



HENLEY-ON-THAMES
TOWN COUNCIL

Town Hall
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**COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
A MEETING OF
THE TOWN AND COMMUNITY COMMITTEE
TO BE HELD ON
TUESDAY 26 MARCH 2019
AT 7.00 PM** Please note earlier start time.
**IN THE COUNCIL CHAMBER,
TOWN HALL, HENLEY ON THAMES**

Mrs J Wheeler
Town Clerk
20 March 2019

MEMBERSHIP:

Councillor Miss L M Hillier (Chairman)
Councillor Sarah Miller (Vice Chairman)
Councillor Dave Eggleton
Councillor S Evans
Councillor Will Hamilton
Councillor Miss K Hinton
Councillor David Nimmo Smith
Councillor Glen Lambert (Mayor)
Councillor Ken Arlett (Deputy Mayor)

Members are reminded to sign the attendance book.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provision of the Localism Act 2011 (Chapter 7, part 1) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I 2012/1464), a member with a disclosable pecuniary interest of which they are aware 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 disclosable pecuniary 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/she has obtained a dispensation from the Council, and not seek improperly to influence the decision about that matter.

3. PUBLIC PARTICIPATION SESSION

TO RECEIVE questions and comments from members of the public on any items included on the agenda. The session to last no longer than 10 minutes and each speaker to be limited to 2-3 minutes.

- 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 Pecuniary 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 29 January 2019 (previously circulated).

5. **i) OVO ENERGY WOMEN'S TOUR**
TO RECEIVE a presentation from Mark Leyland and David Heycock and on the possible use of Henley on Thames for the start location of the local stage of the OVO energy Women's Tour.
- ii) **CAU**
TO RECEIVE a presentation from David Holloway.
6. **BUDGET**
TO RECEIVE AND CONSIDER the Management Accounts to 28 February 2019 (*papers attached*).
7. **ROAD / PAVEMENT WORKS**
TO CONSIDER requesting that SODC and OCC advise the Town Council every time they are notified that works are going to take place in the town centre and advise who the contractor is and contact details to enable Officers to chase if reinstatement works are not carried out correctly with matching materials and with immediate effect.
8. **EVENTS COMMITTEE**
TO RECEIVE AND CONSIDER the notes of the Events Committees held on 1 March 2019 (*notes attached*).
9. **TOWNLANDS**
TO RECEIVE a verbal update from Councillor Reissmann following the Steering Group Meeting being held on Monday 25 March 2019.
10. **CHRISTMAS WEEKEND MARKET**
TO CONSIDER permitting the Christmas three day market to take place again this year (*report attached*).
11. **CHRISTMAS FESTIVAL**
TO CONSIDER the date of this year's Christmas Festival (*report attached*).
12. **DUCK POND MARKET**
TO CONSIDER a request from the organisers of the Market for permission for a local company 'Bohemian Wrapsody' to attend the monthly Duck Pond Market to sell
13. **HENLEY BUS UPDATE**
TO RECEIVE a verbal update from the Town Clerk on the Henley Bus Service.
14. **TOWN MANAGERS UPDATE**
TO RECEIVE an update from the Town Manager (*report attached*).
15. **EAT! FOOD FESTIVAL**
TO APPROVE the use of the Market Place for the Eat! Food Festival on Saturday 15 June 2019 (*report attached*).
16. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (*report attached*.)

17. **EXCLUSION OF THE PUBLIC AND PRESS - CONFIDENTIAL**
TO EXCLUDE the public and the press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

18. **FREE USE**
TO RECEIVE AND CONSIDER a report on free use.

Nt/hb

20 March 2019

£'000	Note	Month 11 February 2019	Expected Out-turn 18/19	Budget 18/19	Final actual 2017/18	Variance Out-turn v Budget
Town Hall Costs						
Wages (compensating savings under repairs & maint)		49.5	52.0	44.0	35.0	(8.0)
Cleaning		2.6	3.0	3.0	1.6	0.0
Health and Safety		0.2	0.5	1.0	0.5	0.5
Alarm & Fire Systems		1.2	1.3	1.1	1.7	(0.2)
Electricity		5.3	6.0	6.0	4.8	0.0
Furniture & Equipment		2.7	3.0	3.0	3.4	0.0
Gas		3.4	5.0	5.5	4.8	0.5
Insurance		5.9	5.9	6.4	7.0	0.5
Lift Maintenance		1.5	1.5	1.0	0.5	(0.5)
Rates		22.9	22.9	23.0	22.3	0.1
Repairs and Painting (budget reduced by £2k as above)		6.2	6.5	7.0	10.0	0.5
TH per planned maintenance schedule	Pg 9	0.0	10.5	10.5	2.1	0.0
Public Clock Maintenance		0.0	0.1	0.3	0.0	0.2
Costs assoc with wedding ceremonies (Incl caretaker)		5.9	6.0	4.0	5.6	(2.0)
Marketing/promotion of all HTC properties		0.0	1.0	2.0	0.8	1.0
Water		1.5	1.5	1.0	0.7	(0.5)
		108.8	126.7	118.8	100.8	(7.9)
Less Income						
Hire of Rooms, excl free use		(20.1)	(23.0)	(27.0)	(17.9)	(4.0)
Value of free use - grants for local festivals	contra	(1.5)	(2.5)	(2.5)	(2.5)	0.0
Value of free use - charity/own/democr rep	FSM exp	(23.8)	(25.0)	(16.0)	(21.5)	9.0
Weddings and Civil Ceremonies to March 2019		(18.5)	(18.5)	(24.0)	(22.4)	(5.5)
Net Costs Town Hall		44.9	57.7	49.3	36.5	(8.4)
Henley 60+ Club						
Grant - Running costs		10.0	10.0	10.0	10.0	0.0
Insurance - Building		0.2	0.2	0.2	0.2	0.0
Rates		0.3	0.3	0.3	0.3	0.0
Repairs/Maintenance		2.6	3.0	3.0	1.2	0.0
60+ Club per planned maintenance schedule	Pg 9	0.0	0.0	0.0	4.0	0.0
Total Costs Henley 60+ Club		13.0	13.5	13.5	15.7	0.0
Barn						
Rates/water		2.1	2.1	2.1	2.0	0.0
Electricity		0.7	1.0	1.0	1.0	0.0
Gas		0.9	1.7	1.7	2.4	0.0
Telephone ref security		0.0	0.0	0.3	0.2	0.3
Insurance		0.2	0.2	0.2	0.2	0.0
Maint/Cleaning		4.2	4.5	4.0	2.7	(0.5)
Per planned maintenance schedule		0.0	0.0	0.0	0.0	0.0
Security		0.7	0.8	0.8	0.7	0.0
		8.6	10.3	10.1	9.2	(0.2)
Less Income						
Room Hire, excl free use		(0.8)	(1.5)	(1.0)	(2.8)	0.5
Value of free use - local charities/own use	contra	(5.6)	(5.6)	(5.0)	(5.7)	0.6
Rent of downstairs incl service charge	FSM exp	(11.7)	(12.0)	(12.0)	(12.7)	0.0
Net Cost/(Income) Barn		(9.5)	(8.8)	(7.9)	(12.0)	0.9
The Old Fire Station Gallery						
Electricity		0.3	0.3	0.3	0.3	0.0
Gas		0.9	1.5	2.0	1.3	0.5
Insurance		0.2	0.2	0.2	0.2	0.0
Maintenance etc.		1.5	1.5	2.5	2.0	1.0
Per planned maintenance schedule	Pg 9	0.0	0.0	0.0	0.0	0.0
Marketing costs (to incl all Council properties for hire)		0.0	0.0	0.5	0.0	0.5
Rates		1.0	1.0	1.0	1.0	0.0
Water		0.0	0.1	0.3	0.2	0.2
		3.9	4.6	6.8	5.0	2.2
Less Income						
Room Hire (incl free use £1,210)		(12.5)	(12.5)	(11.0)	(8.9)	1.5
Net Cost/(Income) The Old Fire Station Gallery		(8.6)	(7.9)	(4.2)	(3.9)	3.7
Christmas Festivities						
Christmas Festivities - net expenditure/(income)		7.7	11.0	11.0	11.1	0.0
Net Expenses Christmas Festivities		7.7	11.0	11.0	11.1	0.0
Market Place expenses						
General		1.6	1.7	2.0	1.5	0.3
Painting program		1.5	1.5	3.0	3.0	1.5

£'000	Note	Month 11 February 2019	Expected Out-turn 18/19	Budget 18/19	Final actual 2017/18	Variance Out-turn v Budget
Planned maintenance		0.8	1.0	1.0	0.0	0.0
Street cleaning (OCC)		5.0	10.6	10.6	3.5	0.0
Less Income						
Market Rents-Charter & Farmers		(32.4)	(35.0)	(35.0)	(32.8)	0.0
Continental Markets (now monthly)		(5.4)	(6.0)	(8.0)	(5.5)	(2.0)
Licences for seating Mkt Place/Red Lion Lawn		(24.4)	(24.4)	(25.5)	(23.9)	(1.1)
Advertising income - flagpoles/banners etc		(0.7)	(1.0)	(3.0)	(1.6)	(2.0)
Car Parking Upper Mkt Place		(10.2)	(10.2)	(10.2)	(9.7)	0.0
		(73.1)	(76.6)	(81.7)	(73.5)	(5.1)
Net (Income) Market Place		(64.2)	(61.8)	(65.1)	(65.5)	(3.3)
Tourism						
Salary of VIC staff/town management		66.0	71.0	71.0	56.7	0.0
Town Improvements / Action Plan (net of SODC £4k)		1.0	16.0	16.0	20.0	0.0
Goods for Resale (see income below)		0.7	1.0	2.5	0.3	1.5
Henley Partnership - Subs		0.2	0.2	0.1	0.0	(0.1)
Regatta Bus Service		0.0	0.0	0.2	0.0	0.2
Bus stop maintenance		0.3	2.0	2.0	2.0	0.0
One-off events - May Fayre / other		1.3	1.7	2.0	0.8	0.3
Visitor Info Centre merchandise/putting green (see exp above)		(1.5)	(2.0)	(6.0)	(1.7)	(4.0)
Net Cost Tourism		68.0	89.9	87.8	78.1	(2.1)
Security						
CCTV: Town Centre		13.6	18.1	16.5	16.5	(1.6)
CCTV: M Meadows		7.5	9.9	9.0	9.1	(0.9)
Police Comm Support Officer		12.4	16.5	16.5	16.2	0.0
Security Costs		33.4	44.5	42.0	41.8	(2.5)
Other Income						
Sundry - eg Film Money		(4.8)	(5.5)	(7.0)	(10.6)	(1.5)
Ice Cream at Slipway/MM, & moorings Red Lion Lawn		(7.6)	(7.7)	(7.7)	(7.5)	0.0
Wayleave New St Slipway		(0.8)	(0.8)	(0.8)	(0.8)	0.0
Total Other (Income)		(13.2)	(14.0)	(15.5)	(18.9)	(1.5)
Other expenditure						
Town bus service to June 17		0.0	0.0	0.0	4.5	0.0
Town Centre Waste disposal		0.0	0.0	1.0	0.0	1.0
Street Angels (net income)		0.0	0.0	0.0	(0.3)	0.0
Total other Expenditure		0.0	0.0	1.0	4.2	1.0
Net Committee Expenditure		71.6	124.2	112.0	87.1	(12.2)

HENLEY ON THAMES TOWN COUNCIL

MINUTES OF THE EVENTS SUB
COMMITTEE MEETING HELD ON FRIDAY
1 MARCH 2019 AT 9.30AM IN THE
COUNCIL CHAMBER, TOWN HALL,
HENLEY ON THAMES.

Present: Councillor Sarah Miller (Chairman)
Councillor D Eggleton (Vice Chair)
Councillor Kellie Hinton
Councillor Miss S Evans
Councillor Will Hamilton
Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mr K Bishop – Parks Manager

Philippa Ratcliffe
Mrs Niki Schafer

APOLOGIES RECEIVED FROM:

Mayor, Councillor G Lambert (ex-officio)
Councillor Miss L M Hillier
Mr Laurence Morris – Laurence Menswear
Mrs N Taylor – Office Manager
Mr R Rodway – Living Advent Calendar
Mrs L Wisely – Mayors PA

1. DECLARATION OF INTEREST

None received.

2. MINUTES

Cllr Hamilton and Cllr Hinton asked that the minutes of the meeting held on 11th January be amended to note the debate that was held regarding the date and format for the Christmas Festival 2019.

3. PUBLIC PARTICIPATION SESSION

Philippa Ratcliffe and Mrs Niki Schafer both spoke about Christmas and then their respective events. The HBP support keeping the Christmas event on Friday 29th November which also had support from the retailers. Laurence Morris of Laurence Menswear sent a letter in support.

Proposal is to send the Christmas Festival back to T&C.

Cllr Sam Evans mentioned English Tourism Week which is March/April 2019 there is a great deal being done by Visit Britain.

4. HENLEY EVENTS

Henley Health & Wellbeing Day – great feedback and a commitment to do the event next year.

Eat Food Festival - 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 making progress on the launch on Saturday 15 June 2019 in the Market Place, it will 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) and will culminate on Mill Meadows with food, music and entertainment.

Regal Pop-Up Events to be held on Mill Meadow. Films yet to be announced.

Potential Emergency Services Day at Mill Meadow in May. Awaiting further details.

5. HTC SUPPORTED EVENTS

May Fayre 6 May 2019

- Same format as last year. 12noon – 5pm.
- Sponsors on board so far, Wilkins, SOHA and Penny and Sinclair.
- Celebrity Jackanory with a children's author / artist booked.
- Circus Acts to raise money for the Stroke Club.
- Fancy Dress
- Tug of War

6. HENLEY EVENTS

Bus Launch on Saturday 16th March

Of the new Saturday bus service

Remembrance Day – 10th November

Work with Benson on the fly past and look at position of parade with the Town Clerk. Better microphone by the choir to lead the singing.

Christmas Festival – 29th November

Look at the date and benefits of maintaining it or split. To go back to T&C.

7. BUDGET UPDATE

Members received an update on 2018/19 budget. Following the comments/observations below the budget was received and noted.

- The high cost of paper advertising vs Facebook advertising and the need for more cost effective design and print.

8. DATE OF NEXT MEETINGS

Council Chamber – 9.30am Friday 24 May 2019

Council Chamber – 9.30am Friday 13th September 2019

The meeting closed at 10.30am

HB

HENLEY TOWN COUNCIL

Town and Community 26 March 2019

Report On Christmas Market

1. Executive Summary

- 1.1 To consider a request for a three day Christmas Market in Henley this year from 15 - 17 November.

2. Background Information

- 2.1 On 12 June 2018 Members considered a report on weekend markets (report attached).
- 2.2 It was agreed at that meeting that subject to a successful meeting with the Duck Pond Market organisers for their monthly Sunday Craft / Artizan market, no more weekend markets should take place, and instead HTC would organise its own.

3. Detailed Consideration

- 3.1 Following the popularity of the Christmas Market last year it is requested that consideration is given to allowing the three day Christmas Market again this year.

4. Recommendation

- 4.1 That permission is granted for the Market Square Group Christmas Market over the weekend of 15 – 17 November 2019.

Nicci Taylor – Office Manager

21 January 2019

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HENLEY TOWN COUNCIL

Town and Community 26 March 2019

Report Christmas Festival Date

1. Executive Summary

- 1.1 To consider the date and content of this year's Christmas Festival

2. Background Information

- 2.1 The Christmas Festival has historically always been held on either the last Friday in November or the 1st Friday in December depending on which Friday falls closest to the 1st December and has always been a combination of late night shopping, light switch on and stalls and attractions.
- 2.2 With this in mind the date chosen for this year's Festival was Friday 29 November 2019 but some Members of the Events Committee felt that November was too early to start the Christmas Celebrations and the event should take place on Friday 6 December.
- 2.3 Some Members also felt that the switching on of the lights should be separated away from the Festival and be held as the first event of Living Advent.

3. Detailed Consideration

- 3.1 The date of the Festival (29 November 2019) was circulated to all Councillors with the Finance Strategy and Management Agenda for the meeting on 4 December 2018, on the Calendar of Meetings where it was Resolved to Recommend that the dates be approved.
- 3.2 At Full Council on 8 January 2019 it was RESOLVED that the dates be approved.
- 3.3 The Chairman of the Henley Business Partnership and the Retailers representative on the Events Committee have both confirmed that the retailers and businesses in the town are in support of the event remaining in the same format as previous years, as separating it into two separate events would be confusing for the public and reduce footfall. The event they feel should take place on 29 November as holding the event in December would only leave two weekends for Christmas Shopping.
- 3.4 In 2018 the dates for the Christmas light switch on in Oxford Street and Regent Street were the 7th and 15th November respectively and Oxford City on the 16th, with local towns switching on their light on the following dates: Eton 15th, Slough 17th, Reading 17th, Windsor 19th, Marlow 22nd and Maidenhead 24th November.

- 3.5 The Police have indicated that policing one event would be preferred.
- 3.6 The format of last year's event was heralded as a huge success and it should be repeated.

4. Recommendation

- 4.1 That the date of the Christmas Festival is 29 November as approved at Full Council on 8 January 2019.
- 4.2 That the format of the Christmas Festival remains the same as the switch on of the lights and the Carol singing around the tree is a very popular and attracts many local families, resident and visitors to the event.

Nicci Taylor – Office Manager
12 March 2019
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BOHEMIANWRAPSODY

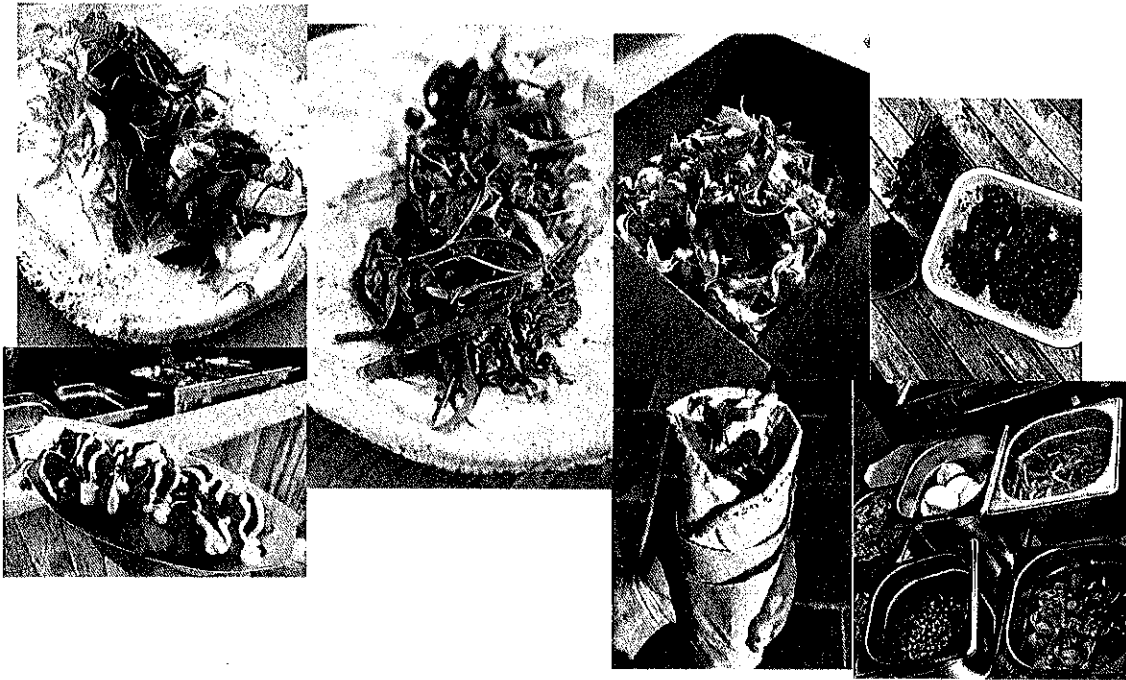
Hopefully this will help you to get to know more about who we are and what we do!

The team is made up of 2 passionate food and festival loving guys! Both Stephen & Kev used to work in the world of financial services and spent their lives visiting food markets, going to festivals and eating out a LOT! Both had reached senior management levels in a global company, but decided to pack it all in and start a street food business to make people happy eating their food, and to really enjoy their jobs more than ever.



After leaving his 9 to 5 Stephen went to train at Leith's School of Food & Wine and gained a distinction in their Professional Diploma Course. After that Stephen worked as a freelance chef and got experience at Jose Pizzaro's flagship 'Pizzaro', and Michelin Starred Indian, Gymkhana. He spent a month cooking in the South of France. He also hosts Pop up Supper Clubs in London, presenting a tasting menu to 40+ guests, and this is where Kev started to get involved and developed his skill and passion for all things food and cooking. From there they started "Source Kitchen", an overarching brand that allowed them to create brands under an overall umbrella. Source Kitchen will allow them to continue to do Supper Clubs, and private events, while "Bohemian Wrapsody" is their Street Food venture.... That they LOVE so much!

Our Food - Fresh, Colourful & Delicious!



Bohemian Wrapsody is all about high quality, delicious wraps, using only local free-range meat, local cheese to create authentic recipes from across the world.

Our USP is that we use exceptionally high quality, locally sourced British meat, cheese & bread. All of our Meat comes from Lockey Farm in Berkshire and is Free-range. Our 'Halloumi is made in North London using Ewes Milk from Lancashire. Our authentic Lebanese Flat Bread (Khuzb) is baked fresh for us overnight in Uxbridge giving us super fresh, soft breads. Where possible, other ingredients are sourced from the UK.

Sourcing – It's the reason we're called "Source Kitchen" – We believe in supporting British producers, farmers, suppliers so we source as much of our food from Great Britain as we can. We've worked really closely with our Butchers, Cheese Suppliers, and our Fruit & Veg suppliers so that we're as local as possible and get top quality produce!

Eco Friendly – All of our food is served in Eco Friendly bio degradable or compostable material. We know how much waste the industry creates, we want to be part of helping to make sure the industry minimises its impact.

BOHEMIANWRAPSODY

Menu

(Prices will vary depending on location/ meat costs etc)

Served in a Lebanese Flat Bread with crisp British lettuce and home pickled red onion

Lamb Shawarma

Free Range British Lamb from Lockey Farm, Berkshire cooked in middle-eastern spices, served on flatbread, with Tzatziki, Pomegranate Seeds, Fresh Coriander & Sriracha Sauce

Chipotle Chicken

British Free-Range Chicken Thigh from Lockey Farm, Berkshire. Marinated in Smokey Chipotle, served on flatbread with mixed peppers & onion, British Mature Cheddar Cheese, Jalapeños & Sour Cream.

London "Halloumi" (Vegetarian)

"Halloumi" made with Lancashire Ewes Milk, and handmade by Kupros Dairy in North London. Freshly grilled and served on flatbread, Tzatziki, Pomegranate Seeds, Fresh Coriander & Sriracha

Tandoori Cauliflower (Vegan)

British Cauliflower is marinated in Tandoori Spices and Roasted. Served on flatbread, Vegan Tzatziki (made with plant-based yoghurt), Mango Chutney, Mixed Onion & Peppers, & Fresh Coriander

Gluten Free, Low-Carb or wanting to be even healthier?

Any of our wraps are available as a Salad Box with Mixed Leaf Salad

Sides

Patatas Bravas (Vegetarian or Vegan)

Crispy, Skin on British Chips with Bravas Sauce (Tomato & Paprika), and Aioli (Garlic Mayo) (Vegan Mayo available)

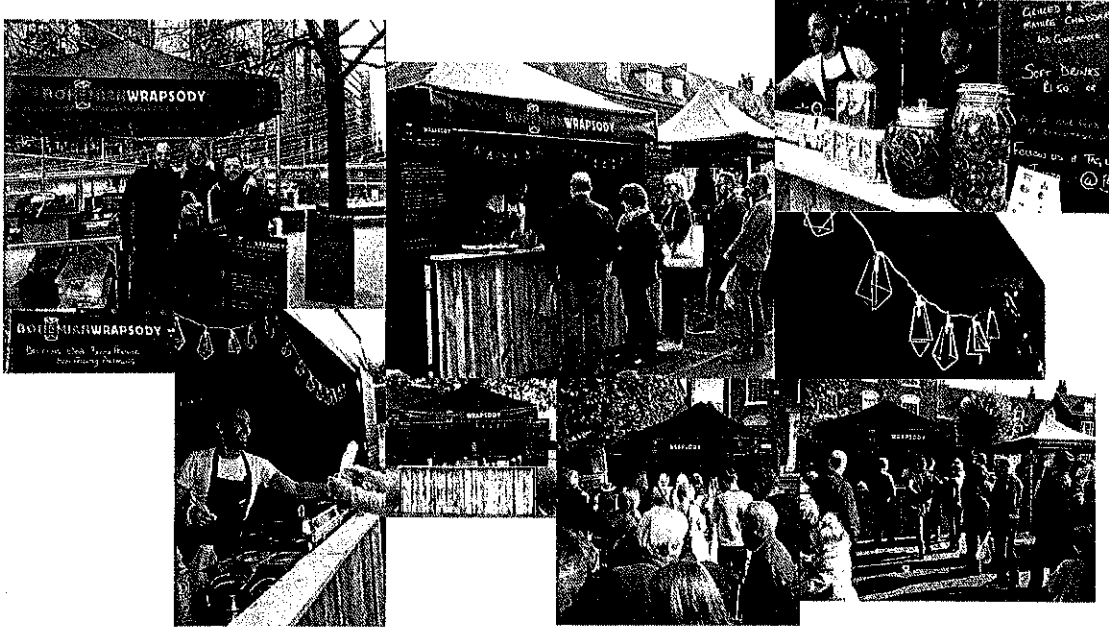
Truffle & British "Parmesan" Chips (Vegetarian)

Crispy, Skin on British Chips with Truffle Oil & Berkswell Cheese

(Berkswell is a hard cheese, made at Ram Hall Farm near Berkswell, West Midlands and may be compared to a mature parmesan or pecorino)

Our Set up

3m x 3m Gazebo - All Gas Appliances (No Electricity Needed for day time events) - Ready to trade in under 1 hour!



Key Previous Events

Hampton Court Palace Festive Fayre	19,000 guests over 3 days
Hungerford Food Festival	4,000 guests on 1 day
Newham Guy Fawkes Night	30,000 guests on 1 evening
Monument Seasonal Market	6000 guests, 4 days over Nov & Dec
Hammersmith Christmas Market	10,000 guests, 1 Day

Key Upcoming Events More to be announced

2019 Regular Weekdays	Paddington Central	https://www.paddingtoncentral.com/#
2019 Regular Weekdays	Broadgate Quarter	https://www.broadgatequarter.com/

2019 Regular Weekdays	Chiswick Park	https://enjoy-work.com/who/our-guests
1 – 4 August 2019	Countryfile Live Blenheim Palace	https://countryfilelive.com/
15 – 18 August 2019 (TBC)	Countryfile Live Castle Howard	https://countryfilelive.com/
21 – 26 August 2019	Reading Festival	https://www.readingfestival.com/
6 th – 8 September 2019	Tower of London Food Festival	https://www.hrpfoodfestivals.com/tower-of-london
6 October 2019	Hungerford Food Festival	https://hungerfordfoodfestival.com/participants/
6 th – 8 th December 2019	Hampton Court Festive Fayre	https://www.hrpfoodfestivals.com/festive-fayre

The Legal Stuff



- ❖ Food Business Registration is in Hammersmith & Fulham, and we're proud to have a 5 Star Rating
- ❖ <http://ratings.food.gov.uk/business/en-GB/1071540/Source-Kitchen-Hammersmith-and-Fulham>
- ❖ All food serving staff have Level 2 Food Hygiene Ratings
- ❖ All gas appliances have been fully tested and certified
- ❖ All electrical appliances (Lights only) have been Pat Tested
- ❖ All certification will be provided with any application.



Henley-on-Thames
Town Council

Henley Town & Community Manager Update

March 2019

General

Signage – There are several working parties, and Councillors, looking at various elements of signage for the town including parking, pedestrians and cycling. A meeting has been organised to structure the way forward and create a proper brief for the T&C signs before a report can be produced as requested. (See progress).

Digital and Social Media – Working with a web provider to improve Visit Henley and make it easier to use and more aesthetic.

Protocols – have been reviewed. Ensure effective office wide implementation of new Free Use Policy and the short term Poster Policy.

Henley Business Partnership – there is a regular HTC Update slot at HBP meeting to promote the Council work. The last update was given by Cllr Hamilton with additions from Cath Adams.

Repair Café – a meeting to be held at 2pm on Wednesday 27th March. Several venues have been considered and we now hope that we have found a positive way forward. We will need volunteers who are good at fixing things. The Repair Café concept is designed as part of a sustainable programme and will avoid broken items that could be mended ending up as land fill.

Retail

Next retailer and hospitality meeting is scheduled for Wednesday 18th September and will be held the Town Hall.

Retail Research – undertake research in the summer regarding Henley's strategic retailing position post Brexit and steps that can be taken to support the town.

Markets - working with the team to ensure increased quality and regulation of our local markets for 2019/20. HTC keen to provide the people of Henley a better market place offer and look at any conflicts with business. See separate report.

Shop Watch – scheme being re-energised and promoted around the town with a new PCSO in charge.

High Street Vacant Retail Property –*See attached paper for specifics.*

Information

Information office – Currently the HTC information and Council office is running on winter hours (10am-12noon). Without the Kiosk at Mill Meadow we have no information office open at the weekends. It is recommended that if there is sufficient budget that the opening hours for the Summer season start at Easter 20th April Saturday and Sunday (10am – 4pm) and run until September/October.

Recommendation: that the Town Clerk is given delegated powers to agree opening hours based on the budget available.

Information/Council Services – costs for layout review to be tabled at the next meeting.

Information – Feedback from the Information Staff is that they would like me to create another ‘day out’ and meeting to improve local and strategic information knowledge.

Booking systems - All paperwork for bookings being reviewed and processes have been examined to improve them.

Avalon booking system – The team are investigating a new booking system that works better for events.

Mill Meadows Kiosk – has been closed. Clearing out merchandise with the Information Manager and returning it to the Town Hall.

Visitors

Heritage - Gathering information so that we can promote and exploit Henley’s Historical Heritage.

Festivals – Liaising with the towns Festivals. Planning a campaign to support the retailers and businesses during regatta to keep people shopping local.

Notice boards – all information being changed and updated regularly. Cross committee working party set up and will meet at the end of March with a collaborative approach and budget considerations for a holistic Henley wide strategy.

Visitor Economy – we have been pushing forwards with a Tourism Alliance to promote Henley-on-Thames to increase footfall and spend in the town.

- **Midsomer Murders** – web updates and social media campaign being implemented by Thame, Wallingford and Henley. Need to leaflet refresh.

- **New Tour-** Brakspear and Hotel du Vin in conjunction with the blue badge guides have a new tour for a Saturday morning.
- **Tourism Alliance** – working together on developing better relationships. The alliance is a partnership for members it is looking at collaborations to attract more people to Henley and encouraging them to stay for a longer period of time.

Baseline Visitor Research – there is a need to do some town wide research to achieve baseline figures. Looking at some options.

Great West Way® and Visit Thames with Ambassador Destinations, Henley on Thames and Marlow – are celebrating English Tourism Week with the launch of the new touring route on the 3rd April at the Henley Business School.

Events/Community

Events for 2019 – Committee meeting held on the 13 February the next meeting is scheduled for Friday 24 May at 9.30 in the Town Hall.

HTC is working with the various teams and markets to promote local events for 2019. Ensure synergy with local businesses and community groups.

Health and well-being – Event organised in the Market Place and Town Hall on Saturday 2 February 2019 which was very successful.

Further to a meeting 12 March with the GP Surgeries and SODC they would like to hold another event in September. Full details to be taken to the next Events Committee meeting.

OVO Energy Women’s Tour (Cycling) – Presentation to be given to the T&C committee 26 March to detail the possibility of starting the 2019 race in Henley on Wednesday 12 June.

Dates for your diaries in chronological order

Thursday 4 April	Annual Town Meeting
Monday 6 May	May Fayre
Friday 10 May	Henley Heroes
Monday 13 May	Mayor Making
Thursday 20-23 June	Regal Pop up cinema (MM)
Saturday 14 July	Borama Event (MM)
Saturday 15 June	Launch Eat Food Festival
Saturday 27 June	Finale of the Eat Food Festival
Thursday 25-28 July	Regal Pop Up Cinema (MM)

All events in Henley are now on <https://www.visit-henley.com/events/> if you want to know what is going on.

Property in Henley on Thames – March 2019

Vacant unit situation

Location	Unit	Reason for leaving	Action
Reading Road	1. Henley Kitchen Studio 2. Chinese Restaurant	Liquidation Closed business	BEING MARKETED – BALLARDS LET
Duke Street			
Hart Street	3. Whittington Fine Art 4. CAU	Closed business Liquidation	LET LET - Bottle & Glass
Market Place	5. 24 Market Place 6. 22 Market Place 7. Loch Fyne 8. Sno and Sun 9. 10 Market Place 10. 47 Market Place	Needed for Gardiner Place Needed for Gardiner Place Business closed Retired Refurbished Changing way they do business	Cannot be let Cannot be let UNDER OFFER – Restaurant and hotel rooms LET - Dentist UNDER OFFER UNDER OFFER
Thameside	11. Jaeger 12. Harrington's	Closed Closing	LET to Blandy & Blandy BEING MARKETED
Greys Road	13. Hair Salon	Liquidation	LET - Lily Dry Cleaner
Bell Street	14. Gerry Weber	Closed	LET - Busby & Fox
Friday Street	15. Autolex	Closed	BALLARD'S MARKETING

In Summary, of the 12 vacant units in Henley in March 2019:

- 7 units are LET but not open yet
- 3 units are under offer subject to conditions
- 3 being marketed by agents/landlords
- 2 cannot be let as required for the Gardiner Place development

Launched since last report:

- ❖ Henley Cycles – March 2019
- ❖ Nail Shop on Duke Street – January 2019

Helen Barnett
March 12th 2019

**Henley Town Council
Town and Community – 26 March 2019**

**Report On: Use of the Market Place by the Eat! Food Festival
Event on Saturday 15 June 2019**

1. THE PURPOSE

To consider a request to use the Market Place for the Eat! Food Festival on Saturday 15 June.

2. THE BACKGROUND

The Eat! Food Festival is a new two week food festival in Henley championing and showcasing local food heroes, artisan food & Drink producers, packed with top street food traders, demonstrations, food safari, experiences, tastings, talks and a chance to get hands on with award winning producers and chefs culminating in a riverside celebration with live music and entertainment at Mill Meadows between Saturday 15 June and Saturday 29 June 2019.

3. DETAILS OF THE EVENT

The organiser would like to hold the opening event of the Festival on the Market Place on Saturday 15 June 2019.

Timing of the event:

- **Set up** - early on Saturday 15 June.
- **Breakdown** – Saturday 15 June
- **Trading hours** – TBC

Location: the event would take place using on the whole market place, displacing the Market Place seating licence holders for the day.

Infrastructure: Gazebos and catering vans etc. would be brought on to the Market Place. These will require generators and health and safety aspects would therefore need to be considered. Transportation vehicles would be removed during the event and parked in one of the towns car parks with trained Marshalls (to be supplied by the organisers) overseeing all vehicular movements.

Participants: would include food and drink traders, and local businesses. The number to be confirmed. The aim is to involve as many businesses as possible as traders and suppliers.

Size of the event on the Market Place: numbers for the event are yet to be confirmed. It is expected that several thousand people would pass through the event as a whole over the 2 week duration of the event.

Risk Assessments – the organisers will provide a full management plan for the event including risk assessments.

Insurance – the Eat! Food Festival has Public Liability insurance of £10m.

Temporary Event Notice – Temporary Event Notices to be applied for via SODC by those traders selling alcohol on site for on and off sales.

4. **FINANCIAL CONSIDERATIONS**

Charge for use of Market Place – The Town Council's policy is to charge for commercial events. Usage of the Market Place is free for local charities but is charged out at a fee of between £300 - £500 per day (three day weekend markets are charged £2000 for the weekend).

The expected size and duration of the event would suggest a rate of at least £500 for the day, plus staff/other direct costs as below.

Should this event be deemed to be a "non-commercial" event a charge need not be made but any running costs should be covered by the organiser.

The organiser has advised "The event is a community event which is not profit driven and a free entry event for the public. Stall holder fees cover the cost for putting the event on."

5. **FURTHER CONSIDERATION**

For a large event the following procedures would normally apply:-

Agreement for use - to be issued and signed

Litter - the event organiser be responsible for provision of bins, litter picking and removing litter from site.

Deposit - a returnable deposit (£750) be paid at least 2 weeks before the event. The Town Clerk to decide on return following an inspection of the site (a pre-inspection also to be carried out). The Town Clerks decision to be final.

Car Parking – Parking available in the town's car parks. No free parking available for event organisers, participants or visitors to the area.

Electricity – Limited electrical points available.

Licences - the organiser is responsible to ensure all necessary licences have been obtained from the relevant local authority with regard to sale of alcohol, food licences etc.

Emergency Services/First Aid - The organisers to liaise with the emergency services, arrange First Aid provision if required

Health and Safety - requirements within the defined site to be the responsibility of organiser. All Risk Assessments to be provided at least 4 weeks before the event.

Insurance – proof of insurance cover be provided at least 4 weeks before the event.

6. FOR CONSIDERATION

Members are asked to recommend:

that permission be given for the Eat! Food Fest opening event to be held on the Market Place on Saturday 15 June 2019 subject to:-

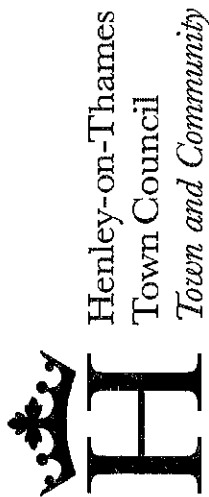
- **if the event is deemed commercial by the Council a hire charge for the Market Place of £500 (or other figure to be recommended at the meeting) being paid at least six weeks prior to the event**
- **if the event is not deemed commercial by the Council free use is given however any costs to the Council be charged to the organiser and an update be provided to the Council by the organiser following the event**
- **a returnable deposit of £750 being paid at least four weeks prior to the event**

AND

that delegated powers are given to the Town Clerk to authorise final details and amendments provided that the nature of the event and the terms and conditions remains broadly in line with the proposals indicated above.

Report prepared by Nicci Taylor (Office Manager)
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20 March 2019



Agenda Item: (1b)

Work in Progress March 2019

Minute Number	Subject	Progress	Responsibility
01 11 16 (FS&M) 247(21.02.17) 264(04.04.17) 33 (20.06.17) 72 (17.10.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18)	Georgian paving in Bell Street	OCC Investigating but both contacts are on holiday until the 25 th March.	T&C Manager
28 (20.06.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18)	Town Centre Signage	<p>Signage – There are several working parties, and Councillors, looking at various elements of signage for the town including parking, pedestrians and cycling. A meeting has been organised to structure the way forward and create a proper brief for the T&C signs before a report can be produced as requested.</p> <p>Any new signage should include walking and cycling times, consider the types of sign, incorporating more informative signs with maps, interesting local features and tourist details. Alongside this we need to ensure that all car parking is robustly signed form all directions. T&C has a £12.5k budget already approved. It is essential that HTC does this signage review and action is taken in a collaborative way that considers the outcomes of all the work being done to ensure that we get the right type of signage and the money is invested wisely.</p>	T&C Manager

TOWN AND COMMUNITY WORK IN PROGRESS REPORT 26 MARCH 2019

Minute Number	Subject	Progress	Responsibility
68 (17.10.17) 104 (20.1.18) 126(3.1.18)	Water Fountains for Henley	Meeting held with Thames Water 4 th February. They are currently working on a large project in London which should complete in May. They will then report back to Henley on the roll out of water fountains in other areas.	Clr Miller
16 (12.06.18)	Mermaid Statue	Update from RFO to follow.	Mermaid Working Group
68 (27.11.18)	Repair Café	A meeting will be held at 2pm on Wednesday 27 th March. Several venues have been considered and we now hope that we have found a positive way forward. We will need volunteers who are good at fixing things. The Repair Café concept is designed as part of a sustainable programme and will avoid broken items that could be mended ending up as land fill.	T&C Manager

NB: All WIP projects are now reviewed regularly for progress with the T&C team to ensure that projects are completed faster.