the establishment of a Parkrun and acknowledged its health benefits however concern was expressed regarding the two sites identified:-

- Gillotts Field is managed as a wildlife area with an increasing number of rare flowers and these could be put a risk with an organised running event such as this
- Marsh Meadows is subject to flooding and can be very wet underfoot and therefore would not be available all year round

During discussion other areas were suggested including Freemans Meadow and Dry Leas (which has the advantage of parking and a café).

A member suggested that local running groups – such as the Henley Hares should be asked for their views re Parkrun and potential locations. However, it was recognised that "Parkrun" was a national organisation which arranges regular 5 km runs which are timed and take place on parkland or open space (eg off road).

The Committee **RESOLVED TO RECOMMEND**

**that the proposer be advised that the Town Council acknowledges the benefits of establishing a Park Run in Henley however would not support Gillotts Field or Mill/Marsh Meadows as locations for the reasons set out above and suggests the proposer investigate alternative sites in Henley including Dry Leas**

**12. MAKINS RECREATION GROUND – FENCING**

The Committee received and considered a report regarding fencing at Makins Recreation Ground and noted £21,397 had been allocated in the capital expenditure budget for this purpose.

The Committee noted the fencing is required at the top of the steep slope where the Japanese Knotweed is located. The knotweed had previously provided a green barrier however as it is being eradicated the effectiveness of this barrier is being reduced. Replacement fencing is also required between the car park and Makins Recreation Ground as the concrete post and wire mesh fencing is in a state of disrepair.

The recommended fencing is green promesh fencing (8 foot) as it is a robust, medium security fencing which would fulfil the safety requirements and the strong mesh panels are difficult to cut through yet provide good viewing through the fence. The fence would prevent access and stop footballs etc going down the slope and fly-tipping of garden waste. An alternative fencing is post and rail, which may be more aesthetically pleasing but would not provide such an effective barrier and would be more prone to vandalism.

Members queried the height of the fencing (8 foot) however it was noted the fence needed to be of a sufficient height to prevent fly-tipping, flying balls and access and has good visibility through it particularly from a distance. It was noted there would be a pedestrian gate to enable access to treat the knotweed.

After discussion the Committee **RESOLVED TO RECOMMEND**

**that the fencing along the top of the slope (in Makins Recreation Ground and the car park below) be 8 foot promesh and the fencing between the car park and Makins Recreation Ground be post and rail fencing**

The meeting ended at 8.30 pm.

bw

Chairman

## **The Parks Sub Committee**

### **Terms of Reference**

1. The Parks Sub Committee will consist of co-opted members and 5 Councillors.
2. The Quorum for this Sub Committee shall be 3 elected Councillors or their appointed substitutes.
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 Freemans, Makins and Mill and Marsh Meadows including all of the facilities therein.
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. Annually review the following charges and make recommendations to the Recreation and Amenities Committee:-
  - temporary moorings at Mill and Marsh Meadows
8. To consider matters relating to the following:-
  - temporary moorings at Mill and Marsh Meadows
9. To monitor the financial performance of the Sub Committee's budget against estimates and to set a budget for consideration and approval by the Recreation and Amenities Committee each year.
10. The Sub Committee shall make recommendations to the Recreation and Amenities Committee regarding policy and strategic matters relating to all of the above.
11. The Sub Committee may appoint working groups and the membership thereof, and advisers as and when necessary to assist in its work.
12. 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 adopted by Recreation and Amenities Committee – 26 May 2015

### **HENLEY IN BLOOM/CIVIC PRIDE SUB COMMITTEE**

## **TERMS OF REFERENCE**

### **1. Membership**

The Henley in Bloom/Civic Pride Sub Committee will consist of co-opted members and 3 Councillors.

### **2. Quorum**

The Quorum for this Sub Committee shall be 2 Councillors.

### **3. Chairman and Vice Chairman**

In the absence of the Chairman the Vice Chairman will chair the meeting.

### **4. Reporting**

The Sub Committee shall have full delegated powers\* to act within the confines of the revenue budget previously agreed by the Council along with all contributions received from sponsorship, grants, donations etc.

The Sub Committee shall monitor and manage the financial performance of the Sub Committee's budget together with all other secured sources of external funding and present regular reports of the income it receives and the expenditure it incurs to the Recreation and Amenities Committee having regard to the Council's Financial Regulations and set a budget for consideration and approval by the Recreation and Amenities Committee each year.

The Sub Committee shall account for all monies in the Henley in Bloom budget received from sponsorships and recommend to the Recreation and Amenities Committee that the balance at the end of each financial year is carried forward to the next financial year.

The Sub Committee shall make recommendations to the Recreation and Amenities Committee on all items of capital expenditure previously agreed by the Council and including the approved Capital Programme having regard to the Council's Financial Regulations.

### **5. Remit**

The Sub Committee is set up to:

- be actively involved with the coordination of the floral displays and flowerbeds maintained by Henley Town Council's (HTC) appointed horticultural contractor and HTC's Park Services.
- seek sponsorships for flowerbeds/open spaces within the town.
- sell sponsored hanging baskets to businesses.
- maintain civic pride standards by entering the annual Thames and Chiltern Regional Britain in Bloom Competition.
- run various Henley in Bloom initiatives that help to maintain civic pride within the town e.g. HIT litter Campaigns; Front and Back Garden Competition; Pride in Your Place, etc.
- encourage volunteers to help maintain certain areas within the town e.g. Gardening Buddy Scheme.

The Sub Committee shall make recommendations to the Recreation and Amenities Committee regarding policy and strategic matters relating to all of the above.

The Sub Committee may appoint working groups and the membership thereof, and advisers as and when necessary to assist in its work. Term

The Sub Committee shall receive and consider all reports and recommendations from every working group it appoints.

The Sub Committee shall exercise those delegated powers and duties as the Council directs relating to the Sub Committee's functions as set out in (4) above.

*\* 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 adopted by Recreation and Amenities – 26 May 2015