

BEARSTED PARISH COUNCIL

Minutes of the **Communications and Community Committee** meeting of Bearsted Parish Council held at KGV Memorial Hall, Bearsted on Wednesday 27 September 2017 at 7.30pm

Present: Cllr Dan Connor (Chair)
Ms Barbara Dunford
Cllr Fiona Redman
Cllr Paul Young – late arrival- 19.39

Also in attendance was Erin Sugden the Assistant Clerk to the Parish and 3 members of the public.

REPORTS FROM MEMBERS OF THE PUBLIC

Feedback was received from members of the public about the launch of the Market on the Green. It was felt that there could be some improvements such as less space between stalls and no parking on the Green. It was also highlighted that some regular stand holders were unable to attend due to other similar events taking place in the local area.

1. **Apologies and absence**

Apologies were received and accepted from Cllr Ryan (holiday) and Cllr Jonathan Askin (health reason)

2. **Declaration of Interest or Lobbying**

There were no such declarations.

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

The minutes from the previous meeting held on 9th August 2017 were agreed as a true record and duly signed.

4. **To consider any issues arising from the last minutes.**

There were no issues.

5. **Events**

Market on the Green

Ratification of temporary volunteer Market Manager: Cllr Redman questioned why ratification was required for a voluntary Event Manager but it was agreed that there should be a record of agreement by the council. It was unanimously agreed that Emma Hull will take the role.

Correspondence: Some good feedback has been received about the first Market on the Green but some dissatisfaction by the expectation made by the newsletter. There was a limited involvement by local food producers due to 'British Food Festival' and associated festivals take place in celebration of this. There has been considerable interest for future Markets.

Barbara Dunford will speak to Rickwoods for their feedback and offer them a stand should they want one.

ACTION: B DUNFORD

Admin to put Emma Hull in contact with local allotments to offer a stall

ACTION: ADMIN

Discussion about how to encourage footfall to the Country Market and how to nurture new business took place and Cllr Redman will speak to Eileen Terry about how to work together to enable this.

ACTION: CLLR F REDMAN

The committee was also informed that there will not be any football taking place on the Green during the time the Market will be running.

Report on launch of Market Emma Hull sent a summary of the launch and the feedback she received was mixed. Locals and stand holders want to support the market and know it will grow over time but they were disappointed there was not more fresh food stand. Emma has some initiatives and themes she would like to research and will report back to the committee.

Advertising issues- Suggestions were made to advertise the stand holders signed up for the upcoming market and not general types of stands. Banners will be erected earlier for future events with more social media. It was suggested that once the Market is more established then a leaflet drop and more advertising locally would be beneficial.

Update on use of the toilets at the Cricket Pavilion: It was unanimously agreed that a charge of £20 will be paid to the Cricket Club for use of their toilets for the stand holders of the Market. Admin will inform Emma to instruct the Cricket Club to send a monthly invoice.

ACTION: ADMIN

Fireworks Event 2017: All suppliers have been appointed and have been requested to submit their risk assessment for the event. Tickets have gone on sale via wegottickets.co.uk. Cllr Terry O'Sullivan has agreed that he will be the Health & Safety manager for this event and therefore sign the risk assessment.

Appointment of Event Manager: It was agreed that the admin team will continue to put all paper work together for the event and stay in communications with suppliers. As yet the Parish Council does not have any Event Manager for this event. Cllr Conner will speak with Cllr Camp about this. Barbara Dunford will speak to Cllr Goodwin to see if she is able to take the position and Cllr Young will speak to Cllr Askin to see if he would be willing to take the position.

ACTION: CLLR D CONNER, CLLR P YOUNG, B DUNFORD

Volunteers will be required for scanning tickets upon entry and to take payment for sales on the night of the event. Cllr Conner will request assistances from local people to fill the positions. These local people will be given a complimentary family ticket. This was unanimously agreed by all. Cllr Young and Barbara volunteered to assist on the night.

ACTION: CLLR CONNER

Cllr Conner to update Event plan to include closure of Cross Keys for event. Admin team will send a revised map of event to Cllr Conner. Once the event plan is finalised the admin team will send this to MBC

ACTION: CLLR CONNER, ADMIN

Admin team to contact local schools and horse owners about the event.

ACTION: ADMIN

Bearsted Scouts- The Scouts expressed concern over additional food outlets at the event due to this being a primary source of income for them. It is felt that due to the number of attendees at the event this is a need for more than one outlet. Cllr Conner to speak to the Scouts to explain the situation. Ibi's Kitchen have offered to provide Asian inspired food, Barbara is going to research a third offering and Cllr

Redman is going to contact The Cheeky Mare Co to see if they would be interested in attending

ACTION: CLLR D CONNER, CLLR F REDMAN, B DUNFORD

Event for older generation update: This event is being organised by Cllr Ryan and Barbara Dunford, taking place on Saturday 28th October 15.30- 17.45. The event is to have a musical group perform for local parishioners. This event is currently being advertised and already half sold.

It was unanimously agreed by all that the WI hall should be used as the venue for this event.

A mini bus service will run from Madginford to WI Hall, with access friendly vehicles. These are more expensive but due to the attendees this mode of transport is necessary. Barbara confirmed the best quote for this service was £350.

The budget was discussed and it was ratified unanimously by all councillors.

Barbara has invited the Major and his predecessor. Barbara requested for volunteers for this event and this will be taken to full council. Admin team to add to agenda.

ACTION: ADMIN

Christmas Fair

The site plan suggested by Joules (Management Company) was discussed, more space is being used this year compared to 2016.

15 food and drink & 48 other stalls plus a couple of charities which will be given for free the caveat for all stall is that they are Christmas related/themed.

A donation of £1 entry fee was suggested and this was unanimously agreed on by all. This will be advertised via all medias.

Toilets – Admin team will check the invoice from 2016 as to the number of toilets hired and this along with guidance from the purple guide will be used to confirm the need for 2017.

ACTION: ADMIN

Parking- The suggested area of the Green on the Church Lane side was spoken about but this should not be the first option due to potential damage. A more suitable area for exhibitor parking should be investigated by Joules. Disabled parking should be offered outside the Downs Mail and behind Rickwoods. It was suggested this should be taken to the Environment committee for options. Security should be accounted for should the village green be the only option.

ACTION: ADMIN

Marketing- communications will continue via social media, banners, newsletters. A message to inform visitors that there is no parking will be published to avoid any unnecessary traffic.

Budget - Discussion was had about additional expenditure on Husky Dogs, caterer's requirements due to the budget being considerably over original targets. Although there is expectation for a deficit on the event there is not justified reason for unnecessary spend. To reduced costs, it was agreed that it is not necessary for a Santa's Grotto (and all logistical issues related to) and Husky Dog rides. Instead there could be 'floating' Santa and the possibility of a second family friendly activity. Cllr Redman to ask Joules to come up with an alternative entertainment.

ACTION: CLLR F REDMAN

Cllr Conner to seek volunteers for a Santa and helpers. These volunteers will need to need be DBS checked. Volunteers will also be required as stewards and litter picking. Any charities taking a stall should be requested to provide helpers if possible.

ACTION: CLLR D CONNER

Cars on The Green:

It was unanimously agreed that Sunday 29th July 2018 is a suitable date for this event.

Music on The Green:

Date for next year's event 28th August 2018

John Lawson Circus:

Tentative booking has been made for 19-22nd April 2018. It was unanimously agreed that a fee of £300 will be charged, a fee of £500 will be requested as a deposit and the organisers will be charged for consumption of water and electricity.

6. Community Matters

- a Newsletter update- It has been agreed that the admin team will take on the production on the newsletter going forward and these will be produced quarterly. Barbara hand over relevant documentation to admin.
- b Website- A start has been made on updating information on the Parish website but due to constraints with the software there are some difficulties. Cllr Conner to assist Admin with some training.

ACTION: CLLR D CONNER

- c Dementia friendly initiative- The Alzheimer's Society 'Dementia Friends' are looking for communities to become 'Dementia Friendly'. The Assistant Clerk has championed this and is looking to make the Parish recognised as being a place where parishioners are more aware of effects to those living with Dementia. The Assistant Clerk will put together some initiatives and report back at the next meeting.

ACTION: ADMIN

7. Village Green

- a Premises License for the green update. –
- b Village Green Hire Policy and sale of alcohol supervision –

It was suggested to defer this item to a later session to allow for time to put procedures in to place. Cllr Redman to email current license and Barbara to look at it in terms of alcohol and update council.

ACTION: CLLR F REDMAN, B DUNFORD

8. Downs Mail page

Committee wish to continue highlighting forthcoming events; Fireworks, Old time musical, Christmas Fair, Cars on the Green and John Lawson Circus.

9. Social Media Update

Barbara agreed she will continue updating events on social media and the Clerk will continue to update any other council matter.

10. Matters for Information

Both the budget for Older Peoples Event and the Christmas Fair were discussed.

- 11. **Future agenda items**
 - Village green to be added for agenda after Christmas
 - Sale of Alcohol to be added for agenda after Christmas
 - Liaison with schools for after Christmas.

- 12. **Date of next meeting**

To agree date of next meeting as 25th October 2017 – Cllr Redman not able to attend.

There being no further business to transact, the meeting ended at 21.42pm

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