

Sevenoaks Town Partnership

Events Committee

To be held at Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

7pm : 3rd February 2015

AGENDA

Apologies for Absence

1. **To receive and note the minutes of the previous meeting held on 21st October 2014 (copy attached)**
2. **Torchlight Parade**
To consider creating a new forum to retain the Torchlight Parade for the town.
3. **Events taking place in 2015 (full annual programme attached)**
 - I. Sevenoaks Business Show 17th April 2015
 - II. Vine Food Fair 7th to 10th May 2015
 - III. Love Your Local Market 13th – 27th May 2015
 - IV. South East in Bloom July 2015 – discuss possibility of creating a sub committee for this event for 2015.
 - V. Business Awards 11th September 2015
 - VI. Pink Party at the Vine Gardens 3rd October 2015
 - VII. Torchlight Parade 7th November 2015
 - VIII. Christmas Lights 27th November 2015
4. **Sharing of Equipment & Resources**
 - I. Marquee
 - II. Tables
 - III. Other equipment?
 - IV. Volunteers
5. **Incidents and lost children log form**
 - I. To discuss changes to the current form and procedures
6. **Performing Rights for Events**
7. **Portable Stage**

**Notes of the meeting of the Sevenoaks Town Partnership Events Committee
held on 21st October 2014 at 7 p.m.
at Sevenoaks Community Centre**

Present:

Cllr Graham Clack (Chairman)	Sevenoaks Town Council
Andrew Eyre	Stag Theatre (Arrived 7:10pm)
Gary Davies	Sevenoaks Round Table
Amanda Owens	Bradbourne Residents Association
Fergal Parkinson	Sevenoaks Round Table
Glenn Ball	Glenn Ball Architects
David Fawkner	Sevenoaks Round Table
Marius Le Roux	Sevenoaks Round Table
Bonnie Tarling	Sevenoaks Town Council
Linda Larter	Sevenoaks Town Council

Apologies for Absence:

Cllr Steven Arnold	Sevenoaks Town Council, Sevenoaks Town Partnership
Stephen Dedman	Knole

1	<p>To receive and note the minutes of the previous meeting Notes of the previous meeting were received and agreed.</p>	
2	<p>Events taking place in 2014</p> <p>I. Pink Street Party – It was noted that the Pink Street Party went well with only a few issues regarding volunteer numbers and First Aid cover. It was noted that the cost for St John’s Ambulance to cover events has now increased dramatically and this would need to be taken into account in next year’s planning.</p> <p>II. Fright Night – A short verbal updated was given regarding Fright Night being held at the Plaza Suite for 11-16 year olds, tickets £2 in advance or £4 on the door. It was noted that the Stag’s showing of the film Halloween has now been cancelled.</p> <p>III. Torchlight Parade – A verbal update was given by members of the Sevenoaks Round Table. Tickets are selling well, and attendance numbers are increasing year on year. Volunteers are still needed for the event and posters and appeal emails will be sent out shortly. Sevenoaks Round Table would like to have talks about future events</p>	

	<p>for the Fireworks being held at Knole. It was noted this would require a feasibility study and discussions with Knole. Sevenoaks Round Table would forward advertising artwork to STP for inclusion on website and information screen at the Stag.</p> <p>IV. Bradbourne Residents Association – Father Christmas would be visiting the Bradbourne Lakes from 5-7pm on the 6th December. Andrew Eyre would ask the Sevenoaks Entertainers if any Pantomime cast could attend. Amanda Owens also requested contact details for bands for next summer.</p> <p>V. Remembrance Day Parade – A verbal update was given, road closure and security teams would be in place on the day.</p> <p>VI. Christmas Light Switch On – A verbal update was given and it was stated that the event would take the same running order as last year. It was noted that more marshals will be needed to accompany the parade to the stage area. It was suggested that the Air Cadets could help with this and other crowd control issues.</p>	
3	<p>Sharing of Equipment and Resources</p> <ol style="list-style-type: none"> 1. Marquee - It was noted that the Town Partnership now has a new marquee which is available for hire. The Sevenoaks Round Table has contributed 50% to this. 2. Tables – Tables are available at the Town Council and Stag to hire for events. 3. Other equipment – The Sevenoaks Round Table has a generator for hire. It was requested that a table be drawn up of equipment available and where it can be obtained from. 4. Volunteers – It was requested that a list of volunteers be produced who are available to help at events. It was suggested that a Volunteer Group be set up and a calendar of events to be emailed to this group at the start of the year. 	
4	<p>Consideration of Future Equipment</p> <ol style="list-style-type: none"> 1. Stage – It was noted that this is an aspiration of the Town Partnership to purchase a Stage, to be available for community events but would be dependent on costs. 	

	<p>2. Outdoor Lights – A leaflet was handed out about outdoor lights. It was noted that there is a need to purchase more outdoor lights for events and this would be dependent on price.</p> <p>3. Outdoor Projector – A leaflet was handed out about outdoor projectors. This was noted as an aspiration and would be dependent on cost.</p>	
5	<p>Alcohol Licence It was noted that Sevenoaks Town Council had been successful in obtaining a minor variation to its Premises Licence for High Street and London Road which enabled the sale of alcohol.</p>	
6	<p>Legislation in the Pipeline (probably coming into force in 2015) and Legislative Reform (Entertainment Licencing) Order 2014 A report was received from Cllr Graham Clack outlining new legislation for Entertainment Licencing.</p>	

The Meeting was closed by the Chairman at 8:35 pm.

SEVENOAKS ANNUAL PROGRAMME OF EVENTS (over 2,000 public attendance)

Supported and promoted by Sevenoaks Town Partnership

Ref	Event	Dates if known	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Mayor's Fundraising Green Walk	14.03.15			✓									
	Summer Festival	20.6.15 – 4.07.15						✓	✓					
	Vintage Bus				✓			✓	✓	✓	✓			
	Cricket Week (inc Beer Festival and Food Fair, Peppercorn Ceremony)								✓					
	Bands on the Vine (Sunday & Thursdays)							✓	✓	✓				
	Festival of Wildlife									✓				
	Sevenoaks Business Show	17.04.15			✓									
	Remembrance Service	8.11.2015											✓	
	Torch Light Parade & Fireworks	7.11.2015											✓	
	Christmas Lights Switch On	27.11.2015											✓	
	Love Your Local Market	13.5.15 – 27.5.15					✓							
	Knole Community Open Day									✓				
	Pantomime													✓
	10K Race at Knole				✓									
	Pink Week											✓		
	Pink Party	03.10.2014										✓		
	Vine Food Fair	8.5.15 – 10.5.2015					✓							
	Sevenoaks Business Awards	11.09.2015									✓			