

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING
HELD ON MONDAY 2nd NOVEMBER 2009 AT GREENWAYS**

PRESENT: Cllr B Terry (Chairman), Cllr C Ford (Vice-Chairman); Cllr N Chard, B Charlton, C Polton, D Cracknell, P Allis, P Alvis, P Reade, K Fry, C Lockyer, N Guy, H Wardle, J Muir-Webb, L Wickens, J Wickens, K Morrison, K Davis

IN ATTENDANCE : T Simpson, Town Clerk, S Godwin, PA to Town Clerk/Mayor

1. **APOLOGIES:** J Stride, A Osborne, N Barratt

The Chairman welcomed all those present and invited everyone to introduce themselves.

2. **MINUTES OF PREVIOUS MEETING:**

The Minutes of the meeting of the 5th October, having been circulated, were agreed.

3. **ELECTION OF VICE-CHAIRMAN**

Cllr Christine Ford was elected Vice-Chairman. It was explained that Cllr Neville Chard only took Vice-Chairmanship at the previous meeting due to the Chairman having to leave the meeting early and the Vice-Chairman not being present.

4. **FESTIVAL 2010**

a) **Classical Concert**

Cllr Ford advised that she had booked Salisbury Sinfonia orchestra for Saturday 10th July 2010.

b) **Rock Concert**

Pete Alvis introduced Paul Read and Kevin Fry. A ten page document entitled 'Ringwood Music Festival' was handed to members. Kevin Fry briefed the meeting by addressing, firstly, the reason for putting on a music festival. Members were informed that there had been a rock concert in Ringwood for the last three years and the original objective was to promote the local music scene, promoting Ringwood bands. A brief summary was given on the outcome of each year's concert. It was noted that Romsey and Wimborne festivals were very successful. Kevin Fry explained what could be learned from these to take forward for Ringwood Rocks.

The location of a concert for 2010 was debated. There were three possibilities, namely, The Bickerley, The Market Place or part of the New Forest District Long Stay car park adjacent to Stallards Lane. The merits of each were discussed in detail. The need to retain an audience for the duration of the concert was considered and

Pete Alvis favoured the Market Place as opposed to the other two locations in this regard. It was suggested that it would be easier to market the event if it was held in the town centre.

It was estimated that the total cost of the Rock Concert would be £10,000 to £15,000. Terry Simpson emphasised that a lot of sponsorship would be needed to raise this sum. It was highly unlikely that the Town Council would be in a position to underwrite a large sum of money if enough sponsorship was not forthcoming. It was suggested that the Ringwood Rocks and the Pedal Car Grand Prix would be in a position to secure sponsorship from fairly large companies if they worked together. Additional fund raising would be through a collection at the event. Cliff Polton advised that the PCGP Committee had agreed that 50% of profits would be allocated for their chosen charities and 50% would be available for other Festival charities.

It was proposed that the Rock Concert be held on the weekend of 17/18th July, following Festival day on Saturday 10th July. However, all events would fall under the same umbrella of Ringwood Festival. Members were asked to consider whether to change the name of 'Ringwood Festival' to a name which would better represent all the events. Chris Lockyer agreed to feed the festival dates into the school calendar. Canon Turpin would need to be consulted to ensure that the 17/18th July did not conflict with pre-arranged events in the Church.

With regard to the Rock Concert and other musical events, Jeff Wickens explained the difference between a Temporary Event Licence, which would cover up to 500 people being present, and a Full Entertainment Licence. Jeff Wickens was invited to organise the road closures, with office assistance. It was noted that Jeff Wickens and Sue Godwin would be attending a road seminar being organised by Hampshire Police on the 2nd December.

It was **AGREED** :

i) that the preferred site for the Rock Concert be in the Market Place and arrangements regarding set-up, times, etc be made available to everyone who may be affected in the vicinity of the chosen location.

ACTION : Pete ALVIS

ii) that Pete Alvis be invited to organise the 2010 concert providing a large stage, good lighting and sound effects were available.

ACTION : Pete ALVIS

iii) that the concert would need efficient promoting, including wider publicity, use of radio such as Wave 105, use of the internet, a detailed programme with both the PCGP and the Festival Committees working together.

ACTION : Pete ALVIS & Paul READE

iv) That investigations be carried out to provide for the stage to be utilised by other musical entertainment, including perhaps a Sunday morning gospel choir or outdoor service, in addition to rock in order to interest a wider age group, bringing a more mixed aged crowd to the event.

ACTION : Peter **ALVIS**

v) That additional security be employed at the concert.

ACTION: Pete **ALVIS**

vi) That Health and Safety Officers and Licensing Officers of New Forest District Council be contacted with regard to crowd control.

ACTION : Pete **ALVIS**

vii) That arrangements be made for appropriate road closures and that consideration be given to if/ how this would impact on businesses in the locality.

ACTION : Pete **ALVIS**, Jeff **WICKENS**, Sue **GODWIN**

viii) That Canon Turpin be approached to ascertain events that would conflict over the weekend of 17/18th July.

ACTION: Sue **GODWIN**

c) **Golf**

It was noted that the Danny Cracknell Memorial tournament held annually in May would from 2010 revert back to where it originally began and be organised by the Cracknell family, the proceeds raised being given to their chosen charity. It would therefore move outside the Festival. The Committee were asked to note that this would make a difference to the income generated for Festival. It was noted that Friday 9th July was booked with the Moors Valley Golf Club and consideration was being given to all the food being provided by the Golf Club, as previously a separate supplier had been used for purchase of some of the food.

AGREED that the booking of 9th July and the provision of food by the Golf Club be approved.

ACTION: Terry **SIMPSON**

d) **Festival Day**

AGREED :

i) that the charity stalls would be located in Southampton Road between the hours of 9am and 2pm in 2010 and a full road closure would be sought.

ACTION: Sue **GODWIN**, Jeff **WICKENS**

ii) that no childrens' fairground rides or paid musical entertainment would be organised, thus reducing the overall cost, although free entertainment would be considered.

ACTION: Sue **GODWIN**

e) **Pedal Car Grand Prix**

AGREED:

i) that the action taken by the Pedal Car organisers to lengthen the course to enable the number of competitors to be increased be noted.

ACTION: Jim **STRIDE**

ii) that the suggestion made by Cllr Ford with regard to the twinning partner town entering a team be supported.

ACTION : Cllr C Ford

f) **Concours d'Elegance.**

Noted that this would take place on Sunday 11th July.

g) **Crowning of Princesses.**

It was noted that no decision had been taken on which day the Princesses would be crowned and a further report would be made at a later meeting.

ACTION : Sue **Godwin**

h) **It's a Knockout**

AGREED that this event would not be included in the Festival 2010.

i) **Public Address**

Arrangements to be finalised to cover Festival events and a report be made at a later meeting.

ACTION : Sue **GODWIN** in liaison with Jim **STRIDE**

j) **First Aid**

Appropriate first aid organisations would be approached once Festival week events had been finalised.

ACTION: Sue **GODWIN**

k) Catering

Members noted that Jim Stride had approached Plummers Bistro, the Arcade of Flowers and the Alice Lisle for the provision of refreshments on Pedal Car Grand Prix day. No provision had been made for the Saturday, although it was noted that there are food outlets in Southampton Road.

Whilst members were pleased to note the offers received, it was believed that all potential local suppliers should be given an opportunity to provide refreshments for the Festival.

AGREED that further enquiries be made of other local businesses prior to any commitment being made to allocating Franchises to the catering outlets for Festival weekend.

ACTION : Jim **STRIDE**

l) Risk Assessments

AGREED that Jeff Wickens' offer to carry out the necessary risk assessments for all elements of the Festival be accepted.

ACTION : Jeff **WICKENS**

m) Road Closure

Noted that full road closures would be required for Southampton Road on Saturday for the charity market and for Sunday for the Pedal Car Grand Prix.

ACTION : Jeff **WICKENS** (for Saturday) & Jim **STRIDE** (for Sunday)

n) Temporary Event Licence/Entertainment Licence

Noted that the Committee had already agreed that Pete Alvis would discuss this requirement with the Licensing Department at New Forest District Council.

ACTION: Peter **ALVIS**

o) Publicity

It was noted that two elements of publicity would be required. There was a need for local publicity for the charity market and local activities, whilst a wider audience would be required for both the Rock Concert and the Pedal Car Grand Prix. Publicity arrangements were well in hand for the Grand Prix and there was now a need to finalise arrangements for other events.

AGREED that further consideration be given to publicity arrangements at the next meeting.

ACTION : ALL

p) **Finance**

Terry Simpson advised that it was unlikely that the Town Council would agree any significant increase in the present budget which is set at £3,000. It was, therefore, absolutely essential for the Committee to identify funding streams to meet anticipated expenditure for next year's Festival.

AGREED that a first draft budget be prepared for submission to the next meeting of the Committee.

ACTION : Martin TOWNSEND

5. **Committee Membership**

Jim Stride had suggested that in order to gain greater ownership of the event by charities, charity stall holders should be invited to join the Committee.

AGREED that Jim Stride's suggestion be accepted.

ACTION : Sue Godwin

6. **ANY OTHER BUSINESS**

Kirstie Davis, Forest Forge, proposed bringing a beach, four – six metres square, to Festival Day, as the company are performing Desert Island Discs.

AGREED that the proposal be noted and efforts be made to identify an area in which a beach could be located.

ACTION: Sue **GODWIN**, Kirstie **DAVIS**

The meeting were advised that providing the Grand Prix was part of the Festival and under the overall control of the Festival Committee, the Town Council's insurance would cover the event.

7. **DATE OF NEXT MEETING**

Monday 7th December.