

Present: Councillor A J Follett (Chairman)
Mayor, Councillor Mrs E Hodgkin
Councillor Mrs J Bland
Mr J Hobbs – Henley Partnership
Mr I McGaw – Henley Bridge Rotary Club
Mr R Reed – Henley Standard

Also Present: Miss J Smith, Committee Administrator / Minute taker
Miss N Taylor, Christmas Festival Administrator

316. APOLOGIES FOR ABSENCE

Apologies were received from Deputy Mayor, Mrs J Wood; Councillor Mrs G Dodds; Mrs T Jones; Mrs A Dellor; Mrs C Yoxall and Mrs M Thomas.

317. DECLARATION OF INTEREST

None received.

318. APPROVAL OF MINUTES FROM LAST MEETING

The Minutes of the meeting held on 26 November 2009 were approved and signed as a true record by the Chairman, Councillor A Follett.

319. BUDGET 2009

Members had before them a copy of the budget previously circulated. Councillor A Follett proposed that the remainder of the sponsorship monies, received with thanks, from Ward Consultancy plc should go to The Henley Partnership towards the Sunday Christmas Shopping Day on the 13 December 2009. He confirmed that the rest of these monies were used for Christmas lights to dress trees in Gravel Hill and Northfield End (outside Rupert House School).

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

that £250, the remainder of the sponsorship monies received from Ward Consultancy plc should go to Henley Partnership towards the Sunday Christmas Shopping Day on the 13 December 2009.

The Mayor, Councillor Mrs E Hodgkin advised that £100 sponsorship had also been received from Domino Pizza Group Ltd.

Councillor A Follett asked for further suggestions on how the surplus of monies within this budget could be spent and the following items were noted:

- Mr I McGaw suggested pre-paying certain suppliers that would be used again for the 2010 event.
- Councillor A Follett suggested that the Henley Town Council (HTC) Accountant is approached to see if these monies could be accrued into 2010/11 budget.
Post meeting note: Councillor A Follett confirmed with HTC Accountant and the monies can be accrued into the 2010/11 budget because these funds were sponsorship monies.
- As per Minutes 282 and 292, to obtain a quote for the purchase of road closure signs for the Christmas event and other town events. Miss N Taylor and Councillor A Follett to investigate.

- Quotations are sought for additional lighting for lights to run around the front walls of the Town Hall.
Action: Committee Administrator.
- Quotations are sought for additional lights for Gravel Hill and Northfield End trees.
Action: Committee Administrator.
- To include additional staffing costs for next year's event. If the Henley College Students volunteer again to help then to ask for their assistance earlier in the evening to help with setting up of cones, gazebo (for Punch and Judy and Police stand).
- Use of short wave radios for main marshals for 2010 event.
- Hire of reindeer(s) for next year's event. Mr J Hobbs advised that a business in Watlington can offer this service.

320. **PROGRESS REPORT**

The Progress Report was discussed and the following comments noted. The costs of road closures signs to be sought as in Minute 319 above.

321. **CHRISTMAS FESTIVAL FRIDAY 4 DECEMBER 2009 – WASH-UP**

Deputy Mayor, Councillor Mrs J Wood was not at the meeting but asked the following be minuted: "I would like to thank everyone on this Committee all of whom worked very hard on the evening and prior. Special thanks to Town Hall staff and outside staff who worked like Trojans until the end, to Councillors Dr B G Wood and Mr S Smith; Mrs G Follett who are not on this Committee, but who took to street cleaning until the bitter (and very wet) end along with myself, Councillor A Follett, Mr J Hobbs and Mr R Reed. As always, Henley came together and worked well in adversity (weather + lack of Salvation Army Band). I should like to put in a good word for my friends from HAODS who supported the Invesco Perpetual Choir (of which only about eight members turned up) from the Town Hall steps and then went around the streets of Henley singing Carols, we were warmly welcomed wherever we went, especially by groups of young people. There was such a wonderful buzz in the town - it was a real family occasion."

The following items were discussed and noted following the 2009 event:

- More follow-ups with the Maidenhead Citadel Band or Salvation Army Band to be made when booking has been confirmed. The no show at this year's event was due to a double booking.
- The cones to mark the stalls were seen as a good idea, although earlier arranging of these should be made before the start of the event and street collection points agreed for end of evening.
- Alphabetical listing of all stall holders.
- Stall location maps not to be in colour as difficult to read in the dark.
- Continuation of placing some activities in Friday Street, even though only a few businesses in this street participated in the event.
- Security of the Town Hall during the event e.g. use of the Mayor's Parlour and foyer of the Town Hall.
- Four flood lights to be used again for 2010 event.
- Mr R Reed offered the use of the Higgs van for use to collect cones etc instead of hiring one.
- Waste Management appropriate use and location of bins. Stall holders to use black bin liners provided.
- Punch and Judy show to be held in another location as it was felt this was too far away from the centre.
- Hot Air Balloon to be booked again for next year - no show at this event.
- Town Crier performed an excellent job and the Town Clerk should perform this role next year.
- More choirs should be invited and act as roaming choirs at the start of the evening and then join in with the main carol singing. The Henley Partnership used Pangbourne Silver Band for the Sunday Christmas Shopping event.

- A Mill Meadows policing presence during and after the 2010 event following the disturbances post the 2009 event.
- Greys Road car park diversion discussed with OCC to avoid a bottleneck around by the Town Hall.
- Councillor A Follett asked members if there were any additional health and safety issues that should be included on to the Risk Assessment for the 2010 event, none were noted at the time of the meeting.

Councillor A Follett suggested that a sub group of the Christmas Decorations Sub Committee should be formed to act as a liaison between the retailers in the town and the Sub Committee, as for example, Mr Jacks from Huddledays, was unable to attend Sub Committee meetings during the day. Mr J Hobbs and Mr Follett agreed to progress this during 2010.

Councillor A Follett also asked that any feedback from other members of staff who worked at the 2009 event should be collated for the 2010 event.

Action: Committee Administrator already approached most members of staff who worked at the event but a follow-up email to be sent round to HTC staff to ask for any post event feedback.

It was confirmed that **Friday 3 December 2010** is the date of the 2010 Christmas Festival event.

322. SUNDAY CHRISTMAS SHOPPING DAY EVENT – 13 DECEMBER 2009

Mr J Hobbs advised that he was still awaiting all feedback from retailers in the town following the event, but generally he felt the event was well received with 80% of the shops, as opposed to 40%-50% who usually open, opening up on this Sunday. Mr J Hobbs thanked and praised Henley Standard for their great efforts in promoting the event. He went on to say that in light of this being organised very much at last minute he felt with more planning the event could be even more successful. He also advised that Queen Street residents ran an independent event on this day and opened up their businesses on this Sunday and that various musical events were held in the Market Place proved successful. He confirmed the cost of running the event was circa £1300, which had been matched funded by SODC.

Mr Hobbs advised that the feedback given to the Henley Standard from most of the businesses was that they would prefer another two Friday Christmas Late Night Shopping events which could follow on from the Christmas Festival event on the 3 December 2010 - 10 and 17 December 2010. Mr Hobbs advised that the main expense for this event were the cost of the banners and it was suggested that posters could be produced to promote the Christmas Festival and the two other Late Night Shopping Events, similar to the ones produced by Jacksons. Mr Hobbs also suggested that he would investigate potential sponsors to produce vertical banners to hang in the Market Place to promote both these events in 2010. Mr I McGaw suggested that the two late night events could be themed e.g. one of them to tie in with Christmas Swedish celebrations.

Councillor A Follett confirmed that he would write to Caroline Wood, SODC to see if they would again be able to provide market town action funds to help run these events in 2010.

323. SMALL CHRISTMAS TREES 2009 SCHEME

Mr J Hobbs reported that 178 small Christmas trees had been sold and that The Henley Partnership were keen to run the scheme again in 2010. However, he confirmed that French Jones would not be able to provide the administration of the scheme, which had been invaluable in 2009, but that he had been approached by Mr P Weller from French Jones who was prepared to do the administration on an independent basis. Mr J Hobbs confirmed that Windowflowers had provided an excellent service.

Councillor A Follett asked that Mr Hobbs pass on the Sub Committee's best wishes to

Mrs T Jones of French Jones.

324. LIGHTS AND DECORATIONS

Members had before them a quotation that was tabled at the meeting for 80m of new festoon lighting for Thameside. Councillor A Follett confirmed that this quotation had been sought following a discussion at the Christmas Decoration Sub Committee on the 17 November 2008 (Minute 240), it was decided to reinstall the festoon lighting on north Thameside for Christmas 2008, subject to a suitable quotation. However, it was decided not to proceed with festoon lighting in 2008 and a subsequent decision was also taken not to do this for Christmas 2009 due to the lack of sponsorship.

The following quote was obtained with the view of considering the purchase of new festoon lighting for Christmas 2010.

Item	Cost
To supply new festoon cable with lamp holders at 2 per meter spacing attached to catenary wire supported at either end by a lamp column to cover a length approximately 80m to run from New Street to Henley bridge. Power to come from the existing supply.	£358.00
Installation of the catenary wires and festoon connection to power supply	£450.00
Lamps 15w standard BC Golfball light bulbs @ £0.29	£ 46.40
or LED 1w Golfball light bulbs @ £1.86	£297.60
Total using 15w BC Golfball light bulbs	£854.40
Total using LED 1w BC Golfball light bulbs	£1105.60

After a discussion it was **RESOLVED** to **RECOMMEND** that 80m of festoon lighting be purchased with light bulbs for north Thameside (lighting to run from New Street to Henley bridge) and that LED are used to save on electricity costs at a cost of £665 (excluding installation costs) these lights are to come out of 2009/10 budget.

Mr J Hobbs suggested that letters are written asking for sponsorship towards these lights from the main retailers on the north Thameside: Red Lion; Peppermint Grove; Jaegar; Harringtons; Spice Merchant and Knight Frank. He asked that in addition that their support be given to the Small Christmas Tree Scheme in 2010.

Action: Committee Administrator to write to all the businesses in Thameside asking for sponsorship towards these lights and support is given to the small tree scheme in 2010.

The Mayor, Councillor Mrs E Hodgkin thanked Councillor A Follett for all his hard work over the past year as chairman of this Sub Committee.

325. DATE OF NEXT MEETING

The following date was proposed for the next meeting: **Monday, 8 March 2010 at 10:30am** in the Committee Room, Town Hall. This was a provisional date subject to the remainder of the Christmas Decorations budget not being able to be carried forward into 2010/11. As previously noted under Minute 319, post this meeting Councillor A Follett spoke with HTC's Accountant and it was agreed that because £4600 came from sponsorships, monies could be accrued into the 2010/11 budget.

Meeting closed at 11:45am.