

**Present:** Councillor A J Follett (Chairman)  
Councillor E Hodgkin (Vice Chairman)  
Mayor, Councillor Mrs J Wood  
Mr J Hobbs - Hobbs of Henley  
Mr R Reed – Henley Standard  
Mr O O ‘Dell - Henley Market Town Coordinator, SODC

**Also Present:** Miss J Smith, Christmas Festival & Committee Administrator / Minute taker  
Mrs Suzanne Malcolm, Economic Development Manager, SODC

The Chairman introduced and welcomed Mrs Suzanne Malcolm, Economic Development Manager, SODC to the meeting.

**58. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs G Dodds, Mrs J Bland and C Pye, Mr I McGaw, Mrs T Jones, Mrs C Yoxall and Mrs M Thomas.

**59. DECLARATION OF INTEREST**

None received.

**60. MINUTES**

The Minutes of the meeting held on 25 November 2010 were approved and signed as a true record by the Chairman, Councillor A Follett.

**61. PUBLIC PARTICIPATION SESSION**

None.

**62. BUDGET 2010/11**

Members had before them a copy of the 2010/11 budget previously circulated. It was noted that invoices were still to be received from: Scottish Southern Electricity for the cross-street lights and trees and from Oxfordshire County Council for the final road closure costs, therefore, it was unlikely that there would be any monies to be carried forward into next year's budget. It was noted that the Christmas Events and Decorations budget for 2011/12 approved by the Council was £6k.

**63. PROGRESS REPORT**

The Progress Report was discussed and the following comments noted:

*Christmas Lighting – Minute 319, 9, 20, 30, and 41*

It was confirmed that all the seasonal lighting had been turned off on 5 January 2011 and that the removal of the cross-street lights, festoon lighting at north Thameside and certain tree lighting would take place on 15/16 January 2011.

A member made reference to a section of lighting not working in one of the Bell Street illuminations.

*Post meeting: Lighting contractor contacted re the Bell Street cross-street illumination and it was confirmed that at the time of installation all lights were working. However, the cross-street lights are over 10 years old and several sections of lights have been replaced over the past years and this weakens the connections on the circuit causing sections to fail. To note these sections can not be replaced once the cross-street lights are in situ.*

2011 Mayor's Christmas Card Competition – Minute 8, 20, 30, 41

It was noted that this item is to be put on a future meeting agenda once the new Mayor was in office.

**64. SMALL CHRISTMAS TREES 2010 SCHEME**

Mr J Hobbs confirmed that he did not have the very latest number of trees sold but that at the last count it was approximately 160, slightly down on last year. It was noted that a number of the trees had remained illuminated after the twelfth night and it was felt that for 2011 the contractor should be asked to switch off and remove trees on 6 January. It was noted that because of the lack of sponsorship in 2010 no trees had been provided for the charity organisations or churches in the town and that this should be addressed in 2011.

Mr J Hobbs advised that Windowflowers who had supplied the trees in 2010 had not only undertaken the installation but also the administration of the payment of the trees. In addition, following feedback received he felt that the scheme, now that it was established, could be promoted/administrated using a local charitable organisation with the charity taking a small percentage of the total sale of the trees. Mr R Reed advised that he was a Trustee of the 'Face of Henley' charity and that this could potentially be something that they would be interested in undertaking.

*Action: Mr R Reed to propose the suggestion of administrating the 2011 Small Christmas Tree Scheme at the next Face of Henley meeting.*

**65. SPONSORSHIPS**

It was noted that a letter had been received from Invesco Perpetual confirming sponsorship in 2011 for the large Christmas tree. It was suggested that in the letter sent thanking Invesco Perpetual for the offer of sponsorship, that clarification is sought as to the amount of sponsorship and whether they could provide additional monies for the small Christmas trees for the charitable organisations and churches in the town centre (8-10 in total).

*Action: Committee Administrator to write a letter to Invesco Perpetual on behalf of the Sub Committee.*

**66. CHRISTMAS FESTIVAL – 3 DECEMBER 2010 – WASH-UP**

Members were informed of the positive feedback received from the charity and commercial stall holders. Members and HTC officers had been asked for post event feedback and the following items were discussed and noted following the 2010 event:

- Flyte Entertainment should be approached regarding giving a contribution to attend the event in 2011.
- It was felt that even though entertainment (hand organ) had been placed in Friday Street that the retailers/businesses in this street had not made use of the space in the street, therefore, the road closure was questioned for next year's event.
- It was agreed that KVB Design sponsorship/design and running the Santa's Grotto in The Barn and Punch and Judy in Millennium Court had been a huge success. It was agreed that KVB Design should be approached again to sponsor/design/run the grotto in 2011.
- It was noted that a few unauthorised street pedlars had been selling items at the festival and it was agreed that although it is very hard to police, this should be again addressed for next year's event.
- Members agreed that the Henley College Rugby Club students did a great job marshalling and should be asked for their support again in 2011.
- It was noted that the Town Crier, Mr I Beyts, was happy to act as Town Crier again at next year's event if the Town Clerk was not available to perform this role.
- Mr O'Dell advised that he had been in discussions with Mrs Catherine Selby from Hotel du Vin who would be prepared to sponsor the children's lantern parade which could start from the hotel and proceed up Hart Street to the town centre. The benefits of using the hotel as the starting point for the procession would mean it could take place in roads within the existing road closures.

- At a previous meeting it was discussed that an event could be held on the Saturday as well as the Friday and a possible 'Santa Race' was discussed. It was suggested that this could be an idea for the River and Rowing Museum to adopt with it being held at Mill Meadows.
- A discussion took place regarding the bad weather contingency plan should there be snow on the festival weekend.

**67. HENLEY PARTNERSHIP (HP) SUNDAY SHOPPING EVENT – 5 DECEMBER 2010 – WASH-UP**

Feedback received from the town's retailers was that they were not as busy on the Sunday as the Friday evening. The cost for running the Sunday event was circa £1300 (funded by grant monies received from SODC). It was agreed that Mr J Hobbs and Mr O O'Dell were to discuss further the value of holding the Sunday Shopping Day in 2011. It was also felt that there needed to be more things happening in the town centre and holding a Christmas Market over the weekend was discussed.

Mr J Hobbs tabled a concept he had received from Mrs Julie Perigo for a 'Henley Living Advent Calendar.' The concept being that like a children's Advent Calendar, a window or door is opened each evening from 1-24 December and a 5-10 minute Christmas focussed performance is given to the audience assembled e.g. songs, carols, music, poetry, book excerpts, notes from history or folklore, sketches, dance, etc. It was agreed that the concept was worth exploring and that a sub group meets with Mrs Perigo to discuss the concept in more detail.

It was **RESOLVED** to **RECOMMEND** that Mr J Hobbs, Mr O O'Dell, Mr R Reed and Councillors A Follett and/or Mrs E Hodgkin meet with Mrs Perigo to discuss the concept in more detail.

*Post meeting note: Meeting arranged for 1 February at 2.30pm, Committee Room, Town Hall.*

**68. DATE OF NEXT MEETING**

The following date was proposed for the next meeting: **Thursday, 31 March 2011 at 9.30am** in the Committee Room, Town Hall.

Meeting closed at 3.15pm.

js

Chairman