

Sevenoaks Town Partnership

Events Committee

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

7pm: 12th March 2015

AGENDA

Apologies for Absence

- 1. To receive and note the minutes of the previous meeting held on 3rd February 2015 (copy attached)
- 2. Torchlight Parade

To receive an update from the Round Table regarding creation of a new Firework Society.

- 3. Events taking place in 2015 (full annual programme attached)
 - I. Sevenoaks Business Show 17th April 2015
 - II. Vine Food Fair 8th to 10th May 2015
 - III. Music Concert for VE Day 8th May 2015
 - IV. Love Your Local Market 13th 27th May 2015
 - V. South East in Bloom July 2015 discuss possibility of creating a sub committee for this event for 2015.
 - VI. Business Awards 11th September 2015
 - VII. Pink Party at the Vine Gardens 3rd October 2015
 - VIII. Torchlight Parade 7th November 2015
 - IX. Christmas Lights 27th November 2015
- 4. Sharing of Equipment & Resources
 - Marquee
 - II. Tables
 - III. Other equipment?
 - IV. Volunteers
- 5. Performing Rights for Events

To receive an update regarding performing rights for events.

6. Portable Stage

To receive an update regarding the possibility of purchasing a potable stage.



Care of Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

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Notes of the meeting of the Sevenoaks Town Partnership Events Committee held on 3rd February 2015 at 7 p.m. at Town Council Chamber

Present:

Cllr Graham Clack (Chairman) Sevenoaks Town Council

Andrew Eyre

Stag Theatre

Amanda Owens

Bradbourne Residents Association

Fergal Parkinson

Sevenoaks Round Table

Glenn Ball David Fawkner Glenn Ball Architects Sevenoaks Round Table

Kevin Lilley Seamus Martin Sevenoaks Round Table

Seamus Martin Gary Davies Bonnie Tarling Sevenoaks Round Table Sevenoaks Round Table

Linda Larter
David Martin

Sevenoaks Town Council Sevenoaks Town Council

Lodge Café/Friday Night Live

Apologies for Absence:

Cllr Steven Arnold

Sevenoaks Town Council, Sevenoaks Town Partnership

Jane Parish

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1	To receive and note the minutes of the previous meeting	
	Notes of the previous meeting were received and	
2	agreed. Torchlight Parade A brief update about the event was received by Gary Davies, Chairman of the Round Table and thanks	
	were given to all involved. It was noted that £10,000 had been made for charity at the event in 2014. Presale ticket levels had been high with less tickets sold on the door due to the adverse weather conditions. It was stated that due to poor member numbers the future of the Round Table was in doubt. A suggestion of creating a Firework Society was made by the Round Table. Further details would be needed regarding this suggestion and would be bought to the next meeting.	
	It was agreed that the Town Partnership would research how other areas such as Lewis run their Fireworks events. This information would be bought to the next meeting.	

	A sugg	estion of involving the Town Partnership in the	
	runnin	g of the event was received. Further	
	investi	igation would need to take place regarding	
	implica	ations of Indemnity Insurance and Health and	
	Safety	aspects.	
3	Events	s taking place in 2015	
	l.	Sevenoaks Business Show Friday 17 th April –	
		A brief update was received. Some speakers	£
		and sponsors had been confirmed. Spaces for	
		exhibitors were still available.	
	II.	Vine Food Fair 8 th -10 th May – This event is	
		being held with help from Market Square	
		Group. Talks were still on going regarding	
		having a music event on Friday 8th for VE Day.	
	III.	Love Your Local Market 13 th – 27 th May –	
		Entertainment and children's activities had	
		been arranged to help promote the local	
		markets in Sevenoaks.	
	IV.	South East in Bloom July – It was stated that	
		the Town would be entering the competition	
		again this year and going for gold. A request	
	V.	for more help with planting was received.	
	v.	Business Awards 11 th September – A verbal update was given with more details to be	
		bought to future meetings.	
	VI.	Torchlight Parade 7 th November – Help	
	V 1.	would be needed to ensure the running of	
		this event.	
	VII.	Christmas Lights 27 th November – More	
	V	information on this event would be bought to	
		future meetings.	
	VIII.	Youth Council – It was stated that the Youth	
		Council wished to have an open air cinema	
		event and a go cart race during the school	
		summer holiday. These events would be	
		researched regarding locations and dates.	
4	Sharin	g of Equipment and Resources	
	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 its purchase.	
	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 document be compiled 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.	
5	Incident and lost children log form	
	A new lost children log was handed to members at the meeting. It was stated that this form had been	
	approved by police for use at events and an	
	electronic version would be made available.	
6	Performing Rights for Events	
	A brief outline of current charges was received by the	
	Town Clerk. Further information would be bought to	
	the next meeting.	
7	Portable Stage A report was received and noted. It was stated that evidence was needed to prove that the stage would be hired in order to justify the cost of buying the equipment. It was noted that all members at the meeting were in favour of purchasing a portable stage and would use it.	
	The suggested hire cost for the stage would be £500 per day.	

The next meeting will be Thursday 12th March, 7pm at the Town Council Chamber.

The Meeting was closed by the Chairman at 8:30 pm.

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

Supported and promoted by Sevenoaks Town Partnership

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rks 17.04.15		Bands on the Vine (Sunday & Thursdays)							^	٨	^				
rks 7.11.2015		Festival of Wildlife									^				
rks 7.11.2015		Sevenoaks Business Show	17.04.15				>								
rks 7.11.2015		Remembrance Service	8.11.2015											>	
27.11.2015 v v x		Torch Light Parade & Fireworks	7.11.2015											>	
13.5.15- 27.5.15 27.5.15 v v v v v v v v v		Christmas Lights Switch On	27.11.2015											>	
27.5.15		Love Your Local Market	13.5.15 -					>							
03.10.2014			27.5.15												
03.10.2014 8.5.15 – 10.5.2015 11.09.2015		Knole Community Open Day									>				
03.10.2014		Pantomime													>
03.10.2014 8.5.15 –		10K Race at Knole				>									
8.5.15 – **A		Pink Week											>		
		Pink Party	03.10.2014										>		
		Vine Food Fair	8.5.15 -					>							
			10.5.2015												
		Sevenoaks Business Awards	11.09.2015									>			