

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING
HELD ON MONDAY 12th APRIL 2010**

PRESENT: Cllr B Terry (Chairman), Cllr C Ford, P Alvis, D Cracknell, K Davis, N Guy, M Peach (Blind Club), C Polton, J Stride, M Turner, (Ringwood Day Care), L Wickens, J Wickens

IN ATTENDANCE : T Simpson, Town Clerk, S Harford, PA to Town Clerk & Mayor

1. **APOLOGIES:** Cllr N Chard , B Charlton, C Lockyer, J Muir-Webb, A Osborne
2. **MINUTES OF PREVIOUS MEETING :**
The Minutes of the meeting of the 8th March, having been circulated, were approved.
3. **FINANCIAL REPORT**
A Financial Statement as at 1st April 2010 was reviewed. It was noted that a decision would be forthcoming regarding the HCC grant application on the 22nd April 2010.
4. **Beneficiary Charities 2010**
The Committee was advised of the activities of the Ringwood Carers' Group and U-NITE.

One other charity was proposed, however Cllr Ford emphasised that the Festival's remit was to aid local charities and that particular one did not fall into this category.

AGREED that :

- i) Ringwood Carers' Group and U-NITE be nominated as the beneficiary charities for Festival 2010.

ACTION : S HARFORD

5. **FESTIVAL 2010**
 - a) **Classical Concert**

Cllr Ford noted that rehearsals were taking place.

- b) **Rock Concert**

Peter Alvis and two of his colleagues had met with Jim Stride since the last Festival meeting to agree a way forward. It was noted that any underspent Festival money allocated by the Town Council for 2010 and also any underspent from the Under 18's disco allocation of £1,000 would be considered for transfer to the budget for the Rock Concert 2011. Peter Alvis would be responsible for the organisation and booking of the bands and Jim Stride for the promotion and fund raising for the Rock Concert. It was noted that Wave 105 were promoting the Festival activities and their charity, 'Cash for Kids' would be supported by the Festival.

The Committee had previously agreed that the Rock Concert 2011 would be in the Market Place and this event would be the main feature of the Festival in the years that the BPCGP was not held in Ringwood. Peter Alvis reported that the erection of the large stage would commence on Thursday, continue on Friday, in preparation for Saturday. The dismantling of the stage would take place on Sunday evening. It was noted that the date for the Rock Concert would be the second Saturday in July 2011

and Ringwood School would be informed of the date, to avoid a clash with the date of the School Prom.

AGREED that:

- i) Terry Simpson would submit a report to Policy & Finance Committee dealing with the previously identified Under 18's disco money and any Festival underspend.
- ii) the organisational arrangements above be approved.
- iii) Cllr Ford would make enquiries as to whether the Classical Concert could be held on either Saturday 2nd July or Saturday 16th July 2011.
- iv) The date for the Rock Concert to take place in 2011 would be 9th July.
- v) The road closure application and licences regarding the Rock Concert be applied for immediately after the PCGP event in July 2010.

ACTION : T SIMPSON, CLLR C FORD, S HARFORD, P ALVIS, J STRIDE

c) **Golf**

Terry Simpson reported that the promotion of the tournament would be pursued towards the end of May.

d) **Festival Day**

i) It was noted that twenty four applications had been received for stalls. Jeff Wickens emphasised that access must be maintained for emergency vehicles in Southampton Road and confirmed that all the stalls will be allocated a pitch this year.

ii) **Forest Forge beach**

Karen Davis reported that the youth theatre will be present, together with the 'beach', and would also be performing around the town on Festival day. She was still in the process of making a link with the photographer's shop in Southampton Road.

ACTION : Kirstie DAVIS

iii) **Entertainment**

it was **AGREED** to confirm the booking of 'The Dragons of Wye-ten puppeteers, details of which were provided to the Committee.

ACTION : S HARFORD

iv) **Road Closures**

No further update had been received about either the Festival day or the PCGP.

v) **Concours D'Elegance**

It was reported that Rosettes for 1st, 2nd and 3rd places on the grid for the race would be presented after the judging with the formal presentations on Sunday. It was noted that judges needed to be appointed and one of those to be invited would be the Ringwood Town Mayor and the other/s would be considered by the PCGP Committee members at their next meeting. Jim Stride reported that this would provide for a photo/filming opportunity.

AGREED that:

i) The Ringwood Town Mayor be invited to be one of the judges of the Concours D'Elegance.

vi) **Crowning of the Princesses**

Jim Stride suggested that a 'celebrity' may be sought for this and the Concours D'Elegance.

AGREED that:

i) the Crowning would take place on the 'beach' provided by Forest Forge.

vii) **Arrangements for public address**

New Forest FM would provide a car on Festival Day, to be sited half way along Southampton Road.

ACTION : S HARFORD

e) **Pedal Car Grand Prix**

i) Circuit – nothing further to report.

ii) **Entrance** – Jim Stride reported that he had received 45 entrance requests.

iii) **Road Closure** - No further update. Result of application still pending.

iv) **Sponsorship** – Jim Stride provided sponsorship programmes to the meeting, fifty of which were being sent to local businesses. Residents in the New Forest area would receive a leaflet about the BPCGP.

v) Nothing further to report concerning the public address system.

vi) Car parking – Chris Lockyer had indicated in an email that Ringwood School would not be able to provide car parking on the school site. NFDC had agreed to provide 30 parking permits for spaces in the NFDC car park and Waitrose had also agreed that the parking spaces under cover and at the rear of the supermarket could be used. Cliff Polton reported that spaces would be required for ITV, who would be coming to film the event.

vii) Mobile Bar – PCGP – Jim Stride confirmed that M&Co had agreed that a mobile bar could be located outside their shop front, providing access to the shop was maintained.

f) **PUBLICITY for BPCGP and Festival Day** – Jim Stride had this well in hand for the BPCGP, including a Facebook page. Plans of the circuit and the position of barriers respectively were circulated.

AGREED that:

i) Jeff Wickens and Terry Simpson liaise and come up with a design for Festival Day and associated events which would be on the reverse side of the BPCGP A.5 flyer.

ii) Separate posters also to be produced for Festival Day events.

iii) Jim Stride to arrange for these to be printed.

ACTION Jim STRIDE, Jeff WICKENS, Terry SIMPSON

g) **BARRIERS** – Confirmation that light-weight barriers would be used, the number required would be in the region of 850 – 960. A map showing the position of barriers was circulated.

ACTION Howard COX

h) **SPONSORSHIP** – ongoing.

i) **FIRST AID**

Nikki Guy reported that there would be several Air Cadets present on Festival Day who could administer first aid, if required. Also, Mercy Turner of Ringwood Day Care offered the services of the trained first aid staff manning their stall.

ACTION : Nikki GUY, Mercy TURNER

j) **CATERING** – ongoing.

AGREED that:

The Avon River Church be asked to be the sole provider of burger/sausage-type catering in Southampton Road on Festival Day, in return for a donation to Festival charities.

Jim Stride had organised several local catering outlets to provide food on PCGP day, many of which had offered to give a donation towards the Festival.

ACTION: Susan HARFORD

k) **RISK ASSESSMENTS**

Risk Assessments for the BPCGP and Festival Day had been completed and copies forwarded to NFDC with the road closure applications.

6. ANY OTHER BUSINESS

Di Cracknell asked for prizes for the Tombola stall which would be run to raise funds for next year's Rock Concert.

ACTION : All COMMITTEE MEMBERS

7. DATE OF NEXT MEETING :

Monday 10th May, 6.00 pm at Ringwood Town Council offices.

15.04.10