

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING
HELD ON MONDAY 10th MAY 2010**

PRESENT: Cllr B Terry (Chairman), Cllr N Chard, B Charlton, D Cracknell, K Davis, N Guy, C Hodgson, 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

1. **APOLOGIES:** Cllr C Ford, C Lockyer, P Vallier

2. **MINUTES OF PREVIOUS MEETING :**
The Minutes of the meeting of the 12th April, having been circulated, were approved.

3. **FINANCIAL REPORT**

A Financial Statement as at 5th May 2010 was reviewed. It was noted that a grant of £200 had been approved from the Arts Department of Hampshire County Council for the Classical Concert.

4. **Festival Events Programme 2010**

a) **Classical Concert**

Anne Osborne would be producing the posters and tickets in due course.

ACTION: Anne OSBORNE

b) **Rock Concert**

Nothing further to report. Committee members were requested to bring any donations for the Tombola, which Di Cracknell will be organising, to the Town Council offices, and help with ticketing at the next meeting would be appreciated.

ALL COMMITTEE

c) **Golf**

Terry Simpson reported that the further promotion of the July tournament would be pursued towards the end of May following the Danny Cracknell Memorial Tournament on the 21st May.

d) **Festival Day**

i) **Charity Stalls.** Since the previous meeting, letters and maps had been sent to all the stall holders, thirty in total, allocating them with a pitch number.

ii) **Forest Forge beach**

Nothing further to report.

iii) **Entertainment**

Anne Osborne confirmed that the Church Tower would not be open to the public on Festival Day.

A draft entertainment programme had been drawn up and would be finalised prior to the next meeting.

Sue HOLFORD

iv) **Road Closures**

No further update regarding Festival Day had been received from NFDC. Jeff and Lyn Wickens had requested further information from the NFDC, however it was disappointing to note that nothing had been received to date. Terry Simpson asked Jeff Wickens to prepare a chronological list of correspondence between us and NFDC.

Although NFDC had indicated that there was no objection to the full road closure for the Pedal Car on Sunday 11th July, no Order had yet been received.

ACTION : Jeff WICKENS/TERRY SIMPSON

v) **Concours D'Elegance**

In order to allow free flowing access for stalls arriving at their allocated pitches in Southampton Road on Festival Day, Jim Stride was asked if the pedal cars could be assembled after 9 am in Southampton Road in the area near The Seven Fish.

Reference was also made to judging the cars at the Concours D'Elegance. It was **AGREED** and that Cllr Mrs Ford, the Town Mayor, and Mrs Sue Brown of Raymond Brown be invited to carry out the judging at the Concours D'Elegance.

ACTION : Sue HOLFORD

vi) **Crowning of the Princesses**

Nothing further to report.

vii) **Arrangements for public address**

Jim Stride confirmed that Mike Lingam-Willgoss had agreed to be commentator on Festival Day.

e) **Pedal Car Grand Prix**

i) **Circuit** – posters were being prepared.

ii) **Entrance** – Jim Stride reported that the maximum number of 54 entrants had signed up and he was unfortunately having to refuse further applications.

iii) **Road Closure** – As already discussed, the receipt of the Order was still awaited.

iv) **Sponsorship** – The Committee was delighted to note that the Co-op Funeral Company, locating to Ringwood, had agreed a £900 package for pedal car. Jim Stride had now approached all businesses in Ringwood High Street and intended to contact businesses on the periphery of town in the coming weeks. He reported that the finances were favourable and estimated that the pedal car accounts were approximately £2,500 in profit to date.

f) **CATERING -**
PCGP – Jim Stride had made arrangements for various outlets to provide catering on Sunday 11th July. Amongst those mentioned were :

Plummers Bristro – providing afternoon teas
New Forest Ice Cream
Hot catering van
The Star Inn – BBQ
The Chocolate Box
Neil Richards
Candy Too
Ringwood Brewery
Top Sausages
Barrow Oak Popcorn
Super Scoops
The Seven Fish
Parking Pit Stop

It was noted with appreciation that the majority of these outlets had agreed to give a donation or a percentage of their takings towards the Festival.

ACTION : Jim STRIDE

g) **PUBLICITY for BPCGP and Festival Day** – This was being prepared for all the events in the Festival programme. 4,000 A5 flyers, incorporating the Festival Day and PCGP details would be delivered to Ringwood Town Council to distribute locally. It was noted that an A4 poster was also being printed to be displayed around the town in due course. As agreed with sponsors, Sue Harford would let RTC website designers have all the sponsors' logos/details to be included on the website. Jeff Wickens reminded the Committee that there would not be a programme in the style of the previous Festivals, as the poster incorporated all the details and would substitute this.

It was suggested that the Festival colours be incorporated in the Classical Concert publicity.

Nikki Guy offered to contact art students at Ringwood School to ask for help in dressing the Carr & Neave window in Ringwood, which had been booked for two weeks commencing 5th July.

ACTION: Nikki GUY/Sue HARFORD/Lyn & Jeff WICKENS

h) **SPONSORSHIP** – As discussed. Nothing further to report.

i) **RISK ASSESSMENTS**

PCGP – A Risk Assessment was submitted with the road closure application.

Festival Day – Jeff Wickens has assessment in hand and will progress.

It was suggested that a list of names of first aiders be drawn up and available for Festival Day.

Kirstie Davis confirmed she would prepare a Risk Assessment for Forest Forge's activities on Festival Day.

ACTION : Jeff WICKENS/Sue HARFORD/Kirstie DAVIS

5. ANY OTHER BUSINESS

Terry Simpson suggested that the Recreation Committee could be asked to consider using the Bickerley Village Green as a car park, and possibly a picnic area, on PCGP day to help to alleviate parking problems in the town and charge a nominal amount of £1 for unlimited time, the proceeds of which would go to Festival funds. UNITE, one of the Festival beneficiary charities had offered to provide 4 men and 2 carers to man the car park.

Belinda Charlton would progress the suggestion of Ringwood shops doing a themed window for Festival week.

- AGREED:**
- i) that the Town Council be requested to approve the use of the Bickerley for a car parking and picnic area on Pedal Car day subject to Unite manning the area;
 - ii) that links be established between the web sites of the Town Council, the Chamber of Commerce and Forest Forge to enable the publication of Festival information;
 - iii) that the Chamber's proposals for themed window displays be supported.

ACTION : Terry SIMPSON/Belinda CHARLTON/Sue HARFORD

6. DATE OF NEXT MEETING:

Monday 7th June, 6.00 pm at Ringwood Town Council offices.

12.05.10