

Present: Councillor Mrs J Bland
Councillor C W Gibson
The Mayor, Councillor Mrs E Hodgkin
Councillor Mrs R Myer
Councillor C I Pye
Councillor Miss L Pye, Vice-Chairman
Councillor C I Pye
Councillor D Nimmo Smith
Councillor Mrs J Wood, Deputy Mayor (ex officio), Chairman

In Attendance: Mr M Kennedy, Town Clerk and Mrs A Gliddon, Committee Administrator/Minute Taker

Also Present: Councillors A J Follett and B G Wood; PC Vicky Sims, Henley Police; three members of the public and one member of the press

84. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillor Dr P J Skolar and from Councillor Mrs J Bland for a possible late arrival.

85. **TO RECEIVE DECLARATIONS OF INTEREST**

None

86. **PUBLIC PARTICIPATION SESSION**

Mr K Arlett, Elizabeth Road

Referred to Item 19 on the Agenda; Labels for Street Furniture. He stated that the Council had spent many thousands of pounds on the purchase of the green street furniture in Henley. The proposed signs were so small they would not be seen. The Town Council had employed a contractor to remove unauthorised signage and in his opinion the labels would do more damage than good.

The Chairman, Councillor Mrs J Wood thanked Mr Arlett for his comments and confirmed that these had been noted

Mr R Atkin, Elizabeth Road

Referred to Item 4 on the Agenda, to receive and consider the minutes of the meeting of the Traffic Advisory Committee. This meeting had face-to-face contact with the police. Mr Atkin referred to concerns expressed by another resident at the meeting of Full Council on 26 January 2010 in respect of road safety in Hamilton Avenue and Vicarage Road being used as a 'rat run' for traffic, with pavements often obstructed with recycling bins and parents dropping off/picking up children at Trinity School parking on the pavement and forcing pedestrians to step into the road. Mr Atkin suggested that the presence of a PCSO to provide authority and assistance and to report back on occasions when they had not been able to help would be of help

Councillor Mrs J Wood confirmed that the contract between District Council and their contractors required that the refuse collectors put refuse bins back on residents' properties and not on pavements. She suggested that a letter is sent to District Council advising them of the safety concerns in the area and

requesting that they ensure that the terms of the contract regarding replacement of refuse bins so as not to cause an obstruction are adhered to by their contractors.

The Mayor, Councillor Mrs E Hodgkin assured Mr Atkin that the matter would not be overlooked. She had written again to Trinity School and she confirmed that the matter would be an agenda item for the next Traffic Advisory Committee meeting.

Action: Committee Administrator to write to South Oxfordshire District Council to request that refuse bins are put back on residents' properties and not left on pavements.

87. **MINUTES**

The Minutes of the meeting of the Town and Community Committee held on 17 November 2009 were approved and signed by the Chairman, Councillor Mrs J Wood.

The Committee received and considered the minutes of the meeting of the Traffic Advisory Committee held on 9 November 2009

It was **RESOLVED TO RECOMMEND** that

the minutes of the meeting of the meeting of the Traffic Advisory Committee held on 9 November 2009 be received, approved and adopted

88. **POLICE**

The Chairman, Councillor Mrs J Wood, invited PC Vicky Sims to the table. PC Sims gave apologies for absence on behalf of Sergeant Graham Pink

PC Sims reported on the following:

Burglaries in dwellings had decreased with none reported since Christmas. There had been two to non-dwellings following which arrests had been made. Anti social behaviour. The late night shopping evening had gone well in the town centre. Over the past 15 years of her working in Henley there had been no trouble. However, at Mill Meadows large numbers of young people had congregated in response to information put on a social networking site. The police had confiscated alcohol and sent letter to parents of some offenders. She confirmed that there would be a police present in the area of Mill Meadows in future years.

PCSOs

- Between October and December 2009 151 fixed penalty notices (FPNs) issued in respect of driving and parking offences, 31 of which were outside the town centre.
- A Halloween party was held at the YMCA in October 2009, following a previous occurrence of anti-social behaviour. This had been well attended with over 40 young people present. There had however been an incident of vandalism at Watermans Allotments.
- A 'chill out' evening had been arranged for 26 February 2010 at the YMCA to provide a warm and safe environment. This was being funded from the Community Safety Fund.
- 'Have your Say' meeting on 24 February at Henley Post Office from 10am to 12noon, to which all residents were welcome.
- From March 2010 monthly surgeries would be held at various locations including Tesco and the town centre. Details would be published in advance.
- PCSO presence outside every school in the town with any school where problems had been identified being concentrated on.

Councillor Mrs J Wood referred to the vandalism at the Allotments and asked for advice on how these could be better protected. PC Sims suggested that a new gate would help and that Julia Wheeler, Crime Prevention Officer, would be able to offer further assistance.

Councillor Mrs J Bland joined the meeting at 7.50pm.

Councillor Mrs E Hodgkin asked how many of the FPNs were in respect of littering. She identified Deanfield Avenue as a problem area for littering and dog fouling.

PC Sims replied that none had been issued for litter but 14 warning advices had been issued.

Councillor Mrs J Wood asked P C Sims to comment on a recent incident along Reading Road when 5 cars had been damaged.

PC Sims advised that all houses in the area, including surrounding roads, had been leafleted and a local surgery arranged, which four people had attended. Anti-social diaries had been given to residents who had been asked to record any incidents to provide evidence for the police which would help them to build up a bigger picture.

Councillor C I Pye, requested that officers investigate cars parking illegally on pavements in Greys Hill, particularly at the upper end, which forced parents with buggies and other pedestrians into the road.

PC Sims advised that the police were aware of this and were visiting the area regularly and ticketing offending vehicles

The Chairman, Councillor Mrs J Wood, thanked PC Sims as she left the table for all the marvellous work her department was carrying out especially with young people – they really are “community” policing.

89. **PCSO KEY PERFORMANCE INDICATORS**

Councillors received and noted Summary Report, Quarter Two 2009-10 which they had before them.

90. **PROGRESS**

Councillors received and considered a report on progress and made the following comments

Bus Shelters in Henley, Minute 78, 17.11.09/ Full Council 8.12.09 The Chairman, Mrs J Wood confirmed that the working group would be meeting with the representative from Primesite the following day.

Market Towns Consultation, Minute 57 13.10.09 Councillor Mrs Wood confirmed that interviews had been held on 4 February, when some Councillors had attended the lunch to meet the candidates. All candidates had been impressive and information regarding the appointee was expected shortly. Councillor Mrs E Hodgkin suggested that the District Council is requested to liaise with the Town Council on the remit for the Henley appointee, and it was agreed that a request should be made for a meeting with the appropriate officer.

Action: Committee Administrator to contact officer at District Council to arrange a meeting to discuss the remit of the Henley appointee

Oxfordshire County Council Highways, Minute 59, 13.10.09 Councillor D Nimmo Smith advised that although only two residents from Northfield End had responded to the public consultation, he since had received emails from 10 residents from Northfield End who were concerned that they would lose available parking. Residents had been parking behind double yellow lines which had not been enforced. He would have further consultation with residents and would liaise with OCC Cabinet members to seek a solution.

Councillor C I Pye suggested that the proposed removal of double yellow lines on the Fairmile would mean that residents would be able to park there instead.

91. **BUDGET**

Councillors received and considered the budget report to December 2009 and made the following comments

Councillor Mrs E Hodgkin asked for confirmation as to whether there was surplus in the Town Improvements budget.

The Town Clerk advised that he would check and report back

Action: The Town Clerk to investigate whether there is any surplus budget in the Town Improvements budget and report back

92. **LITTER**

The Chairman, Councillor Mrs J Wood, invited Councillor A J Follett to the table. Councillors had before them a report written by Councillor Follett.

Councillor Follett spoke to his paper and advised that he was the Town Council representative on the Neighbourhood Action Group, from which litter had been identified as a priority by residents. He had carried out a survey of litter bins in the town, and passed round photographs showing that many were overflowing. He calculated that there were 30 of the green Henley Town Council bins and many more provided by the District Council so there were enough bins in the town. The problem was that they were too small and/or not emptied often enough. He suggested that a multi agency response should be formed to help with the problem of litter in the town and confirmed that Sally Wilson, Waste Services Manager at South Oxfordshire District Council would be willing to join a working group. He was aware that neither the town or district Councils had available budget for new bins, different types of cleaning and education. All would have a cost factor so the group would need to look at the matter creatively

Councillor Follett asked for one two members of this Committee to volunteer to serve on the group.

Councillors Mrs E Hodgkin, C W Gibson volunteered to represent the Town Council and Mrs J Bland, to represent the District Council duly volunteered.

It was **RESOLVED TO RECOMMEND** that

The Town Council forms a working group to address the problem of litter in Henley - membership to be HTC, SODC, NAG, Henley Partnership and others as suggested in Councillor Follett's report, with Councillors Mrs E Hodgkin and C W Gibson representing the Town Council and Mrs J Bland as a District Council representative, with the following terms of reference:

1. Investigate funding opportunities, both LGA and commercial, to replace bins as needed
2. Investigate more modern "recycle" friendly disposal of street litter
3. Provide ways to educate residents on litter
4. Reduce the use of litter bins for household waste and educate residents accordingly
5. Look at commercial sponsorship by coffee shops / take away food shops to help reduce the problem
6. Work with Police on FPN and any other actions to prevent litter
7. Look for improvements in litter collections or removal of commercial waste as needed.

The Chairman, Councillor Mrs J Wood thanked Councillor A J Follett for his report and he left the table.

93. **WEATHER ACTION PLAN**

The Chairman, Councillor Mrs J Wood, invited Councillor Dr B G Wood to the table.

Councillor Dr Wood suggested the creation of a multi agency response to the state of the roads and pavements and the action taken in the recent bad weather. Two recent snowfalls had incapacitated the town and the whole nation. He suggested that ways of responding to bad weather conditions and how the three Councils could work together in harmony to improve conditions in the community be considered.

Council Wood advised that Henley Town Council was vulnerable in respect of potential loss of income from the car park at Mill Meadows if snow was not cleared effectively. He suggested that Oxfordshire County Council and South Oxford District Council are invited to join Henley Town Council in creating an Emergency Action Plan, so that all responsibilities for areas such as the Market Place, car parks, the Henley Day Centre and hospital are known in advance. Members of the community had responded well and had helped to clear the Market Place of snow, but had use their own equipment. Councillor Wood suggested that realistic standards for expectations should be set and people informed of what action to expect from their local authorities, and also be told what they could do to help themselves in terms of clearing pavements outside their premises etc.

Councillor Wood suggested that an effective community hot desk be set up to take enquiries in adverse weather and that the three Councils should purchase equipment including a snow plough to be attached to the tractor, 2/3 gritters for clearing areas such as the Market Place and suitable shovels which would not do damage to pavements. The equipment to be stored in Henley and used to protect areas such as the Mill Meadows car park.

Councillor Mrs J Wood confirmed that all Councillors had been impressed with the work the Parks Service staff had carried out to clear snow with very little equipment.

Councillor Mrs R Myer welcomed Councillor Dr Wood's proposal and suggested that all bad weather events, including flooding, be included. Councillor Mrs J Bland advised that a flood plan was already in place in conjunction with the Environment Agency and the District Council.

Councillor D Nimmo Smith endorsed Councillor Dr Wood's proposal. He advised that the County Council was currently undertaking a review of the effectiveness of its performance during the two recent incidences of heavy snow. They will be carrying out a review which covered the whole county, which would include Henley. He advised that the County Council would not wish to meet individual towns until the results of the review were known.

Councillor Nimmo Smith also advised that the County Council had provided a number of salt bins. If areas considered that more were needed these could be purchased, and the County Council would provide the salt.

Councillors discussed the issue of liability in the event of an accident occurring where people had cleared snow from the pavements outside their property. Councillor Nimmo Smith advised that the Chief Legal Officer at Oxfordshire County Council would advise on this matter.

Action: Committee Administrator to write to the Chief Legal Officer at Oxfordshire County Council, seeking guidance regarding liability in the event of an accident

occurring where people had cleared snow from the pavements outside their property, and report back to a future meeting of this Committee.

Following further discussion on Councillor Dr Wood's proposal followed, when some Councillors were of the opinion that Henley should have its own plan

It was **RESOLVED TO RECOMMEND** that

Dr B Wood's proposal for joined up thinking between the three Councils is progressed, and

In the short term, Henley Town Council works with the people of Henley, including The Henley Partnership, to put in place a bad weather Action Plan for the Town

The Chairman, Councillor Mrs J Wood thanked Councillor Dr B G Wood for his report and he left the table.

The Town Clerk sought clarification from the Committee as to which of Henley Town Council's agreed strategic objectives should be put to one side if officers' time is to be spent of these two new initiatives.

It was **RESOLVED to RECOMMEND** that

The Town Council officers would not be required to assist, and Councillors seek nominations at Full Council for members of a Working Group to

- a) progress a Bad Weather Action Plan for Henley and
- b) to work with South Oxfordshire District Council and Oxfordshire County Council to put in place a multi agency response to bad weather conditions, including the purchase of equipment.

94. **TOWN HALL LAY LIGHTS**

Councillors received and considered a response from the Council's approved property surveyor, to the quotations for the refurbishment of the existing Lay Lights, both of which they had before them, and considered the preferred way forward.

Note: The Town Sergeant had been available prior to the meeting at 7.00pm for any Councillor wishing to inspect the Lay Lights.

The Mayor, Councillor Mrs E Hodgkin, advised that the surveyor appeared to be suggesting that the Council does not need to take the action recommended by the Conservation Officer, but should instead maintain the Lay Lights by infilling with a concrete mix.

The Town Clerk agreed that this was the suggestion and confirmed that taking this action would not change the listed building status of the building.

Councillors discussed whether it would be appropriate to carry out the suggested work without the prior approval of the Conservation officer.

Councillor Nimmo Smith advised that, having inspected the Lay Lights prior to this meeting, he was of the opinion that carrying out a patch repair now would leave a long term problem as the metalwork was in a bad condition and a permanent, costly solution would be required in approximately ten year's time. He suggested that the Conservation officer's agreement is sought for a temporary repair and that a sinking fund is created for the future works.

It was **RESOLVED TO RECOMMEND** that

agreement is sought from the Conservation Officer for the work suggested by the Council's approved property surveyor to infill the glass prisms with fine concrete and, if agreement is given that quotations are sought for this work, and

the Council notes that a permanent repair to the Lay Light is likely to be required in the future which will have significant cost implications, and for which provision should be made in the long term maintenance programme.

95. **PARKING PROJECT INITIATIVE FOR HENLEY**

(i) Councillors received and considered a paper from Barbara Richardson, Chair of the Commercial Group of the Henley Partnership.

The Chairman, Councillor Mrs J Wood, advised that it was a very comprehensive report with many good ideas and Mrs Richardson should be thanked for the work she had put into the production of the paper.

Councillor Mrs J Bland was of the opinion that the proposed changes to on street parking from residents' parking permits to short term parking during the day would penalise residents who were at home during the day.

The Mayor, Councillor Mrs E Hodgkin, advised that it was a draft working document and any issues raised by the Town Council would be taken into consideration.

It was **RESOLVED TO RECOMMEND** that

the Parking Project Initiative Project for Henley paper be received as a draft

The Committee considered the nomination of a Councillor to sit on the Parking Strategy Group. It was noted that meetings would be held on Thursday evenings between 6pm and 8pm once a month between April and October, excluding August, at the Hotel du Vin.

Councillor Nimmo Smith advised that he would be a member of the group on behalf of Oxfordshire County Council and that the first meeting had been confirmed for Thursday 8 April 2010.

Councillor Mrs R Myer volunteer to be the Henley Town Councillor representative

It was **RESOLVED TO RECOMMEND** that

Councillor Mrs R Myer be nominated as the Henley Town Council representative on the Parking Project Initiative.

96. **TOURISM KIOSKS**

Councillors received and noted information from South Oxfordshire District Council, regarding the removal of Tourism Kiosks, including the one in Market Place, Henley. The development of a new 'mobile' website by SODC to be launched at the end of May 2010 was expected to be available in Tourist Information Offices funded by Town Councils and this after SODC has withdrawn funding for same.

It was **RESOLVED TO RECOMMEND** that

the Town Council welcomes the proposal

97. **NATIONAL SPORTS HERITAGE NETWORK (SHN) – “OUR SPORTING LIFE – HENLEY”**

Councillors received and considered a request from South Oxfordshire District which they had before them, to organise a walk with the 1956 Olympic Torch in Henley on 13 March 2010. It was noted that a request, included in the letter, for the use of Mill and Marsh Meadows to hold sports taster days had been agreed out of Committee by the Mayor, Town Clerk and Chairman of the Mill Meadows/River Sub Committee.

It was **RESOLVED TO RECOMMEND** that

that the Town Council noted and welcomed the proposal for the town.

Councillor C I Pye suggested that as many Councillors as possible support the initiative.

98. **HENLEY ROYAL REGATTA**

Minute 72, 17 November 2009 refers

Councillors received and considered a letter dated 8 December 2009 from the Regatta Secretary which they had before them.

Councillor C W Gibson sought confirmation as to who was the Council representative as Steward to the Henley Royal Regatta. It was confirmed that this was Mr Barry Edwards, a former Councillor for Henley Town Council.

The Chairman, Councillor Mrs J Wood, expressed disappointment that the Regatta Secretary had stated that it was not appropriate for representatives from Henley Town Council to be involved in annual meetings to which representatives from Oxfordshire and Wokingham local authorities were invited to attend to address safety related matters where the Stewards of Henley Royal Regatta have a duty of care.

Councillor Mrs Wood advised that the Regatta is advertised as the **Henley** Royal Regatta, and, as such, if anything went wrong this could reflect badly on Henley Town Council. The Town Council knows what is needed in the town and could offer helpful advice.

Councillor Miss L Pye agreed and stated that in the event of problems such as litter and vandalism in the town during the Regatta period, the Town Council would be asked to explain why it had not prepared adequately.

The Mayor Councillor Mrs E Hodgkin, advised that Henley Town Council would be holding a pre- Regatta meeting with all parties, to which the Regatta Secretary would be invited.

The Chairman, Councillor Mrs J Wood, advised that last year she and Councillor Mrs Hodgkin had met with a traffic officer from Oxfordshire Highways on Henley bridge to address problems with traffic flow during the Regatta.

Councillors agreed that better use could be made of the Council's Steward representative who had not been briefed on the issue.

It was **RESOLVED TO RECOMMEND** that

Mr Barry Edwards is told of the Council's disquiet on the matter, sent copies of the relevant correspondence and asked to attend the

Regatta's meeting at which road safety issues would be discussed to put forward Henley Town Council's concerns and report back

99. **HENLEY TOWN YOUTH COUNCIL**

Councillors received and noted the minutes of the 14TH meeting held on 23 November 2009 which they had before them.

100. **HENLEY LITERARY FESTIVAL**

Councillors received and noted the notes of a meeting held on 16 December 2009 which they had before them.

The Mayor, Councillor Mrs E Hodgkin, advised that this had been a highly successful Festival in 2009. The 2010 Festival would last for one week rather than just three days in 2009. It would be difficult to run without financial support and she understood that a grant application was being submitted by the Literary Festival to the Finance Strategy and Management Committee on 16 February.

101. **HENLEY INTERNATIONAL FILM FESTIVAL (HIFF)**

The Chairman, Councillor Mrs J Wood, advised that a meeting had been held earlier in the day between the HIFF working group and Mr Richard Truter, the Festival organiser, the notes of which would be handed out at the end of the meeting and also attached to the minutes of this meeting .

Councillor Mrs Wood advised that Mr Truter had confirmed that Imperial Tobacco would not be sponsoring the Festival. She drew Councillors attention to the invitation to meet with the Mayor visiting from a French town and to view the documentary referred to in the notes, on Tuesday 25 May, and to the invitation to the launch of the Festival on Wednesday 24 February.

The Chairman advised that Mr Truter was seeking a lane closure along Thameside, to assist pedestrians who would be attending film viewings at the Kenton Theatre and then walking to the Red Lion Hotel. He had confirmed that he was submitting a road closure application. Councillor C I Pye suggested that they may be required to purchase the on-street parking spaces on Thameside for the day.

Councillor Mrs Wood also referred to an application for funding towards the production of a film on Henley war veterans. This would consist of a series of interviews with Henley Second World War veterans as part of our 'nostalgia' and would be distributed and shown at the Henley International Film Festival, via the website and at the next Remembrance Day service. She proposed that the required funding of £1,500 be split three ways with £500 each from Henley Town Council's Action Plan Budget, The Henley Partnership and South Oxfordshire District Council. Councillor Mrs Wood stated the HIFF could act as a 'double whammy' bringing into the town, international film makers from all over the world who would see the town, fall in love with it and want to film here, bringing in lots of revenue!

It was **RESOLVED TO RECOMMEND** that

Henley Town Council provides funding of £500 towards the production of a film on Henley war veterans from its Action Plan Budget, provided joint funding is agreed by The Henley Partnership and South Oxfordshire District Council

Councillor Mrs J Bland advised that, on the subject of Festivals, a Teddy Bear Festival would be held in Henley on Sunday 18 April 2010. Bohams

(Auctioneers and Valuers) , Charlie from Charlie Bears and a Teddytrician would be present. All Councillors were invited to attend.

102. **LABELS FOR STREET FURNITURE**

Councillors considered literature regarding labels available for purchase for display on Henley Town Council's green street furniture, stating that it is an offence to display advertisements on this furniture and that unauthorised signs would be removed by order of the Town Council,

It was **RESOLVED TO RECOMMEND** that

No further action be taken

The meeting closed at 9.45pm

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Chairman

Meeting regarding proposed Henley International Film Festival (HIFF), held on Tuesday 9 February 2010, at 10.30am, in the Committee Room, Henley Town Hall

Present: Mr Richard Truter, HIFF; Mr Jonathan Hobbs, Henley Partnership; Councillors Allan Follett, The Mayor, Mrs E Hodgkin, The Deputy Mayor, Mrs J Wood ; Mrs A Gliddon, minute taker, Henley Town Council.

Councillor Mrs Wood took the Chair and welcomed everyone to the meeting. She asked Mr Truter for confirmation of his requirements for the use of Market Place during the period of the Festival (Tuesday 25 to Saturday 29 May) and whether it would be used for a box office.

Mr Truter confirmed the request for the use of the Market Place although advised that it would not be used as a box office but as an information booth, i-pod area and for ice creams sales, for which a licence would be sought. He advised that no use of the bandstand at Mill Meadows was now required and that he was aware that there would be Markets on Thursday 27 and Sunday 30 May when no use of the Market Place would be possible.

Mr Truter also confirmed that he would not now be using the stretch of the river outside the River & Rowing Museum. He had carried out a presentation at the Museum and, although it would be a busy time of year for them, they had agreed to make the Annex available to the HIFF.

Councillor Follett enquired about sponsorship. Mr Truter confirmed that neither Imperial Tobacco nor the Scottish Workers Union Group would be providing sponsorship. He confirmed that other sponsors would be as stated previously:

- Unilever (Ben & Jerry Ice Cream)
- The Guardian
- Nikon
- Cyprus Tourist Board
- Henderson's PR Agency

The BBC Network and the UK Film Council would have on line programmes and trailers.

Partnerships had been entered into with the Hotel Du Vin and the Red Lion hotel. Both hotels were keen to work with the community and had committed to more than just use as screen venues. A number of producers would be attending the Festival and the two hotels were nominated accommodation areas. The Hotel Du Vin would be used as a green room and would have a link to the Kenton Theatre, with the Kenton showing 5 feature films from 12noon to 10.30pm with pre and post forums being held at other venues, including the Hotel Du Vin. A large marquee would be provided at the Red Lion Hotel and use would include an awards event on Sunday 30 May from 3pm to 12midnight. This would be an Asian/Moroccan theme with carpets and cushions, and would consist of the awards ceremony, followed by a dinner and party.

Other venues for films would be;

- Regal Cinema
- Kenton Theatre

The Mayor of a town in France would be attending. He had had a hands on approach to preventing the used of pesticides in foods, following concerns regarding the number of children in the town suffering from cancer. The Mayor, local businesses and farmers had worked together to produce organic food for the children of the town.

Mr Hobbs advised that it was a truly inspirational film and all agreed that it would be wonderful if local schools, mothers and children and Henley in Transition could work

together to provide something similar for Henley children. Mr Hobbs suggested that Councillors arrange for the visiting Mayor and producers of the film to have coffee in the Town Hall with Henley's Mayor and Councillors on Tuesday 25 May at 11.00am and then all to go to a viewing of the film at the Kenton Theatre, which Mr Truter had advised would be from 12.30pm with a 15-20 minute post viewing discussion session.

Action: Councillors to note arrangements are being made to meet with the Mayor visiting from France on Tuesday 25 May with coffee in the Town Hall at 11.00am followed by showing of the documentary at 12.30pm and discussion session afterwards.

Mr Truter advised that ticket sales would be launched on 1 March 2010 when tickets would be available for on-line purchase via the website at:
<http://www.the-hiff.co.uk>

A launch was proposed for Tuesday 23 February at the Hotel Du Vin when trailers and information on the Film Festival would be shown.

Mr Hobbs advised that he would not be available on that day and Councillors agreed that this was not good for them due to a Committee meeting that evening. Mr Truter agreed to try to change the date of the launch.

Post meeting note: Mr Truter has confirmed that the launch date of the Henley International Film Festival will be Wednesday 24 February 2010 at 6.00pm for 6.30pm start at the Hotel Du Vin. All Councillors and Henley Visitor Centre staff are invited to attend

Councillor Mrs Hodgkin asked how the Festival would be promoted.

Mr Truter advised that 25 volunteers from schools, gap year students and students from Reading University would be a visible presence in the town and local areas including Reading, and promotion would start soon as tickets go on sale. Runners would start at Paddington station and would have strap on monitors showing film promotions. They would travel on trains from Paddington to Henley giving passengers the opportunity to watch the trailers. . There would also be promotions in local cinemas and articles in the Guardian and Henley Standard

Councillor Mrs Hodgkin advised that it was important that the volunteers did not annoy residents, as had been the case recently when a new pizza restaurant had opened, which had resulted in many complaints. She suggested that links to local websites be included on the HIFF website to provide details of accommodation and restaurants. Mr Hobbs advised that a new Henley Partnership website would be on line from March 2010. People should also be directed to the Henley Information Centre in the Town Hall and highlighted the importance of them being kept informed and given information and leaflets/programmes.

Mr Truter advised that he would like to arrange for the colour of lighting on Henley Bridge to be changed. Councillor Mrs Hodgkin advised that Oxfordshire County Council should be approached for permission. Mr Hobbs suggested that the neighbours be kept informed and invited to the launch.

Funding was being sought for a Water Wall projection from the river. He confirmed that the permission of the Environment Agency would be sought if this is to go ahead.

Mr Truter also requested permission for red carpet to be laid on the 'dip' at the entrance to the Red Lion Lawn. Councillors confirmed that this was owned by Henley Town Council and the request would be made through the Committee process. Mr Truter confirmed that the Red Lion Hotel were in agreement.

Action: The approval of the Town & Community Committee is sought for red carpet to be laid at the entrance to the Red Lion Lawn for the duration of the festival, on land owned by Henley Town Council

Mr Hobbs advised that he was licensed by the Town Council for the use of the Red Lion Lawn to board and disembark passengers arriving by boat.

Mr Truter asked for suggestions regarding parking arrangements for the Festival and the following locations were suggested

- The Eyot Centre and Sea Cadet unit
- Henley Rugby Club
- Mill Meadows and train station pay and display car parks
- Coaches taking schoolchildren to and from the Festival could drop off in the town centre and park for free in the station car park.

Mr Truter asked about the possibility of sponsorship for a film to be made to support the British Legion, involving war veterans from Henley, to be screened at the next Remembrance Day and at the Festival. He advised that they would be filming at the Chiltern Centre for Disabled Children on Thursday of the current week, featuring a Day in the Life of a Child. They were keen to initiate programmes for community broadcasts.

Councillor Mrs Hodgkin suggested that Mr Harry Wheeler, a local resident and D-Day veteran and Brigadier Malcolm Page from the British Legion could be approached regarding their possible involvement in the film being proposed by Mr Truter. She advised that the Youth Centre had recently produced a film on Transforming Youth Work in Henley and wondered if this could be included.

Mr Truter advised that the Festival was offering a platform for a number of initiatives and would be happy to discuss the possibility of showcasing the Youth Centre film.

Councillors and Mr Hobbs discussed the possibility of joint partnership funding for the war veterans film. Councillor Follett looked through the Town and Community Committee budget figures which he had before him and the possibility of Henley Town Council and the Henley Partnership each providing £750 to fund the c£1,500 cost was discussed.

Councillor Mrs Wood was strongly of the opinion that the Film Festival should be supported. They had not asked for any free use of Town Council property. All other Festivals in the town had received support in the form of free use and staffing.

Mr Hobbs advised that £2k had been included in the Action Plan Budget for 2009/10 by SODC for an Olympic Launch in Henley. He had managed to secure the River and Rowing Museum as a venue for this and some excellent speakers who would not be charging, so suggested that he contact Caroline Wood at Distinct Council to ask if the Olympic budget was still available and if so, if £1.5k of this money could instead be used for the production of the proposed film.

It was agreed that Mr Truter would submit a written request for funding for a Henley film.

Post meeting note: Mr Truter's request is attached to these notes.

Mr Hobbs advised that he had recently attended a lecture on how towns could benefit from the 2012 Olympics. The organisers were of the opinion that Henley would be an excellent venue for a big screen environment to enable residents to watch all Olympic events. He asked if Mr Truter would be willing to help with this.

Mr Truter advised that if licensing broadcasting rights could be agreed they would be keen to be involved.

Mr Hobbs advised that visitor numbers to the town would benefit and people would stay on for afternoon and evening screenings which would benefit the night time economy.

Mr Truter advised that Sue Ryder hospice had asked for a night time screening in the summer to fund raise. The Hotel Du Vin and the Red Lion Hotel had also suggested holding screenings.

Councillor Follett suggested that Mr Truter keeps in close contact with the Town Hall in the lead up to the Festival.

The meeting closed at 11.45pm

Can the Partnership/HTC help us with sponsorship towards the production of a film on our Henley war veterans.

1. the production of a series of interviews with Henley 2nd world war veterans, as part of our 'nostalgia' also to be used at the next memorial service to be projected against the town hall, distributed on line, screened at this years THE-HIFF.

Each of these would be screened online through the IPTV web site, special screenings at THE-HIFF.

In return the partnership/HTC would receive branding as a supporter of the festival, end film credit sponsorship, ownership of the film, right for distribution and title sponsor of 'THE-HIFF Viewers Award'.

You mentioned that partnership/HTC could help, we urgently need 1500.00 to achieve our goal and help produce the content.

please let me know asap!

Richard Truter

THE-HIFF

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"Documentary films to inspire audiences "