



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 29 JANUARY 2019
AT 7.30 PM
IN THE COUNCIL CHAMBER,
TOWN HALL, HENLEY ON THAMES**

Mrs J Wheeler
Town Clerk
23 January 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 27 November 2018 (previously circulated).

5. **BUDGET**
i) **TO RECEIVE AND CONSIDER** the Management Accounts to 31 December 2018
(papers attached).
6. **HENLEY BUS**
i) **TO RECEIVE** the notes of the Bus Working Group held on 20 December 2018
(notes attached)
7. **EVENTS COMMITTEE**
TO RECEIVE AND CONSIDER the notes of the Events Committees held on 11
January 2019 (notes attached).
8. **POSTERS**
TO CONSIDER a revised Policy and Style Guide to ensure that the size and look of
all signs follow a standard format (New and old Policy attached).
9. **TOWNLANDS**
TO RECEIVE an update from Councillor Reissmann.
10. **OLD FIRE STATION GALLERY**
i) **TO CONSIDER** a request from the Henley Arts and Crafts Guild to have a lockable
cupboard in the Gallery to store their equipment. (report attached)
ii) **TO CONSIDER** changing the end of hire time from 12 noon on Wednesday to
10pm Tuesday (report attached).
11. **PROGRESS**
TO RECEIVE AND CONSIDER a report on progress (report attached.)
12. **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.
13. **STREET CLEANING**
TO RECEIVE AND CONSIDER a quotation from a local company to clean the
pavements in the town centre (quotation attached).
14. **FREE USE**
TO RECEIVE AND CONSIDER a report on free use. (report attached).

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23 January 2019

| £'000 | Note | Month 9 December 2018 | 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) | | 40.8 | 52.0 | 44.0 | 35.0 | (8.0) |
| Cleaning | | 2.3 | 3.0 | 3.0 | 1.6 | 0.0 |
| Health and Safety | | 0.2 | 0.5 | 1.0 | 0.5 | 0.5 |
| Alarm & Fire Systems | | 1.1 | 1.1 | 1.1 | 1.7 | 0.0 |
| Electricity | | 4.1 | 5.5 | 6.0 | 4.8 | 0.5 |
| Furniture & Equipment | | 2.0 | 3.0 | 3.0 | 3.4 | 0.0 |
| Gas | | 1.3 | 5.0 | 5.5 | 4.8 | 0.5 |
| Insurance | | 5.9 | 5.9 | 6.4 | 7.0 | 0.5 |
| Lift Maintenance | | 1.3 | 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) | | 5.4 | 6.0 | 7.0 | 10.0 | 1.0 |
| TH per planned maintenance schedule | | 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) | | 4.8 | 5.0 | 4.0 | 5.6 | (1.0) |
| Marketing/promotion of all HTC properties | | 0.0 | 1.0 | 2.0 | 0.8 | 1.0 |
| Water | | 0.7 | 0.7 | 1.0 | 0.7 | 0.3 |
| Less Income | | 93.0 | 123.7 | 118.8 | 100.8 | (4.9) |
| Hire of Rooms, excl free use | | (17.3) | (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 | (20.5) | (23.0) | (16.0) | (21.5) | 7.0 |
| Weddings and Civil Ceremonies to March 2019 | | (18.0) | (18.5) | (24.0) | (22.4) | (5.5) |
| Net Costs Town Hall | | 35.7 | 56.7 | 49.3 | 36.5 | (7.4) |
| 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 | | 2.4 | 2.5 | 3.0 | 1.2 | 0.5 |
| 60+ Club per planned maintenance schedule | | 0.0 | 0.0 | 0.0 | 4.0 | 0.0 |
| Total Costs Henley 60+ Club | | 12.8 | 13.0 | 13.5 | 15.7 | 0.5 |
| Barn | | | | | | |
| Rates/water | | 2.1 | 2.1 | 2.1 | 2.0 | 0.0 |
| Electricity | | 0.5 | 1.0 | 1.0 | 1.0 | 0.0 |
| Gas (meter readings previously incorrectly estimated) | | 0.4 | 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 |
| Main/Cleaning | | 3.6 | 4.0 | 4.0 | 2.7 | 0.0 |
| 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 |
| Less Income | | 7.4 | 9.8 | 10.1 | 9.2 | 0.3 |
| Room Hire, excl free use | | (1.2) | (1.5) | (1.0) | (2.8) | 0.5 |
| Value of free use - local charities/own use | contra | (4.3) | (5.0) | (5.0) | (5.7) | 0.0 |
| Rent of downstairs incl service charge | FSM exp | (9.4) | (12.0) | (12.0) | (12.7) | 0.0 |
| Net Cost/(Income) Barn | | (7.5) | (8.7) | (7.9) | (12.0) | 0.8 |
| The Old Fire Station Gallery | | | | | | |
| Electricity | | 0.2 | 0.3 | 0.3 | 0.3 | 0.0 |
| Gas | | 0.5 | 1.5 | 2.0 | 1.3 | 0.5 |
| Insurance | | 0.2 | 0.2 | 0.2 | 0.2 | 0.0 |
| Maintenance etc. | | 1.4 | 1.5 | 2.5 | 2.0 | 1.0 |
| Per planned maintenance schedule | | 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 | | 0.1 | 0.3 | 0.3 | 0.2 | 0.0 |
| Less Income | | 3.4 | 4.8 | 6.8 | 5.0 | 2.0 |
| Room Hire (incl free use £1,060) | | (12.4) | (12.4) | (11.0) | (8.9) | 1.4 |
| Net Cost/(Income) The Old Fire Station Gallery | | (8.9) | (7.6) | (4.2) | (3.9) | 3.4 |
| Christmas Festivities | | | | | | |
| Christmas Festivities - net expenditure/(income) | | 3.8 | 11.0 | 11.0 | 11.1 | 0.0 |
| Net Expenses Christmas Festivities | | 3.8 | 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 |

Town & Community Expenses

| £'000 | Note | Month 9 December 2018 | Expected Out-turn 18/19 | Budget 18/19 | Final actual 2017/18 | Variance Out-turn v Budget |
|---|------|-----------------------------|-------------------------------|-----------------|-------------------------|----------------------------------|
| Planned maintenance | | 0.0 | 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 | | (26.7) | (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 | | (23.8) | (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 |
| | | (66.8) | (76.6) | (81.7) | (73.5) | (6.1) |
| Net (Income) Market Place | | (58.7) | (61.8) | (65.1) | (65.5) | (3.3) |
| Tourism | | | | | | |
| Salary of VIC staff/town management | | 55.6 | 71.0 | 71.0 | 56.7 | 0.0 |
| Town Improvements / Action Plan | | 3.8 | 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 | 0.3 | 2.0 | 2.0 | 1.7 |
| One-off events - May Fayre / other | | 1.7 | 1.7 | 2.0 | 0.8 | 0.3 |
| Visitor Info Centre merchandise/putting green (see exp above) | | (1.4) | (2.0) | (6.0) | (1.7) | (4.0) |
| Net Cost Tourism | | 60.9 | 88.2 | 87.8 | 78.1 | (0.4) |
| Security | | | | | | |
| CCTV: Town Centre | | 9.1 | 18.1 | 16.5 | 16.5 | (1.6) |
| CCTV: M Meadows | | 5.0 | 9.9 | 9.0 | 9.1 | (0.9) |
| Police Comm Support Officer | | 8.2 | 16.5 | 16.5 | 16.2 | 0.0 |
| Security Costs | | 22.3 | 44.5 | 42.0 | 41.8 | (2.5) |
| Other Income | | | | | | |
| Sundry - eg Film Money | | (3.8) | (7.0) | (7.0) | (10.6) | 0.0 |
| Ice Cream at Slipway/MM, & moorings Red Lion Lawn | | (7.6) | (7.7) | (7.7) | (7.5) | 0.0 |
| Wayleave New St Slipway | | 0.0 | (0.8) | (0.8) | (0.8) | 0.0 |
| Total Other (Income) | | (11.4) | (15.5) | (15.5) | (18.9) | 0.0 |
| 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 | | 49.1 | 119.9 | 112.0 | 87.1 | (7.9) |

HENLEY ON THAMES TOWN COUNCIL

NOTES OF A MEETING
BETWEEN MEMBERS OF THE
BUS WORKING GROUP AND
READING BUSES HELD ON
THURSDAY 20 DECEMBER 2018
AT 11:00AM IN THE COUNCIL
CHAMBER, HENLEY TOWN HALL

Present: The Chairman, Councillor Stefan Gawrysiak – Henley Town Council (HTC)
The Vice Chairman, Councillor Miss L M Hillier – HTC
Councillor Ken Arlett - HTC
Councillor Julian Brookes – HTC
Councillor Dave Eggleton – HTC
Councillor Jane Smewing - HTC
Bruce Brown
Gill Dodds
Patrick Fleming
Dave McEwen
Tony Pettitt – CEO and Financial Director, Reading Buses
Joe Wood – Network Planning Manager, Reading Buses

In Attendance: Mrs Janet Wheeler, Town Clerk
Cath Adams – Planning and Project Manager

Apologies: Cllr Donna Crook – HTC; Diana Conduit; Councillor David Nimmo Smith.

18. NOTES OF PREVIOUS MEETING

The notes of the meeting held on 25 October 2018 between members of the Bus Working Group and Reading Buses were approved without amendment.

19. UP-DATE ON THE SERVICE

Passenger Numbers - The Chairman reported that since the launch at the beginning of August the new service had made a good start. Passenger numbers were shared with the members of the Working Group but were commercially sensitive. Overall passenger numbers amount to in excess of 9,000 journeys. It was noted that the trips on the 145 schools service is not part of the contract with Henley Town Council but relevant when evaluating the complete Henley service offered by Reading Buses.

Tony Pettitt gave a verbal analysis of the figures and stated that the monies taken along with the allowance for concessions was close to the assumptions made at tender with a turnover of around £57,000 for the first year. The figures for the first six months show that we are on track to reach this. The Chairman reminded the Group that the first year cost to Henley Town Council of the fixed term contract

was £42,606 with a target revenue of £57,377. It was fair to say that the service after just six months was on track and ready to grow.

Timetable amendments – Tony Pettitt confirmed that there was the need to make small amendments to the services. The route through Friday Street and Thameside was often difficult and the need to encourage passengers to use the bus to Henley Station was a key aspiration. Use of marketing would be used to increase numbers. Joe Wood presented the amended timetables which would resolve the problems with the driver breaks. The new timetable would enable commuters to catch the early morning trains. Changes to the timetable would take between 10 – 12 weeks for approval.

The first houses were due to be built at Highlands Park this year and a conversation would be needed with the Developer to understand their timetable and when it would be useful to include this in the bus timetable.

New Saturday Service – The new service had been approved at the Town & Community Committee and Finance Committee – it was subject to ratification at the Full Council meeting on 08 January 2019. The service would run from 9.00am to 2.00pm – the cost was confidential but had been approved at the two standing Committees. Cllr Hillier felt that Tesco should be approached for possible sponsorship as the new service would deliver customers to their store. Cllr Brookes queried the sustainability of the Saturday service. It was confirmed that the service would be given a reasonable chance to prove itself but would be stopped if not well used. It was ten weeks notice either way to suspend the service.

20. MARKETING STRATEGY

Tony Pettitt apologised that very little had happened regarding the marketing plan since launch. He tabled a discussion paper entitled “Marketing Approach” which is attached to these notes. This included a possible launch event for the new Saturday Service if this is approved. Tony said that the marketing activities were designed to find ways to interact with the different user groups. The surveys carried out in January would be analysed in February and target audiences can be selected as part of the overall strategy.

Milestone events can be explored such as Regatta; festival and the first year anniversary of the Henley Bus. Marketing promotions through the bus App could also be successful – especially if the stores can be persuaded to display the App.

Councillor Arlett queried whether the bus timetable had gone to all homes in Henley. It was the best way to remind people that the bus service was available.

It was agreed that a meeting should be set up involving Jake Osman from Reading Buses and Helen Barnett, the Town and Community manager to discuss the surveys and the overall marketing activity.

21. REAL TIME BUS STOP DISPLAYS

Reading Buses had sent through several examples of real time bus displays for consideration. The 3 line display cost in the region of £4,500 to supply, install and operate. The four line display cost £4,200 to supply, install and operate. The need and cost of these displays was debated and some people thought that

supplying just one display was an expensive way to market the bus. Other people thought that it made the Henley Bus look more professional and gave reassurance to those people waiting for a bus as they could see how long before it arrived. Some people felt that the real time bus displays were old technology and more people were using the App on their mobiles.

It was agreed that this was not the time to invest in a display when we were hoping to supplement the weekly service with a new Saturday service. Grant opportunities could be researched and the signage would be reviewed in the next three to six months.

22. ACTIONS

- *Reading Buses to investigate a flag and timetable case for the Harpsden Road stop and provide an estimated installation date.*
- *Reading Buses to forward information to the Council on running a departure board from the web server to a screen at the hospital.*
- *Council to provide contact information for Crest Nicholson to Reading Buses for Highlands Park.*
- *Council to look at linking to real time bus information on the Council website*
- *Council to contact OCC about moving the stop from Western Avenue to South Avenue and about possibly changing the residents' parking hours on Friday Street.*
- *The amended bus timetables to be circulated to all Henley households*
- *Marketing meeting to take place with Jake Osman, Helen Barnett and others.*
- *Grant opportunities to be investigated.*
- *Press release on the success in the first six months for the Henley Bus.*

Marketing attachment to be included with these notes.

The meeting closed at 12 35pm

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Chairman

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HENLEY ON THAMES TOWN COUNCIL

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

Present: Councillor Sarah Miller (Chairman)
Councillor D Eggleton (Vice Chair)
Councillor Miss S Evans
Councillor Will Hamilton
Councillor Miss L M Hillier
Mayor, Councillor G Lambert (ex-officio)

Mr Laurence Morris – Laurence Menswear
Mr R Reed
Mrs J Wheeler – Town Clerk
Ms H Barnett – Town & Community Manager
Mr K Bishop – Parks Manager
Mrs N Taylor – Office Manager
Mr Shaun Greenaway – Oxfordshire County Council
Mrs Helen Cook – River & Rowing Museum
Mr David Wilson – Town Crier
Mr George Traylen – Traylens Funfair
Councillor Donna Crook
Mrs Philippa Ratcliffe

22. APOLOGIES FOR ABSENCE

Apologies were received from Councillor K Hinton, Mr R Rodway – *Living Advent Calendar*, Mrs L Wisely – Mayors PA and Carolyn Hollier – *Light Angels*.

23. DECLARATION OF INTEREST

None received.

24. MINUTES

The minutes of the meeting held on 19 October 2018 were received, approved and signed by the Chairman as a true record.

25. PUBLIC PARTICIPATION SESSION

Councillor Donna Crook – commented on the feedback that she had already provided that was attached to the agenda but wanted to add that in her opinion the event had been fantastic and she had received lots of positive response. Her only issues were with stalls selling raffle tickets as they were very hard to clear up at the end of the evening and Silly String. The Reindeer she felt were a fantastic addition to the event but Festive directional signage would be beneficial.

If possible Councillor Crook would like the traffic lights at the bottom of Greys Road / Reading Road turned off during the event as traffic would flow better. Parking in the town centre she felt was an issue as people park earlier in the day and just go off and leave their cars resulting in difficulties for traders trying to set up.

At the end of the evening there needs to be PCSO / Police presence as this is when the teenagers need a bit of monitoring in regards to issues such as alcohol and throwing eggs etc.

Councillor Crook also queried who had taken the photograph from the town hall roof in 2017 as she felt it could be turned in to a puzzle and sold to raise funds for the event.

Post Meeting Note:

1) *Lots of fabulous photographs from this year were taken that could be looked at to something this year.*

2) *OCC will work with HTC to accommodate their wishes but are not keen on turning off the traffic lights because although this would make the traffic flow better it would do nothing to aid pedestrian safety.*

25. PRESENTATION FROM PHILIPPA RATCLIFFE

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 keen to bring a Food Festival to the town. The event she explained would ideally launch on Saturday 15 June 2019 on the Market Place, it would 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, so different to other local food & drink style festivals that can cost £25 + for a ticket) and would possibly culminate on Mill Meadows with food, music and entertainment.

Members made the following comments / observations:

- Mrs Ratcliffe should speak to the organizers of previous Food Festivals in the town to gain their insight on running such an event in Henley.
- There is a very successful Food Festival that takes place in Marlow – does Henley want to do something that is done very well by another town that is so close by or do something totally different.
- At a recent meeting of the Tourism Alliance a food and drink collaboration was discussed with local Vineyards and suppliers and an event during British Wine Growers week (May) was discussed – this would unfortunately not be organized in time for 2019 but was planned to take place in 2020 and would include businesses such as Vineyards, Lovibonds & Brakspear etc. The Town and Community Manager suggested a collaboration of both events and invited Philippa to attend the next Tourism Alliance meeting on 1 February 2019.
- The summer may not be the best time as there are already many events taking place across the town. Earlier or later in the year when there is not so much happening might be more appropriate.
- Educating Children about food was felt to be important and Inclusion of the Allotments Association, the Community Orchard and schools was suggested.

Thanks were given and Mrs Ratcliff for attending the meeting.

26. HENLEY AT CHRISTMAS

Feedback from members on the Christmas Festival Event (30.11.18)

In addition to the feedback attached to the agenda members made the following observations / comments:

- Fantastic event everyone worked well together.
- Better this year without the zoning.
- Tighter control required on positioning of stalls as some crept out of their allocated positions and caused a blockage on Bell Street.
- Close Hart Street earlier but leave the rest of the roads open until 4pm.
- Comments received about this year's Festival have been the most positive ever received.
- November is too early and the event should take place in December.
- Silly String still causing issues.
- Reindeer an excellent addition to the Festival.
- Next year to continue with the traditional feel with children's Merry go Rounds, Stilt Walkers and no teenage rides, and perhaps a 'feature' carousel on Hart Street.
- A chill out lounge was suggested for teenagers to give them somewhere to go / something to do during the event.
- Teenagers left the event and congregated down at Mill Meadows causing slight damage to two hanging baskets (which often happens on a Friday night).
- Elderly lady scared by youths in the Church Yard. (Police attended).

Feedback from the Police

- Better this year with all the rides in one place,
- Teenagers predominantly better behaved this year.
- Silly string caused one or two issues.

Karl Bishop left the meeting at 10.10am.

Living Advent (report provided)

- Supported 26 different good causes across 24 nights.
- Didn't quite match 2017 record charitable total of £5863 but reached a grand total this year of £5611 which surpassed other year's totals.
- Thanks to Councillors for turning out each night and supporting the event and promoting on Social Media and Council Officers for their help and support.
- Hugely pleased at how the event went this year.
- Henley Standard to print an open letter of thanks from the Mayor to the Living Advent team, especially Richard, Carolyn and Hugh.

Festive Lighting Scheme / Small Christmas Trees (report provided)

- Scheme was a lot easier this year with one contractor looking after everything.
- 136 Small trees erected this year.
- Brackets now with the new contractor along with several bolts that had to be purchased.
- Procedure to be put in place for over the Christmas Period when the office is closed should anyone have a problem with their lights and need to contact the contractor. No issues with the Festoon lighting.
- Contractor would like some input on what information is provided re the installation of small Christmas trees which would make installation easier.
- More lights on the bridge end of Hart Street were suggested. This however would need to be funded.

Development of Henley at Christmas Events for 2019.

- Planning of event to start in February.
- Road closure timing to be looked at – close Hart Street earlier and the rest of the streets later.
- Enhance the fair – Victorian Merry go Round.
- Encourage retailers to all be open during the Festival.
- More little stalls, (none to be placed in front of retailers who are open and trading).
- Entertainment such as stilt walkers.
- Move Santa's Grotto back into the Town Hall.
- Currently this year's Festival is pencilled in for Friday 29 November, but some Members felt that having the event in December would be better with the switching on of the lights being separated away from the Festival and being held as the first event of Living Advent.
- Moving the event to a Saturday was suggested, but noted that this would not be good for retailers and was not favoured by the Members.
- Sound system required.
- Additional lighting required.
- More control of cars parking in Friday Street.
- More retailers in Friday Street need to be encouraged to stay open during the event.
- Encompass Business.
- A review of the light switch on element of the Festival needs to take place with the Choirs being given a specific area to stand, and not to congregate on the Town Hall steps.

It was noted that the Christmas tree shredding had this year raised approximately £300.

It was noted that the Santa Fun Run had raised approximately £600.

It was noted that the Santa Sleigh had raised approximately £4000 for local charities.

Thanks were given to Invesco for sponsoring the 2018 large Christmas tree.

27. **BUDGET UPDATE**

Members received an update on 2018/19 budget and following comments on the necessity of Floodlighting and the cost of design noted the budget information.

28. **HTC SUPPORTED EVENTS**

Health & Wellbeing day 2 February 2019

- Small first event taking place in the Kings Arms Barn, on the Market Place and possibly in the Town Hall.
- Event being publicised via Social Media, Posters and the Local Press.
- Participants to include Holistic Therapies in the Barn, Children's Meditation, local clubs, Walkers are Welcome, SODC, local Gyms and Fitness places, buses – Walk into town and catch the bus back.
- Event taking place between 11am and 3pm.

May Fayre 6 May 2019

- Same format as last year.
- 12noon – 5pm.
- Sponsors on board so far, Wilkins and Penny and Sinclair.

- Celebrity Jackanory with a children's author / artist booked.
- Councillor Hillier to redesign this year's poster.

29. **HENLEY EVENTS FOR 2019 (www.visit-henley.com)**

Members received and noted a list of events taking place in Henley during 2019 (list attached) and suggested the following be added:

- Beer Festival – Rugby Club in October or November.
- Gin & Fizz Day – Rugby Club – date to be confirmed.
- Town & Visitors Regatta
- Henley Half Marathon
- Ridgeway Run
- RIBA Henley Design Day - 23rd March 2019

30. **DATE OF NEXT MEETING**

Council Chamber – 9.30am Friday 1 March 2019

The meeting closed at 10.45am

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Chairman

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HENLEY ON THAMES TOWN COUNCIL

POLICY FOR THE DISPLAY OF SIGNS, BOARDS AND POSTERS IN HENLEY

Henley Town Council has taken responsibility for the display of signs and boards in Henley from Oxfordshire County Council.

The following guidelines have been agreed by Council:

- a. The Council continues to remove unauthorised signs from the Highway as agents for the County Council but within strict guidelines set by the Council.
- b. Events / organisations for which the display of signs and boards will be granted are local charities and Festivals, Markets, exhibitions and Council events.
- c. The consent of the Council for the display of signs and boards shall be sought beforehand, and if prior permission has not been sought posters shall be removed.
- d. Strictly no signage on green street furniture shall be permitted.
- e. No posters or A boards to be placed on the Fairmile.
- f. No posters to be attached to trees.
- g. All posters to be put up using string or cable ties to avoid damage any of the street furniture upon removal.
- i. Use of any kind of tape is strictly forbidden.
- j. Posters to be made out of laminated card board or a Foamex type material.
- k. Size of posters to no greater than A2 and no smaller than A4 (any posters outside this size range will be automatically removed).
- l. Signage to be put up no more than one week in advance of the event and removed immediately after the event has taken place.
- m. The Town Clerk, after consultation with the Chairman, is given delegated powers to grant permission for those events deemed by her to be within the acceptable criteria.

TOWN CLERK
29.01.19

HENLEY TOWN COUNCIL

Town and Community Committee meeting, 26 May 2009

Policy for the display of signs and boards in Henley

Henley Town Council has taken responsibility for the display of signs and boards in Henley from Oxfordshire County Council. The following guidelines have been agreed by Council:

- a. the Council continues to remove unauthorized signs from the Highway as agents for the County Council but within strict guidelines set by the Council and,
- b. events / organisations for which the display of signs and boards will be granted are local charities and Festivals, Farmers and Continental markets and Council events, and
- c. the consent of the Council for the display of signs and boards shall be sought beforehand, and if prior permission has not been sought posters shall be removed, and,
- d. strictly no use of green street furniture shall be permitted, and
- e. signage to be put up no more than one week in advance of the event and removed immediately after the event has taken place, and
- f. the Town Clerk, after consultation with the Chairman, is given delegated powers to grant permission for those events deemed by him to be within the acceptable criteria.

TOWN CLERK

17.6.09

HENLEY TOWN COUNCIL

Town and Community 29 January 2019

Report On The Old Fire Station Gallery – Henley Arts & Crafts Guild

1. Executive Summary

- 1.1 To consider if the Henley Arts and Crafts Guild should be allowed install a cupboard to store their equipment at the Gallery for exclusive use.

2. Background Information

- 2.1 The Henley Arts and Crafts Guild are currently allowed to store their plinths at the Old Fire Station Gallery on the understanding that other users are allowed to use them for their exhibitions.
- 2.2 The Guild has now requested permission to install a cupboard that they can use to store additional display cases and tables that will be locked for their exclusive use.

3. Detailed Consideration

- 3.1 There is limited storage at the Gallery, so not enough room for both the Henley Arts and Crafts Guild and HTC to store equipment.

4. Recommendation

- 4.1 That due to the limited amount of storage space at the Gallery permission is not granted for the Henley Arts and Crafts Guild to install a cupboard to store their equipment for exclusive use.

Nicci Taylor – Office Manager
22 January 2019
01491 630071 n.taylor@henleytowncouncil.gov.uk

HENLEY TOWN COUNCIL

Town and Community 29 January 2019

Report On The Old Fire Station Gallery – Times of Hire

1. Executive Summary

- 1.1 To consider changing the Gallery hire time from 12 noon on a Wednesday to 10pm on the Tuesday evening.

2. Background Information

- 2.1 The Gallery bookings currently run from 2pm on Wednesday until 12 noon on the following Wednesday which only leaves a 2 hour window for staff to clean and carry out any maintenance required.

3. Detailed Consideration

- 3.1 Consideration should be given to ending the booking at 10pm on the Tuesday evening which would not curtail any exhibition taking place as the Wednesday morning is only ever used for the breakdown and the return of keys.

4. Recommendation

- 4.1 That the times of hire are changed from 12 noon on Wednesday to 10pm Tuesday applicable from the start of the new financial year on 1st April 2019.

Nicci Taylor – Office Manager
22 January 2019
01491 630071 n.taylor@henleytowncouncil.gov.uk



Henley-on-Thames
Town Council
Town and Community

Agenda Item: (11)

Work in Progress January 2019

| Minute Number | Subject | Progress | Responsibility |
|--|---|--|----------------|
| 160. (21.6.16) 230(10.01.17) 264(04.04.17) 35 (20.06.17) 85 (28.11.17) 104 (20.1.18) 68. (27.11.18) | Sound Vision and Light System for the Town Hall | Issues with the microphones and speakers to be sorted w/c 21 January 2019 at the same time as the Lighting project commences. | Town Clerk |
| 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 has agreed to look into why no progress has been made on this matter. HTC has asked if they can investigate if there is funding for OCC to carry out the works. | T&C Manager |
| 155(10.05.16) 230(10.01.17) 260(04.04.17) 86 (28.11.17) | BT Phone Box St Andrews Road and Northfield End. | Internal refitting now complete (pictures attached). Permanent signage to be installed. Cleaning of the phone boxes has been added to the monthly bus shelter cleaning schedule. First clean w/c 21 January 2019. — completed project to be removed from WIP. | Office Manager |
| 28 (20.06.17) 86 (28.11.17) 104 (20.1.18) 53 (25.09.18) | Town Centre Signage | Proposal to be put together to improve signage around the town. Signage contractors scheduled to do site visit & put together proposals. T&C to put together report with recommendations & costs for March 29 meeting. | T&C Manager |

TOWN AND COMMUNITY WORK IN PROGRESS REPORT 29 JANUARY 2019

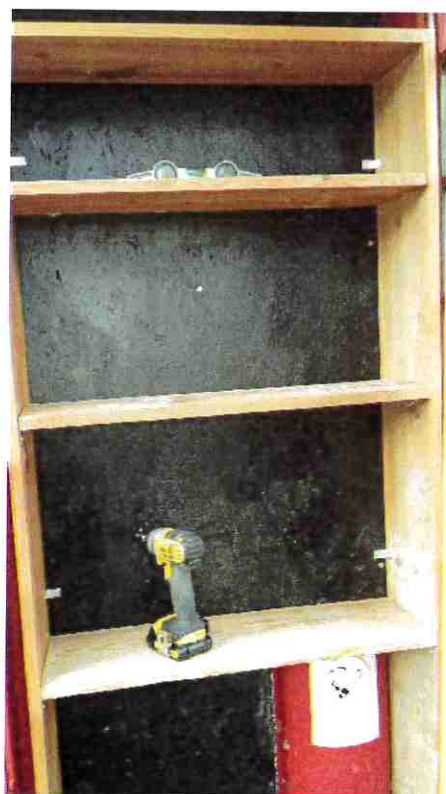
| Minute Number | Subject | Progress | Responsibility |
|---|-----------------------------|--|-----------------------|
| 68 (17.10.17) 104 (20.1.18) 126(3.1.18) | Water Fountains for Henley. | Meeting with Thames Water 4 th February to progress. | T&C Manger |
| 16 (12.06.18) | Mermaid Statue | A resident has confirmed that he is still interested in purchasing the statue (subject to cost and inspection). | Mermaid Working Group |
| 13 (09.05.17) | T & C Manager | T&C Manager to provide a report to every second meeting June 12, September 25, November 28, March 26 unless there is something urgent to report. | T&C Manager |
| | Repair Café | Research undertaken. Meeting to take place with interested parties. Recommendations to be taken to March 26 meeting. | T&C Manager |
| 56 (25.09.18) | Street Cleaning | Ongoing issue. Agenda Item for future cleaning. | Town Clerk |

Henley Housekeeping - divided into easy selections to address issues quickly and effectively:

| | |
|---------------|--|
| Cleaning | Cleaning – 2019 cleans being considered (SEE REPORT) Benches – Painting programme to be reviewed (Cllr Arlett to provide alternative suppliers) |
| Red Lion Lawn | Maintenance underway |

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

St Andrews Road Phone Box



Northfield End

