

HENLEY-ON-THAMES TOWN COUNCIL

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COUNCIL OFFICES
TOWN HALL
MARKET PLACE
HENLEY-ON-THAMES
OXFORDSHIRE RG9 2AQ

COUNCILLORS ARE HEREBY SUMMONED TO A MEETING OF THE RECREATION AND AMENITIES COMMITTEE

to be held on

**TUESDAY 22 APRIL 2014
AT APPROXIMATELY 7.30 PM
FOLLOWING THE PRECEDING PLANNING MEETING
(WHICH COMMENCES AT 7 PM)**

in

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

A handwritten signature in black ink, appearing to read 'Mike Kennedy', with a stylized flourish at the end.

Mr M Kennedy
Town Clerk
14 April 2014

MEMBERSHIP:

The Chairman, Councillor Mrs J Wood
The Vice Chairman, the Deputy Mayor, Councillor M Akehurst
(ex-officio)
The Mayor – Councillor S Gawrysiak (ex-officio)
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor Miss K L Hinton
Councillor I Reissmann
Councillor D Silvester

Members are reminded to sign the attendance book.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. TO RECEIVE DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.

3. PUBLIC PARTICIPATION SESSION

TO RECEIVE questions or statements from members of the public. The following rules shall apply:

1. You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
2. Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
3. All speeches shall last for no more than 2 to 3 minutes.
4. If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
5. If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
6. The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
7. The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
8. Questions which require the disclosure of exempt or confidential information will not be answered.
9. The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. MINUTES

- i. **TO APPROVE** the minutes of the meeting held on 18 March 2014 (previously circulated).
- ii. **TO RECEIVE AND CONSIDER** the minutes of the Henley in Bloom and Civic Pride Sub Committee held on 27 March 2014 (see attached).
- iii. **TO RECEIVE AND CONSIDER** the minutes of the Christmas Decorations and Events Sub Committee held on 14 March 2014 (see attached).
- iv. **TO RECEIVE AND CONSIDER** the minutes of the Mill Meadows and River Sub Committee held on 10 April 2014 (see attached).

5. **BUDGET**
TO RECEIVE, CONSIDER AND NOTE the management accounts to March 2014 (see attached).
6. **PROGRESS REPORT**
TO CONSIDER the progress report (see attached).
7. **CAR PARKING FOR THE TODDLER PLAYGROUND**
TO RECEIVE AND CONSIDER a report regarding the ten parking spaces adjacent to the Toddler Playground at Mill Meadows (see attached).
8. **DONATION OF A SCULPTURE**
TO RECEIVE AND CONSIDER a report regarding the donation of a sculpture to the town by Mr and Mrs Vince Hill and a fuller explanation by the Chairman (see attached).
9. **TESCO STORES LTD**
TO RECEIVE a verbal update from the Town Clerk regarding a meeting with the manager of the Tesco Stores Ltd in Henley on Friday 11 April 2014 (minute 76 ii) refers).
10. **TODDLER PLAYGROUND**
TO RECEIVE an update from the Chairman regarding the Toddler Playground.
11. **REGATTA PARKING ON THE FAIRMILE**
TO RECEIVE AND CONSIDER a request from the Lions Club of Henley to use the Fairmile for parking during the Henley Royal Regatta to raise money for charity (see attached).

bw.

Mr M Kennedy
Town Clerk
11 April 2014

Present: The Chairman, Councillor Miss K Hinton
Councillor Mrs P Phillips
Councillor Mrs J Wood
Mr D Eggleton
Ms M Francini
Mrs C Langler
Mrs M Taylor

In attendance: Mr G Bartle – Parks Services Manager
Mr K Bishop – Senior Park Warden
Mrs B Walker – Minute Taker/Committee Administrator

71. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs E Hodgkin and Mr S Khan.

72. DECLARATIONS OF INTEREST

None.

73. PUBLIC PARTICIPATION SESSION

None.

74. MINUTES

The Minutes of the Henley in Bloom / Civic Pride Sub Committee meeting held on 14 February 2014 were approved and signed by the Chairman as a true record.

75. PROGRESS REPORT

The Sub Committee noted all items being progressed are included on the agenda.

76. SPONSORSHIP

i. The Sub Committee received and noted the sponsorship list.

ii. Ms M Francini provided an update on sponsorship matters as follows:-
Launch Evening

Two dates have been proposed Tuesday 29 and Wednesday 30 April 2014 and it was suggested the timings be kept tight eg between 5.30 pm and 6.30 – 7 pm. Brakspears have confirmed they will brew the Henley in Bloom beer "Blooming Marvellous" in the microbrewery at the Bull in Bell Street. The Bull has offered the use of the room to the rear of the pub (which has a screen available) for the launch party free of charge. A barrel of beer will be provided, also free of charge. A charge would be made for other refreshments eg wine, soft drinks, nibbles, tea and coffee, however the charges were not available for this meeting.

Who should be invited was considered and it was noted the capacity of the room was up to 70 people and a screen would be available. Members were asked to email suggestions of who to invite and the Chairman would draw up the final list.

Members discussed the budget and noted the budget set for the Gold Party in October 2012 was up to £1000 although approximately £600 was spent. The following costs were considered - per head figure for food and nibbles, invitations, floral decorations etc.

After discussion it was **RESOLVED**

that the launch evening be held on Wednesday 30 April 2014 between 5.30 pm and 6.30/7 pm at the Bull in Bell Street.

that a budget of up to £750 be set for the launch evening

Post meeting note: The date has been postponed until May to allow time for organisation.

Action: Members to email suggestions for the guest list.

Henley in Bloom Beer

Ms M Francini confirmed Brakspears had agreed to brew the Henley in Bloom beer at the microbrewery in Bell Street. The beer would be available during June 2014 and 20p a pint would be donated to Henley in Bloom. It was noted this venture is not expected to raise large sums of money however it will promote Henley in Bloom to a new audience. The beer would be offered to all Brakspears' pubs in and within a 10 mile radius of Henley as a guest beer, although they would be under no obligation to sell it. The Angel on the Bridge and the Little Angel had already agreed to sell the beer. Ms M Francini showed members samples of 2 pump clips designed by Brakspears. Mr D Eggleton also provided a pump clip design which is hoped to be used during the campaign.

It was noted a launch for the beer in June would be another opportunity to promote the beer and Henley in Bloom.

Sponsorship charges – Ms M Francini informed members she had devised a formula to evaluate the amount that should be charged for each sponsorship opportunity which includes the initial/capital cost, the maintenance charge, the cost of plaques (to be replaced each year) plus a profit of 25%. The resulting figure is then "sense checked" to make sure it is appropriate and can be amended taking into account the desirability to the sponsor eg amount of footfall or traffic passing by.

The Sub Committee felt this was an excellent approach and noted a further update and figures would be presented at the next meeting.

Ms M Francini asked members whether they felt the tiered planters in Market Place should be sponsored. It was noted sponsorship could probably be found but it may look a bit "tacky". After further discussion it was **RESOLVED**

that the tiered planters in Market Place are not included in the list of sponsorship opportunities

Plaques – it was noted the plaques are very important to sponsors and the current format could be improved. There are a number of different backgrounds on which plaques must sit eg on a wooden or painted (blue, green, black) and they may need to be read from different aspects eg from a road, pavement or seated area. Consequently different sizes, backgrounds,

and types of plaque maybe required. Using different colour combinations of the Henley in Bloom logo was considered in order to offer more flexibility when combining with potential sponsors' logos and to make the plaques look more professional. After discussion the Sub Committee **RESOLVED**

that the principle of using a different colour combinations for the Henley in Bloom logo, eg on plaques. be agreed

77. BUDGET UPDATE

The Sub Committee received and noted the budget report.

78. SCHOOLS IN BLOOM

The Chairman proposed setting up an "In Bloom Youth Fund" to increase opportunities to work in partnership with schools, pre-schools and youth organisations. The aim is to encourage schools etc to approach Henley in Bloom with projects which need assistance, either time or funds, which broadly relate to the In Bloom criteria for instance buying water butts, building a greenhouse, creating a new flower bed etc. The sum of money suggested is in the region of £200. The advantage would be the projects would be tailor made and individual to each school, pre-school or youth organisation.

A member suggested the Henley Educational Charity may like to become involved in this project. After discussion the Sub Committee **RESOLVED**

that further investigation be made into setting up an "In Bloom Youth Fund" aimed at promoting partnership between Henley in Bloom and schools, pre-schools and youth organisations and promoting the In Bloom principles

that the Henley Educational Charity be approach to ask whether they would like to be involved in this project

79. PROJECTS AND EVENTS FOR 2014

The Chairman provided updates on projects and events for 2014 and advised the Henley Standard would once again be promoting the Buy a Basket campaign and community projects and had created a "Growing for Gold" logo. The Henley Herald is also supporting and promoting Henley in Bloom's events and initiatives.

The Sub Committee considered projects for 2014 as follows:-

Reading Road roundabout – members considered the re-design of the Reading Road roundabout and felt discussions should continue with the aim to implementing them in 2015. Councillor Mrs Phillips confirmed she had made contact with a local sculpture and would carry out further investigations as to whether it would be appropriate/financially viable to have a piece of his work on the roundabout and would report back to this Committee. The Committee noted investigations should continue during the spring/summer re possible designs to ensure the project can be implemented in early 2015 and the possibility of the public being asked for ideas via local/social media was considered. It was noted Higgs Group currently sponsor the roundabout and their input would be sought.

The Parks Service Manager confirmed the boat would be repaired this year and the area tidied up.

After further discussion the Sub Committee **RESOLVED**

that the current design of the Reading Road roundabout be retained for this year and that discussion continue on possible designs for next year including asking members of the public for their ideas via local/social media.

It's Your Neighbourhood – Mr D Eggleton confirmed the Gainsborough Residents Association has entered the Gainsborough Estate into the It's Your Neighbourhood Category of Thames and Chilterns in Bloom for the first year. They have a number of initiatives planned and ongoing including:- the donation of seed pods to Sacred Heart School who will grow plants for the elderly, working with Henley in Transition regarding planting trees, shrubs and bulbs on and near the Estate and initial thoughts on a woodland project for schools.

Floral Train – the Committee noted the train is very popular with the public but not as popular with the In Bloom judges and discussions are on-going re possible sponsorship from First Great Western to cover the re-planting costs.

Hanging Baskets – members were advised the leaflet is now ready for printing and distribution.

Gardens of Henley competitions – it was noted it would be beneficial to start distributing the entry forms and themes/colours etc in the autumn ready in order for people to plan their garden and have time to order and grow their seeds.

Community Planting – the Chairman informed members the Community Planting scheme was underway and the Chairman and Mrs C Langler would be manning a stall in the Market Place on Saturday handing out seeds, soil, plant pots and instructions to members of the public. The aim is for members of the public to grow plants from seed and to keep half of the plants for themselves and to donate the remainder to Henley in Bloom for planting initially at Mill Meadows. This is a more sustainable approach and hopes to also encourage people to grow plants from seed. The Chairman confirmed she was meeting with 3 students from Gillotts School who were interested in helping with the planting of the donated plants as part of their Duke of Edinburgh Award.

HiT Litter – is taking place on Saturday 5 April 2014 between 10 am and 12 noon. The meeting/collection points are Christ Church Centre or Gainsborough Estate. Members agreed free soup, tea and coffee should be provided at the Christ Church Centre at 12 noon and a press photo call. Any volunteers are welcome. Mr D Eggleton will also be manning a collection point at the Gainsborough Estate and it will be combined with SOHA providing a skip for their clean up initiative.

After discussion it was **RESOLVED**

that up to £100 be provided to for complimentary soup, tea and coffee at the Christ Church Centre following HiT litter on Saturday 5 April 2014

Green Wall, Leichlingen Pavilion – the Parks Service Manager confirmed investigations are being made into rainwater capture and a green wall on the wall of the Leichlingen Pavilion. Councillor Mrs P Phillips confirmed she had details of a contact at Waitrose in Bracknell and would be contacting them for advice, support and would suggest the possibility of a green wall by Waitrose in Henley.as the area outside the cinema and the back of Waitrose could be improved.

Twinning Sign – the Chairman showed the Sub Committee a picture of the type of Sign (chelmer) and informed the Committee the total cost of this type of stand, design costs and delivery was £926.93.

The Committee **RESOLVED**

that the Chelmer stand be purchased at a cost of £926.93 including design work, production of the board and delivery.

Post meeting note: An alternative quote is being sought prior to ordering.

Telephone Box – members were advised of a suggestion by Town and County Councillor D Nimmo Smith at Full Council of moving the phone box to a town centre location and a defibrillator being placed in it for use in an emergency. Members noted this Sub Committee did not have firm plans for the phone box and agreed this suggestion was a practical and worthy use of the phone box. Members were advised the Town and Community Committee is responsible for street furniture and agreed they be asked to consider this matter further and an update be provided to the Henley in Bloom Sub Committee **RESOLVED**

that the Town and Community be asked to consider the suggestion of moving the telephone box currently located at the corner of St Andrews and Belle Vue Road to a town centre location and a defibrillator be placed in it for use in an emergency.

Celebration Beds – the Chairman advised, following recent discussions, that the theme be centred on 50 years of Britain in Bloom and the role of Lady Brunner of Greys Court in the establishment of Keep Britain in Tidy be highlighted. Following research undertaken by Ms M Francini at the RHS library the planting to be based on plants which were popular in the 1960s eg antirrhinums etc and that the style be block colours. It was noted these types of plants would need deadheading and the design would need to include spaces to allow access to deadhead the whole bed. Mr M Sheldrake of Toad Hall Garden Centre had once again offered to design the bed and source the plants.

The Sub Committee **RESOLVED**

that the Celebration Beds mark 50 years of Henley in Bloom and the plants and style of planting be based on plants popular in the 1960s.

AFC Henley - member discussed the creation of a feature flowerbed on the corner of Jubilee Park near the roundabout and the involvement of Jubilee Park users eg AFC Henley and the Henley Hockey Club and it was felt this project should be postponed until next year and be progressed in association with the Reading Road roundabout, as they are close in proximity.

The Sub Committee **RESOLVED**

that the creation of a flowerbed/feature on the corner of Jubilee Park, Reading Road, be considered for 2015 and it be developed in association with the plans for the Reading Road roundabout as they are close in proximity.

Greys Road verges/Wildlife Motorway – the Parks Manager confirmed he had been in discussions with the Henley Wildlife Group and that areas would be sprayed off and wildflower seeds would be planted. Advice was also being sought from a local expert regarding preserving the habitat required for certain fungi to continue to grow in this area.

80. ALLOTMENT ASSOCIATION

Ms M Francini informed the Committee there are no current matters to report.

81. DATE OF NEXT MEETING

The date of the next meeting is Thursday 1 May 2014 at 10.00 am.

The meeting closed at 11.35 am.

Chairman

bw

Present: Councillor Mrs J Wood (Chair)
Councillor Miss S Evans
Councillor M Akehurst
Mr R Simmons
Mr I McGaw
Mrs M Francini

In Attendance: Mrs P Price-Davies - Minute Taker / Committee Administrator

57. APOLOGIES

Apologies for absence were received from Councillors S Gawrysiak, Mrs E Hodgkin and Mrs P Philips.

58. DECLARATIONS OF INTEREST

None received.

59. MINUTES

The minutes of the Christmas Events and Decorations Sub Committee meeting held on **5 November 2013** were received, approved and signed by the Chairman as a true record.

Matters Arising - Minute No.54

A Member enquired as to whether there had been any developments with the issue of Pedlars encroaching at the Christmas Festival Market. He was informed that the Town Clerk was due to meet with Sergeant Pink to discuss the matter of By-Laws more fully and the Chair reported on a recent meeting at SODC regarding this issue and that she was currently awaiting the update on the situation.

60. PUBLIC PARTICIPATION SESSION

There were no members of the public present at the meeting.

61. INFRASTRUCTURE ELECTRIFICATION WITHIN THE TOWN

Members had before them the three tender submission bids received on the Infrastructure Electrification within Henley Town Centre to provide cabling and electrical sockets that could be used for the illumination of the Small Christmas Tree Scheme within a central zone area (Hart Street, Market Place, Duke Street & Bell Street). Each bid was assessed having regard to both qualitative and quantifiable evidence submitted. It was **RESOLVED**

that Merlin Lighting Ltd be appointed to undertake the installation of the electrical Infrastructure within the central zone area (Hart Street, Market Place, Duke Street & Bell Street) of Henley Town Centre at the estimated cost of £11,739.20.

Following the installation of the infrastructure, the erecting of the trees would become a more streamlined operation and HTC would then be able to provide this as an In-house service through the Parks Department or have the option to go out to tender for more competitive rates which would reduce the cost to the retailers and residents, encouraging a greater uptake of the scheme. Members were in agreement that this new infrastructure would be hugely beneficial in promoting the town as a winter destination for both shoppers and tourists alike. It was agreed that it should be positively promoted through the new Henley Magazine and the Henley Standard to

ensure maximum awareness and support of this HTC investment. It was agreed that the Accountant would be informed of this decision so that the application to SODC's Infrastructure Fund for 50% of the estimated costs could be submitted to the 21st March 2014 deadline.

A member suggested that as part of the contractual arrangements, Merlin Lighting Ltd should be instructed to test the working order of the infrastructure 2-3 weeks before the official switch-on. The Administrator agreed to discuss this safeguard with Merlin Lighting Ltd when discussing the scheduling of the work. The Committee were in agreement that a clear policy should be agreed upon as to whether HTC or individuals would be financially responsible for the installation of any sockets for new customers who are located outside the central zone.

62. TOWN CENTRE CHRISTMAS LIGHTING SCHEME

Members received a report from Merlin Lighting Ltd on the opportunity to improve the current Town Centre Christmas Lighting Scheme and the suggested compensation for the incorrect cross street designs being supplied in both 2012 and 2013. Improvements to the current Christmas Lighting Scheme were discussed with a particular emphasis on making more of a feature out of the lighting scheme in Market Place and ensuring connectivity throughout the all the Christmas Lighting design within the Town Centre. It was **RESOLVED**

that the quote from Merlin Lighting Ltd to replace the cross street lighting with a solely warm white design and upgrade the design of the Christmas lighting scheme both in the 9 small tress in Market Square and the large Christmas tree to incorporate a subtle twinkling design product be approved.

Members discussed the level of service that was expected from Merlin Lighting Ltd and it was agreed that the Administrator would include a Service Level Agreement in the new contract to ensure that any issues were rectified within an agreed timeframe and that it was important to emphasise to Merlin Lighting Ltd that the new design would be trialled for a one year period.

A Member suggested that the Chair should approach both Henley Regatta and Henley Festival to enquire as to whether they would be prepared to contribute to the financial costs of the new lighting scheme in Market Place if the tree lights were to be illuminated over the Regatta and Festival period.

The Chair informed the Committee that Invesco Perpetual had agreed to sponsor the large Christmas Tree in Market Place again this year for the sum of £1,750.00, which would also cover the purchase costs of a number of the charity small Christmas trees. Members were delighted to hear of this continued support and it was agreed that the Administrator would work with them in ensuring that their involvement and branding with this year's Christmas Festival was maximised.

The Committee discussed the make-up of the membership and the Chair agreed to approach Ms J Perrigo's successor at The Living Advent Calendar to replace her and a local trader to become a member of the Christmas Events and Decorations Sub Committee.

63. DATE OF NEXT MEETING

The following date was proposed for the next meeting: **Tuesday 6 May 2014 at 9.30am** in the Committee Room, Town Hall

The meeting closed at 11.30am.

ppd

Chairman

Present: The Mayor, Councillor S Gawrysiak (Chair)
Councillor D Clenshaw
Councillor Miss S Evans
Councillor Miss K Hinton
Councillor Mrs J Wood
Mr A Brown, River and Rowing Museum

In attendance: Mr M Kennedy, Town Clerk
Mr G Bartle, Parks Services Manager
Mrs B Walker, Committee Administrator/Minute Taker

One member of the press

57. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs E Hodgkin and Mrs Sally Rankin and apologies for lateness from Councillor Miss K Hinton.

58. DECLARATION OF INTEREST

None.

59. PUBLIC PARTICIPATION SESSION

None.

60. MINUTES

The Sub Committee received, considered and approved the minutes of the meeting held on 23 January 2014, which were then signed by the Chairman, Councillor S Gawrysiak.

61. HENLEY WILDLIFE GROUP

The Sub Committee received the notes of the Henley Wildlife Group meeting (HWG) held on 16 January 2014. An update from the Chairman on behalf of Mrs S Rankin as follows:-

- Mrs Rankin has stepped down as Chairman of the Henley Wildlife Group due to family commitments . Mrs Rankin will continue to take an active role in the work at Mill and Marsh Meadows in partnership with the Parks Service. The HWG is in talks with Henley in Transition to organise work parties for the Chalk Bank and Gillotts Field wildlife areas. The Parks Manager confirmed a member of the Parks Team would be supporting Mrs Rankin with her work on Mill and Marsh Meadows
- Mrs Rankin was very disappointed not to receive a grant from the Town Council following their recent application for money to fund a bat survey. A bat survey

would provide information on whether and how many bats, occupied Mill and Marsh Meadows and advice on how to increase numbers eg which type of bat boxes should be provided, where to locate them and it could have provided an excellent educational opportunity for local schools. It was suggested another application be submitted to the Town Council in the next round with information explaining the educational benefits of the survey and that this matter is also investigated further by this Sub Committee.

- the fritillaries are in flower on Marsh Meadows
- one mink raft has been placed at the Meadows. Two further locations are required one up and one down stream – members were asked if they knew of landowners who may be willing to locate a mink raft in the river and it be tethered to the bank. The mink raft will enable the mink population to be assessed and will indicate whether introducing water voles is viable.

Action: Councillors Miss S Evans and Mrs J Wood to speak to contacts regarding locating mink rafts up and down stream and to inform the Parks Manager who can arrange installation.

Members were saddened to hear of Mrs Rankin's resignation as the Chairman of the Henley Wildlife Group and were enormously grateful for her hard work and expertise over the years which had led to the creation of the wildlife area at Mill and Marsh Meadows and also the Chalk Bank and Gillotts Field. After further discussion the Sub Committee **RESOLVED**

that a formal letter be sent to Mrs Rankin thanking her for hard work and expertise over the years in creating the wildlife areas on Mill and Marsh Meadows, the Chalk Bank and Gillotts Field

62. PROGRESS REPORT

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

Coaches – continue to be monitored

Riverbank Repairs – the riverbank repairs are due to take place in 2014 being mindful of events, festivals etc

Toilet Refurbishment – is going well and is due to be completed by the Spring Bank Holiday. Investigations are being made into the cost of having a rising changing bench which can be used for changing disabled children and adults and would provide a facility not currently available in the area

Toddler Playground – 3 more Councillors were appointed to the Toddler Playground Advisory Group at Full Council, the Group will meet on Thursday 10 April to establish a "road map" going forward and site visits to playgrounds will take place following the meeting and on Monday 14 April 2014.

63. MOORINGS AND CAR PARKING – MANAGEMENT ACCOUNTS

The Sub Committee received and noted the Management Accounts up to March 2014 for Mill Meadows and despite the flooding, income had exceeded that expected.

64. CAR PARKING – EXCESS CHARGE NOTICES (ECNs)

The Committee received and noted the report regarding ECNs issued at the Mill

Meadows Car Park. The Town Clerk informed members the amount of income due from outstanding tickets is only 1.6% of total income. Members noted there were 9 tickets still outstanding from May 2013. Vinci would be asked for the reasons why for the next meeting.

Action: Vinci to be asked for the type of reasons why there are still 9 outstanding tickets from May 2013 and the process undertaken in collecting outstanding monies from ECNs

65. RISK ASSESSMENT – PARK WARDENS

The Sub Committee received a verbal update from the Town Clerk/Park Services Manager regarding a recent incident involving an assault on a Park Warden and members were shocked and appalled but were relieved to know the Park Warden, although shaken, is now fully recovered. Members were grateful to the members of the public who supported the Park Warden and called the police.

Guidelines have been introduced to ensure this type of incident does not happen again. In the future two Park Wardens will approach those barbecuing where not permitted, a polite request will be made to extinguish the barbecue, if the request is not adhered to another polite request will be made and an offer to extinguish the barbecue. If this request is not adhered to the situation will be re-assessed and calling the police will be considered. This will be combined with having a clear policy for barbecuing and these will be well signed.

Members noted this weekend is the Sikh Festival of Vasaikhi and it was confirmed the no barbecue policy is still in place. It is expected the Meadows will be busy this weekend, particularly if the weather is good and extra Park Wardens will be on duty.

Councillor Miss K Hinton joined the meeting at 9.55 am.

66. BARBECUES ON MARSH MEADOWS

The Sub Committee received and considered a report regarding whether to allow barbecues on Marsh Meadows. Members noted it had already been resolved by the Town Council that members of the public are not allowed to barbecue on Mill Meadows.

The provision of permanent barbecue points was considered on Marsh Meadows. Investigations had taken place and Councillor Miss S Evans and the Parks Manager visited Hurley to look at their permanent barbecues. It was noted that brick built barbecues in position all year round, may not be aesthetically pleasing on the Meadows if they could not be moved. An alternative option was suggested in the report, which was to use tree stumps with a decorated metal plate fixed on top where disposable barbecues can be placed therefore not burning the grass. These were seen at Preston Park in Brighton and images were distributed. The Parks Manager felt the Parks Staff could construct these at a low cost as they could recycle materials they already have. Suitable galvanised bins would be provided for the disposal of the ashes. Clear signage would also be required.

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

- divided opinion on the smells of barbecues – distasteful or smell of summer?

- the tree stump barbecue points could be moved during the summer if required (therefore is flexible) and could be removed in winter.
- the tree stump barbecues could be provided at a reasonable cost and were sustainable and quirky
- clear but subtle signage would be required also explaining the difference to visitors between Mill and Marsh Meadows

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

that barbecues be allowed on Marsh Meadows

- **fixed barbecue points be provided on Marsh Meadows for use by those with disposable barbecues (tree stump barbecues)**
- **barbecues on stands be permitted**
- **galvanized bins be permitted and appropriate signage**
- **no open fires**
- **review the scheme in the autumn of 2014**

It was noted the Sikh Festival of Vaisakhi was this weekend and therefore large numbers could be expected. The Parks Manager confirmed the no barbecue ban from last year was still in place and signage would be in place, also additional Park Wardens would be on duty.

67. RIVER AND ROWING MUSEUM

The Town Clerk provided an update on two recent meetings he had had with the new Chief Executive of the River and Rowing Museum (RRM) – Mr Ludo Keston. The discussions were very wide-ranging and positive and the Town Clerk highlighted the following points:-

- over 20,000 pupils visit the museum each year
- the River and Rowing Museum are keen to strengthen relations with neighbours, the community and local authorities
- the RRM are working with the Town Council on a “Lest We Forget” project involving an outreach art project with local schools which will be displayed at the Sensory Garden at Mill Meadows
- discussion regarding branding and signage were discussed particularly within Mill Meadows (including signage for the toilets)
- the RRM and HTC would inform each other whenever large events are planned at the Museum or the Meadows

It was noted the Mayor and Councillor D Nimmo Smith had also had a very positive meeting with Mr Keston.

A discussion ensued and the following comments were made:-

- it is recognised the museum has international appeal however it would be beneficial to promote the town connections, possibly including a feature in the new Henley magazine with a tear-off voucher offering a discount.
- does the RRM know the percentage of visitors from Henley who visit the museum?
- a review of all the signage at Mill Meadows would be beneficial and the possibility of combining some of the RRM and HTC signage be considered so that the area is not “over signed”.

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

that further discussions take place between the Town Council and the River and Rowing Museum with regard to reviewing the signage at Mill and Marsh Meadows

68. USE OF MILL MEADOWS

- i. The Sub Committee received and noted verbal updates on the following events for which permission has already been granted:-
- **Henley Literary Festival – 29 September – 5 October 2014** – members noted the Henley Literary Festival have decided not to use Mill Meadows as a venue for this year.
 - **Action Challenge – 13 and 14 September 2014** – the Town Clerk reported that he has been in negotiations with representatives of Action Challenge who would be visiting the site and would confirm in the next week whether the finish of the race will be located at Mill Meadows.
 - **Music on the Meadows** – members noted the date of this event has been amended to **Sunday 20 July 2014** (minute 34 iii refers).
 - **the May Fair** – members noted the Henley Round Table would be holding the May Fair on **Monday 5 May 2014**.
 - **Pop-Up Cinema – Friday 25 July - Sunday 27 July 2014 and Friday 1 August – Sunday 3 August 2014** – members noted the dates for film showings this year. Following a suggestion from this Sub Committee that opera or theatre programmes be shown the Regal Cinema advised that these types of programmes run to an average of 3 to 3 ½ hours and this would be too long for an event starting at 9.30 pm however they will consider a theatre programme if there is one of suitable length on offer during this period
 - **a run along the Thames Path from Richmond to Oxford (100 miles) by Centurion Running – Saturday 3 May 2014** – this is a low-key, not for profit running event and there will be a small check-point at the Marsh Meadow end of Mill Meadows. This event was held in 2012 and had approximately 120 runners.
- ii. The Sub Committee received and considered a request from “Your Event Festival” to hold a Food Festival and Artisan Farmers Market at Mill Meadows. Mr McLeod has advised the event can be shaped to the requirements of the Town Council and the number of stalls etc can be stipulated. Mr McLeod would be willing to meet with Councillors to discuss further if this Sub Committee approves the idea. Members felt Mill Meadows was not the right venue for the Food Festival and considered whether a town centre venue would be more appropriate.

After discussion it was **RESOLVED TO RECOMMEND**

that the Town Council do not give permission for a Food Festival and Artisan Farmers Market (organised by “Your Event Festival”) to be held at Mill Meadows

69. **DATE OF THE NEXT MEETING**

The date of the next meeting was agreed as Thursday 24 July 2014 at 9.30 am at the River and Rowing Museum.

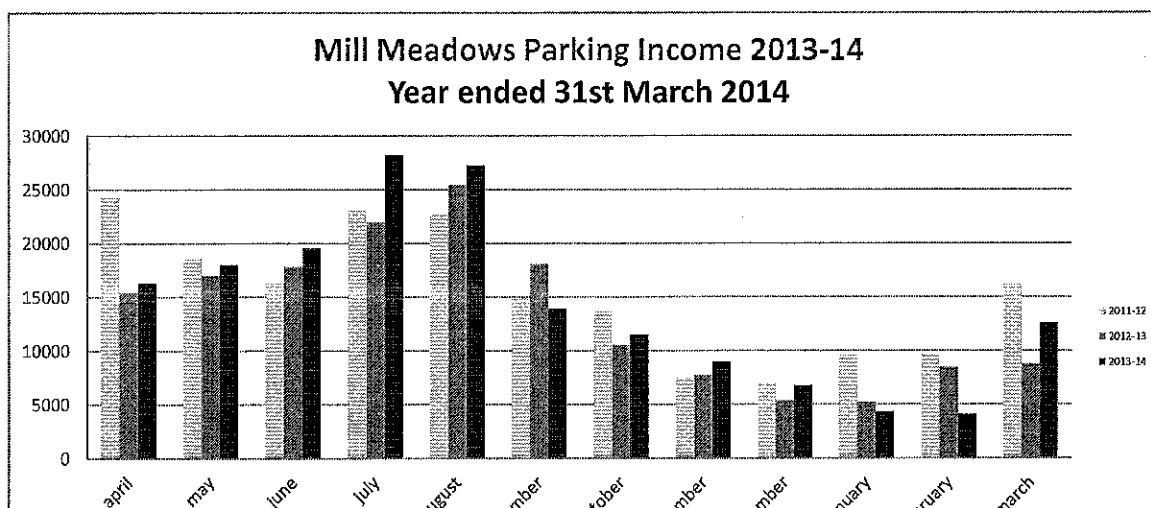
The meeting closed at 11.15 am.

Chairman

bw

£'000	Note	Actual Month 12 March 2014	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
River						
Car Park expenses		10.7	10.7	9.4	8.1	(1.3)
Car Park Maint per Pro-active maint schedule		0.0	0.0	0.0	8.0	0.0
Mill Lane Car Park		0.3	0.3	0.0	0.0	(0.3)
Mill Lane Car Park per Pro-active maint schedule		0.0	0.0	0.0	0.0	0.0
MM Car Park resurfacing costs/garage maint'ance		0.0	0.0	0.0	15.4	0.0
Toddler Play Area refurb, planned maintenance		30.0	30.0	30.0	0.0	0.0
Moorings White Hart/Thameside, planned maint		2.7	2.7	5.0	0.0	2.3
Red Lion Lawn		0.0	0.0	0.0	22.7	0.0
Bandstand costs per maintenance schedule		0.7	0.7	0.0	0.0	(0.7)
Bandstand costs - other		4.5	4.5	4.8	0.5	0.3
Deck chairs, costs		2.6	2.6	2.5	0.0	(0.1)
Less: deck chairs income		0.0	0.0	(2.0)	0.0	(2.0)
River expenses - environment agency exp		3.3	3.3	4.0	3.2	0.7
Little White Hart Moorings rates		2.8	2.8	2.9	2.7	0.1
Total River Expenditure		57.7	57.6	56.6	60.6	(1.1)
Less Income						
Moorings - Temporary		(21.8)	(21.8)	(17.0)	(16.7)	4.8
Moorings - J Hooper		(11.3)	(11.3)	(12.0)	(10.5)	(0.7)
Permanent Moorings - White Hart		(10.5)	(10.5)	(16.8)	(17.8)	(6.3)
-Mill Meadows		(14.4)	(14.4)	(15.0)	(14.4)	(0.6)
-River Terrace		(5.1)	(5.1)	(5.6)	(5.6)	(0.6)
Salter Bros.		(0.9)	(0.9)	(1.0)	(0.9)	(0.1)
Mill Meadows Car Park (see chart below)		(171.5)	(171.7)	(170.0)	(161.6)	9.7
Total River Income		(235.6)	(235.7)	(237.4)	(227.5)	(1.7)
Net (Income) River		(177.9)	(178.1)	(180.8)	(166.9)	(2.8)
Pavilion						
Electricity (see recharges from 2012/13 below)		7.2	7.2	6.5	7.5	(1.7)
Water, excl toilets		0.6	0.6	0.6	0.6	0.0
Rates after refund for earlier years		1.5	1.5	3.7	2.5	2.2
Insurance		0.6	0.6	0.6	0.6	0.0
Misc/Maintenance/Cleaning mats		3.5	3.5	3.5	3.5	0.0
Pavilion maintenance per Pro-active schedule		0.0	0.0	0.0	5.5	0.0
Lift Maintenance		0.5	0.5	1.0	0.6	0.5
Public Toilets, normal upkeep incl water		11.2	11.2	12.0	10.3	0.8
		25.0	25.1	26.9	31.3	1.8
Less Income						
Mill Meadows Nursery rent		(12.0)	(12.0)	(12.3)	(12.0)	(0.3)
MM Nursery recharge of services/electricity		(5.0)	(5.0)	(6.5)	(8.0)	(1.5)
Bowling Club £100pa + electricity/water recharged		(1.7)	(1.7)	(1.5)	(3.6)	0.2
		(18.8)	(18.7)	(20.3)	(23.6)	(1.6)
Net Cost Pavilion		6.2	6.4	6.6	7.7	0.2
Gardens						
Flower Beds		35.7	35.7	34.0	32.1	(1.7)
Henley in Bloom, incl £5k for National Competition		20.7	20.7	13.0	8.2	(7.7)
		56.5	56.4	47.0	40.3	(9.4)
Income offset						
Henley in Bloom		(15.7)	(15.7)	(8.0)	(8.2)	7.7
Net Cost Flowers		40.7	40.7	39.0	32.1	(1.7)
Cemetery						
General maintenance		2.4	2.4	2.0	1.8	(0.4)
Utilities		2.1	2.1	3.0	2.3	0.9
Insurance of Chapels		0.2	0.2	0.2	0.2	(0.0)
Repairs to redundant Chapel per maint sch		2.8	2.8	1.0	0.0	(1.8)
Repairs to main Chapel per maint schedule		14.0	14.0	0.0	0.2	(14.0)
		21.5	21.5	6.2	4.6	(15.3)
Income offset						
Cemetery Fees		(34.0)	(34.0)	(35.0)	(43.8)	(1.0)
Net Cost / (Income) Cemetery		(12.4)	(12.5)	(28.8)	(39.2)	(16.3)
Sports Centre						
Insurance on part not rented out		0.9	0.9	0.4	0.4	(0.5)
Management Contract		17.6	17.6	18.0	17.1	0.4
Repairs & Improvements		0.5	0.5	3.0	1.8	2.5
Provision for new astroturf 2023/24		16.7	16.7	16.7	16.7	0.0
Maintenance per Pro-active schedule		0.0	0.0	0.0	2.5	0.0
Cost Sports Centre		35.8	35.7	38.1	38.5	2.4

£'000	Note	Actual Month 12 March 2014	Expected Out-turn 13/14	Budget 13/14	Final actual 2012/13	Variance Out-turn v Budget
Allotments						
Admin Grant		0.4	0.4	0.4	0.4	0.0
Maintenance		1.5	1.5	1.5	0.1	0.0
Water		0.8	0.8	0.5	0.3	(0.3)
		2.8	2.7	2.4	0.8	(0.3)
Income offset						
Allotment Rents		(4.1)	(4.1)	(4.1)	(3.6)	0.0
Net Cost/(Income) Allotments		(1.4)	(1.4)	(1.7)	(2.8)	(0.3)
Litter						
Litter- General		12.4	12.4	12.5	10.3	0.1
Litter- Dogs		1.1	1.1	1.5	1.5	0.4
Net Expenses Litter		13.5	13.5	14.0	11.8	0.5
Grasscutting						
Grasscutting expense - verges/amen areas		0.0	0.0	0.0	0.0	0.0
Income offset						
OCC grass cutting recharge		(8.6)	(8.6)	(8.6)	(8.6)	0.0
Net Expenses Grasscutting		(8.6)	(8.6)	(8.6)	(8.6)	0.0
Christmas Festivities						
Christmas Festivities - expenses		13.1	13.1	10.5	10.0	(2.6)
Income offset						
Christmas Festivities - stalls/sponsorship/trees		(6.6)	(6.6)	(4.0)	(3.7)	2.6
Net Expenses Christmas Festivities		6.5	6.5	6.5	6.3	0.0
Facilities Operation						
Wages etc.		185.8	185.8	202.0	176.8	16.2
Probation service cost £120 per week		6.3	6.3	5.0	5.1	(1.3)
Tools/Plant		6.9	6.9	5.0	6.4	(1.9)
Repairs & Improvements		15.1	15.1	11.0	17.6	(4.1)
Maintenance, including benches		3.5	3.5	4.0	0.0	0.5
Amenity Area - other		10.1	10.1	10.0	11.4	(0.1)
40 Acre Field fencing, less:		0.5	0.5	0.5	0.0	0.0
Recharge staff costs ref memorials/grass cutting etc		(2.3)	(2.3)	0.0	(0.2)	2.3
Vehicle Expenses, excl insurance		11.2	11.2	15.0	10.7	3.8
Vehicle & plant insurance		2.6	2.6	2.6	2.6	0.0
Protective Clothing / H&S		4.4	4.5	4.0	4.2	(0.5)
Telephone		2.8	2.8	2.0	2.5	(0.8)
Weedkilling		0.7	0.7	1.5	0.0	0.8
Knotweed (incl under weedkilling)		0.0	0.0	3.0	0.0	3.0
Trees		7.0	7.0	5.0	5.5	(2.0)
Gillotts Field		0.2	0.2	0.5	0.3	0.3
Freemans Meadow		1.1	1.1	1.1	0.3	0.0
Makins Recreation Ground		1.1	1.1	1.1	0.2	0.0
Expenses Facilities Ops		256.9	257.1	273.3	243.4	16.1
Net Committee Expenditure		159.2	159.4	157.4	122.4	(2.3)



Agenda Item 6 – Progress Attachment

Use of Council Land for Fitness Activities

The Council has no objection to you using Council land free of charge for undertaking fitness activities, either individually or with a fitness instructor on a one-to-one basis or as a group activity.

However, may we take this opportunity to draw your attention to the following guidelines for your safety?

- 1) The Council's overall objective is to provide a safe and pleasant open space for the peaceful enjoyment of the public. Please be aware of the presence of other users before embarking on any activity that could cause an impediment to them.
- 2) Act responsibly when using the open space. Please be aware of ground conditions and take care when the ground is hard, damp or muddy.
- 3) Please do not attach resistant equipment to trees, children' play equipment or other physical features, such as the band stand, pavilion or street furniture.
- 4) Be aware of your own health and safety; check for any sharp objects or canine faeces before commencing your activity and find out if you need third party public liability insurance, particularly important if you make a charge.
- 5) Check our website www.henleytowncouncil.gov.uk to make sure your activity doesn't coincide with a planned event.
- 6) Enjoy yourself!

Town Clerk
9.4.14

HENLEY ON THAMES TOWN COUNCIL
Recreation and Amenities Committee – 22 April 2014
Progress Report

Minute Number	Subject	Progress
57 (10.12.13) 78 (18.3.14)	Makins Recreation Ground - Pram Walk	This item is to be transferred to the Town and Community Committee.
63 (4.2.14)	Makins Skatepark	The planning Case Officer has advised that supplementary information is required in support of the application – this is being prepared. The application will be determined by the SODC planning committee in May.
55 (10.12.13)	Toilets Refurbishment Mill Meadows	Work is progressing well and the completion date is in time for the Spring Bank Holiday and half term at the end of May.
68 (4.2.14)	Use of Land for Fitness Activities	To receive and note a form of words from the Town Clerk regarding the use of Council land for fitness activities (see attached).

HENLEY TOWN COUNCIL

Recreation and Amenities Committee – 22 April 2014

Report On Toddler Playground Parking

1. Purpose

- 1.1 To consider making the 10 Mother and Child parking spaces at Mill Meadows into pay and display bays, once the new playground at Mill Meadows has been constructed and opened to the public.

2. Background Information

- 2.1 At Mill Meadows there are 10 Mother and Child parking spaces which are free from pay and display tickets, all year round, although paradoxically the sign makes no reference to "free parking", which reads "Parking Spaces 1 – 10 are for use by those accompanying their children to the play area. Stay limited to 1 hour only". This free parking is intended to be limited to 1 hour per vehicle. Traditionally during busy periods this has been hard to police and its frequently abused, as staff have to monitor the time of arrival as well as how long cars are parked there.

3. Detailed Consideration

- 3.1 Once the new playground has been constructed the increase in footfall of visitors to Mill Meadows will exacerbate the problem. It is suggested that free parking for 1 hour at these bays is stopped and that they become normal pay and display bays.
- 3.2 On the basis of an average "spend" of £5 per bay, for up to 200 days a year, it is estimated that up to a further £10,000 per annum income will be generated.

4. Recommendation

- 4.1 The Committee is asked to consider the following recommendation

that the 10 car parking bays currently with a free on hour by the Toddler Playground are incorporated into the normal pay and display parking scheme once the new Mill Meadows playground has been constructed and sufficient signs are displayed to inform the public of these changes.

HENLEY TOWN COUNCIL
Recreation and Amenities Committee – 22 April 2014

Report on the Offer of a Donation of a Sculpture to the Town

1. Purpose

- 1.1 To receive and consider the offer of a bronze entitled "Wild Deer Leaping" to the town by Mr and Mrs Vince Hill in memory of their son Athol Hill.

2. Background Information

- 2.1 Mr and Mrs Vince Hill would like to donate a bronze, commissioned by them by the sculptor Claire Norrington, to the town of Henley. The statue, by the sculptor Claire Norrington, is 6'6" x 11' 6".

3. Detailed Consideration

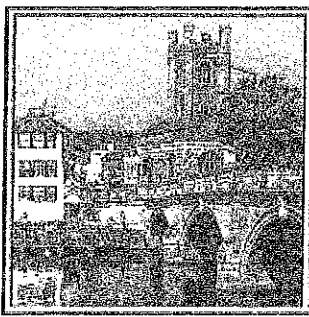
- 3.1 The Committee is asked to consider the offer in principle and if positive further investigation will be made into incidental costs eg insurance, transport and how to secure the statue by seeking advice from the sculptor. The intention is to donate the statue however no timescale has been set.

Members are asked to consider and suggest possible locations. A suggestion has been made by the Chairman that it be located in Marsh Meadows.



4. Recommendation

- 4.1 The Committee's further consideration and instruction in this matter are requested.



The International Association of Lions Clubs

LIONS CLUB OF
HENLEY ON THAMES

105D England

Registered Charity - No: 1031574



Please reply to:

Robin Swift
Treasurer
51 Westleigh Drive
Sonning Common
Reading
Berkshire
RG4 9LA
Tel: 0118 9723648

Mr M Kennedy, Town Clerk
Henley Town Council
Town Hall
Market Place
Henley-on-Thames
RG9 2AQ

12 MAR 2014

10 March 2014

Dear Mr Kennedy

Henley Royal Regatta Car Parking on Fair Mile

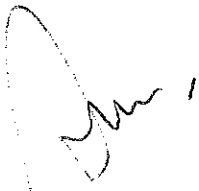
Over the past several years, the Town Council has granted permission for the Lions Club of Henley-on-Thames to arrange a charity car park during Regatta week along the verge of the Fair Mile. The Lions Club is very grateful for this arrangement, which has enabled the Club to donate over £2000 last year to local charities. I would like to request that similar permission is granted for the 2014 Royal Regatta and the details are as listed below

- Dates - Wednesday 2 July to Saturday 5 July 2014
- Location – grass verges between service road and The Fair Mile up to Lambridge Wood Road on the right hand side (travelling into Henley), South West side.
- Charges will be £10 per car all day – All receipts to be donated by Lions to local charities in 2014
- Lions Club will erect and pay for all stakes, signs, tapes etc.
- Site will be manned by Lions members from 9am to 5pm each day who will supervise the location of car parking.
- A full H & S and Risk Assessment document will be prepared and read by each member attending.
- Signs will be displayed indicating that cars are parked at the owners risk.
- Lions Club International covers each club with full liability insurance.

- The possibility of bad weather/wet ground surface will be reviewed with HTC Park Services and if judged necessary the car parking will be cancelled to avoid damage to the verge.
- No overnight parking or camping will be allowed.
- The verge will be left clean and tidy and all signs/tapes etc removed.
- All entrances to the service road, house entrances etc will be kept clear.

Thank you for considering this request and please contact me if you have any questions or need more details.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Robin Swift', with a large, sweeping initial stroke.

Robin Swift (Hon. treasurer)
For the Lions Club of Henley-on-Thames

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