

**RINGWOOD FESTIVAL STEERING COMMITTEE
MINUTES OF MEETING
HELD ON MONDAY 8th FEBRUARY 2010 AT GREENWAYS**

PRESENT: Cllr B Terry (Chairman), Cllr C Ford, B Charlton, D Cracknell, K Davis, N Guy, C Hodgson, J Muir-Webb, A Osborne, M Peach, C Polton, J Stride, P Vallier, H Wardle, L Wickens, J Wickens

IN ATTENDANCE : T Simpson, Town Clerk

1. **APOLOGIES:** Cllr N Chard, C Lockyer, S Godwin, M Turner

2. **MINUTES OF PREVIOUS MEETING :**

The Minutes of the meeting of the 11th January, having been circulated, were approved subject to:

Page 3 under the heading 'Festival Day', iv, should say "...Clive's Music School to perform at the 2010 Festival.....".

Page 4 under the heading 'Pedal Car Grand Prix', ii, 2nd paragraph, should say "...from the 2010 PCGP 50/50....."

3. **FINANCIAL REPORT**

The Committee reviewed the Financial Statement which had been prepared largely on the basis of last year's figures. The Town Clerk emphasised that in the current economic situation, he was concerned as to whether the provisional figure for donations could be achieved. Without the income from the PCGP, the event would be running at a loss. Every effort should therefore be made to try to increase income so as to ensure that a surplus was achieved for distribution to charities without reliance on the provision by the Town Council to underwrite any loss, or the surpluses of the PCGP.

C Polton reported on discussions with the PCGP sponsors and Cllr Ford reported on her discussions with the Lighthouse shop for sponsorship of the Classical Concert programmes. The Town Clerk also reported that this year all sponsors or businesses making a donation would be advertised on the Town Council's website as a means of promoting those who are supporting the Festival.

ACTION : CLLR FORD, T SIMPSON, S GODWIN
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4. **FESTIVAL 2010**

a) **Classical Concert**

Cllr Ford reported that arrangements were well in hand, with the Soloist being provided from within the Orchestra.

C Hodgson referred to the deficit on the Classical Concert and presented, on behalf

of the Ringwood & Fordingbridge Lions Club, a cheque for £230 to cover the projected deficit as the Lions contribution to the Festival. The Committee expressed their grateful thanks to him on such a generous donation.

AGREED:

i) that the arrangements being made to obtain sponsorship for the Classical Concert programme be approved;

ii) that it be re-affirmed that the ticket prices be maintained at the same level as last year, being £10 for adults and £2 for students in full time education.

b) **Rock Concert**

J Stride noted the decision with regard to this year's Rock Concert and indicated that, as there would be no PCGP next year, he would have time to promote the concert in 2011.

Nikki Guy reported that it was intended to utilise some of the Town Council's fund allocated for a disco to an event at the Ringwood Town Football Club, but that any surpluses would be available to be carried forward for next year's Rock Concert. The Town Clerk confirmed that the Council had agreed to these arrangements.

The Town Clerk reminded the Committee that at events such as Rock Concerts, there were opportunities to obtain a significant level of income through spin off arrangements with regard to merchandising. J Stride also confirmed that, once the programme for the concert has been drafted, he would be able to publicise the event on the website and commence obtaining sponsorship.

AGREED:

i) That the arrangements outlined be approved.

ii) That the Vicar and Church be kept advised of the Rock Concert programme as it develops.

iii) That D Cracknell's offer to organise a tombola stall in 2010 to raise funds be accepted with thanks.

ACTION : J STRIDE, S GODWIN, D CRACKNELL

c) **Golf**

T Simpson confirmed that arrangements are well in hand and invitations have been sent to participants advising them of details.

d) **Festival Day**

i) It was noted that invitations to stall holders had been sent out. The Chairman indicated that one of the participating stall holders had contacted him since the charity was having difficulty in obtaining Public Liability insurance. The Committee was surprised since every charity would normally carry appropriate insurance to cover their members. It was suggested that the charity concerned should be advised to contact the Town Clerk to discuss the situation.

Arrangements for allocation of pitches were also explained to the Committee.

AGREED :

- i) That stall holders be required to obtain the proper insurance and if they are in difficulties, the charity be advised to contact the Town Clerk.
- ii) That stall holder pitches be marked on the road of an approximate size of the gazebo type structure used at the Wednesday market.
- iii) That pitches be allocated on the basis of application to Town Council, thus avoiding the scenario of first attendees on the day obtaining preferential locations or areas for their stalls.

ACTION : C Wentworth

ii) **Forest Forge beach.**

Kirstie Davis explained the concept for the beach, which whilst being of the nature akin to desert island discs would actually be based on a quote for the record situation, which will allow the public to select discs of their choice. The actual display would also be used elsewhere in the New Forest, but Festival day will mark its first appearance. The underlying theme would be of a Caribbean nature.

AGREED that :

- i) the Caribbean beach proposal by Forest Forge Theatre be approved;
- ii) the beach be created outside the Co-operative Holiday shop;
- iii) in the light of the provision of the beach, all participants in the Festival be advised that the Committee wishes to introduce a Caribbean theme for all of the Festival;
- iv) B Charlton's offer to organise a shop window competition on a Caribbean tropical theme be accepted;
- v) the shop window competition be publicised through and by the Chamber of Trade;
- vi) the arrangements for judging the shop window competition be agreed at the next meeting;
- vii) Forest Forge be invited to consider the possibility of a further link with the photographic shop offering photo opportunities to visitors to the beach.

ACTION : T Simpson, S Godwin, B Charlton, K Davis
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iii) **Entertainment**

AGREED :-

- i) that the KK Band be invited, subject to the cost not exceeding £250, and the

band be located towards the Friday's Cross area on the pavement adjacent to the 'Acorn' seat.

- ii) that other arrangements for entertainment on the day continue as originally agreed.

ACTION : S Godwin

- iv) **Road Closures**

J Wickens reported on arrangements for implementation of the two road closures for Festival Day and the PCGP. He was happy that the arrangements would be finalised within the next couple of weeks.

AGREED that the report be noted.

ACTION : J WICKENS

- v) The Committee noted that S Godwin had applied to Hampshire County Council for a Town Centre Event grant (available up to £500) towards the street entertainment taking place on Festival Day.

- e) **Pedal Car Grand Prix**

- i) Circuit - J Stride explained that it was hoped to increase the length of the Grand Prix circuit from 0.84 km to 1.43 km by taking the route from Friday's Cross down to Mansfield Road at Greyfriars and then along Mansfield Road to Meeting House Lane. This will allow the number of cars to be entered to be increased from 36 to 54. These changes would increase costs, but those will be covered by entrance fees from additional cars.

AGREED that, subject to obtaining the appropriate Road Closure Order, the change in the circuit route be approved.

- ii) Entrance – A copy of the entrance application form was circulated. These now show more clearly that the PCGP is part of the Festival. Applications would be sent out on the 1st March.

AGREED that the arrangements be noted.

- iii) Discussions with Highway Authority on road closure – It was noted that J Wickens and H Cox were liaising on submission for Road Closure Orders.

- iv) Sponsorship – J Stride reported that they would be following the same arrangements for obtaining sponsorship as in 2008. He was hopeful that it would be possible to maintain the same level of sponsorship as previously. Copies of the previous Pedal Car programme were circulated. Members felt that space within the programme should be devoted to activities on Festival Day as well as detailed information about the PCGP itself.

AGREED that:

- i) the arrangements for sponsorship be approved;

ii) arrangements be made for the timetable of events on the inside cover of the programme be amended to incorporate all details of Festival activities to be held on Saturday 10th July;

iii) on the inside cover the heading "Event Programme" be amended to "Ringwood Festival Events Programme."

ACTION J Stride

v) **Concours d'Elegance** – Arrangements were being made for the judging of the cars at Concours d'Elegance. The first three places on the starting grid would be determined by the placing of cars in the Concours D'Elegance. Cars would be parked in the Furlong on Sunday morning for the normal appraising by the Race Director and for viewing by the public. Cliff reported that, as a consequence of the increase in the number of cars, his original estimate of £650 for the trophies would need to be increased by about £150 to cover the extra cost of medallions.

AGREED that :

i) the arrangements for the Concours D'Elegance be approved.

ii) the estimated cost of £800 for trophies and medallions be approved in view of the additional cars being entered.

f) **Crowning of Princesses**

AGREED that :

i) the Crowning of the Princesses be held at 11.30 am on Saturday 10th July at the 'Desert Island.'

g) **FIRST AID**

It was noted that a much reduced facility would be required on the Saturday with, hopefully, access to a Paramedic or retired GP, but full cover would be required for the Pedal Car event.

AGREED that :

normal arrangements be implemented for first aid cover on Pedal Car day, and further efforts be made to find a voluntary first aider who could assist on the Saturday.

ACTION S Godwin

h) **CATERING**

J Stride reported on his previous discussions about the provision of catering. He would now ask other local outlets whether they would wish to be involved on Festival weekend. It was noted that none were interested when this was offer to them in previous years.

AGREED that :

i) The Chairman would discuss the possibility of the Samiritz café providing hot

dogs, beef burgers, etc on Festival day, and also an ice cream facility.

- ii) the organisers of the PCGP be requested to arrange appropriate refreshments for the Sunday;
- iii) a report on the arrangements for both days be made to the next meeting.

i) **RISK ASSESSMENTS**

Preparation of documents ongoing.

5. ANY OTHER BUSINESS

The Committee noted the request to change the Festival day in 2012. It was noted that the request by Canon Turpin had been supported by Town Council. Whilst appreciating the request, the Committee did not feel able, at this stage, to make a change and, in any event, if the Festival Day activities in Southampton Road this year were successful, there may be no need to consider changing as the Festival would not affect the Market Place.

AGREED that :

- i) at this stage no decision be made as to changing the Festival day in 2012.
- ii) at the next meeting, the Committee considers which charities it would wish to support.
- iii) enquiries be made of Michael Lingam-Wilgoss about the PA equipment that would be required for the Saturday.

ACTION : All Committee, S Godwin

6. DATE OF NEXT MEETING :

Monday 8th March at 6.00 pm