

Present: The Chairman, Councillor S Gawrysiak
The Vice-Chairman, Councillor Mrs J Wood
Councillor D Clenshaw
Councillor Miss S Evans
Councillor Miss K Gehrman
Councillor Mrs E Hodgkin

In attendance: Mr M Kennedy, Town Clerk
Mr G Bartle, Parks Services Supervisor
Mrs L Jones, Accountant
Mrs C Robb, Moorings Administrator
Mrs B Walker, Committee Administrator/Minute Taker

15. APOLOGIES FOR ABSENCE

Apologies were received from the Mayor, Councillor Mrs P Phillips and Mr A Brown (River and Rowing Museum).

16. DECLARATIONS OF INTEREST

None received.

17. PUBLIC PARTICIPATION SESSION

None received.

The Chairman referred to an email which had been circulated to all Councillors from Mrs Yeates raising the ongoing concerns of nearby residents with regard to the coaches entering Mill Meadows, congestion at the entrance to the car park and noise emanating from the playground.

18. MINUTES

The Committee received the minutes of the Mill Meadows and River Sub Committee held on 23 June 2011 which were approved and then signed by the Chairman, Councillor S Gawrysiak.

19. MOORING AND CAR PARKING – ACCOUNTS

The Committee received and noted the management accounts for the moorings and car parking up to July 2011.

A member queried whether it would be possible to make the graphs easier to read. After discussion it was agreed to use patterns rather than block shading on the graphs and it reduce the number of years shown.

20. MOORING AND CAR PARKING – CHARGES 2012/2013

- i. The Committee received and noted correspondence from a member of the public and the reply regarding how the mooring charges are collected and when the fine for non payment is charged.

The Parks Services Supervisor, Mr G Bartle explained that the Parks Services check the moorings each morning and evening to ensure moorers have paid.

- ii. The Committee received and considered the proposed car parking and temporary mooring fees for Mill Meadows for 2012/2013 as follows:-

Car Parking Charges

The Chairman noted that the report produced by the accountant, Mrs L Jones, aimed to simplify the parking charges as criticism has been received from members of the public regarding the complexity of the parking structure.

It was suggested that the tariff for one hour be withdrawn and that the initial charge be for up to 2 hours with the charging period starting from 9 am rather than 8 am. Concern was expressed at the loss of the one hour charge as it was felt residents often use this charge to walk their dogs or use the playground if there are no mother and child spaces available.

The Committee felt the increase in charges should be proportionately less for the 1 and 2 hour tariffs as residents (and Henley precept payers) tend to use these, while the up to 4 hour and over 4 hour tariffs are predominantly used by visitors ie non Henley precept payers).

Regatta Parking - The Committee discussed the car parking charges for the Regatta and Festival weeks and made the following comments:-

- The car park at Mill Meadows was not well used during Regatta week 2011 – this maybe as visitors did not know of its existence.
- Signs advertising the Mill Meadows Car Park along the Reading Road may increase usage during Regatta.
- The charges for Regatta should remain the same for 2012 and it is hoped that with signage the usage will increase.
- There should be no additional charge for parking during the Henley Festival.

After discussion the Committee **RESOLVED TO RECOMMEND**

that the following proposed charges for car parking at Mill Meadows be considered by the Recreation and Amenities Committee.

Monday to Friday from 1.1.12		
Prices include VAT	Charges 2011 8 am – 7 pm	Charges 2012 9 am – 7 pm
Up to 1 hour	£1.20	£1.20
Up to 2 hours	£2.40	£2.50
Up to 4 hours	£4.50	£5.00
Over 4 hours	£6.00	£7.00
Saturday, Sunday and Bank Holidays from 1.1.12 (Free of Charge Christmas Day, Boxing Day and New Year's Day)		
	Charges 2011 8 am – 7 pm	Charges 2012 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 Charges		
	Charges 2011 8 am – 7 pm	Charges 2012 9 am – 7 pm
Wednesday, Thursday	£13.00	£13.00
Friday, Saturday and Sunday	£15.00	£15.00
Mill Meadows - Business Parking Permits		
Annual	£260.00	£270.00
Quarterly	£83.20	£85.00
Monthly	£31.20	£32.00
Weekly	£10.40	£10.50
Mill Meadows – Residents' Permits		
Annual	£260.00	£270.00
Over 65 – Annual	£75.00	£75.00

Mooring Charges - Temporary

The Committee discussed the proposed temporary mooring charges for 2012 and made the following comments:-

- Henley is one of the most expensive places to moor (temporary) with few services
- services on offer for moorers include the tarmac path, toilets during the day, taps, car parks and rubbish collection.

- many complaints were received regarding the cost of moorings during Regatta this year.
- reducing the cost of the temporary moorings during Regatta may result in more people using the moorings and a higher income
- one mooring remains vacant at the River Terrace moorings and it is felt this is price related.

The Committee **RESOLVED TO RECOMMEND**

that the following proposed charges for the temporary moorings at Mill Meadows and the permanent moorings at Mill Meadows, River Terrace and White Hart be considered by the Recreation and Amenities Committee.

Temporary Moorings from 1.1.12		
	2011	2012
Overnight	£9.00	£9.00
Weekly	£52.50	£52.50
Temporary Moorings During Regatta		
Monday – Thursday	£40.00	£30.00
Friday – Sunday	£50.00	£40.00
Weekly Rate (w/e Regatta Sunday)	£275.00	£250.00

Permanent Moorings (exc vat) from 1.4.12		
Prices per annum		
	2011/2012	2012/2013
Mill Meadows -per metre	£116.00	£120.00
River Terrace	£2800.00	£2800.00
White Hart	£2800.00	£2800.00

21. MOORINGS – GENERAL MOORING CONDITIONS FOR PERMANENT MOORINGS

The Committee considered amending the General Mooring Conditions to include a clause regarding the permanent moorings at Mill Meadows, White Hart and River Terrace requiring agreement holders to give 2 months notice to terminate their agreement or an additional charge will be made equivalent to the current cost of 2 months mooring.

The Committee agreed that this proposal would allow more time for the administrative staff to fill moorings when people leave.

The Committee **RESOLVED TO RECOMMEND**

that the General Mooring Conditions be amended to include a clause a clause regarding the permanent moorings at Mill Meadows, White Hart and River Terrace requiring agreement holders to give 2 months notice to terminate their

agreement or an additional charge will be made equivalent to the current cost of 2 months mooring.

that this amendment take effect from April 2012.

that the amendment be inserted under Section E, that the amendment be included on the footnotes of the General Mooring Conditions and that it be re-titled "General Mooring Conditions – 2012"

22. CAR PARKING – EXCESS CHARGE NOTICES (ECNs)

- i. The Committee received and noted a report regarding ECNs issued at the Mill Meadows Car Park as at August 2011.
- ii. The Committee received a report providing an update on the contraction out of the administration of the ECNs and noted the following:-
 - the cost per ECN will be £6.00 rather than £5.50 as originally anticipated, however there will not be a charge for ECNs cancelled prior to them being sent to Vinci Park for processing.
 - there is a one-off £500 set up cost.
 - there will be associated costs associated with printing the ECNs.
 - Assuming that 300 ECNs are issued in a year it is anticipated that the income generated by Vinci will be in the region of £10,000 per annum, against the current income of between £4 – 5,000 per annum. Against this the cost of £6 per ECN will be £1800 per annum plus the one-off set up cost of £500 and re-printing. Therefore it is anticipated that the Council will benefit to the tune of around £3,000 per annum plus staff time currently spent administering ECNs.

After discussion the Committee **RESOLVED**

that the updated cost of contracting out the administration of Excess Charge Notices issued at the Mill Meadows Car Park be noted as £6.00 per ECN.

that a report be presented to the Committee following the one year trial period with Vinci Park.

Mrs L Jones left the meeting.

23. PROGRESS REPORT

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

Youth Shelter – the Committee noted that £10,000 remains in the capital budget for a Youth Shelter at Mill Meadows. This project is to be referred to the new Youth Council once it is formed later this month.

Adventure Playground – Mr G Bartle confirmed the 2 standard swings which have been installed on the nest swing frame are well used and no issues have been raised regarding noise. The Committee agreed that due to the success of the swings the trial period should now finish and the swings be considered a permanent fixture.

Satellite Tourist Office – the satellite tourist office at the Pavilion opened on a number of occasions during the summer. The number of visitors per opening varied from between 7 people and 36. The response from visitors was very positive and the Town Guide was the most successful asset. Opening this summer has allowed the Henley Information Centre Manager to understand what is required to move forward with this project and it is hoped to open the office between Easter and the end of September and to have more merchandise on offer and for the putting green to be open.

The Committee felt this was a valuable service for the town and its visitors and that an amount needed to be put in the draft budget for 2012/2013 in order to pay for staffing, extra merchandise to sell, advertising of this new service and other incidental costs. It was noted that the trial opening of the office this summer has been manned voluntarily. In time it is hoped that this service will become a revenue generator.

After discussion the Committee **RESOLVED TO RECOMMEND**

that £5,000 be put in the draft budget for the Satellite Tourist Office to be open part-time at the Pavilion between Easter and the end of September 2012 in order to pay for staffing, extra merchandise, advertising of this new service and other incidental costs.

Coaches – the Committee considered the issues relating to coaches entering the Mill Meadows Car Park. After discussion the Committee agreed the Parks Services should continue to monitor the situation and ticket any coaches who should park there.

24. USE OF MARSH MEADOWS

The Committee received and considered a request from Stewart Collins, Artistic Director of the Henley Festival to hold the premiere of the Tree of Light project at Marsh Meadows on the evening of Sunday 15 July 2012.

The Committee agreed this was a very exciting project however concern was raised a Marsh Meadows can be very damp if there has been heavy rain and that the organisers should be made aware of this fact.

After discussion the Committee **RESOLVED TO RECOMMEND**

that permission be given for the Henley Festival to hold the premiere of the Tree of Light project at Marsh Meadows subject to them adhering to the Town Council's policy re Usage of Mill Meadows.

that the Town Clerk liaise with the organisers and exercise his delegated powers regarding any additional requests that may be made.

25. MAZE

The Committee received and considered a report regarding a proposal from the Chairman to install a brick maze at Mill Meadows to celebrate the Queen's Diamond Jubilee and the Olympics. It is intended that the maze, which would be approximately 20m x 20m, would provide a fun activity for the large number of families who use this area.

The Committee discussed the project and made the following comments:-

- Location – if the maze is to be located between the bandstand and the kiosk it would occupy the main “seating/picnicking” area of Mill Meadows. A suggestion was made that it be located between this area and the River and Rowing Museum as there is an area where the grass does not grow well and is in shade – this is the site of the old iron road from World War II.
- it was acknowledged that revenue could be raised from having inscriptions on the paving slabs sponsored by residents and local companies however concerns were raised and it was felt any inscription would need to be discrete and tasteful.
- the estimated cost of £100,000 from a renowned maze designer (which would cover all aspects of the project) was felt to be very high and that more competitive prices could be obtained.
- the bricks or paving slabs would need to be of a high quality to ensure any engraving remains legible over time.
- the maze would need to lie flush in order to allow the area to be mowed.
- Martin Reed, a local resident who put forward the original idea of a maze at Mill Meadows, should be invited to contribute to the project

The Committee recognised that there would be time constraints associated with this project if it were to be completed for the 2012 celebrations therefore it was **RESOLVED TO RECOMMEND**

that a further report be presented to the Recreation and Amenities Committee in order to:-

- **outline further details regarding this project including costs and possible financing**
- **ascertain whether the Council would support this project and fund further investigation for instance should expert advice need to be sought**

26. NOTICE BOARDS

The Committee was pleased to note that the glass had been replaced on the two notice boards outside the Pavilion with laminated glass as the previous Perspex had deteriorated so that the notices could not be read. The Committee also noted the notice boards at Singers Park would be the next to be renovated.

27. DATE OF THE NEXT MEETING

The date of the next meeting was agreed as Thursday 12 January 2012 at 10.00 am and the River and Rowing Museum would be asked if they would be willing to host it.

It was suggested that the next meeting be preceded by a site visit of Mill Meadows.

The meeting closed at 11.00 am.

Chairman