

Present: Councillor Mrs P G Buckett
Councillor Mrs G Dodds
Councillor Mrs E Hodgkin
Councillor Mrs R Myer
The Deputy Mayor, Councillor C I Pye
Councillor Miss L Pye
Councillor Dr P Skolar
The Mayor, Councillor Mrs J Wood

In attendance: Mrs B Walker – Committee Administrator / Minute Taker

Also present: 1 Member of the Press
2 Members of the Public
Councillor D Nimmo-Smith

1. **ELECTION OF CHAIRMAN**

The Mayor, Councillor Mrs J Wood called for nominations for the election of Chairman.

Councillor Mrs E Hodgkin proposed and Councillor Mrs P Buckett seconded that Councillor Mrs G Dodds be elected Chairman for the year 2010 – 2011.

There being no further nominations it was **RESOLVED**

that Councillor Mrs G Dodds be elected Chairman of the Recreation and Amenities Committee for the year 2010 – 2011.

Councillor Mrs G Dodds took the Chair and thanked the Committee for her election.

2. **ELECTION OF VICE CHAIRMAN**

The Chairman called for nominations for the election of Vice Chairman.

The Chairman, Councillor Mrs G Dodds proposed and the Mayor, Councillor Mrs J Wood seconded that Councillor Miss L Pye be elected Vice Chairman for the year 2010 – 2011.

There being no further nominations it was **RESOLVED**

that Councillor Miss L Pye be elected Vice Chairman of the Recreation and Amenities Committee for the year 2010 – 2011.

3. **TERMS OF REFERENCE**

The Committee re-considered the existing terms of Reference for the Recreation and Amenities Committee.

It was **RESOLVED**

that the Terms of Reference for the Recreation and Amenities Committee be re-adopted.

4. APOLOGIES FOR ABSENCE

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

5. DECLARATIONS OF INTEREST

The Chairman, Councillor Mrs G Dodds declared a personal interest in the Henley Transition's request with regard to a New Henley Forest project.

Councillor Dr P Skolar declared a personal interest regarding any discussion on moorings as a boat owner.

6. APPOINTMENT OF SUB COMMITTEES

The Committee appointed the following Sub Committees and memberships as follows:-

i. Mill Meadows/River Sub Committee

Membership: The Mayor, Councillor Mrs J Wood (*ex-officio*)
The Deputy Mayor, Councillor C I Pye (*ex-officio*)
Councillor Mrs J Bland
Councillor Mrs G Dodds
Councillor C W Gibson
Councillor Mrs E Hodgkin
Councillor Dr P Skolar
Councillor Dr B G Wood

ii. Christmas Events and Decorations Sub Committee

Membership: The Mayor, Councillor Mrs J Wood (*ex-officio*)
The Deputy Mayor, Councillor C I Pye (*ex-officio*)
Councillor A J Follett
Councillor Mrs J Bland
Councillor Mrs G M Dodds
Councillor Mrs E Hodgkin
Mr J Hobbs – Henley Partnership (*co-opted*)
Mrs T Jones – French Jones (*co-opted*)
Mr I McGaw – Rotary Club of Henley Bridge (*co-opted*)
Mr R Reed – Henley Standard (*co-opted*)
Mrs A Dellor – River & Rowing Museum (*co-opted*)
Mrs M Thomas – River & Rowing Museum (*co-opted*)
Mrs C Yoxall–River & Rowing Museum (*co- opted*)

iii. Henley in Bloom/Civic Pride Sub Committee

Membership: The Mayor, Councillor Mrs J Wood (*ex-officio*)
The Deputy Mayor, Councillor C I Pye (*ex-officio*)
Councillor Mrs E Hodgkin
Councillor Mrs G M Dodds
Councillor A J Follett
Councillor Mrs R Myer
Mrs G Follett (*co-opted*)
Mr A Hawkins (*co-opted*)
Mr S Khan (*co-opted*)
Mrs C Langler (*co-opted*)
Mrs T Palmer (*co-opted*)

Mr R Reed (*co-opted*)
Mrs M Taylor (*co-opted*)

Councillor Mrs E Hodgkin stressed the importance of members attending each Committee meeting particularly at this very busy time of year.

7. **PUBLIC PARTICIPATION SESSION**

None.

8. **MINUTES**

i. The minutes of the Recreation and Amenities Committee meeting held on 13 April 2010 were approved, adopted and signed by the Chairman, Councillor Mrs G Dodds.

ii. a) The Committee received and considered the minutes of the Mill Meadows/River Sub Committee held on 29 April 2010

It was **RESOLVED TO RECOMMEND**

that the minutes of the Mill Meadows Sub Committee held on 29 April 2010 be received, approved and adopted.

b) The Committee agreed a provisional date for the next Mill Meadows/River Sub Committee meeting as Friday 25 June at 9.30 am to be held at the Town Hall.

Action: Committee Administrator to email members to advise the proposed date of the next meeting and to ask if there are any objections to this date.

iii. The Committee received and considered the notes of Henley in Bloom/Civic Pride Sub Committee held on 22 April 2010.

It was **RESOLVED TO RECOMMEND**

that the notes of the Henley in Bloom/Civic Pride Sub Committee held on 22 April 2010 be received, approved and adopted.

Councillor Mrs E Hodgkin reported that the Committee had had a very busy year. The Henley Festival of Flowers had been a great success and this event will be held again next year. Also the Gardening Buddies have been very active and have recently planted up the beds/tubs at the entrances and in certain areas around the town.

The Chairman, Councillor Mrs G Dodds gave a vote of thanks to Councillor Mrs E Hodgkin and her team for their hard work during the year.

9. **PROGRESS REPORT**

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

Fairmile Cemetery- First Chapel – The Chairman, Councillor Mrs G Dodds reported that a letter had been received from English Heritage advising that following their recommendation, the Secretary of State has decided not to remove the First Chapel from the list of special architectural/historic interest and

read out the following extract from their letter giving the reasons for keeping the Chapel on the list:-

“The Nonconformist chapel at the Fairmile Cemetery, built in 1868, is listed for the following principal reasons:

- Architectural interest: the building is handsomely built, well detailed and comparatively unaltered.
- Group value: it forms a pair with the neighbouring Anglican chapel, and the two form the centrepiece to an intact Victorian cemetery landscape.”

Councillor Mrs G Dodds expressed sympathy with the views of English Heritage and asked that the future of the First Chapel be an agenda item for the next Recreation and Amenities Committee.

Gillott's Field – Councillor Mrs G Dodds showed the Committee the proposed pictorial dog fouling signs to be used at Gillott's Field.

10. **BUDGET**

The Committee received the budget report for the 12 months to March 2010 and were pleased with the year end figures.

11. **REFURBISHMENT OF TOILETS AT THE LEICHLINGEN PAVILION**

The Committee received and considered the draft pre contract programme/target dates for the refurbishment of the toilets at the Leichlingen Pavilion and were pleased to note that the timetable indicated that the Recreation and Amenities Committees would be able to view the working drawings (which will be submitted for building regulations) at their meeting on 13 July 2010 and receive initial tender information and provisional costs at its meeting on 28 September 2010 with work planned to commence later in the Autumn subject to the tender process and no unforeseen circumstances.

The Committee also received the drawings to be submitted for planning permission for the refurbishment and a covering letter (dated 28 May 2010) which explained that “as a result of the developing brief there is now an impact on parking adjacent to the proposed new ramps until such time as Phase 2 is undertaken. Our layout therefore proposed that the parking provision is adjusted, removing 7 spaces from in front of the building to provide a clear approach vista to both building and park area. The final layout as originally proposed would then be undertaken as an integral part of ‘phase 2’ works.”

The letter also highlights that the drawings outline 2 schemes:-

- The full scheme includes 2 ramps (one leading to the toilets and one to the building's first floor entrance) and meets current Health and Safety standards and provides an upgraded aesthetics for the ‘public’ aspect of the building.
- A lesser scheme which proposes a reduced scale alternative access solution (providing only one ramp). This does compromise the original intentions of the scheme but could provide a cheaper alternative should the tenders prove over ambitious to budget.

Mr Rigby recommends the full scheme be submitted for planning approval, with the reduced scheme being prepared for tender purposes only.

Councillor Mrs G Dodds asked that clarification be sought as to whether there would be a time delay for planning permission if, once the tender process started, the lesser scheme was chosen.

Post meeting note: Mr Robert Rigby explained that if planning permission was given for the full scheme and the lesser scheme was then chosen planning permission would need to be sought however the lesser scheme could be submitted as a minor amendment rather than a new application. He will seek advice from the planning authority for an indication on how long this may take.

Councillor Mrs R Myer asked if costs had been received with regard to the refurbishment. The Chairman, Councillor Mrs G Dodds explained that to date the Council does not have costs and that these will be provided during the tender process and that the Architect was very aware of the Council's concerns re costs.

Mr Rigby in his letter asked the Committee to consider whether provision of temporary sanitary accommodation for Mill Meadows and the café would be provided during the construction period.

Post Action note: Mr Rigby is going to provide a ballpark figure for the provision of temporary sanitary accommodation for the next meeting of the Recreation and Amenities Committee.

After discussion the Committee **RESOLVED TO RECOMMEND**

that the Council accept the pre contract programme/target dates for the refurbishment of Leichlingen Pavilion and instruct the architect, Mr Robert Rigby to submit the plans for the full scheme (with 2 ramps) for planning permission to the South Oxfordshire District Council planning department.

12. MILL MEADOWS

The Committee received and considered a report including costs of proposed works to improve pedestrian safety at the entrance to Mill Meadows.

Councillor Mrs E Hodgkin explained that the scheme put forward by Monson was relatively simple yet effective and urged Councillors to support the expenditure which would make this area much safer for pedestrians. The scheme involves general improvements to the road/path surface and also:-

- Marking a pathway (including zebra crossing markings) making it clear where pedestrians should walk and reducing any potential conflict with cars.
- Extending the post and rail fence providing a natural walking line.

Monson has sought quotations from three companies as follows:-

- Company A £10,296.00
- Company B £11,468.50
- Company C £10,679.46

The Committee noted that there is no provision in the capital revenue for 2010/11 for this project however that two possibilities for funding had been suggested by the Town Clerk, Mr M Kennedy as follows:-

- A virement from the allocation in the Capital Programme from the Cemetery store refurbishment of £50,000 as the Council's appointed surveyor has indicated that the refurbishment of the First Chapel is likely to be in the region of £20,000.

OR

- An appropriation from the General Fund Balances of £2.7 m however an appropriation from this reserve would have a negative impact on our overall investment fund reducing the earning potential and leading to an increase in precept in future years.

After discussion the Committee agreed the Parks Services team should be consulted on the most appropriate time for the works to take place and felt the most likely time would be early autumn.

After discussion the Committee **RESOLVED TO RECOMMEND**

that the Finance Strategy and Management Committee be asked to approve a virement of £10,296 (quote from Company A) from the cemetery chapel refurbishment budget in order to pay for the works to improve safety at the entrance to Mill Meadows.

13. ALLOTMENTS

The Committee considered the allotment rents for 2011/2012 of which notification needs to be issued in September 2010.

After discussion the Committee **RESOLVED TO RECOMMEND**

that the allotment rents for the year 2011/2012 be increased by approximately 3% as follows:-

10 poles	- £37.00	(concession - £25.00)
7 poles	- £26.75	(concession - £18.00)
3.5/5 poles	- £18.50	(concession - £12.50)

14. REFURBISHMENT OF SIGNS AT ENTRANCES TO HENLEY

The Committee considered a report regarding the refurbishment of the six Henley town entrance signs, which are painted in green and gold paint and are showing signs of deterioration. A quote has been sought by a contractor specialising in this work (recommended by South Oxfordshire District Council and who has previously refurbished the finger posts in Henley for the Town Council) for £2,300 which includes removing the signs and repainting them one at a time. It has been suggested this could be met from the Amenity Area Maintenance Budget.

The Committee **RESOLVED TO RECOMMEND**

that the contractor's quotation of £2,300 for repainting the six signs at the entrance to Henley is accepted, with the cost being met from the Amenity Area Maintenance budget.

15. HENLEY IN TRANSITION

The Chairman, Councillor Mrs G Dodds declared a personal interest and took no part in the discussion of this item and abstained from the vote.

The Committee received a request from Henley in Transition as they are looking for potential sites for their New Henley Forest project which initially involves planting 1,000 trees and asked the Council to consider allowing them to use an area at Forty Acre Field, possibly adjacent to the proposed Sue Ryder Memorial Woodland site.

After discussion the Committee **RESOLVED**

that the Chairman of Henley in Transition, Mr Malcolm Dodds be invited to the site visit to be held on Thursday 3 June 2010 at Forty Acre Field in order that the feasibility of Henley in Transition's request for an area adjacent to the Sue Ryder Memorial Woodland be investigated and that this be an agenda item for the next Recreation and Amenities Committee meeting.

16. EXCLUSION OF THE PUBLIC AND THE PRESS

It was moved by the Chairman, Councillor Mrs G Dodds and **RESOLVED**

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 as matters which were about to be discussed are considered to be confidential.

17. HENLEY OUTDOOR SPORTS CENTRE

The Committee received and noted the Year End Figures for the Henley Outdoor Sports Centre from Nexus.

The Committee asked for clarification with regard to the legal fees.

Post meeting note: These figures show Nexus's actual income/expenditure for 2009/2010 against their budget. The legal fees are those incurred by Nexus.

18. TEMPORARY MOORINGS

The Committee received an update regarding the two boats moored on the temporary moorings at Mill Meadows and agreed to continue to monitor the situation.

The meeting closed at 8.20 pm.

Chairman

bw