

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held at the Town Hall, The Broadway, Crowborough on Tuesday 10<sup>th</sup> March 2009 at 7.30 pm.

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Present	Councillors	Paul Adams Leigh Colbran* Philip Fermor Anita Kerwin-Nye * Kay Moss Liz Scott Sandra Timms Neil Waller *	Chairman
Also present		Linda Butcher Caroline Miles Susan Barnard 3 members of the public	Town Clerk Events Co-ordinator Operations Administrator

\* Denotes non attendance

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#### **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Kerwin-Nye, who was still in London.

#### **DECLARATIONS OF INTEREST**

Cllr Moss declared a Personal Interest in the Bus Stop Event because she lives opposite Goldsmiths Recreation Ground.

#### **MINUTES**

Minutes of the meeting held on 3<sup>rd</sup> February 2009

**5913** **RESOLVED** that the minutes of the meeting held on 3<sup>rd</sup> February 2009 as confirmed be signed by the Chairman.

#### Matters Outstanding

There were no matters outstanding other than those on the Agenda.

#### **COMMUNICATIONS**

#### Spring Newsletter

A draft copy of the Newsletter was circulated to Councillors by the Town Clerk. This edition advises of the new precept, invites the public to the Town Conference and informs them of the Town Council's re-accreditation as a Quality Council. It also contains an article by Emma Newman about the Country Park, allotments and green issues, and a press release from the Friends of Ashdown Forest concerning the need to slow the speed of traffic over the Forest. The Town Clerk explained that information

concerning upcoming events, contact details and photos still needs to be added, but the Newsletter will be sent out in the next 2 weeks. The Chairman requested that notification of the Boundary Walk and Town Conference should appear on the front page as they are happening in the near future.

It was suggested that the next edition should include an article about the carbon neutral project and that Graham Brown, new Chairman of the Owlsbury Allotment Holders Association, should be invited to write a piece.

Town Diaries/Crowborough Calendar (referred from the meeting of 9<sup>th</sup> December 2008).

**5914** **RESOLVED** to reinstate the Town Diary in 2010.

*Officer's Report : If the Council were to enter a 2-year contract with Local Authority Publishing to produce a calendar in a similar format to that of Uckfield, which is paid for by advertising, we would be supplied with 7,000 copies per year free of charge. Additional copies would cost 50p each. The photos featured in the Uckfield calendar were the winning entries from a photography competition ran by Uckfield Town Council. Crowborough could choose to run a similar competition although the Town Council already has a collection of suitable photos that could be used.*

**5915** **RESOLVED** to proceed with a calendar contract for 7,000 free copies per year for 2 years, using the Council's own photos. Given that there are 10,000 households in Crowborough, the problems of distribution will be dealt with at a later date.

#### Internet and Website

Two members of staff have recently learned how to update the website (Caroline Miles and Maura Wojciechowski). All upcoming events are now featured on the website, although it was suggested that some photos need to be updated. It was **AGREED** that the Town Clerk would check that there are no missing committee meeting minutes. It was suggested that a link be added from the Town Council website to the new Owlsbury Allotment website.

#### **EVENTS**

Sherlock Holmes (referred from the meeting of 9<sup>th</sup> December 2008).

Two members of the public, representing Crowborough Golf Club, explained that the second week in January 2010 will mark the centenary of Conan Doyle's assumption of the captaincy of Crowborough Golf Club. The Club would like to organise a celebration of this event, to be held at the Golf Club, and open to the people of Crowborough. The Club would like the Town Council to consider working with them to organise this.

This matter was discussed and it was AGREED to work with the Golf Club to try to link their celebrations to the events planned by the Council to celebrate the release of the Sherlock Holmes film on 20<sup>th</sup> November 2009.

Ideas for a Sherlock Holmes celebration were discussed by Councillors. It was suggested that at the Christmas Fair a Jude Law or Conan Doyle lookalike should be walking around or that there should be a competition for the best dressed person of that era. An Edwardian theme to the whole fair was suggested, with retailers involved in suitable window displays. The Town Clerk suggested contacting the film company with a view to one of the actors coming to switch on the Christmas lights. It was also suggested that each shop dress its window to suggest a different Sherlock Holmes book and that a public competition be held to guess the books. The Golf Club is considering holding a murder mystery evening and other events were suggested.

#### Boundary Walk – 17<sup>th</sup> May 2009

*Officer's Report : St. John's Ambulance booked (£40). The High Weald Walkers have been contacted and they are happy to help on the day and will attend the Health and Safety pre-walk on 20<sup>th</sup> April. Clergy booked for the prayer at the start of the Walk. Poster sites booked from 4<sup>th</sup> – 18<sup>th</sup> May. Outstanding items to be organised include registration, refreshments and marshals.*

It is hoped that an article will appear in the "Courier" to help with publicity. The Chairman suggested that dog walking associations be approached to invite them to take part, as well as golfers, particularly as the route crosses the golf course.

#### Sussex Day – 16<sup>th</sup> June 2009

*Officer's Report : St. John's Ambulance booked (£40). The Burgess Hill Town Crier booked (approx. £50 (tbc)). The Sussex Charter to be read in the town centre at 3.30pm and then again on Chapel Green at 4pm. The Town Crier will also read out the events taking place in the evening. Old Star Morris Dancers to dance on Chapel Green at approx. 7.30pm. (£50) They will have a collection for the Macmillan Charity after their performance. St. George and the Dragon Puppet performance booked for 2 shows (£250). The Downsmens Corp will take part and will play "Sussex by the Sea". The Crowborough Players have also agreed to take part and will perform a short play. Jim Gallifants has been booked as M.C. Nigel Cassford booked re. PA system, stage and small marquee (£150). Poster sites booked from 1<sup>st</sup> – 16<sup>th</sup> June. Police informed re. presence. Spit roast has been arranged.*

£418 has already been spent on this event from a total budget of £1,000. The cost of 4 Sussex flags, to be flown on Chapel Green, is still awaited. Apart from posters, the "Courier", "Friday Ad" and Southern Sound Radio will be approached for publicity. It was suggested that the BBC radio programme "South East Today" also be approached and that schools are informed.

It was AGREED that the White Hart pub be invited to provide refreshments on Chapel Green. If this does not happen, Chris Grose will provide a beer tent.

65<sup>th</sup> Anniversary Parade and Service of Commemoration – Lincoln and Welland Regiment – 5<sup>th</sup> July 2009 (Civic Reception)

*Officer's Report : All Saints Church Centre hired for the afternoon. Flowers both as decoration and for presentation are being discussed. Road closure organised for parade and Police informed.*

*Guests will be seated at individual tables with cloths, teapots, china and a selection of sandwiches and cake, to be topped up by waitresses.*

The drawbacks of being seated were discussed but it was noted that guests would be free to change tables and to mingle if they chose. It was AGREED that it was important for Councillors to act as good hosts and to mingle at this special occasion.

Caroline Miles explained that the Anniversary Flower Bed on Chapel Green will be planted up with the design of the Lincoln and Welland insignia in time for this event.

Summer Fair – 11<sup>th</sup> July 2009

*Officer's Report : St. John's Ambulance booked (£80). Dover Marquees booked – 1 large marquee and 64 small marquees (£7,211.60). Police informed re. presence. Nigel Cassford booked re. PA system. Poster sites booked from 22<sup>nd</sup> June – 12<sup>th</sup> July. Letters for stalls sent out – 30 replies so far. The Crowborough Horticultural Society have requested the large marquee for the day.*

*Attractions booked:- Circus Workshops, Rodeo Bull, Climbing Wall, Sedgeways, Mobile Laser Tag, Land Train, Puppet Shows x 3. Total cost - £2,769.*

*Arena events booked so far:- Susanna Cox Dancing, Taekwondo demonstration, Cheerleader demonstration. The Dog Show is to be confirmed.*

It was confirmed that the Dog Show will take place in one half of the arena and all other events in the other half. The total budget is £12,000 and most events are free, although it was noted that there had been a public request for more things for people to spend their money on. The Horticultural Society is trying to organise a schools competition or display. It was suggested that some stalls, especially charity stalls, need to use more effort and imagination in what they have to offer. 34 out of 64 small marquees have been booked.

Further suggestions for activities included pony or llama rides, more food, especially from local producers, a display of produce/cookery demonstration by Owlsbury Allotment holders, short performances by local theatre groups e.g. Recall, Crowborough Players.

**PREVIOUS EVENTS**

Fair Trade Exhibition and Civic Reception

This was deemed to have been a successful event and Caroline Miles, as the Events Co-ordinator, was thanked for all her hard work in organising it.

## **NEW EVENTS FOR CONSIDERATION**

### Bus Stop Event – 17<sup>th</sup> – 19<sup>th</sup> July 2009

The VW Club have applied for Council permission to hold this event in Crowborough because the town is halfway to Eastbourne where Eastbourne Extreme is taking place over the same weekend. Permission has not yet been granted, yet the VW Club is already publicising the event and has applied for a music licence. The main event will be held on the running track and club members are being invited to camp at the campsite.

Concerns were raised about the clearing up of rubbish but the Town Mayor said that following the previous event everything was left clean and tidy. For this event the organiser had been provided with a list of needs/rules that the club would have to abide by. The Town Clerk explained that if permission for the event is granted, the Council will need to ensure a risk assessment is in place, examine the VW Club's original insurance policy and liaise with the Camping and Caravan Club.

It was AGREED that this event should appear on the next agenda for the SRC Committee as the event would be held on land that is the responsibility of that committee. A proposal for the C & E Committee to support the VW Club's application was not agreed due to the need for more information.

## **AWARDS**

The Town Clerk explained that candidates for the different categories of award (children's achievement, young citizen, citizen, cultural award, Mayor's award, lifetime achievement etc.) must be suggested by members of the public by means of proper citations in writing. Candidates may live or work in Crowborough.

It was AGREED that Councillors would suggest candidates for citation at the next meeting.

## **FINANCE**

Management Accounts to 31<sup>st</sup> January 2009 (sent to all Councillors 12.02.09).

The Town Clerk explained that apparently high spending in some categories is due to the fact that 2009 events are having to be paid for whilst still in the previous financial year. Two grants are being made available from the Twinning budget to pay for the cost of a coach to Horwich and a reception for guests from Montargis on 12<sup>th</sup> September, the night of the Carnival.

**5916**      **RESOLVED** to adopt the Management Account Reports.

C & E/10.03.2009 - 8770

**URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN**

Concerns were expressed about the "Courier" cutting both staff and the number of its editions. No reporters have attended committee meetings recently.

The Town Clerk emphasised the need for all Chairmen to write their reports for the Town Conference.

The meeting closed at 9.22pm.