

Present: Councillor A J Follett
Councillor G Dodds
Councillor E Hodgkin
Mayor, Councillor Mrs J Wood
Mr I McGaw – Henley Bridge Rotary Club
Mr R Reed – Henley Standard
Mr O O ‘Dell - Henley Market Town Coordinator, SODC
Mr J Hobbs - Hobbs of Henley
Mrs M Thomas - River Rowing Museum
Mr M Kennedy, Town Clerk (in attendance)

Also Present: Miss J Smith, Christmas Festival & Committee Administrator / Minute taker
Ms J Brazil. Mayor’s Secretary

25. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs J Bland, Councillor C Pye, Mrs T Jones and Mrs C Yoxall.

26. DECLARATION OF INTEREST

None received.

27. MINUTES

The Minutes of the meeting held on 6 September 2010 were approved and signed as a true record by the Chairman, Councillor A Follett.

28. PUBLIC PARTICIPATION SESSION

None.

29. BUDGET 2010/11

Members had before them a copy of the 2010/11 budget previously circulated. The Chairman confirmed that he had recently been at a meeting with Mrs C Wood, Economic Development Officer, South Oxfordshire District Council (SODC) and she had advised that there would possibly be some Action Plan monies available for Henley’s Christmas events. A discussion took place as to how much the Henley Partnership would need to run the Sunday Christmas Shopping Day and it was agreed that the Chairman should write to Mrs Wood at SODC to ask if £2000 could be contributed towards these events: £1000 for the Sunday Christmas Shopping Day (5.12.10) and £1000 towards the Christmas Festival (3.12.10).

It was **RESOLVED** to **RECOMMEND**

that the Chairman writes to Mrs C Wood, SODC to ask if £2000 from the Action Plan monies could be contributed towards these events: £1000 for the Sunday Christmas Shopping Day (5.12.10) and £1000 towards the Christmas Festival (3.12.10)

30. PROGRESS REPORT

The Progress Report was discussed and the following comments noted:

Illuminations/Decorations – Minute 319 - 11.1.10 and Minute 9 – 7.6.10

It was reported that repairs to lights and a new outlet fitted (damaged due to water in box) for the tree outside the Fire Station Gallery had been carried out, plus a new timer switch for the lights in the tree on Gravel Hill.

Road Closures

It was reported an approximate quote of £900 for road closures had been received from Oxfordshire County Council.

Flood Lights

Quotes had been obtained for four tower flood lights one each for Market Place, Duke Street, Bell Street and Hart Street. Both quotes were the same and totalled £860. It was agreed that these lights were necessary for the event and the Chairman recommended that four flood lights were hired from Southern Plant and Tool Hire.

It was **RESOLVED** to **RECOMMEND**

that four tower flood lights are hired from Southern Plant and Tool Hire for the event.

Vertical Promotional Banners to Promote Christmas Events for the Market Place – 322 – 11/1/10

The Chairman reported that at Town and Community Committee held on the 14 September 2010 had decided not to proceed with this initiative.

Santa's Grotto – Minute 13, 7/6/10

It was reported that KVB Design had kindly offered to design, decorate and provide the gifts for Santa's Grotto which would be in The Barn and the Millennium Court area. A meeting is to take place with Committee Administrator and KVB Design to discuss details, including holding the Punch and Judy in the area too. Councillor Mrs E Hodgkin to confirm CRB checked helpers for Santa's Grotto.

Event Marshals

Mr R Reed confirmed that Henley College Rugby Club (HCRC) had volunteered to act as marshals again for this event and that 15 members of the team had volunteered. The Chairman recommended that £100 be donated to the HCRC international trip in recognition for their support.

It was **RESOLVED** to **RECOMMEND**

that £100 is donated to the HCRC volunteers in recognition for their support in acting as marshals at the Festival.

Mr I McGaw offered to act as a marshal.

14:20 Mr O Dell and Mrs M Thomas entered the meeting.

2010 Mayor's Christmas Card Competition – Minute 8 – 6/9/10

It was reported that St Mary's, Valley Road and Badgemore schools would be taking part in the competition. Mr R Reed advised that he would speak with Higgs Group to see if the printing of these cards would be done for, with the Mayor to follow up with a formal request to Higgs Group. Councillor Mrs G Dodds advised that judging would need to take place at the next meeting in order to meet printing deadlines.

Post meeting note: Sacred Heart have confirmed that they will be taking part in the competition.

Action: Mayor to formally write to Higgs Group to ask if Higgs Group would kindly print the Christmas cards again this year.

31. SMALL CHRISTMAS TREES 2010 SCHEME

Mr J Hobbs confirmed that a leaflet drop had been undertaken within the town by Mr O'Dell and the Mayor advertising the small Xmas tree and the rate of a pitch at the festival for the retailers on the outskirts of the town.

Councillor Mrs E Hodgkin recommended that two trees could be donated to outside Tomlin & Son and E T Sheppard as in previous years as well as two trees for the Town Hall.

It was **RESOLVED** to **RECOMMEND**

that two trees be donated for outside Tomalin & Son and E T Sheppard and two trees for the Town Hall to be paid for from the HTC budget.

It was reported that one small tree was to be provided to Mr Hawley, Thameside as he had already provided the funds for a tree.

Mr R Reed agreed that the small Christmas tree would be published in the Henley Standard.

Mr J Hobbs asked if Windowflowers had approached HTC regarding providing the large Christmas tree next year and it was confirmed that they would be approached to provide a quote for 2011. **Note:** Christmas trees should NOT be installed until after Remembrance Sunday 14.11.10.

32. SPONSORSHIPS

Mr J Hobbs confirmed that Ward Consultancy would not be sponsoring the event this year and he was still to approach Towergate and Courtiers.

The Chairman confirmed that he had yet to speak with Mr Hodgkinson, Hotel Du Vin as he had been on holiday.

Mr M Thomas suggested contacting the local supermarkets and it was agreed that Sainsburys should be approached this year.

Action: Committee Administrator to write to Sainsbury to ask for sponsorship for the Christmas events.

33. CHRISTMAS FESTIVAL – 3 DECEMBER 2010

(i) Stall Bookings

It was reported that an email mailshot had been sent to last year's stall holders, plus new potential stall holders giving details of the festival and a booking form.

(ii) Publicity for Events

Mr O'Dell confirmed that the programme giving details for both the Christmas Festival and Sunday Shopping Day was underway. The Chairman confirmed that this would need to be distributed to retailers/businesses in the town by mid-November; he advised that liaison needed to be made with HTC to ensure that all the sponsors had been included as at the deadline print date.

A discussion took place regarding offering free parking in the town's car parks, plus the Station car park for the Saturdays (Saturday 4 as a priority) leading up to Christmas and it was agreed that the Town Clerk should write to SODC asking for this, plus in order to create additional parking a recommendation should be put forward to the next Recreation and Amenities Committee that free parking should be given at Mill Meadows car park on Sunday 5 December.

Action: Recreation & Amenities Committee Administrator to add to agenda for the meeting on 9 November 2010.

Mr R Reed agreed that both these events would be publicised in the Henley Standard giving full details of what events would be taking place over this weekend, road closures, parking, etc.

It was confirmed that Mr O'Dell should liaise with HTC to liaise with the Committee Administrator to ensure that the details and the chosen event photograph for both events are publicised on the posters produced by Jacksons.

(iii) Mayor's Carol Service/Christmas Tree Light Switch-on

The Chairman advised that 'Rock Choir' (www.rockchoir.com) had approached HTC to ask if they could sing at the Christmas Festival, free of charge. It was decided that these singers were not needed for the festival event but that they should be approached for the Christmas Sunday Shopping Event.

The Town Clerk offered his services as a Town Crier for the event, but requested that he had a louder bell. Mr I McGaw advised that the Rotary Club of Henley bridge possibly had something suitable. It was agreed that the Town Crier would announce the Mayor's Carol Service/Christmas Tree Light Switch-on.

(iv) Children's Torch Lit Parade

Mrs M Thomas reported after discussions with the River & Rowing Museum's CEO and Head of Education they had suggested that the local Guides, Scouts, Brownies, Cubs and Beavers organisations are approached to take part in this parade rather than approaching the local primary schools, as it was felt then there would be the required supervision/marshals for this parade. She confirmed that the parade needed to include at least 50 children to give it impact.

It was suggested that the Sea Cadets are approached to act as additional marshals and that PILOTS and the Minis from the local rugby and football clubs are approached to participate.

Mr O'Dell reported that he had researched the cost of DT lights (approximately £200) and requested that monies be provided for these lights for the lanterns in addition he researched the use of Wind in The Willows characters that could be used to make the lantern.

Mr O'Dell reconfirmed the route would be: River and Rowing Museum; Meadow Road; Station Road; Reading Road; Duke Street and would finish in the Market Place.

It was discussed what would happen to the children once they arrived at the Market Place and it Mrs Thomas confirmed that the leaders for these organisations would be asked to take ownership of the children until they were met by parents.

It was agreed that the parade should leave the RRM at 6pm to arrive in time for the Mayor's carol singing and tree light switch on at 7pm.

It was discussed how to get Mr Toad and Father Christmas who would be leading the parade to the Market Place and it was suggested that a local golf club is approached to see if a golf buggy(s) could be provided. Mr J Hobbs agreed to approach Badgemore Golf Club to see if they would provide golf buggy(s) to use.

(v) Risk Assessment

Members had before them a tabled draft copy of the Risk Assessment (RA) for the Christmas Festival event. The Chairman asked Members to review the RA and given any comments/inclusions to him.

Mr I McGaw reminded that stall holders Public Liability cover should be a minimum of £2m.

Mr O'Dell confirmed that he would be providing a separate RA and timetable for the Children's Torch Lit Parade.

34. HENLEY PARTNERSHIP (HP) SUNDAY SHOPPING EVENT – 5 DECEMBER 2010

Mr O'Dell suggested that Jack FM could be asked to host the event in Market Place on Sunday from 10am-4pm, as this would provide entertainment during the day in addition to the other events that would be taking place. The cost of this would £750 but would also include free publicity on the radio up to the event.

Members discussed the possibility of the noise for residents in the Market Place if this radio station were to be used and it was decided that the HP should liaise with the businesses to ask for their opinion on this proposal, plus keep the Town Clerk involved in any decisions.

It was confirmed that Temporary Event Notices were being applied for both events.

35. DATE OF NEXT MEETING

The following date was proposed for the next meeting: **Monday, 1 November 2010 at 2:00pm** in the Committee Room, Town Hall.

Meeting closed at 3:15pm.

js

Chairman