

MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT  
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD  
ON WEDNESDAY 28 MARCH 2018 COMMENCING AT 6:00 PM

**PRESENT**

Councillor Mrs Tranter (in the Chair)  
Councillors Ennis, Mrs Evans, Stokes and Mrs Stokes

**In attendance**

Ms J Minor, Senior Administration Officer (SAO)

**67. APOLOGIES FOR ABSENCE**

Councillors Bamborough and Mrs Conolly.

**68. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

**69. MINUTES: EVENTS COMMITTEE**

Councillor Mrs Evans made reference to Minute No. 61 - Christmas Festival and expressed her disappointment that the Boney Hay Christmas event clashes with a Planning Committee meeting at LDC. Councillor Mrs Tranter explained that it had been established that the 1st Chase Terrace Scout Band had already been booked for the 26 November and felt that there would be logistical difficulties in having two events on consecutive days.

**RESOLVED** That the Minutes of the Meeting of the Events Committee held on 19 February 2018 (Minute Nos. 58-66) be received and where necessary approved and adopted.

**70. NOTES OF A MEETING WITH THE FUN CLUB**

Councillor Mrs Tranter stated that she had had another meeting with Ms Bacon from the Fun Club to primarily firm up from the Town Council's point of view what the Fun Club expected from the Town Council. Ms Bacon had confirmed that they wanted the Town Council to be supportive and if possible to provide Union Jack bunting for the event. Councillor Mrs Tranter explained that the Fun Club could borrow the bunting however the bunting would need to be returned to the Town Council immediately after the event. Ms Bacon confirmed that the Big Lunch would be held on Sunday 03 June from 2pm until 5pm at Cherry Close Community Centre. Ms Bacon had stated that she would be looking for funding from Bromford (YouCan) for this event and it was hoped that local shops/ businesses would get involved (say by donating cakes or prizes for the competitions). Councillor Mrs Tranter confirmed that the activities

included on the day would be human bingo, chalk decorating, a band, dance group, Xbox, wii, board games etc and members of the public would be encouraged to come along and bring a picnic.

**RESOLVED** That the notes of the meeting with the Fun Club held on 15 February 2018 be received and noted.

#### 71. WAKES FESTIVAL 2018 UPDATE

Councillor Mrs Stokes confirmed that she had emailed the fire service for both the Wakes Festival and Christmas Festival however a reply was still awaited. Councillor Mrs Stokes explained that the re-enactment group were not available for the Wakes event. The SAO confirmed that she had emailed the Army Reserves with regard to the Army Cadets performing in the arena however a reply was still awaited despite several attempts to contact them being made. The SAO queried whether Councillor Mrs Stokes had made contact with the RSPCA. Councillor Mrs Stokes stated that she had not heard from them however assured Members that it was on the calendar and they would just turn up.

Councillor Mrs Tranter made reference to an email received from Tasmin Turner, Youth Sports Development Officer, LDC who had asked if it would be possible to have an area to promote the activities of young people across the district and have two slots in the arena for both Burntwood (Attitude) and Lichfield (Illusion) community dance groups (the same as last year) giving the young people the opportunity to perform. It was **PROPOSED** that Burntwood (Attitude) and Lichfield (Illusion) community dance groups be given two slots in the arena (the same as last year).

Councillor Mrs Tranter made reference to the booking form which had been received from Burntwood Leisure Centre and it was **PROPOSED** that the start time to be filled in on the form would be 7.00 am with a finish time of 6.00 pm.

Councillor Mrs Tranter stated that she had had another meeting with both Mr A Harris and Mr M Harris from Pat Collins Funfair to primarily firm up costings and options available.

Mr A Harris had confirmed the following costings:

##### Option 1

Two manned under 10's fun fair rides	400.00
Scream Ride	800.00
Dodgems	800.00
<b>TOTAL</b>	<b>2,000.00</b>

##### Option 2

Two manned under 10's fun fair rides	400.00
Scream Ride	800.00
Family Roller Coaster	400.00
<b>TOTAL</b>	<b>1,600.00</b>

Councillor Mrs Tranter pointed out to Members that if the Committee decided to go with Option 1 which included the dodgems, the dodgems would need to be set up the day before the event and additional costs could be incurred by Burntwood Leisure Centre.

It was **PROPOSED** that Option 2 (namely two manned under 10's fun fair rides; one scream ride and one family roller coaster) be booked.

Councillor Mrs Tranter made reference to the quotation which had been received which included the following:

- Managing and marshalling of the car parks for Stallholders, Entertainment acts and Leisure centre users throughout the full day (9am to 5pm) within the Leisure Centre grounds. (Additional staff required from previous years).
- To provide stakes / tape for marking out football pitches and arena stage. (Including the required amount of stakes and security tape for the start of the event, plus clear down of stakes and tape after the event has finished).
- Managing all communications to Stallholders and Entertainment acts to ensure attendance to the event on time and provide information / phone calls on set up of stall holders details and car parking requirements per attendee.
- Provide full documented Event Management plan for risk assessment sign off from all parties to host the event at Burntwood Leisure Centre.
- Hire of Event Control Gazebo, directional signposts to be displayed across venue, required number of black bins for waste products throughout the day.

It was **PROPOSED** that the quotation be accepted.

Councillor Mrs Tranter asked if a picnic area had been designated for the Wakes. Councillor Stokes stated that no designated area had been allocated however in previous years members of the public just bring their picnic and blankets.

Councillor Mrs Stokes asked Members if they had any ideas on who could be asked regarding the official opening. Councillor Ennis suggested approaching Gary Williams.

## 72. **PLAY IN THE PARKS UPDATE**

Councillor Mrs Tranter made reference to the quotations which had been received which included the following:

### **Option 1**

9am until 11am – one person at £25 per hour. 8 x events at £50 per day.

### **Option 2**

10am until 3.30pm – one person. 8 x events – covering 5 hours 30 minutes per event at £100 per day.

Councillor Stokes informed Members that he had found a volunteer who would help with the setting up for all eight events.

It was **PROPOSED** that the quotations would be held in abeyance as a volunteer had been identified to undertake the task.

Members made reference to the charges levied by LDC on the parks (£160 per day for use of the parks). Councillor Mrs Tranter informed Members that she had spoken to the Cabinet Member at LDC, Councillor Iain Eadie and had made her views known to him as had Councillor Pullen, as Leader of the Town Council. Councillor Mrs Tranter made reference to LDC's Strategic Plan (2016-2020) and its intention to make more people active and healthy and more people will be involved in volunteering and community activity.

Councillor Mrs Evans made reference to the cage football activities organised by the Burntwood Youth for Christ (Gary Williamson) and stated that they were not in a position to pay for use of the parks. Mr Williamson does not charge the children to use the cage football. Members were informed that Mr Williamson would be working in partnership with the Town Council on 08, 15 and 22 August.

Councillor Mrs Tranter stated that she felt that the parks were public places.

Councillor Mrs Tranter updated Members on the dates/venues for the events i.e.

- Wednesday 01 August – St Matthews Cricket Club
- Monday 06 August – Chase Terrace Park
- Wednesday 08 August – Redwood Park
- Wednesday 15 August – Redwood Park
- Wednesday 22 August – Chase Terrace Park

However, Councillor Mrs Tranter explained that she had spoken to an officer at SCC who said that they had no problem in principle with the Town Council using the Oakdene Day Centre fields at the rear however half of the building was rented out and the other half was closed down i.e. no water etc. The officer also had no problem in principle with using Springhill School however this was now an Academy and the Town Council would need to approach the school direct, therefore, an approach had been made to Spark Burntwood (based at Springhill Academy) to ascertain if they would like to work in partnership with the Town Council. To date, no confirmation had been received from Spark Burntwood.

Members were informed that the Fun Club had stated that a new person had joined COGS who was quite amenable.

It was **PROPOSED** that Open House would be approached to ascertain if they would like to work in partnership with the Town Council on Monday 30 July. It was **PROPOSED** that 13 and 20 August would be held at Elder Lane Park. It was **PROPOSED** that fun fair rides (manned under 10's) would be booked for 13, 20 and 22 August. Members were informed that the cost of the fun fair rides would remain the same as in 2017 (i.e. £200 each).

73. CHRISTMAS FESTIVAL 2018 UPDATE

The SAO updated Members on what had been booked so far namely the face painter, festive land train, St John Ambulance, chase play bus, Santa, mini zoo etc.

Councillor Mrs Tranter informed Members that she had asked Mr A Harris and Mr M Harris at the meeting held on 22 March, to look at the possibility of having another manned 10's fun fair ride outside of the former HSBC. Mr Harris had now asked for a site meeting to ascertain if this was possible.

It was **PROPOSED** that that two manned under 10's fun fair rides and one scream ride would be booked at this moment in time.

Councillor Ennis queried whether the new retail development would have an impact on the Christmas Festival. Councillor Mrs Tranter stated that she could not foresee a problem at this moment in time.

Councillor Mrs Stokes made reference to the planning application by Taylor Grange Developments Limited (conversion of building to form 3 no. units within the footprint of the existing building, comprising of 1 no. 24 hour gym (D2) and 2 no. retail units (A1), including 4 no. new disabled parking spaces and bin store with associated landscaping). Councillor Mrs Tranter stated that there was plenty of space on the other side of the road.

Councillor Ennis suggested that the Town Council email Taylor Grange Developments Limited to ascertain the schedule of works for the building.

Councillor Mrs Tranter made reference to the Christmas tree on the High Street, Chasetown as the one in Bells Lane, Boney Hay had been planted. Councillor Ennis stated that the decision had been left with the owner, however, no decision had been reached at this moment in time. Councillor Mrs Tranter reminded Members that the Events budget was only going to fund the Christmas tree and not the clearance of the site. Councillor Mrs Tranter stated that this would be looked at again in January 2019 (if any budget monies was left over).

Councillor Mrs Tranter had had a meeting with Burntwood Library. Ms Hutchings had stated that she believed that the ticketing system in place for Santa had worked well however Councillor Mrs Tranter explained that several people had complained that they were given a ticket for an allotted time and found themselves at the back of the queue again when returning to the Library. Councillor Mrs Tranter explained that last year's presents were boxed age appropriate however it was suggested that Santa needed assistance this year in order that the correct aged presents would be given to the appropriate age group and that the groups of children were seen by Santa quicker and it was **PROPOSED** that Santa's helpers would undertake 30 minute sessions each.

It was **PROPOSED** that a meeting with Santa would be a good idea in order to firm up the exact requirements of the Town Council.

Councillor Mrs Tranter stated that a proper PA system was needed for the opening of the Christmas Festival. Councillor Stokes confirmed that the DSM would be providing the appropriate equipment.

Councillor Mrs Tranter made reference to the quotation which had been received which included the following:

3pm until 8pm – three people required at £25 per hour x 5 hours

It was **PROPOSED** that the quotation be accepted.

Councillor Mrs Tranter stated that the Town Council needed a more professional approach as the Christmas event was becoming more established.

Councillor Stokes stated that the Town Council cannot always rely on volunteers/helpers (friends) and felt that there was not enough people on the ground.

Councillor Mrs Stokes stated that a member of the Friends of Samuel Johnson had said that she has crates of bunting that she does not want and would be willing to give to the Town Council for a donation. It was **PROPOSED** that Councillor Mrs Stokes would research this further.

(The Meeting closed at 7:23 pm)

Signed .....

Date .....