

**Present:** Councillor Sarah Miller (Chairman)  
Councillor D Eggleton (Vice Chair)  
Councillor Miss S Evans  
Councillor Will Hamilton  
Councillor Miss L M Hillier  
Mayor, Councillor G Lambert (ex-officio)

Mr Laurence Morris – Laurence Menswear  
Mr R Reed  
Mrs J Wheeler – Town Clerk  
Ms H Barnett – Town & Community Manager  
Mr K Bishop – Parks Manager  
Mrs N Taylor – Office Manager  
Mr Shaun Greenaway – Oxfordshire County Council  
Mrs Helen Cook – River & Rowing Museum  
Mr David Wilson – Town Crier  
Mr George Traylen – Traylens Funfair  
Councillor Donna Crook  
Mrs Philippa Ratcliffe

**22. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor K Hinton, Mr R Rodway – *Living Advent Calendar*, Mrs L Wisely – Mayors PA and Carolyn Hollier – *Light Angels*.

**23. DECLARATION OF INTEREST**

None received.

**24. MINUTES**

The minutes of the meeting held on 19 October 2018 were received, approved and signed by the Chairman as a true record.

**25. PUBLIC PARTICIPATION SESSION**

Councillor Donna Crook – commented on the feedback that she had already provided that was attached to the agenda but wanted to add that in her opinion the event had been fantastic and she had received lots of positive response. Her only issues were with stalls selling raffle tickets as they were very hard to clear up at the end of the evening and Silly String. The Reindeer she felt were a fantastic addition to the event but Festive directional signage would be beneficial.

If possible Councillor Crook would like the traffic lights at the bottom of Greys Road / Reading Road turned off during the event as traffic would flow better. Parking in the town centre she felt was an issue as people park earlier in the day and just go off and leave their cars resulting in difficulties for traders trying to set up.

At the end of the evening there needs to be PCSO / Police presence as this is when the teenagers need a bit of monitoring in regards to issues such as alcohol and throwing eggs etc.

Councillor Crook also queried who had taken the photograph from the town hall roof in 2017 as she felt it could be turned in to a puzzle and sold to raise funds for the event.

Post Meeting Note:

1) *Lots of fabulous photographs from this year were taken that could be looked at to something this year.*

2) *OCC will work with HTC to accommodate their wishes but are not keen on turning off the traffic lights because although this would make the traffic flow better it would do nothing to aid pedestrian safety.*

**25. PRESENTATION FROM PHILIPPA RATCLIFFE**

The Chairman Introduced Philippa Ratcliff who is an experienced event coordinator and welcomed her to the meeting.

Mrs Ratcliffe informed the meeting that she was keen to bring a Food Festival to the town. The event she explained would ideally launch on Saturday 15 June 2019 on the Market Place, it would showcase lots local businesses and producers and would carry on with pop up events all over town for two weeks, it would be a non-ticketed event (free of charge funded by sponsorship and pitch fees, so different to other local food & drink style festivals that can cost £25 + for a ticket) and would possibly culminate on Mill Meadows with food, music and entertainment.

Members made the following comments / observations:

- Mrs Ratcliffe should speak to the organizers of previous Food Festivals in the town to gain their insight on running such an event in Henley.
- There is a very successful Food Festival that takes place in Marlow – does Henley want to do something that is done very well by another town that is so close by or do something totally different.
- At a recent meeting of the Tourism Alliance a food and drink collaboration was discussed with local Vineyards and suppliers and an event during British Wine Growers week (May) was discussed – this would unfortunately not be organized in time for 2019 but was planned to take place in 2020 and would include businesses such as Vineyards, Lovibonds & Brakspear etc. The Town and Community Manager suggested a collaboration of both events and invited Philippa to attend the next Tourism Alliance meeting on 1 February 2019.
- The summer may not be the best time as there are already many events taking place across the town. Earlier or later in the year when there is not so much happening might be more appropriate.
- Educating Children about food was felt to be important and Inclusion of the Allotments Association, the Community Orchard and schools was suggested.

Thanks were given and Mrs Ratcliff for attending the meeting.

**26. HENLEY AT CHRISTMAS**

Feedback from members on the Christmas Festival Event (30.11.18)

In addition to the feedback attached to the agenda members made the following observations / comments:

- Fantastic event everyone worked well together.
- Better this year without the zoning.
- Tighter control required on positioning of stalls as some crept out of their allocated positions and caused a blockage on Bell Street.
- Close Hart Street earlier but leave the rest of the roads open until 4pm.
- Comments received about this year's Festival have been the most positive ever received.
- November is too early and the event should take place in December.
- Silly String still causing issues.
- Reindeer an excellent addition to the Festival.
- Next year to continue with the traditional feel with children's Merry go Rounds, Stilt Walkers and no teenage rides, and perhaps a 'feature' carousel on Hart Street.
- A chill out lounge was suggested for teenagers to give them somewhere to go / something to do during the event.
- Teenagers left the event and congregated down at Mill Meadows causing slight damage to two hanging baskets (which often happens on a Friday night).
- Elderly lady scared by youths in the Church Yard. (Police attended).

#### Feedback from the Police

- Better this year with all the rides in one place,
- Teenagers predominantly better behaved this year.
- Silly string caused one or two issues.

Karl Bishop left the meeting at 10.10am.

#### Living Advent (report provided)

- Supported 26 different good causes across 24 nights.
- Didn't quite match 2017 record charitable total of £5863 but reached a grand total this year of £5611 which surpassed other year's totals.
- Thanks to Councillors for turning out each night and supporting the event and promoting on Social Media and Council Officers for their help and support.
- Hugely pleased at how the event went this year.
- Henley Standard to print an open letter of thanks from the Mayor to the Living Advent team, especially Richard, Carolyn and Hugh.

#### Festive Lighting Scheme / Small Christmas Trees (report provided)

- Scheme was a lot easier this year with one contractor looking after everything.
- 136 Small trees erected this year.
- Brackets now with the new contractor along with several bolts that had to be purchased.
- Procedure to be put in place for over the Christmas Period when the office is closed should anyone have a problem with their lights and need to contact the contractor. No issues with the Festoon lighting.
- Contractor would like some input on what information is provided re the installation of small Christmas trees which would make installation easier.
- More lights on the bridge end of Hart Street were suggested. This however would need to be funded.

### Development of Henley at Christmas Events for 2019.

- Planning of event to start in February.
- Road closure timing to be looked at – close Hart Street earlier and the rest of the streets later.
- Enhance the fair – Victorian Merry go Round.
- Encourage retailers to all be open during the Festival.
- More little stalls, (none to be placed in front of retailers who are open and trading).
- Entertainment such as stilt walkers.
- Move Santa’s Grotto back into the Town Hall.
- Currently this year’s Festival is pencilled in for Friday 29 November, but some Members felt that having the event in December would be better with the switching on of the lights being separated away from the Festival and being held as the first event of Living Advent.
- Moving the event to a Saturday was suggested, but noted that this would not be good for retailers and was not favoured by the Members.
- Sound system required.
- Additional lighting required.
- More control of cars parking in Friday Street.
- More retailers in Friday Street need to be encouraged to stay open during the event.
- Encompass Business.
- A review of the light switch on element of the Festival needs to take place with the Choirs being given a specific area to stand, and not to congregate on the Town Hall steps.

It was noted that the Christmas tree shredding had this year raised approximately £300.

It was noted that the Santa Fun Run had raised approximately £600.

It was noted that the Santa Sleigh had raised approximately £4000 for local charities.

Thanks were given to Invesco for sponsoring the 2018 large Christmas tree.

### **27. BUDGET UPDATE**

Members received an update on 2018/19 budget and following comments on the necessity of Floodlighting and the cost of design noted the budget information.

### **28. HTC SUPPORTED EVENTS**

#### Health & Wellbeing day 2 February 2019

- Small first event taking place in the Kings Arms Barn, on the Market Place and possibly in the Town Hall.
- Event being publicised via Social Media, Posters and the Local Press.
- Participants to include Holistic Therapies in the Barn, Children’s Meditation, local clubs, Walkers are Welcome, SODC, local Gyms and Fitness places, buses – Walk into town and catch the bus back.
- Event taking place between 11am and 3pm.

#### May Fayre 6 May 2019

- Same format as last year.
- 12noon – 5pm.
- Sponsors on board so far, Wilkins and Penny and Sinclair.

- Celebrity Jackanory with a children's author / artist booked.
- Councillor Hillier to redesign this year's poster.

**29. HENLEY EVENTS FOR 2019 (www.visit-henley.com)**

Members received and noted a list of events taking place in Henley during 2019 (list attached) and suggested the following be added:

- Beer Festival – Rugby Club in October or November.
- Gin & Fizz Day – Rugby Club – date to be confirmed.
- Town & Visitors Regatta
- Henley Half Marathon
- Ridgeway Run
- RIBA Henley Design Day - 23rd March 2019

**30. DATE OF NEXT MEETING**

Council Chamber – 9.30am Friday 1 March 2019

The meeting closed at 10.45am

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Chairman