

Present: The Chairman, Councillor Kellie Hinton  
The Vice Chairman, Councillor Sarah Miller  
The Mayor, Councillor Glen Lambert  
Councillor Sara Abey  
Councillor Julian Brookes (substituting for Councillor Donna Crook)  
Councillor Dave Eggleton  
Councillor Will Hamilton (substituting for Councillor S Evans)  
Councillor David Nimmo Smith  
Councillor Ian Reissmann

In Attendance: Mrs Janet Wheeler – Town Clerk  
Becky Walker – Committee Administrator  
Janet Munro-Nelson—Temp. Committee Administrator  
Karl Bishop – Acting Parks Manager

Also Present: 1 member of the press  
1 member of the public

**50. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Donna Crook (Councillor J Brookes substituting) and Councillor S Evans (Councillor W Hamilton substituting).

**51. DECLARATIONS OF INTEREST**

None received.

**52. PUBLIC PARTICIPATION SESSION**

*Jeanette Cronin – Scott Investment - Minute 54 - Singers Park in Henley* – reported of having many sightings of rats in and around Singers Park and also in the grounds of the Rectory. This is a serious problem which needs addressing. Ms Cronin added that that Scott Investment would be willing to meet and would support (and possibly contribute financially) to ways to solve this issue. Ms Cronin also commented that the current privet hedge, although may help with air quality, was not of a high quality as it had considerable ivy and brambles intertwined in it.

**53. VARIATION TO ORDER OF BUSINESS**

In accordance with the Standing Orders 5(1) (viii), it was **RESOLVED**

**that in view of the member of the public present the Order of Business on the agenda is altered to allow Item 10 - Singers Park to be considered next**

**54. SINGERS PARK**

Members considered the issue of rat sightings at Singers Park. This matter had been considered by the Henley in Bloom Sub Committee on Thursday 26 July 2018 who recommended in principle the removal of the hedge surrounding Singers Park and investigating an alternative barrier. This item was referred back to this Committee by Full Council on 6 November 2018.

A discussion ensued including but not limited to the following:-

- as professional/expert advice was needed, this should be referred back to Henley In Bloom

- many Members stated a preference to keep the present hedge and queried the options
- the time line for a decision was raised and the Parks Manager stated the planting season finishes in February/March depending on weather
- an alternative plan is needed for the area should the hedge be removed
- hedges which are most effective with air pollution should be considered
- rat proof bins can be purchased and the 2 bins can be relocated to better positions
- the bins at the Angel on the Bridge maybe adding to the problem
- nearby residents/businesses should be contacted for their comments
- budget considerations were raised
- due to the timing of meetings and the planting season it was suggested Henley in Bloom report directly to Full Council on 8 January 2019 on this matter

It was **RESOLVED**

**that this item be referred back to the Henley In Bloom Sub Committee for further consideration of the issue of rats and possible solutions along with details of costs and budget considerations and that the Henley in Bloom Sub Committee report direct to the next Full Council Meeting on 8 January 2019**

## 55. MINUTES

- i. The minutes of the meeting of the Recreation and Amenities Committee held on 11 September 2018 were received, approved and signed by the Chairman as a true record.
- ii. The minutes of the Open and Green Sub Committee held on 9 November 2018 were received and considered.

*Minute 27 – Northfield End Green* - A member reported attending the successful Remembrance Tree Planting on 3 November 2018 at Northfield End Green and thanked Helen Gaynor and the Northfield End Green Residents Group for organising this event. It was also suggested that improvements to the Northfield End Triangle opposite could be considered next including the reinstatement of the Georgian paving and noted there was £10k in the budget for this work. The Chairman noted the Georgian paving is under the remit of the Town and Community Committee.

*Minute 30 – Mill and Marsh Meadows Barbecue Policy.* Members considered the recommendation to extend the ban on barbecues to Marsh Meadows in 2019 with a review in the autumn of 2019 (barbecues are already banned on Mill Meadows).

A discussion ensued including but not limited to the following:

- some members did not agree to a ban and suggested an area be designated for barbecues. It was noted however if this area was full visitors may then barbecue in a non designated area
- Marsh Meadow is popular for picnics and barbecues
- other Members agreed with this ban citing: the additional litter (and associated costs with its removal) excrement and anti-social behaviours
- that most people using the meadows are not from Henley
- the Parks Manager advised that issues relating to barbecues were extremely time consuming to manage at a time when the Parks Service is at its busiest

After discussion it was **RESOLVED TO RECOMMEND**

**that this item be referred back to the Open and Green Spaces Sub Committee to consider whether the ban on barbecues should be extended into 2019 or lifted**

The Committee **RESOLVED**

**that the minutes of the Open and Green Spaces Sub Committee held on 9 November 2018 be received, approved and adopted**

**56. BUDGET**

- i. Members received, considered and noted the management accounts up to September 2018.

The Committee **RESOLVED**

**that the management accounts up to September 2018 be noted**

- ii. Members received and considered the revised detailed budget figures for 2019-2020 prepared by the Accountant – See Appendix 1. There was discussion and the following points were made:-
- a Member proposed £5,000 to be allocated under Capital for river frontage improvements including Singers Park.
  - in response to a Member's query regarding the installation of lights on the Obelisk at Mill Meadows, it was acknowledged that approval of the budget for the project did not mean permission had been given for the project to progress
  - it was suggested the cost of laying the hedge at Gillotts Field (£2.2k) may be eligible for funding from CIL

The Committee **RESOLVED TO RECOMMEND**

**that the budget report be accepted as presented in (Appendix 1) with the additional approval for £5,000 be allocated under Capital for river frontage improvements, including Singers Park.**

**57. PROVISION OF TOILETS AT MILL LANE CAR PARK AND MAKINS RECREATION GROUND**

Members received and considered a report regarding the provision of toilets for each of these areas, including a description and cost of possible types of toilets. A discussion ensued including but not limited to the following:

- the Saracen's Head Pub, near Makins, receives many unwanted requests to use the toilets; unwanted because of numbers and also the young age (i.e., below drinking age)
- look into Community Toilet Scheme (CTS) between Council and local businesses near Makins
- discuss possibility of constructing outdoor toilet area on Saracen's Head beer garden with Council paying maintenance and overheads – could be part of CTS
- investigate building a toilet block utilising mains sewage in Makins Car Park
- the Scouts be asked if they would consider making their toilets available and therefore benefiting from the CTS scheme
- it was acknowledged portaloos would not be suitable for either site
- a member suggested the provision of toilets be prioritised – the Town Clerk advised these projects would need to be considered in the context of the officers' work load
- cost to maintain the toilets could be offset by a charge of 20p or 50p; payment by contactless card
- further research be carried out into the eco-toilets

The Committee **RESOLVED TO RECOMMEND**

**that the Toilet Working Group investigate the Community Toilet Scheme, discussing it with local businesses with different possibilities including building an outside toilet at Saracen's Head with Council paying maintenance and overheads; and to investigate further the costing for Healthmatic toilets and eco-toilets**

*Post meeting note: A member of the Toilet Working Group contacted the Saracen's Head who advised they do not want to be involved in the CTS or having a toilet built in their grounds.*

**58. PROGRESS**

The Chair recommended that the following items on the Progress Report (Agenda Item 7) could come off due to completion:

- *Greencroft Allotments*
- *Outdoor Gym Equipment*
- *Makins Recreation Ground Playground Improvements and Fencing*
- *Greys Road Embankment Sign*
- *Mooring Conditions*

*Centenary of the Armistice – World War I – Tree Planting* – it was noted 420 saplings had been donated to the Council from the Hartes of Henley Nursery at Mill Meadows (via the Woodland Trust) and the Parks Service had been in contact with community groups re planting including at Trinity Church. The Chairman thanked Karl Bishop and Kyle Dowling for their good work.

Members considered future tree planting with a discussion including but not limited to:

- replacing missing trees in the town centre car parks
- consider tree-lined streets where a number of trees have died, e.g. Hamilton Avenue
- businesses may be interested in sponsoring a tree(s)

It was acknowledged the trees in the town centre car parks are the District Council's responsibility and street trees are the County Council's responsibility. Members were asked to forward locations of any missing trees which would be forwarded to the District and County Council respectively with a request for re-planting.

*Park Run* - Councillor Sarah Miller advised a meeting would take place with the new co-ordinator later this month regarding a Junior Park Run.

The Chairman noted this year had been very difficult for the Parks Service for a number of reasons and despite this a considerable amount had been achieved as evidenced by the progress report and thanked the Parks Service Team for their hard work.

**59. FIRST CHAPEL – UPDATE**

Members received and considered a report which gave an update on the project to convert the First Chapel into a columbarium and were happy to see progress is being made.

The Town Clerk advised that other Councils are interested in how this project progresses as many also have redundant Chapels.

After discussion it was **RESOLVED**

**that the report and update be noted**

**60. HISTORIC PLAQUE**

Members received an update from Councillor Dave Eggleton that Hobbs of Henley had agreed in principle to the Siberechts' historic plaque being installed on their land close to the white gate and set back slightly from jetty subject to them retaining the right to have it removed at any time if required.

It was **RESOLVED**

**that this report be noted and to extend thanks to Hobbs of Henley for allowing the plaque to be located on their land and also to Viv Greenwood for designing the plaque**

**61. EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman and **RESOLVED**

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

**62. CONFIDENTIAL  
NEW STREET SLIPWAY**

Members considered a report regarding the condition of the New Street Slipway. Repair works were noted but legal queries needed to be resolved before a decision is made.

It was **RESOLVED TO RECOMMEND**

**that this item be referred to the next Finance Strategy and Management meeting on 4 December 2018 for an update on the legal position and this item be placed on the next agenda of this Committee with an update of their advice**

The meeting closed at 9.01 pm.  
jmn

Chairman

THIS PAGE IS  
INTENTIONALLY BLANK



## HENLEY TOWN COUNCIL

### RECREATION & AMENITIES COMMITTEE – 13 NOVEMBER 2018

#### Report on: DRAFT 2019-20 BUDGET - FURTHER CONSIDERATIONS

#### 1. Executive Summary

- 1.1 In order for the full budget to be approved and the precept requested by the end of January 2019, this cycle of meetings requires final figures to be recommended for approval by the FSM Committee. This is therefore the last opportunity for this Committee to make its own recommendations.
- 1.2 The updated draft R&A budget figures 2019-20 are attached to incorporate previous recommendations made after an initial review of the figures in September 2018.

#### 2. Background Information

- 2.1 The R&A Committee's net budgeted expenditure in 2018-19 is £61.8k excluding planned maintenance projects. The net budgeted expenditure for 2019-20 currently stands at £72.8k, an increase in net expenditure of £11k.

#### 3. Detailed Consideration

- 3.1 The main differences between the 2018-19 budget and the 2019-20 budget (total net extra cost £10.1k) are as follows:

a) Costs of park ranger/other costs associated with Regatta/Festival and keeping Mill and Marsh Meadows litter and BBQ free	Extra cost	£-7.0k
b) Income from parking and moorings	Extra income	£+7.9k
c) Columbarium income net of expenditure	Extra income	£+3.0k
d) Anticipated savings from bringing GLL contract in-house	Reduced cost	£+6.0k
e) Extra litter clearance costs – Grundons contract/bins at MM	Extra cost	£-4.0k
f) Extra salary costs (o/s FSM review) partly inflation	Extra cost	£-23.0k
g) Staffing at MM Pavilion (o/s FSM review)	Reduced cost	£+7.0k

- 3.2 Councillors are asked to note the following:

- a) At the previous meeting of this Committee it was recommended that expenditure on the Horticultural contract be increased to £43k (from £39k in 2018-19) due to inflation and a couple of new projects. Discussion with the acting Parks Manager suggests that it may be possible to bring certain elements of the contract in-house now that parks staff include those with horticultural backgrounds and/or are training to obtain horticultural qualifications. The budget has therefore been reduced back to £39k to take an element of 'in-housing' into account, though the detail as to how this would reduce costs has yet to be evaluated in detail.

- b) Budget restraints are likely to place the £6k cost of a part-time cemetery warden on hold for the time being, although it will not be ruled out as and when the Columbarium project develops and other improvements such as drives and paths are further considered.
- c) The issue of the management of the changing rooms and Astro turf at Jubilee Park, currently under GLL, needs to be resolved. This will be a major project to be considered separately for which the Town Clerk will prepare a report for FSM.
- d) Salary costs and levels remain the subject of review by the Town Clerk, for FSM approval. The figure currently assumes a full Parks Services team (the current vacancy has been included in the budget) and that the current acting Parks Manager will fill the role on a permanent basis. The salary review will follow the preparation of a plan/presentation by the acting Parks Manager and R&A Committee manager which will cover the many functions undertaken by the Park Services staff. The position regarding staff employed to run the information kiosk at Mill Meadows (cost £7k) will be re-evaluated – it is currently assumed that an alternative will be found to the Council's provision of this service.

**3.3 R&A Projects under planned maintenance include the following:**

- i) £1.5k towards possible period lighting to be attached to the Obelisk at Mill Meadows;
- ii) Possible costs (yet to be evaluated) on the Fairmile following enactment of the Fairmile Policy.
- iii) Costs associated with the hedge laying of the hedge alongside the road at Gillotts Field, approx. £2.2k

**3.4 Capital projects to be included in the 2019/20 budget include the following**

- i) £20k annual provision for Parks Services mowing equipment;
- ii) £tbc possible costs reference the Columbarium project if grant funding falls short of the full cost.
- iii) £25k annual provision towards 'operation parks' for replacement play area equipment at the four main play areas. Current earmarked reserves should cover the improvements planned for Freemans Meadow, discussions will commence at the Open & Green Spaces Subcommittee on 9<sup>th</sup> November.

**4. Recommendation**

- 4.1** That Councillors approve the attached draft budget figures attached subject to any recommendations made at this meeting.

Report prepared by  
Liz Jones (Accountant/RFO)  
[l.jones@henleytowncouncil.gov.uk](mailto:l.jones@henleytowncouncil.gov.uk)  
1<sup>st</sup> November 2018



£'000	Budget 2019/20	Budget 2018/19	Expected out-turn 2018/19	Actual 2017/18	Actual 2016/17
<b>River - Expenditure</b>					
MM Car Park expenses	10.0	10.0	10.0	8.8	10.5
MM car park white lines	0.0	0.0	0.0	0.0	4.0
Bandstand - band payments	5.0	5.0	5.0	4.3	4.8
Cleaning up after Regatta/Festival	7.0	0.0	0.0	0.0	0.0
River expenses - environment agency exp	3.2	3.0	3.0	3.7	2.9
Little White Hart Moorings rates	3.2	3.2	3.2	3.1	2.9
<b>Total River Expenditure</b>	<b>28.4</b>	<b>21.2</b>	<b>21.2</b>	<b>19.9</b>	<b>25.1</b>
<b>Less Income</b>					
Moorings - Temporary	(36.0)	(33.0)	(31.0)	(36.8)	(29.5)
Moorings - J Hooper	(13.7)	(13.5)	(13.5)	(12.1)	(12.1)
Permanent Moorings - White Hart/Thameside/MM	(39.7)	(38.0)	(38.4)	(37.0)	(36.4)
Salter Bros.	(1.0)	(1.0)	(1.1)	(1.0)	(1.0)
Canoe Hire	(5.0)	(4.0)	(4.0)	(2.6)	(2.0)
Income from regular events on Mill Meadows	(5.0)	(5.0)	(5.6)	0.0	0.0
Mill Meadows Car Park	(217.0)	(215.0)	(217.0)	(209.9)	(205.2)
<b>Total River Income</b>	<b>(317.4)</b>	<b>(309.5)</b>	<b>(310.6)</b>	<b>(299.4)</b>	<b>(286.2)</b>
<b>Net (Income) River</b>	<b>(289.0)</b>	<b>(288.3)</b>	<b>(289.4)</b>	<b>(279.5)</b>	<b>(261.1)</b>
<b>Pavilion</b>					
Electricity (approx 65% recharged to tenants see below)	7.7	7.7	7.7	7.5	6.1
Water, excl toilets	0.8	0.8	0.8	0.6	0.5
Rates	1.5	1.5	1.5	1.5	1.5
Insurance	0.6	0.6	0.6	0.6	0.6
Misc/Maintenance/Cleaning mats	3.0	4.0	3.0	5.1	4.9
Pavilion planned maintenance schedule	0.0	0.0	0.0	0.0	4.6
Lift Maintenance	1.0	1.0	1.0	0.8	0.9
Public Toilets, maintenance incl water	7.0	6.5	7.5	11.2	8.9
Public Toilets, cleaning contract	8.0	7.5	9.0	0.0	0.0
	29.6	29.6	31.1	27.3	28.0
<b>Less Income</b>					
Mill Meadows Nursery rent	(13.1)	(12.7)	(12.6)	(12.5)	(12.0)
Nursery recharge of serv's (£2.2k) and elec (£3.3k)	(5.3)	(5.5)	(5.5)	(4.9)	(5.6)
Bowling Club, incl electricity recharged (£1.7k)	(1.8)	(2.0)	(2.0)	(1.3)	(1.1)
	(20.2)	(20.2)	(20.1)	(18.7)	(18.7)
<b>Net Cost Pavilion</b>	<b>9.4</b>	<b>9.4</b>	<b>11.0</b>	<b>8.6</b>	<b>9.3</b>
<b>Gardens</b>					
Flower Beds under contract (Station Rd etc)	39.0	39.0	39.0	41.0	36.5
Henley in Bloom (net budgeted expenditure)	2.0	2.0	2.0	2.1	2.0
	41.0	41.0	41.0	43.1	38.5
<b>Cemetery</b>					
General maintenance	2.0	3.0	2.0	2.0	2.8
Sexton costs (grave prep - recharged under income)	10.0	10.0	10.0	11.2	3.6
Rates and utilities (incl electr £1k)	2.5	2.5	2.5	2.4	2.3
Insurance of Chapels	0.3	0.3	0.3	0.2	0.2
Repairs to first Chapel, planned maintenance	0.0	0.0	0.0	0.0	0.0
Repairs to main Chapel planned maint schedule	0.0	0.0	0.0	0.0	0.0
	14.8	15.8	14.8	15.8	8.9
<b>Income offset</b>					
Cemetery Fees	(52.0)	(52.0)	(52.0)	(46.7)	(42.0)
Columbarium income from 1st Chapel, net income	(3.0)	0.0	0.0	0.0	0.0
<b>Net Cost / (Income) Cemetery</b>	<b>(40.2)</b>	<b>(36.2)</b>	<b>(37.2)</b>	<b>(30.9)</b>	<b>(33.1)</b>
<b>Sports Centre</b>					
Insurance on part used by Parks Services	0.5	0.5	0.5	0.5	0.5
Management of Sports Centre facilities bring in-house	10.0	16.5	16.5	16.2	16.2
Repairs & Renewals	1.0	1.0	1.0	0.1	1.1

Rec & Amenities Budget 2019-20

£'000	Budget 2019/20	Budget 2018/19	Expected out-turn 2018/19	Actual 2017/18	Actual 2016/17
Provision towards new Astroturf in 2023	16.7	16.7	16.7	16.7	16.7
Planned maintenance schedule	0.0	0.0	0.0	0.0	0.0
<b>Cost Sports Centre</b>	<b>28.2</b>	<b>34.7</b>	<b>34.7</b>	<b>33.5</b>	<b>34.5</b>
<b>Allotments</b>					
Admin: honorarium/small works/ins/post	1.5	1.5	1.5	0.6	0.6
Maintenance	1.5	1.5	1.5	1.0	2.0
Planned maintenance - security	0.0	5.5	5.5	5.0	2.0
Water	0.8	0.8	0.8	0.8	0.6
	3.8	9.3	9.3	7.4	5.2
<b>Income offset</b>					
Allotment Rents	(5.0)	(5.0)	(5.0)	(4.5)	(4.4)
<b>Net Cost/(Income) Allotments</b>	<b>(1.2)</b>	<b>4.3</b>	<b>4.3</b>	<b>2.9</b>	<b>0.8</b>
<b>Litter</b>					
Litter - General	18.0	16.0	16.0	17.2	17.0
Extra waste disposal bin at Mill Meadows - R&A 11 Sept 18	2.2	0.0	0.0	0.0	0.0
Litter - Dogs	1.0	1.2	1.0	0.9	0.7
<b>Net Expenses Litter</b>	<b>21.2</b>	<b>17.2</b>	<b>17.0</b>	<b>18.1</b>	<b>17.7</b>
<b>Park Services Operation</b>					
Wages etc.	219.3	196.0	200.0	194.5	196.7
Probation service cost £120 per week	6.0	6.0	6.0	6.2	6.2
OCC grass cutting recharge (halved 2015/16)	(4.4)	(4.4)	(4.4)	(4.4)	(4.4)
Tools/Plant	8.0	8.0	8.0	9.9	7.1
Repairs & Improvements	10.0	10.0	10.0	9.3	14.3
Mill Meadows only maintenance	6.0	5.0	6.0	6.9	8.0
Planned maintenance - town greening	0.0	2.0	2.0	0.0	4.0
Amenity Area Maintenance - Other	7.5	7.0	7.0	7.1	7.3
Planned maintenance - Obelisk stonework	0.0	0.0	0.0	0.0	3.4
Benches maintenance/renovations	5.0	5.0	5.0	5.0	5.0
Storage of equipment prev at Jubilee Park	3.0	3.0	3.0	3.0	3.0
Salaries - Staff at MM Pavilion kiosk	0.0	7.0	7.0	6.0	6.0
Marketing of facilities/information centre/parks	1.0	1.5	0.8	0.3	1.0
40 Acre Field	0.5	0.5	0.5	0.0	0.0
Recharges of park services labour time	(0.5)	(0.5)	(0.5)	(0.1)	(0.4)
Vehicle Expenses, excl insurance	10.0	11.0	11.0	9.8	10.4
Vehicle & plant insurance	3.0	3.8	3.6	3.4	2.5
Protective Clothing / H&S	4.0	4.0	4.0	3.2	3.5
Telephone	2.5	2.8	2.5	2.5	2.3
Herbicide applications	1.0	1.5	1.5	1.6	1.4
Tree surgery/maintenance costs	10.0	10.0	10.0	20.0	10.0
Fairmile maintenance (after initial upgrading)	1.0	0.0	0.0	0.0	0.0
Gillotts Field, incl Ragwort elimin.n and 2x cut and bale	4.0	2.5	2.5	0.5	0.3
Freemans Meadow	0.5	0.5	0.5	0.2	0.2
Makins Recreation Ground, general maintenance	1.0	0.5	3.0	2.0	0.8
Makins Recreation Ground - CCTV monitoring	0.0	2.5	0.0	0.0	0.0
Makins Recr Ground - public toilets (maintenance only)	5.0	5.0	0.0	0.0	0.0
Makins Recreation Ground - catering facility (income)	0.0	(3.0)	0.0	0.0	0.0
<b>Expenses Park Services</b>	<b>303.4</b>	<b>287.2</b>	<b>289.0</b>	<b>286.9</b>	<b>288.6</b>
<b>Net Committee Expenditure</b>	<b>72.8</b>	<b>69.3</b>	<b>70.4</b>	<b>82.7</b>	<b>95.2</b>

Planned Maintenance figures earlier years  
(2019-20 figures to be determined at FSM)

Allotment		
Town Greening	(5.5)	(5.5)
<b>Total Committee Expenditure</b>	<b>(2.0)</b>	<b>(2.0)</b>
	<b>61.8</b>	<b>62.9</b>