

BEARSTED PARISH COUNCIL

www.bearstedparishcouncil.gov.uk

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Minutes of the Community and Communications Committee of Bearsted Parish Council held at KGV Memorial Hall, Bearsted on Wednesday 24th May, 2017 at 7:30pm

Present: Cllr Dan Conner (Chair)
Cllr Tony Ryan
Cllr Fiona Redman
Ms Barbara Dunford

Also in attendance were the clerk Mrs Sarah Lewis, and 1 member of the public.

REPORTS FROM MEMBERS OF THE PUBLIC

Insert reports/There were no reports.

1. Election of Chair and Vice Chair

To elect the position of Chair and Vice Chair to the committee and elect/co-opt any other members.

Cllr Dan Conner was elected by unanimous vote to continue as Chair to the committee.

It was decided to defer the election of Vice Chair until there is a full complement of committee members to vote.

2. Apologies and absence

Apologies were received and accepted from Cllr Jonathan Askin (personal reasons), Cllr Richard Ash (personal reasons) and Cllr Paul Young (family commitments)

3. Declaration of Interests, Dispensations, Predetermination or Lobbying

Cllr Redman declared an interest in item 11 and this was entered onto the register.

4. Minutes.

The minutes of the Communications and Community Committee dated Wednesday 26th April 2017 were agreed as a true record with minor amendments and duly signed.

5. Events

Farmers Market: The criteria for new stalls was discussed. The committee were informed by the market manager that Kent Farmers Market rules restrict the type of produce permitted to be sold and the radius for which stall holders can live. The committee discussed detaching the market from the KFMA and running it independently in order to open up the market to other types of produce and services and increase footfall. The Clerk will look into the terms and conditions that are currently in place with the KFMA insurance policy.

ACTION: CLERK

The need to develop a new criteria was highlighted and will be further discussed at the next meeting.

Marketing was highlighted as being a priority for relaunching the market and it was agreed to purchase 6 advertising banners at a maximum spend of £500. Barbara Dunford will forward the relevant artwork to the Clerk for ordering.

ACTION: BARBARA DUNFORD/CLERK

The market manager informed the committee that historically, due to other events in June - August, footfall is traditionally limited to the market. It was agreed to continue to hold the Market during these months with a soft launch planned for June and July. The Clerk was asked to cancel the existing order for the portaloos for the short term until footfall can be better monitored.

ACTION: CLERK

Suggestion was made for provision of a market on the morning of the Music on The Green event which was met with unanimous approval. The market manager will contact some of the stall holders from the last Christmas Market to gauge interest.

The committee were informed that the Premises Licence for The Green was now in place.

The committee were informed by the Clerk of the potential infringement of by-laws for the Green by granting the request from Cllr Helen Whately to hold a stall at the next Farmers Market as part of her election campaign. Cllr Conner will send an email to Cllr Whatley declining her request.

ACTION: CLLR CONNER

Fireworks 2017: Ongoing.

Event for older generation: Two venue options were discussed: Grove Green Community Centre and Invicta Grammar School who have auditorium and are very reasonably priced. A £1,300 budget for the event was unanimously agreed and will be put forward for ratification at the next full council meeting.

ACTION: CLERK

A discussion followed on making a small charge for tickets or making a donation to charity. This will be further considered next month.

Event for younger generation:

The Clerk will contact the Woodland Trust to confirm the event date as Sunday 10th September 2017 and confirmation of permission to use land.

ACTION: CLERK

Contact will be made with the Guides, Tennis Club, Bowling Club, Scouts and other organisations highlighting the event and details offering them an opportunity to promote their activities at the event.

ACTION: CLERK

6. Community Matters

Play scheme 2017: The Clerk gave an update on the progress of the playscheme. following a meeting with Cllr Young, the playscheme leader Amanda Franklin and Roseacre School. The committee considered the opportunity to move the event to Roseacre School at the same cost as previously charged at Madginford which was unanimously agreed. The Clerk will make the necessary changes to the online booking site to show the venue and will alert residents via Facebook.

ACTION:CLERK

Newsletter: The committee were informed that the newsletter is on track for circulation at the beginning of June.

Website: The clerk informed the committee that there have been some comments from residents regarding the lack of up to date information on the website. It was agreed that due to the current backlog of work, an announcement will be posted to the website for the public's patience while essential admin tasks are performed and brought up to date.

Premises License for the green: An update had been previously given by the Market Manager.

Market Trading Licence – This matter is ongoing.

7. To agree the committee Terms of Reference

This item was deferred to the next meeting. The current TORs will be adapted by Cllr Redman in line with suggestions.

ACTION: CLLR REDMAN

8. Downs Mail page

The committee agreed to highlight the following points in the Bearsted Parish Council feature of the forthcoming edition.

Wording to be along the lines of "Up and coming dates for your diary"

Market on The Green – 4th Sunday of every month 9am-1pm

Playscheme – 24th July – 4th August (Mon-Fri, 9am-1pm)

Event for Older Generation – 'Old Time Music Hall from the Players Theatre', a Saturday in October, date to be confirmed.

Event for Younger Generation. 10th September 2017, 11am-3pm for children aged 5-11 years. Free of charge.

Fireworks Spectacular – Friday 3rd November 2017

It was agreed that a copy of the draft minutes should be sent to Simon Finlay at the Downs Mail for his attention.

ACTION: CLERK

9. Matters for Information

An email from the Chairman of Bearsted Cricket Club was discussed with a request for the Parish Council to promote the recruitment of senior players and members to the club. It was agreed that the council will post any flyers to their Facebook page. The Club will be invited to advertise the drive in the Parish newsletter and display leaflets at the Market on the Green.

The organisers of the Music on the Green event are keen to put up advertising banners. The Clerk will liaise with both Jo Conner and the Market Manager to co-ordinate advertising opportunities.

ACTION: CLERK

Councillors thanked Ms Barbara Dunford for her work in supporting the council's social media platforms for the past 2 years. The task has now been passed to the new Clerk.

10. Future agenda items

Social media

Correspondence

11. Tender Bids for Christmas Market (Closed session)

Resolution was made to go into closed session and to exclude the press and public during this item (Admissions to Meetings, Act 1960) in accordance with standing order 10(xi)

12. Date of next meeting

The date of the next Communications and Community Committee meeting will be June 28th at the KGV Hall at 7:30pm.

There being no further business to transact, the meeting ended at 21:30hrs

Signed.....Date.....

Minutes of the Community and Communications Committee of Bearsted Parish Council **CLOSED SESSION** held at KGV Memorial Hall, Bearsted on Wednesday 24th May, 2017 at 7:30pm

- 11. Tender Bids for Christmas Market (Closed session) Resolution** was made to resolve to go into closed session and to exclude the press and public during this item (Admissions to Meetings, Act 1960) in accordance with standing order 10(xi) Following a discussion to consider the tenders received for the management of the Christmas Market event, the committee agreed to accept the tender from Joule Arts and Events by a vote of 4 votes in favour, and 1 abstention.
Cllr Redman will word the response to tenders and pass to the Clerk for distribution.
ACTION: CLLR REDMAN/CLERK