

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING
HELD ON MONDAY 7th DECEMBER 2009 AT GREENWAYS**

PRESENT: Cllr C Ford (Chairman), P Alvis, D Cracknell, C Hodgson, A Osborne, C Polton, L Wickens, J Wickens,

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

1. **APOLOGIES:** Cllr B Terry, Cllr N Chard, N Barratt, B Charlton, K Davis, N Guy, C Lockyer, J Muir-Webb, J Stride, H Wardle

The Chairman introduced Mr Chris Hodgson, representing the Lions Club, to the Committee and welcomed him to attend future meetings.

2. **MINUTES OF PREVIOUS MEETING:**

The Minutes of the meeting of the 2nd November had been circulated, however two amendments were proposed. Firstly, on page 3, under vi) the words 'crowd control' be substituted for 'the Entertainment Licence.' Secondly, on page 4, under f) the words 'Sunday 11th' be substituted for 'Saturday 10th.'

AGREED that, subject to the above amendments, the Minutes be approved.

3. **FINANCIAL REPORT**

The Finance Manager had prepared a first draft financial statement dated 3rd December, a copy of which was handed to members. T Simpson explained that this was based on the income from the Pedal Car Grand Prix 2008 when a contribution of £4,000 was made to the Festival funds and, notwithstanding this, there would still be a deficit of around £10,000 for the 2010 Festival.

It was also noted that with only one golf event being organised under the Festival umbrella, less income would be achieved from this source than in previous years when two were held.

P Alvis reported that the quotes he had received to date were comfortably within budget. It was noted that Paul Allis, Paul Reade and Kevin Fry had been confident of raising the revenue required to hold a rock concert.

AGREED to continue to seek sponsorship.

4. **FESTIVAL 2010**

- a) **Classical Concert**

It was noted that the Hampshire County Council Arts Grant body should be contacted to ascertain the date on which grant applications needed to be submitted as soon as possible, and an application form be completed and forwarded. It was debated whether to hold a raffle at the Classical Concert to raise further revenue and how much to price the tickets at for 2010.

AGREED:

- i) That the Hampshire County Council Arts Grant awarding section be contacted and a grant application form be submitted.
- ii) That a raffle not be held at the Classical Concert

ACTION: Cllr C FORD

b) Rock Concert

P Alvis had received several quotes, namely £5,790 for a stage plus £180 for transport plus the cost of diesel and VAT; a verbal quote for £2,000 for security who would provide around six security personnel for Saturday evening.

The final location of the rock concert had not been confirmed, as feedback had to be sought from the Licensing Officers at the New Forest District Council as to the probability of obtaining the appropriate licences for the Market Place.

It was noted that many bands were still available to perform, including possibly an Abba Tribute band and a Bay City Rollers group. A discussion took place about how to utilise the stage on Sunday 12th, after 12 noon. A Gospel Choir from London, the Ringwood and Burley Band, a Songs of Praise session were suggested.

Canon Turpin had confirmed that he would have no objection to a music concert being held in the Market Place on the weekend of 18/19 July, but that it would be disruptive to the normal Sunday morning church services to utilise the stage on Sunday before 12 noon.

J Wickens and S Godwin had attended a road closure seminar organised by the Police on the 2nd December. J Wickens provided a handout to members reporting on this seminar.

AGREED:

- i) That the venue for the rock concert should be confirmed prior to the next Festival meeting.
- ii) That J Wickens/P Alvis would contact the New Forest District Council Licensing Officers to put a proposal to them for holding the concert in the Market Place and report back to Committee at the next meeting.
- iii) That C Polton would liaise with P Aliss, P Reade and P Alvis on publicity and sponsorship for the rock concert.

ACTION : J WICKENS/P ALVIS/C POLTON

c) Golf

T Simpson reported that the Moors Valley Golf Club had been asked to provide all the food for the buffet on the 9th July and confirmation had been received from the Club. It was noted that this arrangement would not incur any extra cost. It was noted that a diary date note would be sent to golf participants in the New Year.

ACTION : T Simpson/S Godwin

d) Festival Day

It was noted that S Godwin had sent an invitation to approximately 40 charity stall holders since the last meeting. However, to date, only six replies had been received. No charities were able to provide a volunteer, although one organisation was taking the matter to its next Committee meeting.

In order to notify shops in advance of arrangements for Festival, a letter would be prepared and sent to all those affected.

Further to the offer of Forest Forge to provide a beach for Festival Day, a map was available at the meeting showing the location of the space available. As K Davis was not able to be present at this meeting, a decision on the location of the beach would be made at a later date.

Suggestions were made to provide entertainment on Festival Day, namely Clive's Music School and the group associated with this, namely Everyday Avatars, who had provided very enjoyable entertainment in July 2009; and the New Forest Plonkers.

AGREED :

- i) That S Godwin would report on any further replies from charity stall holders about providing a member for the Committee.
- ii) That a letter be sent to shops and businesses in Southampton Road about the revised location of the Festival;
- iii) That the location of the 'beach' be decided at a future meeting;
- iv) That further investigation be made into provision of entertainment for Festival day.

ACTION: Sue GODWIN/ Terry SIMPSON/Kirstie DAVIS

e) Pedal Car Grand Prix

C Polton reported that the PCGP committee are continuing to look at ways of publicising the Festival. J Stride had been 'live' on Radio Solent on 7th December to promote the PCGP.

Concours d'Elegance.

Noted that this would take place on Saturday 10th July.

f) Crowning of Princesses.

Further information would be obtained from the Carnival Committee and reported at a future Festival meeting.

ACTION : Sue Godwin

g) First Aid

First aid organisations would be approached for quotes to provide first aid cover once Festival week events had been finalised.

AGREED :

That quotes be obtained from British Red Cross and St John's Ambulance.

ACTION: Sue **GODWIN**

h) Catering

In J Stride's absence, it was not possible to progress this matter.

AGREED:

That, as previously determined, further enquiries be made of other local businesses prior to any commitment being made to allocating Franchises for the catering outlets for Festival weekend.

ACTION : Jim **STRIDE**

i) Risk Assessments

J Wickens reported that the risk assessments prepared for the previous year would need to be adapted to bring them up to date for 2010.

ACTION : Jeff **WICKENS**

j) Road Closure

J Wickens emphasised the fact that anyone putting road signs out near a road which had a speed limit of over 50 mph had to be suitably qualified. As the road closure location would be in this category, being near to the A31, he suggested that a candidate attend a one day course to become qualified and then act as supervisor for the event with regard to the stewarding of it. It was noted that there would be a cost for this training. He confirmed that the likelihood was that three road closures would be requested, but applied for in one package.

J Wickens also referred the Committee to his report on the road seminar and, in particular, the penultimate paragraph regarding guidance material. He suggested that the purchase of one copy of each would be very helpful and also could be retained for use as reference material for other local fund raising organisations.

C Polton informed the meeting that 50 marshals would be required at the PCGP in 2010 and he did have a pool of volunteers for this task.

ACTION : Committee for further consideration of both the above items

k) Temporary Event Licence/Entertainment Licence

It was noted that Jeff Wickens and Pete Alvis would be obtaining information from

the Licensing Department at New Forest District Council as a matter of urgency.

ACTION: Jeff WICKENS/Peter ALVIS

l) Publicity

C Polton offered to liaise with J Stride and added that the BBC and ITV have indicated they would like to enter a pedal car in 2010.

Cllr Ford suggested that the Committee should consider having a generic banner made. Some members expressed concern about its durability, its cost and whether it would be stolen as has been the case with other banners.

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

ACTION : C POLTON, Committee

Committee Membership

As noted in 4. d) of these Minutes.

5. ANY OTHER BUSINESS

Cllr C Ford read out a letter of thanks which had been received from the Ringwood Day Care Centre following their receipt of a donation from the 2009 Festival.

It was noted that the proposed location in Southampton Road for the charity stalls would provide an opportunity to support a different part of the town in the 2010 Festival.

6. DATE OF NEXT MEETING
Monday 11th January 2010

10.12.09