

## BEARSTED PARISH COUNCIL

### Minutes of the Communications and Community Committee meeting of Bearsted Parish Council held at KGV Memorial Hall, Bearsted on Wednesday 29<sup>th</sup> March 2017

Present: Cllrs Dan Conner (Chair)  
Richard Ash  
Fiona Redman  
Ms Barbara Dunford

There were no members of the public in attendance.

#### **REPORTS FROM MEMBERS OF THE PUBLIC**

There were no reports.

**1. Apologies and absence**

Apologies were received from Cllr P Young (work commitments) and Cllr T Ryan (family issues) and were accepted.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying**

No declaration of interests were declared.

**3. Minutes of the last Communications & Community committee meeting.**

These were **agreed** by all as a true record and signed by the Chair.

**4. Events**

**Farmers' Market**

A meeting had been held between Annette Lebreton (FM Manager) and members of the C and C committee to review farmers' market on the Green in the office on 21<sup>st</sup> March to understand her views as she was not able to attend any C and C meetings. Further views were sought via Facebook from residents and from stallholders on the future of the market. The overall intention is to increase the size and variety of the market.

Proposal to go to Annette Lebreton from Cllr Young and Mrs Dunford on behalf of the committee.

- Suggest we need some commitment from stall holders to ensure regular attendance- either pay up front for 3 months and then get one month free, or pay increased rate per market attendance.
- Increase price to suggested £15 instead of £12 per stall. This could be reviewed and raised further if the market's footfall increased considerably.
- Review remit for market in terms of council's expectations with advice from Annette Lebreton.
- Relax stallholder criteria - less restriction - to be formalised in a document. To include more arts/ crafts, widen area, increase overall number of stalls, accept hot food stalls. Ensure the market retains its core stalls of artisan edible/ non edible goods.
- Aim for 30 stalls per market
- Relaunch in May with publicity funded by council - banners, leaflets
- Ask stallholders to provide own generators if they wish to provide hot food

- Need to check and renew specification for farmers' market manager – is this written down? Does the council have a copy? Does it need to be reviewed on an annual basis? What are the processes for vetting stallholders and what are the governance responsibilities for the council?
  - Agree toilet hire for stallholders on monthly basis
  - If Bearsted Village Green licence not completed in time, council will need to get a TEN licence for May funded by council
- It was agreed unanimously to put this proposal to the Farmers' Market Manager for discussion and agreement on the way forward

**ACTION CLLR YOUNG AND MRS DUNFORD**

#### **Fireworks 2017**

Fantastic Fireworks may be able to offer a firework display for the Fireworks event – the council have not been able to meet with them due to work commitments. Cllr Redman and Mrs Dunford to meet w/c 3/4/17 if possible.

**ACTION CLLR REDMAN AND MRS DUNFORD**

#### **Event for older generation**

Mrs Dunford and Cllr Ryan are working on this. It appears that the Hazlitt Theatre would not be suitable due to access issues for this group of residents. Other venues being reviewed.

**ACTION CLLR RYAN AND MRS DUNFORD**

#### **Event for younger generation**

Dave Patton from the Cricket Club has suggested 6 or 13<sup>th</sup> Aug for this event. This was not felt to be suitable due to other commitments in the summer for families. Another option is to use the Bearsted Woodland Trust. The committee agreed to work towards an event at BWT ON Sunday 3<sup>rd</sup> Sept or 10<sup>th</sup> Sept. Mrs Dunford to ask Woodland Trust for permission.

**Action Mrs Dunford**

The following clubs need to be approached:

Cricket – Dan Conner  
Tennis – Helena Goodwin  
Guides – Fiona Redman  
Bowls – Fiona Redman

**Action Cllrs Conner/ Goodwin/ Redman**

#### **Christmas Fair**

Members of the committee have developed a tender to bid for the event management of the fair and have received some interest. The committee needs to check with the clerk with regard to the process. Cllr Redman to write a covering letter. Mrs Dunford to distribute via Facebook, noticeboard, all interested parties. Proposed return date Monday 24<sup>th</sup> April to Cllr Conner c/o clerk at office (not email).

**ACTION Cllr Redman, Mrs Dunford**

#### **5. Annual Parish Meeting**

Cllr Redman to write covering letter in order to liaise with Mrs Lewis, to invite attendees to APM.

**ACTION Cllr Redman**

#### **6. Community Matters**

**Play Scheme 2017**

Mrs Dunford has researched online booking companies. She will talk to Mrs Lewis to see if she is able set up an online system. There are a number of companies who could be approached. Cllr Conner can support the technical side. If Mrs Lewis does not have the time, the committee will need to review who can do this. Mrs Dunford to start to publicise. All agreed that booking fee to be paid by booker (parent) not council and for all booking to be done on line.

**ACTION Mrs Dunford/ Mrs Lewis**

**Newsletter**

Due for delivery end April. Ongoing work by Cllr Ryan and Mrs Dunford.

**Website**

Website has been down for 4 days due to a problem with the server. It is now back operational. Thanks to Kenny Cox, ex councillor for his support in fixing it. Policies are now in place on the website. Past agendas and minutes have not been sent to Cllr Conner. Cllr Redman to request from all members. Facebook also needs to be updated on a regular basis.

**ACTION CLLR REDMAN**

**Premises licence**

Cllr Askin reviewing situation. To report back

**ACTION CLLR ASKIN**

**Market trading licence**

Annette to apply for the above licence. It was noted that the licensing manager does not need to be the same person throughout the year- can be allocated per event.

**ACTION ANNETTE LEBRETON**

**Future agenda items**

Downs Mail page – process and inclusion of stories  
Opening of tender bids

The meeting closed at 9.19pm.

Signed .....

Date.....

Minute Reference: