

Minutes of a meeting of the **COMMUNICATIONS and EVENTS** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 20<sup>th</sup> September 2016

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<b>PRESENT</b>	Councillors	Quentin Burch David Larkin * Kay Moss David Neeves Ron Reed Greg Rose Wendy Scrace Matthew Street Sandra Timms *	Vice Chairman Chairman
Also present		Linda Butcher Caroline Miles 2 members of the public	Locum Town Clerk C and E Manager

\* Denotes non attendance

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#### **APOLOGIES FOR ABSENCE**

Cllr Sandra Timms – family commitment

**DECLARATIONS OF INTEREST** None at this time  
8.15pm Cllr Matthew Street declared an interest as the Manager of the Crowborough Waitrose store.

#### **MINUTES**

Minutes of the meeting held on 28<sup>th</sup> June 2016

**7865 RESOLVED** that the minutes of the meeting held on 28<sup>th</sup> June 2016 as confirmed be signed by the Chairman.

#### **UPDATE ON MATTERS OUTSTANDING**

Frank Humphry

Cllr Scrace said there was nothing further to report and Stephan Butler (from the public gallery) said there had been no response to articles in the Crowborough Life.

#### **CROWBOROUGH COMMUNITY FESTIVAL**

All Members had been circulated with the email from Denis Hart to Cllr Street and the Committee asked the Chairman to check if the outside events will be on Pine Grove land. The Chairman said the next meeting of the Festival Committee is in October and he asked if the Town Council would give permission for bunting and a banner to be displayed along the High Street.

The C and E Manager said this is a highway matter but agreed to liaise and give advice to the Festival Committee. It was noted that there were some funding concerns at the present time.

To note that Dan, the Council's Ranger, has agreed to take part in the Festival

This was noted and would be referred to the Environment Committee to ascertain if there is a financial commitment.

## Communications and Events Manager's Report

### **Summer Fair – Saturday 9<sup>th</sup> July**

Once again the good weather meant an excellent turn out. The wind caused a few problems however, leading to requests for several people to dismantle their own marquees as I was unhappy about the safety aspect of them once erected. Our new tent unfortunately lost a side due to the wind but this has now been replaced free of charge. The removal of the marquees on Sunday, whilst incurring a small charge, meant there was less opportunity for vandalism and this was the first time in three years that the marquees were collected in the same condition that they were delivered. I have asked for the same arrangement for 2017.

The competition for the best dressed stall was well received and the winners were Bunny Run Nursery in Eridge.

I was disappointed with the quality of the professional entertainment in the arena this year. It lacked the wow factor of previous years.

I have booked the marquee company for next year to ensure we obtain the best price for the marquees.

### **Future Events**

#### **Fireworks – Saturday 5<sup>th</sup> November.**

We will be returning to a classical music theme this year. I will be meeting with our contractors at the end of the month to finalise arrangements.

I have had communication with Inspector Wakefield regarding the provision of PCSO's for road traffic control. Unfortunately we will not be provided with any officers who can assist us. My main concern is people crossing the A26 to get to the venue and the influx of people leaving at the same time. Inspector Wakefield has made some very useful suggestions regarding the control of traffic to allow safe crossing. A meeting will be scheduled with the head of ground staff to organise this as well as marshalling provision and other health & safety issues. Posters will be on poster boards from the 17<sup>th</sup> October. Press releases will also be sent out week beginning 17<sup>th</sup> October. If any committee members would like to assist with collecting donations to the Mayor's charities please let me know.

### **Remembrance Day and Armistice Day.**

Road closures are in place for both Remembrance Day and Armistice Day. Ground staff to man the barriers for both events. Residents in the Glebelands are to be informed of the road closure week beginning 31st October.

### **Christmas Lights**

A meeting has been scheduled with the contractor to discuss the Christmas Lights.

### **Christmas Cracker – Friday 25<sup>th</sup> November**

15 stalls have been booked to date. A layout of the town centre together with barrier passes, timed entry information for stall holders and event information will be sent out by the 24<sup>th</sup> October to all those taking part. Street entertainment has been booked. Su Pollard, 'The wicked Queen' from The Tunbridge Wells Pantomime will be turning on our lights. The guides have agreed to provide and man Santa's grotto with the Crowborough Lions kindly providing Father Christmas. We will again open the grotto from 3.30pm, 30 minutes earlier than the event start time. This worked very well last year, as this allowed very young children to see Santa first. The Road Closure will take place from 1.00pm – 8.00pm to allow for the erection and dismantling of stalls. Residents and retailers letters will be delivered week beginning 2nd November. St Johns Ambulance booked. Hot food this year will be provided by the Scouts selling hot dogs and burgers, and a commercial van selling a hog roast/pulled pork. Discussions are taking place with a view to a company providing a canopied sweet stall.

A meeting will be scheduled with the head of ground staff to discuss health and safety issues, marshalling and the logistics of the switching on of the Christmas lights for the evening.

### **Civic Carol Service – Wednesday 7th December**

Wadhurst Brass Band has been booked.

### **Newsletter**

Issue 4 2016. Copy deadline 30<sup>th</sup> September – distribution 24<sup>th</sup> October.

### **Britain in Bloom**

As we have so many positive comments about our display of flowers in the Town I have been investigating the possibility of Crowborough entering the South East in Bloom 2017 competition. I am currently in discussion with the organisation and am hoping to arrange a meeting for October.

### **The Red Arrows**

I have applied for a Red Arrows flypast to take place on the date of our next Summer Fair, Saturday 8<sup>th</sup> July. We will know whether I have been successful by March of next year.

Caroline reported that she felt the arena entertainment was not as good this year and she would endeavour to ensure that next year will be better.

6.2. There is concern about the lack of police for the Fireworks night and the Committee felt Crowborough taxpayers are just as entitled to police support as Lewes taxpayers.

**7866 RESOLVED** that the Council write to the police accordingly.

The C and E Manager explained that it is possible the groundstaff will be able to operate a single line of traffic by closing one half of the road to ensure people can cross in a more controlled way.

Summer Fair

Cllr Wendy Scrace asked why when the fair is all set up the Groundstaff sit in the Council's vehicles and are not speaking to residents/visitors about the services the council provides etc. Cllr Kay Moss explained that this is the role of Councillors.

There is a query about the safety of the electric box and the C and E Manager will ensure this is inspected by an electrician and repair undertaken if this is necessary.

The rest of the report was noted by the committee.

#### **DISPLAY OF THE GIFT FROM MONTARGIS**

The C and E Manager had provided a report on the cost of providing a weatherproof display cabinet for this gift and after discussion it was

**7867 RESOLVED** to seek the Montargis Terrace landlord's permission to place the display cabinet there and to via £720 from the Frank Humphry reserve to pay for the work.

#### **CROWBOROUGH HERITAGE GROUP**

Lighting of heritage display cabinet – deferred from previous meeting

The Chairman reported that this is now fixed.

Mrs Elizabeth Fermor, who was sitting in the public gallery, said the group now has a few more items, a drum and also the police cells and it was hoped these might be displayed in Pine Grove at some time in the future.

Some Members were worried about the risk of theft or damage and the Heritage Group was asked to look towards providing insurance. It was **AGREED** the Council might consider using Pine Grove for displaying items at a later date when the building re-opens.

There was a reminder that Grant application forms must be received in the Town Hall by 30<sup>th</sup> September.

Minutes of the meetings held on 12<sup>th</sup> May, 30<sup>th</sup> June and 23<sup>rd</sup> August 2016

The Chairman thanked the Group, via Mrs Elizabeth Fermor who was sitting in the public gallery, for keeping the history of Crowborough alive. The group has been going 12 months now.

8.05pm Mrs Fermor left the meeting.

**COMMUNICATIONS**

Newsletter

The C and E Manager reminded Members that the deadline for articles for the next Newsletter is 30<sup>th</sup> September and when asked if Councillors came forward easily, she responded in the negative.

Website and social media

A report had been distributed with the agenda and after discussion it was

- 7868 RESOLVED** that the C and E Manager must be able to put events on Facebook and Twitter as well as the Website and the web manager would need to give access to her.

The committee will need to consider its budget for next year to see if it is possible to improve the website and costings will be provided for the next meeting.

Cllr Greg Rose spoke of a package which would help the C and E Manager and he volunteered to assist her.

With regard to Facebook and Twitter it is accepted that information must be factual and not opinions.

**FINANCE**

Management Accounts to 30<sup>th</sup> June and 31<sup>st</sup> July 2016

- 7869 RESOLVED** to accept the Management Accounts as presented.

**URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA**

Cllr Greg Rose referred to the person who runs the Crowborough and Uckfield Farmers Markets and explained that the Uckfield market has grown so much since a larger space had been available and he asked

if there was anywhere in Crowborough that could accommodate more stalls.

8.15pm Cllr Matthew Street declared an interest as the Manager of the Crowborough Waitrose store.

Waitrose car park was suggested, also Chapel Green, Pine Grove (although it was feared this might be too windy), Morrison's car park or even Lloyd's Bank car park.

The C and E Manager advised that the Lashings All Stars are coming to Wolfe cricket ground on 18<sup>th</sup> June 2017 for a charity event.

### **CIVIC AWARDS**

**7870 RESOLVED** Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

The member of the public left the meeting.

There was a full discussion following receipt of the report with the agenda and it was

**7871 RESOLVED** to give a Citizen Award to the first person nominated and to invite them to the Carol Service to receive the Award and that a Young Citizen Award would be given to the second person nominated and to present this at the school.

**7872 RESOLVED** to advertise the Civic Award Scheme in the next Newsletter in the hope that members of the public will wish to nominate people.

The meeting closed at 8.38pm