

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk

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COUNCIL OFFICES
TOWN HALL
MARKET PLACE
HENLEY-ON-THAMES
OXFORDSHIRE RG9 2AQ

**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
A MEETING OF
THE TOWN AND COMMUNITY COMMITTEE**

To be held on

TUESDAY 26 JUNE 2012 AT 7.30PM

In

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY ON THAMES**

A handwritten signature in black ink that reads 'Mike Kennedy' with a stylized flourish at the end.

Mr M Kennedy
Town Clerk
20 June 2012

MEMBERSHIP: Councillor Mrs P Phillips (Chair)
Councillor Ms K Gehrman (Vice Chair)
Councillor Mrs J Bland
Councillor W Hamilton
Councillor D Hinke
Councillor Ms L Meachin
Councillor D Nimmo-Smith
The Mayor, Councillor Mrs E Hodgkin (ex-officio)
Deputy Mayor, Councillor S Gawrysiak (ex-officio)

Members are reminded to sign the attendance book.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of Part 2 of the Local Government Act 2000 (The Code of Conduct), a member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest. A member with a prejudicial interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the standards committee of the responsible authority; and not seek improperly to influence a decision about that matter. You do, however, have the same right as a member of the public to make representations, give evidence and answer questions about the matter during Public Participation and may remain in the room to enable you to exercise that right and then leave immediately. You must not seek to improperly influence a decision on the matter.

3. PUBLIC PARTICIPATION SESSION

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

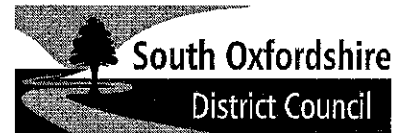
- You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).
- Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents.
- All speeches shall last for no more than 2 to 3 minutes.
- If there are no statements or questions, or if all statements have been made or questions asked before the period of time allotted, the meeting will start to consider the remainder of its business. No further public questions or statements will be entertained at that meeting.
- If an answer to a question cannot be given at the meeting the Chairman may, at his/her discretion, arrange for a written answer to be given.
- The Chairman of the meeting will have complete discretion as to the order in which questions are taken and statements made. Supplementary questions may be asked at the Chairman's discretion.
- The Chairman of the meeting may rule that any public remarks are not appropriate and will not be accepted; for example if they are defamatory, frivolous or offensive. In such an instance the Chairman may disallow a question or statement or cut short a statement or discussion, or disqualify any member of the public from continuing to speak.
- Questions which require the disclosure of exempt or confidential information will not be answered.
- The Chairman of the meeting's interpretation of this procedure shall not be questioned and his/her ruling on any questions relating to this procedure shall be final.

4. **MINUTES**
TO APPROVE the Minutes of the meeting of the Town and Community Committee held on 15 May 2012 (previously circulated).
5. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (report attached).
6. **BUDGET**
TO RECEIVE AND CONSIDER the budget report to 31 May 2012 (report attached).
7. **HEROES RETURN / OLYMPIC WORKING GROUP**
TO RECEIVE AND NOTE the notes of the Olympic Torch / Heroes Return meetings held on 26 April 2012, 18 May 2012 and 11 June 2012 (papers attached).
8. **NETTLEBED ART SOCIETY**
TO CONSIDER a request from the Nettlebed Art Society to place three small signs (35 x 25 cm) on the wide grass verge at the Henley end of the Fair Mile promoting an Art Show at Nettlebed School .(papers attached).
9. **VOLUNTEER FAIR**
TO CONSIDER, following the success of the first Volunteer Fair held on the Market Place on Saturday 9 July 2011, organising a second Fair (date to be confirmed but OCVA have suggested Saturday 6 October 2012).

TOWN AND COMMUNITY PROGRESS REPORT 26 JUNE 2012

Minute No	Subject	Progress
13 (26.5.09) 57 (13.10.09) 94 (9.2.10) Full Council 111 (13.03.12)	Town Hall Pavement Lights	Simpson Associates submitting technical information to the bridges department OCC for technical approval 18.6.12. Once technical approval has been received works will be carried out under a road opening licence which the contractor carrying out the works will apply for.
67 (15.02.11) Full Council 23 (5.7.11)	Road Inspections	Road Inspections reports still awaited from Councillors Hillier and Evans. All other reports have been sent to Keith Stenning OCC Area Steward for action or being dealt with by the Park Services.
115 (1.3.11)	Old Fire Station Gallery and Barn Users Group	Meeting 3 rescheduled to Monday 2 July 2012 (time to be confirmed). 2 x quotations for the repair and repainting of the Old Fire Station Gallery received – Awaiting 3 rd quotation.
62 (1.11.11)	Signage And Physical Town Promotion Project	New finger signs installed, Mill Meadows Wildlife Trail signs installed, 3 x leaflets received, awaiting delivery of 6 map boards. Promotional boards for Old Fire Station Gallery and Kings Arms Barn Ordered, awaiting delivery.
85 (13.12.11) 61 (17.01.12) Full Council	Bus Shelter on the Reading Road	Letters and questionnaires distributed to bus companies, completed questionnaires being collected in the Information Centre.
93 (31.01.12)	Market Place Bollards	Councillor D Nimmo-Smith has spoken to Mr K Stenning and requested that he proceed with obtaining prices and producing a scheme to move the bollards into the correct position and removing the bent / broken ones. If Henley Town Council remove the damaged ones they will be liable if any pedestrians are injured by vehicles parking on the pavements.
105 (31.01.12)	Patisserie Valerie Mobile Ice Cream Cart	Letter sent requesting more information. A report to be brought to a future meeting when the information is received.
117 (13.03.12)	Fairtrade Town	Item to be brought back to the meeting in September for further consideration.

130 (17.04.12)	Decriminalisation of Parking	<p>Letter of response received from Mr D Buckle advising that they are seeking advice following our request for SODC's specific views on the pro's and cons of the decriminalisation of parking in the town, as it is happening in West Oxfordshire and nationally with no reported problems. Also asking how it would be possible for Henley Town Council to take responsibility, and advising that a full response will not be possible for a few weeks (letter attached).</p> <p>Mr Mike Mc Loughlin West Oxfordshire District Council reported that the decriminalising of parking has worked very well for them and they now have much better control over the levels of enforcement, with all monies made from fines coming straight to the Council.</p> <p>The Civil Parking Enforcement Officers bring in more money than they cost in wages.</p> <p>The only downside that WODC can see for SODC is that they will have to comply to that National rate of charges for parking offences (£50 basic offence and £70 for offences such as parking on zig zag lines and crossings) for all parking offences including car parks. District Council is the lowest level that parking can be passed to but it is possible that HTC could act as agents for OCC.</p> <p>Mr John Backley SODC has visited WODC on several occasions for discussions.</p>
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Listening Learning Leading

Mr M Kennedy
 Town Clerk and Chief Executive
 Henley-on-Thames Town Council
 Council Offices
 Town Hall
 Market Place
 HENLEY-ON-THAMES
 Oxfordshire
 RG9 2AQ

David Buckle

CHIEF EXECUTIVE

david.buckle@southoxon.gov.uk
 Benson Lane, Crowmarsh Gifford
 Wallingford OX10 8HQ
 Tel: 01491 823103 Fax: 01491 823134
 Textphone: 18001 01491 823103

31 May 2012

SENT BY EMAIL ONLY TO n.taylor@henleytowncouncil.gov.uk

Dear Mr Kennedy

Decriminalisation of parking

Thank you for your letter of 22 May. Oxfordshire County Council (OCC) would apply to the Department of Transport for civil enforcement powers. If this was agreed, OCC is able to delegate the function down to district councils, which has happened, for example, in West Oxfordshire. Both OCC and our legal team are looking at the legislation to see if it is possible/legal for a district council to delegate this further down to town council level. As this is an important point we need to ensure we get sound advice and it may therefore be a few weeks before I am in a position to respond to you fully.

Yours sincerely

Chief Executive

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
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COUNCIL OFFICES
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OXFORDSHIRE RG9 2AQ

REF: 50.1/MK/nt

22 May 2012

Mr D Buckle
Chief Executive
South Oxfordshire District Council
Council Offices
Crowmarsh Gifford
Wallingford
Oxfordshire. OX10 8AX

Staff Contact: Nicci Taylor
Tel: 01491 630071
e-mail: n.taylor@henleytowncouncil.gov.uk

Dear Mr Buckle

REF: DECRIMINALISATION OF PARKING

At various meetings of the Town Council, Members have discussed the possibility of introducing decriminalisation of parking in Henley on Thames. We understand that this has been successfully introduced in West Oxfordshire and indeed nationally with no reported problems.

Can you please provide me with South Oxfordshire District Council's specific views on the pros and cons of the decriminalisation? I should be particularly interested to explore with your Council how this function could be devolved to the Town Council under section 101 of the Local Government Act 1972; arrangements for the discharge of functions by local authorities. Perhaps we could consider introducing a trial pilot scheme for six months?

The importance of decriminalisation is made clear in the 2010 Air Quality Progress Report for South Oxfordshire. The Henley Air Quality Action Plan Progress states:

- Table 6.2 Enforcing of idling vehicle legislation – Further progress dependant on implementation of decriminalised parking;
- Table 7.1 Enforcement of parking restrictions to avoid congestion – Further progress dependant on implementation of decriminalised parking; and
- Table 7.2 Explore use of CCTV for parking enforcement, including delivery vehicles – Further progress dependant on implementation of decriminalised parking.

I look forward to receiving your written response.

Yours sincerely

Town Clerk and Chief Executive

Cc: Mrs Ann Ducker – Leader of the Council

Henley on Thames Town Council
Budget Reporting 2012-13

Town & Community Expenses

£'000	Note	Actual Month 2 May 2012	Expected Out-turn 12/13	Budget 12/13	Final actual 2011/12	Variance Out-turn v Budget
Town Hall Costs						
Wages		5.6	34.4	34.4	35.4	0.0
Cleaning Materials		0.9	4.3	4.3	3.3	0.0
Health and Safety		0.2	0.5	0.5	0.5	0.0
Alarm & Fire Systems		0.5	3.6	3.6	1.7	0.0
Electricity (substantial rate incr Jan 2011)		0.4	5.1	5.1	5.0	0.0
Furniture & Equipment		0.0	2.2	2.2	1.7	0.0
Gas (substantial incr in rate 1 May 2011)		0.4	6.0	6.0	4.3	0.0
Insurance		5.8	6.1	6.1	6.1	0.0
Lift Maintenance		0.1	1.7	1.7	0.7	0.0
Rates		22.4	22.4	22.0	22.0	(0.4)
Repairs and Painting		1.0	7.6	7.6	8.1	0.0
TH Pro-active Maintenance per schedule		0.0	2.1	2.1	33.2	0.0
Interior decs, budget vired from West Street Stores		0.0	10.0	10.0	0.0	0.0
Public Clock Maintenance		0.0	0.4	0.4	0.5	0.0
Costs associated with wedding ceremonies		0.0	0.5	0.5	4.9	(0.0)
Water		0.0	1.1	1.1	1.6	(0.0)
		37.4	108.0	107.5	128.9	(0.5)
Less Income						
Hire of Rooms		(3.8)	(18.4)	(18.4)	(14.4)	0.0
Civil Ceremonies		(6.7)	(8.0)	(3.0)	(1.7)	5.0
Net Costs Town Hall		28.0	81.6	86.1	112.8	4.5
Day Centre						
Grant - Running costs		2.0	8.0	8.0	8.0	0.0
Insurance - Building		0.2	0.2	0.2	0.2	0.0
Rates		0.3	0.3	0.2	0.2	(0.1)
Repairs/Maintenance		0.0	3.3	3.3	4.3	0.0
Day Centre Pro-active maintenance per sch		0.0	6.9	6.9	1.3	0.0
Total Costs Day Centre		2.4	18.7	18.6	14.0	(0.1)
Barn						
Rates		1.9	1.9	1.9	1.9	0.0
Electricity		0.2	1.1	1.1	1.0	0.0
Gas		0.0	1.5	1.5	0.9	0.0
Water		0.0	0.1	0.1	0.0	0.0
Telephone		0.0	0.1	0.1	0.1	0.0
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		0.2	3.6	3.6	4.0	0.0
Maint per Pro-active maintenance schedule		0.0	0.5	0.5	2.0	0.0
Security		0.3	0.5	0.5	0.5	0.0
		2.9	9.5	9.5	10.6	0.0
Less Income						
Room Hire		(0.2)	(2.1)	(2.1)	(2.4)	0.0
Rent of downstairs		(2.9)	(11.7)	(11.7)	(11.5)	0.0
Net Cost/(Income) Barn		(0.2)	(4.3)	(4.3)	(3.3)	0.0
The Old Fire Station						
Electricity (lower rates negot. than budgeted)		0.0	0.3	0.3	0.2	0.0
Gas (substantial rate increase May 2011)		0.5	1.8	1.8	1.1	0.0
Insurance		0.2	0.2	0.2	0.2	0.0
Maintenance etc.		0.2	1.1	1.1	0.2	0.0
Maintenance per Pro-active schedule		0.0	4.7	4.7	3.0	0.0
Marketing costs		0.0	5.0	5.0		0.0
Rates		0.9	0.9	0.9	0.9	(0.0)
Water		0.0	0.2	0.2	0.2	(0.0)
		1.8	14.3	14.2	5.8	(0.1)
Less Income						
Room Hire		(3.3)	(10.8)	(10.8)	(7.1)	0.0
Net Cost/(Income) The Old Fire Station		(1.6)	3.4	3.4	(1.3)	(0.0)
Mkt Place Expenses						
		1.1	2.2	2.2	1.7	0.0
Less Income						
Market Rents-Charter & Farmers		(4.2)	(26.2)	(26.2)	(27.4)	0.0
Continental Markets		(2.3)	(4.4)	(4.4)	(4.1)	0.0
Licences		(19.4)	(19.4)	(13.0)	(13.3)	6.5
Car Parking Upper Mkt Place		(2.1)	(8.6)	(8.6)	(8.3)	0.0
		(28.0)	(58.6)	(53.1)	(53.1)	5.5

Henley on Thames Town Council
Budget Reporting 2012-13

Town & Community Expenses

£'000	Note	Actual Month 2 May 2012	Expected Out-turn 12/13	Budget 12/13	Final actual 2011/12	Variance Out-turn v Budget
Net (Income) Market Place		(26.9)	(56.4)	(50.9)	(51.4)	5.5
Tourism						
Salary of VIC staff		2.5	16.0	16.0	14.2	0.0
Goods for Resale		0.2	2.0	2.0	1.4	0.0
Henley Partnership - Subs		0.5	0.5	0.5	0.5	0.1
Town Improvements / Action Plan		0.0	3.8	3.8	2.3	0.0
Town Centre Manager costs		0.2	3.0	5.0	0.1	2.0
Regatta Bus Service		0.0	1.0	1.0	1.1	0.0
Satellite Tourist Office at Pavilion		0.1	5.0	5.0	0.0	0.0
Diamond Jubilee costs		1.6	4.0	4.0	0.0	0.0
2012 Olympics costs		3.3	5.0	5.0	0.0	0.0
Heroes' Return festivities		0.0	3.0	3.0	0.0	0.0
QEll field dedication		0.0	1.0	1.0	0.0	0.0
Visitor Info Centre sundry income		(0.3)	(2.5)	(2.5)	(2.9)	0.0
Net Cost Tourism		8.2	41.8	43.8	16.7	2.1
Security						
CCTV: Town Centre		0.0	14.6	14.6	14.1	0.0
CCTV: M Meadows		0.0	8.0	8.0	7.7	0.0
Police Comm Support Officer		0.0	15.0	15.0	14.3	0.0
Security Costs		0.0	37.6	37.6	36.1	0.0
Other Income						
Sundry - eg Film Money		(0.4)	(2.0)	(2.0)	(5.4)	0.0
Ice Cream - Slipway & MM and Mooring		(1.3)	(3.6)	(3.6)	(3.0)	0.0
Red Lion						
Wayleave New St Slipway		(0.7)	(0.7)	(0.6)	(0.7)	0.1
Total Other (Income)		(2.4)	(6.3)	(6.2)	(9.1)	0.1
Net Committee Expenditure		7.5	116.0	128.1	114.6	12.1

**HEROES RETURN/OLYMPIC WORKING GROUP
NOTES FROM THE MEETING HELD ON
26 April 2012 – 2.30pm**

Attendees: Councillor Mrs J Bland
Deputy Mayor, Councillor Mrs E Hodgkin
Mayor, Councillor Mrs P Phillips
Councillor Mrs J Wood
Mike Kennedy (Town Clerk)
Richard Reed
Jacqui Brazil (Committee Administrator)

17. Apologies for absence

Apologies received from Councillor's D Nimmo-Smith, Miss K Gehrman and Mrs J Wood.

18. Olympic Torch – 10 July 2012

It had been previously discussed that the Council would provide barriers to help contain the approximate 1200 school children whilst the Olympic torch was being transferred from Mill Meadows to the Thames. Mr Kennedy reported that quotes had been received to provide barriers for this purpose and the best quote received was in the region of £1700. Mr Reed advised he would contact Southern Plant Hire in an attempt to reduce the quote.

Mr Kennedy also advised a site meeting between Henley Town Council, Thames Valley Police, South Oxfordshire District Council, The River & Rowing Museum and it was agreed that the children should not be placed near the river on grounds of health and safety. After some discussion it was agreed the schools be contacted to supply the final numbers.

It was agreed that the idea to provide a 'hot dog' breakfast for the children was no longer required.

It was agreed that as a number of bands had already approached the Council to play on this morning that these offers be followed up. It was confirmed that Mrs S Berrido has now contacted Mrs C Crowdy from the Leichlingen Twinning Association and will make arrangements for the timings and logistics of getting the band from Henley College to play from 8:30am until 10:30am, if possible.

19. 'Heroes Return' – Olympians Celebrations – Saturday 25 August 2012

Each item on the Action List (attached to the agenda) was discussed. Arising from the list:

- It was agreed that letters to the Lions, Rotary Clubs, Round Table and Air Training Corp be sent asking if they would be able to provide volunteers to marshal for this event as well as other events in 2012.
- It was confirmed that Mrs Berrido (HIC) was trying to source a band to play in the bandstand at Mill Meadows. It was confirmed that the Maidenhead Band that had played in the bandstand in the past had agreed to play for the day and would have collection buckets in lieu of any payment.
- It was confirmed that 2400 hand waving flags had been ordered for Jubilee and Olympics.

- Mrs J Bennett had been contacted and the Parish Office regarding St Mary's church bell ringers.
- It was confirmed that as the week before 25.08.12 the banner area across Bell Street is already booked, it was agreed not to pursue the advertising of the event with a banner here.
- Councillor Mrs J Bland confirmed everyone in the rowing clubs were happy to provide some oarsmen for the arch of oars.
- It was confirmed that 300 chocolate medals on Union Flag ribbons had been ordered at £116 per case (100 medals per case).
- Town Centre Manager to be involved in promotion of the event. Radio Oxford, Radio Berkshire and Regatta Radio to be approached regarding promotion of the event.
- It was noted that the next meeting with Leander would be in July.
- The Committee examined the prepared budget sheet and it was noted that the amounts spent on numerous items had increased in the interim 4 years.
- The Committee noted that St Johns Ambulance cover would be provided for the event and Ms J Brazil had been advised the cost would be in excess of £100.00

Post meeting note: St John Ambulance have now confirmed their quote for the event to the sum of £244.08 + VAT

Post meeting note: Oxford school band to possibly play on the meadows to support Mark Chesterton, their head teacher who is a torch bearer at Henley. Ms J Brazil to await further confirmation regarding logistics of timings and children travelling from Oxford and reaching Henley in good time to set up and play during the event.

Post meeting note: Ms J Brazil has contacted Sacred Heart School and they have confirmed the following numbers for attendance at the Torch Relay site at Mill Meadows:

- *Shiplake School: 175 pupils and 20 adults*
 - *St Mary's: 140 pupils and 20 adults*
 - *Trinity: 320 pupils and 30 adults*
 - *Badgemore: 80 pupils and 10 adults*
 - *Valley Road: 150 pupils and 17 adults*
 - *Sacred Heart: 200 pupils and 20 adults*
- Making totals of 1065 children and 117 adults.*

Post meeting note: Thames Valley Police to discuss the issue further with HTC as they have raised issues of safety regarding the position of the children near to the river.

21. Date of Next Meeting

The date of next meeting confirmed as Friday 8th June at 9:30am, Committee Room, Town Hall.

The meeting closed at 10:30am

jb

**OLYMPIC TORCH WORKING GROUP
NOTES FROM THE MEETING HELD ON
18 MAY 2012 – 9.30am**

Attendees: Mayor Councillor Mrs E Hodgkin
Deputy Mayor, Councillor S Gawrysiak
Councillor Mrs P Phillips
Mike Kennedy (Town Clerk)
Jacqui Brazil (Committee Administrator)
Sergeant Graham Pink (Thames Valley Police)
Sacred Heart School Teacher representative
Valley Road School Teacher representative
Trinity School Teacher representative
Shiplake School Teacher representative
Badgemore School Teacher representative
St Mary's School Teacher representative

1. Apologies for Absence

Apologies were received from Councillor Mrs J Wood Henley Town Council and Ms Kate Arnold, South Oxfordshire District Council

2. Olympic Torch – 10 July 2012

The following items were fully discussed:

- The present planned route of the torch on Mill Meadows & once in water was discussed and it was noted that this route is subject to further change.
- The location for the safe area for primary school children and numbers from each school was agreed and barriers will be in place, with a notice area for each school location. A plan for the location of each group has been drawn up.
- Shiplake School will experience different issues due to traffic flow in the town on the day. Shiplake to suggest to parents they come via train or car share in order to minimise the difficulty expected on the morning.
- It was suggested they could use Mill Lane Car Park as a drop off point and the children walked down to the dedicated location at Mill Meadows
- Shiplake requested a room to be available in the River & Rowing Museum for their use as a collection point for parents after the event as parents will be collecting children.
- The Schools agreed their own routes to and from Mill Meadows and all would be opening between 11am and 12 noon dependent on the final decision of the respective heads.
- Henley Town Council Risk Assessment was approved and additional requirements noted by Sergeant Pink have been addressed.
- All schools to forward their own Risk Assessments to Henley Town Council by **Wednesday 27 June at the latest.**
- It was agreed that all children should arrive at Mill Meadows between 8:15 – 8:30.
- 400 Barriers have been arranged to be delivered on the 9th July 2012 to create the safe area for the children.

- the back of the area should be fenced with standard orange plastic webbed mesh fencing.
- The area for the schools must have 6 designated exit points being two for each school.
- Black bin bags be placed behind the school area for schools to place their own rubbish in.
- The River and Rowing Museum be approached to supply an area for Shiplake school children after the event to allow parents an allocated collection point.
- The River and Rowing Museum be asked to provide an emergency room / lost child facility if necessary.
- Councillor Gawrysiak to visit Gillotts school to ask again if they have any plans and confirm that they are to stay closed on the day until 11am.
- It was agreed that 10 temporary toilets be provided at the site. The toilet block containing 8 female, 3 male, urinals and one disable toilet will be fully open for the event.
- Valley Road school agreed to fund £100 towards the cost of the temporary toilets.
- All school staff to be in High Visibility jackets.
- All schools to provide own first aiders.
- All schools to provide a mobile contact list for Councillor Gawrysiak.

3. Any Other Related Matters

The following additional matters were discussed:

- Music and entertainment for the band stand was being organised by Mrs S Berrido. Presently music would be provided by local musicians to cover the morning period.
- Music also possibly be provided by the steel band from Oxford. However the logistics may make this too difficult.
- There was a need in Henley for more volunteer marshalls to come forward. Ms J Brazil to send the information request from SODC out again and Town Centre Manager to contact any interested parties and to promote the torch within the town and community.
- Henley Town Council staff to be approached for availability. Working arrangements on the day to be decided.

Post meeting note. Site meeting 25th May 2012 held between Councillor Gawrysiak, Ms J Brazil and Karl Bishop, Park Services. The area was agreed. Each school to have an area of 12 metres. The area designated for school children was to be along from the landing stage. Set back from the foot path and to run along beside the river and would end at the point of the signage on the footpath. The area is to be 20 metres in depth and 70 metres in length approximately.

The barriers to be set up on site Monday pm and signage for the schools designated sections to be sign posted on Tuesday am

Toilets to be sited in a group of 10 along the hedge by the River and Rowing museum along from the opening for the car park – to the left hand of the area designated for children.

SODC have agreed to place large bins at Mill Meadows for the extra waste that will be generated.

Ms J Brazil has approached the River & Rowing Museum to request the Area for Shiplake and the Emergency room. Still awaiting their approval.

4. Date of next meeting

The following date and time was proposed for the next meeting: **Monday, 2 July 2012 at 9.30am in the Committee Room** of the Town Hall.

The meeting closed at 11.10am

**HEROES RETURN/OLYMPIC WORKING GROUP
NOTES FROM THE MEETING HELD ON
11 JUNE 2012 – 9.30pm**

Attendees: Mayor, Councillor Mrs E Hodgkin
Deputy Mayor, Councillor S Gawrysiak
Councillor Mrs J Wood
Councillor Miss K Gehrmann
Richard Reed (Henley Standard)
Jacqui Brazil (Committee Administrator)
Paula Price-Davies (Committee Administrator)
Jacqui Brazil (Committee Administrator)

22. Apologies for absence

Apologies received from Councillor's Councillor Mrs J Bland, and Mr M Kennedy (Town Clerk).

23. Olympic Torch – 10 July 2012

- It was confirmed that the Primary School's to advise parents of the arrangements agreed with Henley Town Council for a safe cordoned area for Henley Primary school children.
- Salters Steamers to be contacted regarding suspension of landing stage.
- Suspend Over night mooring – no mooring signs to be erected.
- African Queen to be contacted and advised that there will be no mooring on the day of Tuesday 10th July 2012.
- Letters have been sent to Mrs Batista, Henley Piazza, River & Rowing Museum and Mill Meadows Nursery detailing that can remain open but cannot have vehicular access. Mrs Battasita will arrange for her staff to arrive early. River and Rowing Museum to arrange for staff and invited guests to arrive early and gain access to their private car park via Mill Meadows. Committee Administrator requested to contact Ms S Taylor by telephone as there has been no response to letter.
- Vehicular access will be allowed for River & Rowing Museum staff and bus for Disabled children from Bishops Wood school and BBC Radio Oxford all of whom will park in the car park of River & Rowing Museum.
- It was confirmed Mrs C Crowdy had now organised a number of bands to play in the bandstand at Mill Meadows. It was confirmed they were to play from 8:30am until 10:30am.
- It was agreed there would be extra union flag bunting purchased to decorate the route of the torch in New Street, Thameside, Riverside and along Station Road. It was also suggested more bunting be erected in between the trees on Market Place. Ms J Brazil to contact Mr Matt Trimmings to explore the possibilities of where and how to hang more bunting.
- The possibility of a large banner with the words 'Henley Welcomes The Olympic Torch' on one side and 'Henley Welcomes Our Olympians' on the other, be hung from the bridge was discussed. It was agreed that Ms J Brazil would obtain a quote for a 10' x 1' and 10' x 2' banner.
- It was agreed that £500.00 from the Olympic budget be made available for this purpose.

24. 'Heroes Return' – Olympians Celebrations – Saturday 25 August 2012

Each item on the Action List (attached to the agenda) was discussed. Arising from the list:

- It was agreed letters to the Lions, Rotary Clubs, Round Table and Air Training Corp be sent asking if they would be able to provide volunteers to marshal for this event as well as other events in 2012.

- It was confirmed professional marshalls be contacted to aid in the road closure, as in the previous event in 2008. Mr S Greenaway via OCC be contacted to discuss this event further.
- It was confirmed the Maidenhead Band that had played in the bandstand in the past had agreed to play for the day and would have collection buckets in lieu of any payment.
- It was confirmed hand waving flags had now been distributed to all primary schools. Extra flags would be given out to the crowds on the day.
- Councillor Miss K Gehrman confirmed she had visited Lady Sew and Sew regarding material to be tied to the trees in the Market Place. As this was Councillors Mrs J Bland's idea she confirmed it was advisable to await a further update when Councillor Bland was available.
- Town Centre Manager to be involved in promotion of the event. Radio Oxford, Radio Berkshire and Regatta Radio to be approached regarding promotion of the event and all the other events that are taking place regarding Christmas.
- It was noted that the next meeting with Leander would be in July.
- The Committee examined the prepared budget sheet and a member requested the budget sheet be separated out for the costs of the Torch and the Heroes Return. The Committee requested individual budget reports for Olympics and Heroes return be clearly defined the accounts for each event.
- Mr R Reed confirmed he would write an article on the Heroes Return in the Henley Standard and the event would receive full advance coverage.
- It was discussed that a large union flag be hung from the front of the town hall to decorate the entrance to the building. Ms J Brazil to gain quotes for a flag and the Mr Matt Trimmings be contacted regarding ways to erect and secure such a flag from the building.
- The event be publicised on the HTC website.
- Primary schools have been contacted and nominations revised to 10 children from each school be chosen to attend the event at the town hall. Awaiting replies from Head teachers, personal invitations to follow. Invitations to be sent to other nominated organisations.

25. Date of Next Meeting

The date of next meeting to be confirmed for week commencing 2nd July after meeting with Paul Budd. Committee Administrator to confirm.

The meeting closed at 12:30pm

8/6/12



Fax 642398
Tel. 642182

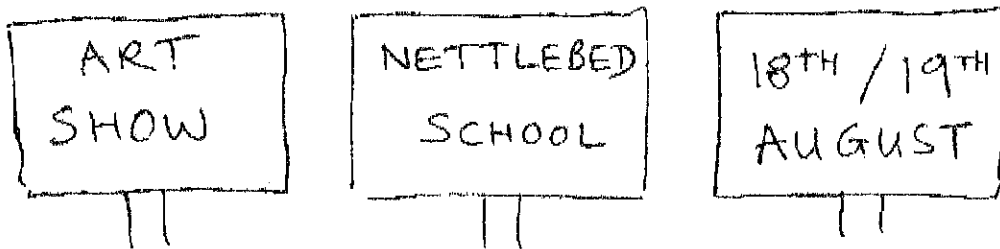
Fax to
Henley Town Council

From
Christine Gibbs, Nettlebed Art Society

PERMISSION REQUESTED

To place three small signs on the wide grass verge at the Henley end of the Fair Mile, to be seen on exiting Henley.

The signs measure approx. 35 x 25 cm and will be supported by posts knocked into the ground. I would like to erect them on 11th August, to be removed on 20th August. They read as follows:



This is our 60th Annual show to raise funds for local organisations.

I can be contacted on 07929 633384 today.

Chairman: Miss. C. Gibbs, 10 Bradley Road, Nuffield, Henley-on-Thames, Oxon, RG9 5SG. Tel: 01491 642182. Fax: 01491 642398.

Secretary: Judi Sutherland. Treasurer: Susan Byers.

Email: chris@primedesigngardens@eeserve.co.uk