

**RINGWOOD FESTIVAL STEERING COMMITTEE  
MINUTES OF MEETING  
HELD ON MONDAY 8<sup>th</sup> MARCH 2010 AT NFDC offices**

**PRESENT:** Cllr B Terry (Chairman), Cllr C Ford, J Fuller (Tenovus), B Charlton, D Cracknell, N Guy, C Hodgson (Lions Club), C Lockyer, A Osborne, M Peach (Blind Club), J Stride, M Turner, (Ringwood Day Care), L Wickens, J Wickens

**IN ATTENDANCE :** T Simpson, Town Clerk, S Harford, PA to Town Clerk & Mayor, Steven Crockford (Ringwood Brewery), Mark Robson (Red Sky Events), Craig Young (Red Sky Events) Steve Cropper (Reach for the Stars Group)

1. **APOLOGIES:** Cllr N Chard , P Alvis, K Davis, C Polton, P Vallier

2. **MINUTES OF PREVIOUS MEETING :**

The Minutes of the meeting of the 8<sup>th</sup> February, having been circulated, were approved.

3. **FINANCIAL REPORT**

The Committee heard that no Financial Statement was circulated due to there only being the following differences since the last Statement was issued:

i) a contribution of £230 from the Ringwood & Fordingbridge Lions Club towards the Classical Concert;

ii) no cost for barriers for Festival Day would be incurred;

iii) a Grant for £350 had been received from Hampshire County Council town centre events, of which £220 would be spent to hire the services of the KK Band on Festival Day.

<b>ACTION : M Townsend</b>
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4. **Proposal by Ringwood Brewery**

Jim Stride introduced Steven Crockford, Assistant Manager of Ringwood Brewery and Mark Robson and Craig Young of Red Sky Events. A presentation in the form of a handout, entitled 'Ringwood Cask Ale Bar Proposal', was circulated. Steven Crockford gave a synopsis of their proposal, which is a joint venture between Ringwood Brewery and the Red Mist Leisure Group, to provide a small open mobile bar providing real ales and other liquid refreshments at the PCGP event. He emphasised that the Brewery would like to engage in the locality where they are based and the Ringwood Festival would be an ideal event to launch this joint project.

Mark Robson informed the meeting that he has a background in working at events and public houses and explained that Red Sky already operates three pubs in the Surrey area which sell real ale and stated that they had been developing a system

where they can deliver cask ales in a mobile situation at small events. He advised that the bar, which can be various sizes, is built out of a small lorry, with refrigeration and racking and measures 6m x 6m. He also stated that a marquee can be built over the bar and also one provided for customer space. He further advised that their staff are trained in Licensing laws and health and safety is taken seriously with public and employers insurance in place.

A discussion took place about the location of the proposed bar. Mark Robson favoured the area outside Blockbusters Video shop, however Terry Simpson pointed out that no road closure had been requested for this area. An alternative would be outside M&Co shop in Southampton Road. Brian Terry informed the meeting that he believed M&Co do open for business on Sundays until 4.00 pm. It was suggested that the bar could be located in the road, however Mark Robson stated that they would have to consider the timescales in setting it up, which would have a bearing on this suggestion. Jim Stride advised that he would be able to provide power if necessary.

Anne Osborne raised the question of whether we should be discouraging people to drink on the streets. Terry Simpson advised that there was not a significant problem of people drinking in the streets in Ringwood and, in any case, the Police did have powers to deal with any that arose.

Jeff Wickens noted that in order to obtain a Premises License, we would need to restrict the event to a defined area. It was established that Red Sky would pay for the Licence from New Forest District Council.

At this point, Jim Stride introduced Steve Cropper of Seven Fish. Steve Cropper told the Committee that he would fully support the Festival event, particularly as so many people were expected to come in to Ringwood on PCGP day. He offered to set up stands in the street selling appropriate fare, including savouries and sweets.

**AGREED** that :

- i) the mobile bar presented to the Committee be agreed for PCGP day;
- ii) enquiries be carried out to decide the location of a mobile bar, including liaising with pubs in the vicinity and with M& Co and Iceland in Southampton Road;
- iii) a License be obtained from New Forest District Council;
- iv) Seven Fish be permitted to provide stands with various refreshments
- v) the final location of the bar be agreed with the Chairman and Vice Chairman of the Committee.

<b>ACTION : Jim STRIDE, Terry SIMPSON, Steve CROPPER</b>
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### **Rollapaluza**

Jim Stride gave a brief description of the entertainment Rollapaluza could provide. However he had come to the conclusion that the cost was too high.

**AGREED :**

- i) that no further action be taken to invite Rollapaluza to be present on PCGP day due to the expense of providing this entertainment.

**Street Market - PCGP day**

Terry Simpson advised that the Chamber of Trade had been approached but, to date, no response had been received.

**AGREED:**

- i) that it would not be suitable to hold a street market as the road closure would not be in place for long enough to accommodate this for the time needed to make it viable.

**FESTIVAL 2010**

a) **Classical Concert**

Cllr Ford thanked Terry Simpson and Susan Harford for submitting the Grant Application for the concert in the required timeframe. Susan Harford told the Committee that she had been advised that a decision by the HCC Arts Activity board would be notified to her in April. Cllr Ford had received an update about the programme which would include three items, details of which Cllr Ford gave to the Committee.

b) **Rock Concert**

Jim Stride requested that a date be set for the Rock Concert in 2011, as major sponsors would need to be identified and Peter Alvis would need to sign up the acts who wished to take part. He asked for agreement that a large stage, similar to the one used in 2008, be booked, and the location in the Market Square be confirmed. He stated he was optimistic that £8,000-£10,000 sponsorship would be raised towards the cost of the event, ultimately raising more funds for beneficiary charities. The meeting was reminded that the NFDC had advised that, due to the fact they had no knowledge of a similar event being staged in the Market Place and therefore no feedback being available, they would not have any reason to object about the Market Place being used for the Rock Concert, subject to the normal regulations being followed.

**AGREED that:**

- i) a date be set for the 2011 Rock Concert at the next meeting;
- ii) the arrangements above be approved.

**ACTION : COMMITTEE to consider date for Rock Concert**

c) **Golf**

Susan Harford reported that 42 letters requesting donations had been sent to golf clubs in the area and only two had replied.

**AGREED that:**

- i) a charge of £29 per head be made for participation in the Golf Tournament on 9<sup>th</sup> July.

d) **Festival Day**

i) It was noted that pitches would be marked out for stalls this year and stall holders had been advised of this.

ii) **Forest Forge beach**

No update received on whether a link had been established with the photographer in Southampton Road. A sketch of the proposed beach was displayed for those who had not seen it at the previous meeting.

<b>ACTION : Kirstie DAVIES</b>
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iii) **Entertainment**

The provision of a bouncy castle on Festival Day was proposed, however it was felt that this would then entail securing the services of a First Aid Organisation, a cost which could be avoided at this year's Festival Day. Susan Harford stated that there was, to date, no provision made for entertaining children.

**AGREED that:**

i) consideration be given to booking a circus workshop or something similar.

<b>ACTION : S Godwin, Committee</b>
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iv) **Road Closures**

It was noted that Lyn and Jeff Wickens had completed the road closure applications for both the Festival and PCGP road closures and had submitted these, with the numerous attachments, in February and further liaison between Lyn Wickens and the agencies involved was ongoing.

v) **HCC Grant**

It was confirmed that a grant of £350 had been received from the town centre events grant scheme to be used for entertainment.

**AGREED that:**

i) £220 of this grant be used for payment to the KK Band entertainment on Festival Day.

vi) **Concours D'Elegance**

**AGREED that:**

i) judging would commence at 10.45 am and the presentation of trophies to follow.

vii) **Crowning of the Princesses**

It was noted that there was insufficient time last year for the judging of the pedal cars, therefore the time for the crowning would be more suitable at 11.30 am.

**AGREED that:**

i) the crowning of the Princesses take place at 11.30 am.

**viii) Arrangement for public address**

No update on whether New Forest FM would be able to provide their services on Festival Day.

<b>ACTION : Jim STRIDE</b>
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e) **Pedal Car Grand Prix**

i) Circuit - it had already been noted that a road closure had been submitted for the extended race circuit.

ii) **Entrance** – Jim Stride reported that since the applications had been available on the 1<sup>st</sup> March, he had received 25 requests. He asked that if anyone knew of any prospective applicants, they should contact him asap as there would only be 54 maximum spaces and less than this if the extended road closure was not approved.

iii) **Road Closure** - Lyn Wickens gave an update on the road closure. She had spoken to the Transport section of the NFDC who indicated that the Blynkbonnie aspect would not be a problem, however there was concern about the extension route being used by both the public and the participants of the PCGP at the same time, albeit on different halves of the road. However, she had been advised that a solution may be to hire a professional contractor to direct the traffic or apply for a full road closure.

**AGREED:**

i) to await an update regarding the application and report the outcome to the next Committee meeting.

iv) **Sponsorship** – Jim Stride gave details of the various packages available to sponsors, and he was pleased to report that half of the top packages had already been sold.

v) Jim Stride reported that RPA would attempt to secure sound systems as far as possible around the course. It was noted that the cost of the address system would be amply covered by the entrance fees.

At this point in the meeting, the Committee was informed that Terry New had enquired about having his fun fair on the Bickerley Village Green on Festival weekend.

**AGREED that:**

i) Terry New be advised to contact the Town Council direct if he wished to use the Bickerley for a fun fair on the Bickerley Green on Festival Weekend;

ii) that the normal arrangements for the booking of the fair be adhered to.

<b>ACTION : Jim STRIDE, Christine SMITH</b>
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f) **PUBLICITY**

Jim Stride reported that the publicity for Festival weekend is progressing well, including features by 'Facebook', Bournemouth Echo, Ringwood & Fordingbridge News, Forest Journal and the Lymington Times. In addition, the official website is constantly updated and looks very colourful. The meeting heard that the draft programme is progressing well and the cost of printing it is anticipated to be well covered by the income received for entrance fees.

g) **BARRIERS**

As only four or five barriers would be required for Festival Day, Jeff Wickens asked Jim Stride if it would be possible to 'borrow' these from the Pedal Car supply. Jim Stride informed the meeting that he had received a quote of £1,300 + VAT for supplying approximately 800 barriers. Brian Terry raised the question of overnight storage of these barriers.

**AGREED** that :

- i) The small number of barriers required for Festival Day could be borrowed from those being provided for Pedal Car.
- ii) The quote for providing the barriers be accepted.
- iii) Howard Cox would advise about the storage of the barriers overnight.

<b>ACTION Howard COX, Committee</b>
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h) **SPONSORSHIP**

£500 had been received from the Furlong Shopping Centre, which will be used for the cost of printing the Festival entertainment programme. Cllr Ford would advise the outcome of her discussions with The Lighthouse Cookshop providing sponsorship at a future meeting.

<b>ACTION : Cllr C FORD</b>
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i) **FIRST AID**

Susan Harford advised that a quote for first aid for the Pedal Car event had been received from St John Ambulance at a cost of £607.48 and the Red Cross at a cost of £678.90 for deliverance of one ambulance unit, one first aid post and eight or ten first aid members, both being able to deliver a like for like service. It was noted that First aid for Festival Day could probably be organised on a reduced scale this year as the risk assessment allowed for this. Nikki Guy suggested that the Air Cadets be approached to enquire whether the first aid trained young firefighters may be able to provide this service.

**AGREED** that :

- i) The quote from St John Ambulance be accepted.
- ii) the Air Cadets be approached to see whether they would be able to provide first aid on Festival Day.

**ACTION : Nikki GUY, Susan HARFORD**

**j) CATERING**

Jim Stride intends to contact every catering establishment in Ringwood regarding their supplying refreshments on PCGP day. Steve Cropper had confirmed at this meeting that the Seven Fish will be involved in catering. Jim Stride reported that the Curry Garden are also interested in providing trays of hot food and, in addition, Plumbers Bistro had indicated they would provide refreshments at two locations of the PCGP circuit. Jim Stride stated his intention to draw up a sketch showing the various food outlets and their locations around the town once the providers had been confirmed.

It was also noted that the Star Inn and Finn Mc Cauls, both located in the Market Place, would provide a BBQ on their premises on PCGP day and would offer a donation to the PCGP.

It was noted that Frampton's Mill had agreed to open earlier than normal on PCGP day.

Jim Stride advised 'Super Scoops Icecream' will offer to cater at two locations on the circuit and they had agreed to donate 20% of their profits for the benefit of the chosen beneficiaries.

Brian Terry confirmed that he would organise catering for Festival Day.

It was noted that it is World Cup Final on the evening of the PCGP and there was some discussion about whether Ringwood Brewery would wish to remain for the evening.

**AGREED that:**

- i) Jim Stride would report back following his consultations with the catering establishments in Ringwood;
- ii) The offer by Seven Fish to supply food be accepted;
- iii) Super Scoops Ice cream offer be accepted.

**ACTION: Jim STRIDE, Cllr B TERRY**

**k) RISK ASSESSMENTS**

It was noted that the Risk Assessment for the PCGP did take into account the proposed extended circuit.

## 5. ANY OTHER BUSINESS

Anne Osborne requested that when new Members joined the Committee, the organisation they represented be recorded next to their name in the Minutes.

It was noted that the item to choose beneficiary charities referred to at 3) on the Agenda be discussed at the next meeting.

Belinda Charlton commented that the feedback she had received from shop proprietors in Ringwood regarding a shop window competition was that they were 'not too keen' on the 'Caribbean' theme, but favoured a pedal car theme.

Jim Stride reminded the meeting that parking permits for PCGP volunteers had been obtained in 2008. However, Terry Simpson stated that the District Council had intimated at that time that they would not be able to provide this facility in the future. A discussion ensued about the possibility of other locations in Ringwood which might be used for parking. Jeff Wickens asked Belinda Charlton if Waitrose might accede to parking at the rear of their store. It was also noted that additional parking may be required for visitors, as such a large number were expected. A suggestion was made to approach Ringwood School to ascertain if they would permit their ground to be used.

**AGREED** that :

- i) Anne Osborne's suggestion of recording organisations that new members were associated with be recorded in future Minutes;
- ii) at the next meeting, the Committee considers which beneficiary charities it would wish to support;
- iii) Belinda Charlton report further on the shop window competition proposal;
- iv) Enquiries of the NFDC be made as to whether they would grant free parking permits to volunteers, approximately 30 in all;
- v) Enquiries of Waitrose be made as to whether they would allow some parking at the rear of their store on PCGP day;
- vi) Enquiries be made of Ringwood School to ascertain if they would allow parking on their premises on PCGP day.

<b>ACTION : All COMMITTEE (ii), S HARFORD (i) (iv), (v), B CHARLTON (iii) C LOCKYER (vi)</b>
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## 6. DATE OF NEXT MEETING :

Monday 12<sup>th</sup> April at 6.00 pm at Ringwood Town Council offices.

11.03.10