

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

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

Also present: 1 Member of the Press  
1 Member of the Public

The Vice Chairman, Councillor Mrs G Dodds asked everyone to stand and observe a minute's silence to remember Councillor T B Buckett MBE, Chairman of this Committee who loved this place and loved this town.

**38. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dr B G Wood.

**39. DECLARATIONS OF INTEREST**

*Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct), a member with a personal interest 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 personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest. A member with a prejudicial 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 has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. For the purposes of this Part (of the Act), "meeting" means any meeting of the authority; or any of the authority's committees, sub-committees, joint committees or joint sub-committees.*

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

**40. MINUTES**

- i. The minutes of the Recreation and Amenities Committee held on 6 October 2009 were approved, adopted and signed by the Chairman, Councillor Mrs G Dodds.
- ii. The Committee considered the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 1 October 2009.

It was **RESOLVED to RECOMMEND**

that the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 1 October 2009 be received, approved and adopted.

- iii. The Committee considered the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 29 October 2009.

It was **RESOLVED to RECOMMEND**

that the minutes of the Henley in Bloom/Civic Pride Sub Committee held on 29 October 2009 be received, approved and adopted

- iv. The Committee considered the minutes of the Mill Meadows/River Sub Committee held on 9 October 2009.

It was **RESOLVED to RECOMMEND**

that the minutes of the Mill Meadows/River Sub Committee held on 9 October 2009 be received, approved and adopted.

- v. The Committee considered the minutes of the Christmas Decorations Sub Committee held on 12 October 2009.

It was **RESOLVED to RECOMMEND**

that the minutes of the Christmas Decorations Sub Committee held on 12 October 2009 be received, approved and adopted.

- vi. The Committee considered the notes of the Henley Outdoor Sports Centre Users Group meeting held on 22 October 2009.

It was **RESOLVED to RECOMMEND**

that the notes of the Henley Outdoor Sports Centre Users Group meeting held on 22 October 2009 be received, approved and adopted

**41. PROGRESS REPORT**

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

Trees at Makins – noted the ph is neutral at Makins and that the Parks Services staff be asked to check the trees are suited to ph neutral soil.

Hedge Cutting, Greys Road – the Committee was pleased to note that the South Oxfordshire District Council were looking into cutting the hedge and felt a cut this Autumn would be preferable to next Spring.

Greys Road Car Park Toilets – the Committee noted that the refurbishment of the toilets was a possible project by the District Council for 2010/11 and that an update would be provided in the new year.

**42. BUDGET**

The Committee received and noted the budget report for September 2009. The Mayor, Councillor Mrs E Hodgkin observed that the bottom line figures looked healthy and complimented the Chairman on this achievement.

43. **BUDGET 2010/2011**

- i a. The Committee considered the proposed car parking and mooring charges at Mill Meadows for 2010/2011 (see appendix 1 attached to these minutes) as follows:-

Table A – Car Parking Charges at Mill Meadows

Councillor S Smith raised concern that the hourly charge for car parking did not decrease proportionately with time (1 hour - £1 and 4 hours - £4 ) and that this may not encourage people to park long term, which ultimately would benefit the town and suggested the 1 hour and 2 hour rates be increased to £1.20 and £1.40 respectively.

The Mayor, Councillor Mrs E Hodgkin felt that this increased hourly and two hourly charge may deter certain groups of people from using Mill Meadows for instance locals who often park at Mill Meadows to walk their dogs or use the playground.

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

that the proposed car parking charges for 2010/11 at Mill Meadows in Table A (Appendix 1) be adopted.

- i b. Table B – Temporary Mooring Charges at Mill Meadows

The Mayor, Councillor Mrs E Hodgkin explained that in the past she had resisted overnight mooring charges being increased however felt that the proposed charges for 2010/11 were fair.

The Committee **RESOLVED to RECOMMEND**

that the proposed temporary mooring charges 2010/11 for Mill Meadows in Table B (Appendix 1) be adopted.

- i c. Table C – Permanent Moorings

Councillor A J Follett explained that although the increases in Table C are shown as 5% that this did not take into account the rise in VAT due next year.

After discussion the Committee **RESOLVED to RECOMMEND**

that the proposed charges for the permanent moorings for 2010/11 as listed in Table C be adopted with the amendment that the charges are rounded up as follows:-

Mill Meadows from £27.56 to £28.00 per metre  
River Terrace from £2,716.88 to £2,720.00 fixed fee  
White Hart from £2,716.88 to £2,720.00 fixed fee

- ii. The Committee considered the inclusion in the 2010/11 budget of the purchase of new bunting for the centre of the town at a cost of circa £1,000 to come out of the Amenity Area Maintenance budget.

The Mayor, Councillor Mrs E Hodgkin asked if this item could be included as capital expenditure. The Town Clerk advised that it could not as the bunting would be classified as a disposable item as oppose to a capital item.

The Committee **RESOLVED to RECOMMEND**

that new bunting be bought for the town at a cost of circa £1,000 to come out of the Amenity Area Maintenance budget 2010/11.

- iii. The Town Clerk, Mr M W Kennedy advised that the item regarding the refurbishment of Henley-on-Thames town entrance signs should be considered by the Town and Community Committee and would be included as an agenda item for the meeting to be held on Tuesday, 17 November 2009.
- iv a. The Committee considered items to be included as capital expenditure for 2010/11.

The Town Clerk advised of a number of items which had previously been discussed by the Committee as possible capital expenditure items for the coming year as follows:-

- the installation of a CCTV camera at Makins Recreation Ground at a possible cost of up to £30,000 for initial installation plus ongoing running costs
- refurbishment of the toilets at the Leichlingen Pavilion at a cost of up to £200,000
- Fairmile Cemetery (First Chapel) – various options being investigated including de-listing
- provision of a youth shelter – at a cost of up to approximately £10,000
- to provide additional allotments – possible purchase of additional land or development of land already in Town Council ownership

Councillor I Reissmann declared a personal interest as a member of the Allotments Association in light of the allotments being discussed.

Councillor Mrs R Myer felt it was important to be able to provide additional allotments if required in light of the current economic climate and global warming.

Councillor A J Follett queried whether renting land to convert into allotments could be an option but it was felt rented land may not give the required security of tenure for allotment holders who invest a lot of time in their plots.

Councillor Mrs G Dodds suggested looking into the clearing of marginal land at Watermans Allotments to create some additional plots.

The Committee felt the cost of CCTV cameras at Makins was too high and that no further action should be taken on this matter.

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

that the following “wish list” be put forward for consideration as capital expenditure for the Recreation and Amenities Committee for 2010/11

- the refurbishment of the Mill Meadow toilets - £100,000
- Fairmile Cemetery – First Chapel - £50,000
- youth shelter - £10,000
- allotment provision - £20,000

- iv b The Committee considered the proposed Revenue Estimate for 2010/11 (see appendix 2 attached to these minutes):-

The Mayor, Councillor Mrs E Hodgkin questioned the reduction in the Flower Beds budget to £30,000 as the majority of this would need to be allocated to the contractor and felt the budget should be increased to allow some flexibility. The Committee felt a saving could be made in the Christmas Festivities budget of £1,000 and this could be re-directed to the Flower Beds budget.

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

that the proposed revenue budget for 2010/11 (appendix 2) be adopted with the following amendments:-

- the Flower Bed budget be increased from £30,000 to £31,000
- the Christmas Festivities budget be decreased from £6,000 to £5,000

**44. MILL MEADOWS/RIVER KIOSK**

The Committee considered a report produced by the Town Clerk on the progress of the toilet facilities for staff at the Kiosk at Mill Meadows.

The Town Clerk explained that the owner had not been able to fit new toilets for the staff into the existing curtilage of the Kiosk due to spatial constraints and were therefore seeking the Council's permission, as landlords, to extend the building before submitting a formal planning application to the District Council. The Committee considered rough sketches showing the extension produced by the tenants.

Councillor I Reissmann suggested that the Recreation and Amenities Committee should have sight of the final plans before they are submitted to the District Council for planning permission.

Councillor Mrs J Wood felt it was important that the issue of drainage was considered – it was felt this would be dealt with in the planning and building regulations process by the District Council.

The Town Clerk confirmed that the tenants were aware that the extension would belong to the Town Council.

The Committee **RESOLVED to RECOMMEND**

that the proposed Kiosk extension be approved in principle on the following conditions and subject to planning approval:-

- that there is no cost to the Town Council for the extension or associated drainage works
- that the Recreation and Amenities Committee have sight and approve the plans prior to submission to the District Council for planning permission

Councillor S Smith asked the Town Clerk if, as landlords, the Town Council would be able to comment on the application during its planning process. The Town Clerk advised that dispensation could be sought from the District Council.

**45. RENEWAL OF ICE CREAM LICENCES**

The Committee considered the renewal of the annual licences for the sale of ice cream at the Public Slipway at New Street and Mill Meadows (separate licences).

The report outlined the proposed terms and fees, which had been negotiated to cover a five year period. Re-negotiating the lease to cover a five year period eliminates the need to negotiate fee increases and the issuing of a new licence each year. The proposed fees would represent an annual increase in regular income of 8.8% in the first year reducing to 6.67% in the final year.

Concern was expressed regarding the use of a trailer at the Slipway, New Street as it may be difficult to manoeuvre although it was acknowledged that the trailer is considerably smaller than the ice cream van. It was suggested that a condition be included that the trailer must not obstruct the launching of boats at the Slipway.

A member expressed concern regarding noise from the proposed trailer at Mill Meadows, however after discussion it was felt, that this would not be an issue because it would not involve the use of a generator.

The Committee **RESOLVED to RECOMMEND**

- i. that new five year licences be awarded to the trader for the selling of ice cream at both the New Street Public Slipway and Mill Meadows at a cost of £1,200 each for next year rising to £1,300 the year after and then annual increases of £100 until 2014;
- ii. that the Council give permission for the trader to sell ice cream from a trailer (6' x 6') at the New Street Public Slipway as long as the trailer does not obstruct the slipway and is not unduly noisy; and
- iii. that the Council give permission to install a reinforced grass paving base within the area in Mill Meadows and an electricity feeder column, so that "whippy" ice cream can be served from the trailer, all at the trader's own expense.

The Committee asked that clarification be sought regarding which Committee's budget the income from leases and licences was allocated as it was felt that the ice cream licence and kiosk rent at Mill Meadows should be reflected within the Recreation and Amenities budget.

**46. WOODLAND MEMORIAL**

The Committee considered a letter from Sue Ryder Care asking whether the Town Council would consider the use of any part of its land as an area where memorial trees could be planted.

The Committee agreed this would be an excellent idea and that the Committee would benefit from meeting with a representative from Sue Ryder Care to find out more about how they envisaged the scheme would work. It was also felt that if the project progressed a wider consultation should be undertaken with interested groups including the Allotments Association, the Henley Wildlife Group, the Tree Wardens and the Town Council Parks Services staff.

The Committee **RESOLVED to RECOMMEND**

that a representative from Sue Ryder Care be invited to a future meeting of the Recreation and Amenities Committee to elaborate on how the scheme would work.

**47. MILL MEADOWS CAR PARK – REMOVAL OF CHARGES FOR CHRISTMAS SHOPPING**

The Committee received a request from the Henley Partnership to suspend car parking charges at the Mill Meadows Car Park to encourage shoppers to visit the town for the special Christmas shop opening event to be held on Sunday 13 December 2009

After discussion the Committee **RESOLVED TO RECOMMEND**

that the car parking charges at Mill Meadows are suspended on Sunday 13 December 2009 for the Christmas shopping event to be held in the town

The meeting closed at 8.45 pm.

bw

Chairman