



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
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Our Ref: JM

28 January 2019

To: All Members of the Events Committee

Councillors Mrs Tranter [Chairman], Stokes [Vice Chairman], Bamborough, Mrs Conolly, Ennis, Mrs Evans and Mrs Stokes

Copy: N Caine, Direct Services Manager

Dear Committee Member

EVENTS COMMITTEE

You are invited to attend a meeting of the Events Committee in **The Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Monday 04 February 2019 at 6:00 pm** to consider the following business.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS AND DISPENSATIONS
To consider any declarations of interests and consider requests for dispensations.
3. MINUTES: EVENTS COMMITTEE
Chairman of the Events Committee to move that the proceedings of the meeting held on 07 January 2019 [Minute Nos. 52-58] be received and where necessary approved and adopted [ENCLOSURE NO. 1].

4. **NOTES OF A MEETING WITH CROWN HIGHWAYS LIMITED AND THE BAKERY, CHASETOWN DATED 15 JANUARY 2019 [ENCLOSURE NO. 2].**
5. **NOTES OF A MEETING WITH PAT COLLINS FUN FAIR DATED 24 JANUARY 2019 [ENCLOSURE NO. 3].**
6. **WAKES FESTIVAL 2019**
To receive a verbal progress report on action taken following the last meeting.
7. **PLAY IN THE PARKS 2019**
To confirm the locations [if possible] and to discuss, consider and confirm what items of expenditure should be booked for the Play in the Parks Events for 2019.
8. **CHRISTMAS EVENTS 2019**
To receive a verbal progress report on action taken following the last meeting.

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 07 JANUARY 2019 COMMENCING AT 6:00 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Bamborough, Ennis, Mrs Evans, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]
N Caine, Direct Services Manager [DSM]
One member of the public

52. APOLOGIES FOR ABSENCE

None received.

53. 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.

Councillor Ennis declared a disclosable non-pecuniary interest in respect of any items of business which relate to the BBC.

54. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 03 December 2018 [Minute Nos. 47-51] be received and where necessary approved and adopted.

55. WAKES FESTIVAL 2019

Members received a verbal progress report on action taken following the last meeting.

The SAO informed Members that the scouts/cubs were unable to hand out the programmes at the Wakes as it was the same weekend as their 70th Anniversary Group Camp. It was **AGREED** that the SAO would approach the Boys Brigade and Girls Brigade to ascertain if they would be willing to hand out the programmes at the Wakes.

The SAO informed Members that an enquiry had been made to Timezones [bringing history to life]. Timezones undertake workshops for a fee of £150. It was **AGREED** that Timezones would be booked for a fee of £150 to undertake a Vikings and Saxons workshop as Members felt that this would capture the childrens imagination.

The SAO informed Members that an inquiry had been made to the Bridgtown Concert Show Band. The band would be willing to perform in the arena and as they are a registered charity any donation would be greatly appreciated. It was **AGREED** that the SAO would ascertain the number of members in the band who are available to perform in the arena [approximately 20 minutes] to try and guarantee an adequate number in attendance.

The SAO informed Members that as instructed the Games Arena, Wonder Wheelers, Uttoxeter Heart of Oak Morris Men, Seventeen43 Management, Static Bird of Prey Display, The Mini Zoo, Punch and Judy, Face Painter, St John Ambulance, Toilets, Skip, Chase Playbus, Inflatables, Security and Burntwood Leisure Centre had all been booked.

The SAO informed Members that the BFAB Street Dance have agreed to perform in the arena [approximately 20 minutes].

The SAO informed Members that Mr Pugh was unable to be the event commentator [PA] however the DSM informed Members that he had obtained a quotation for £395 for a fully equipped PA system for outside [which would run off the generator] together with a gazebo. Members felt that this was a fair price and it was **AGREED** that the DSM would provide the SAO with full details.

The SAO informed Members that Abacus Nursery would again allow the Town Council use of their car park.

The SAO informed Members that no response had been received from the Flyball Dog Agility and it was **AGREED** that Councillor Stokes would chase up this matter.

The SAO informed Members that a meeting had been arranged with Anthony Harris Junior on 24 January 2019 to discuss the fun fair rides.

The SAO informed Members that no response had been received from the Army Cadets and it was **AGREED** that the SAO would chase up this matter.

The SAO informed Members that Busy Bees were again unable to undertake the lost children this year. Members felt that the provision made in 2018 [using the Town Council and Seventeen43 Management gazebos etc] was adequate and should be repeated again this year.

Councillor Ennis confirmed that Travelwood were on board [same terms as last year].

The SAO informed Members that four food stalls were signed up and it was **AGREED** that a further email be sent to the food stalls who had not responded and to Seventeen43 Management to ensure that a food quarter [of at least six food stalls] could be created.

Members felt that a manned bungee trampoline may be something different and it was **AGREED** that the SAO would make enquiries through the Best Fun and Pat Collins Funfairs to ascertain costings.

Members mentioned that Munchies [under new ownership] were offering gluten free and dairy free products and it was **AGREED** that Councillor Stokes would obtain the relevant contact details so that the SAO could ascertain if they would be interested in having a food stall at the Wakes.

Councillor Stokes informed Members that he would be informing Chase Plant Hire of the relevant dates of forthcoming events for 2019.

56. PLAY IN THE PARKS 2019

Councillor Mrs Tranter informed Members that the dates for the Play in the Parks events for 2019 would be:

- Monday 29 July 2019
- Wednesday 31 July 2019
- Monday 05 August 2019
- Wednesday 07 August 2019
- Monday 12 August 2019
- Wednesday 14 August 2019
- Monday 19 August 2019
- Wednesday 21 August 2019

Members were informed that the events would run from 11am until 3pm. It was **AGREED** that Councillor Mrs Tranter would liaise with the venues and that the SAO would book the face painter.

57. CHRISTMAS EVENTS 2019

Members received a verbal progress report on action taken following the last meeting.

The SAO informed Members that St Joseph and St Theresa Catholic Primary School have responded to say that the pupils would be interested in performing some Christmas carols/songs at the Chasetown event. However, no response had been received from Boney Hay Academy. It was **AGREED** that Councillor Mrs Tranter would speak directly to the school.

The SAO informed Members that Beacon Church, Emmanuel Church and the Library were happy to continue to be part of the Christmas Festival event.

The SAO informed Members that as instructed the 1st Chase Terrace Scout Band, Face Painter, Chase Play Bus, St John Ambulance, Seventeen43 Management, The Mini Zoo and Festive Train had all been booked.

The SAO informed Members that no response had been received from the Burntwood and Cannock Chase Community First Responders and it was **AGREED** that the SAO would email Eddie Malpass, Treasurer, Burntwood CFR.

The SAO informed Members that the Burntwood Rotary [Christmas Float] had been booked in the club's diary [25 November and 27 November 2019].

Councillor Ennis made reference to the "bucket shaking" that had taken place at Emmanuel Church and Councillor Mrs Tranter confirmed that she had spoken to Pastor Lewis who had agreed that this would not happen again. Members felt that Emmanuel Church, as they have the facilities, could undertake to do teas, coffees, etc for a donation from members of the public by way of raising funds for the church.

Councillor Mrs Tranter confirmed that a meeting would be arranged shortly [Tuesday 15 January 2019] with representatives [shop owners] from Chasetown High Street to discuss a rooted Christmas tree, Christmas lights on the tree etc. Councillor Ennis stated that he felt that more emphasis was needed to be placed on the shop owners and felt that a marketing strategy was needed by local businesses [missing a trick].

Councillor Ennis felt that it may be appropriate to have more dialogue with Angela Brady of Keane Styles [formerly the pet shop] and the Post Office who seem keen to be more involved with the community.

58. SHORTEST FUN RUN

Councillor Mrs Stokes made reference to the Shortest Fun Run and asked if this event was going to be an annual or bi-annual event. Members felt that this was an unique event for Burntwood however, if it was annually it may dilute it a bit and it was **AGREED** that perhaps it should be a bi-annual event.

[The Meeting closed at 6.57 pm]

Signed

Date

NOTES OF A MEETING HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON TUESDAY 15 JANUARY 2019 COMMENCING AT 10:38 AM

IN ATTENDANCE

Councillor Mrs Tranter
Councillor Ennis
Ms J Minor, Senior Administration Officer [SAO]
Mr R Lamb, Procurement Manager, Crown Highways Limited
Ms S Booth, The Bakery, Chasetown

Councillor Mrs Tranter thanked Councillor Ennis, Mr Lamb and Ms Booth for their attendance and explained that the informal meeting had been called following an email which had been received from Ms Booth which referred to the Christmas tree lights at Chasetown etc. The informal meeting was to try and answer any questions which Mr Lamb and Ms Booth may have and to move forward.

It was explained that in 2018 Lichfield District Council supplied, installed and removed the Christmas tree and Crown Highways Limited decorated the tree [lights, bows etc]. Mr Lamb explained that Crown Highways Limited also decorate the tree at Swan Island.

Councillor Mrs Tranter asked if Lindsey [from Tanzotique Tanning Salon] would be happy with a rooted tree. Ms Booth stated that she understood that Lindsey had not been approached however Councillor Ennis confirmed that he had spoken about a rooted tree some two years ago. Councillor Mrs Tranter stated she thought that there was a six week window for Christmas tree planting [approximately mid-February]. Ms Booth personally felt that the rooted Christmas tree at Boney Hay was not big enough [lacked width] however Councillor Mrs Tranter explained that the Christmas tree needed time to mature. Mr Lamb stated that he did not realise that it was a rooted tree.

Mr Lamb explained that Crown Highways Limited were currently storing seven sets of Christmas lights [currently not working]. It was **AGREED** that Mr Lamb would return the said lights to the Old Mining College Centre on 15 January 2019. Ms Booth asked if the lights could be multi coloured as she felt that these would look better. Ms Booth suggested that local businesses could each “chip in” to purchase the lights.

It was **AGREED** that the next appropriate step would be to approach Lindsey to ascertain if she is agreeable to a rooted tree. It was **AGREED** that the Town Council would pay for the rooted tree but not the clearance of the site.

Councillor Mrs Tranter made reference to the email which had been received from Ms Booth and stated that businesses needed to become more involved and it is not primarily the responsibility of the Town Council. Councillor Mrs Tranter stated that it takes 4/5 years to build up an event.

Mr Lamb mentioned Chasetown Civil Engineering, Cameron Homes, G E Collis and Sons Limited, Travis Perkins and Chasetown Football Club who could be approached and it was **AGREED** that Mr Lamb would speak to the said businesses. It was **AGREED** that a meeting would be arranged with the said businesses and shop owners and because it would mean a captive audience and it was **AGREED** that a representative[s] from Burntwood Town Council would be present.

Councillor Ennis stated that small steps were needed and that perhaps a road closure [diversion down Edwards Road] could be achieved however access would still be needed to the car park owned by Lichfield District Council next to The Bakery for the flats etc.

Mr Lamb made reference to the triangular piece of land [by the Star Public House] and stated that the Rotary Club had made representations to both Lichfield District Council and Staffordshire County Council to ascertain who owns the piece of land. The idea of the Rotary Club is to remove the hedgerow and replace it with railings [similar to Prince's Park] and plant a rooted Christmas tree and perhaps some benches.

NOTES OF A MEETING HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON THURSDAY 24 JANUARY 2019 COMMENCING AT 10:35 AM

IN ATTENDANCE

Councillor Mrs Tranter
Ms J Minor, Senior Administration Officer [SAO]
Mr A Harris Junior, Pat Collins Funfairs
Mrs S Harris, Pat Collins Funfairs

Councillor Mrs Tranter thanked Mr and Mrs Harris for their attendance.

Wakes Festival - Saturday 29 June 2019

Mr Harris explained that 29 June 2019 clashes with the Shifnal Carnival and therefore the scream ride would not be available for the Wakes Festival. It was **AGREED** that at this moment in time Pat Collins Funfairs would provide two under 10's manned funfair rides at a cost of £400 [£200 per ride].

Mr Harris stated that he would make enquiries regarding an adult ride for the Wakes Festival however a timeline was set of 28 February 2019.

Play in the Parks Events 2019

Councillor Mrs Tranter explained that the dates had been set for the events however venues were still to be decided. It was **AGREED** that Pat Collins Funfairs would provide an under 10's manned funfair ride at venues to be confirmed at a cost of £200 per ride.

Christmas Festival 2019

Mr Harris was advised that the date of the Christmas Festival would be Saturday 30 November 2019. It was **AGREED** that at this moment in time Pat Collins Funfairs would provide two under 10's manned funfair rides at a cost of £400 [£200 per ride] and the scream ride for £900.

Mr Harris asked if the same closure road could be provided this year [the street known as the A5190 Cannock Road from the junction of Ironstone Road to the junction of Rugeley Road shall be closed to all vehicle traffic including pedal cycles between the hours of 2pm to 8.30pm] as this had worked well.