

## Sevenoaks Town Partnership

### Events Committee

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

7pm : 1<sup>st</sup> July 2015

#### AGENDA

##### Apologies for Absence

1. **To receive and note the minutes of the previous meeting held on 12<sup>th</sup> March 2015 (copy attached)**
2. **Banners**  
To discuss the options of sending unwanted banners to third world countries for shelter.
3. **Torchlight Parade**  
To receive an update from the Round Table regarding the event.
4. **Feedback from:**
  - I. Sevenoaks Business Show – 17<sup>th</sup> April 2015
  - II. Sevenoaks Food & Drink Festival – 8<sup>th</sup> – 10<sup>th</sup> May 2015
5. **Events taking place in 2015**
  - I. Sevenoaks Summer Festival 20<sup>th</sup> June – 5<sup>th</sup> July 2015
  - II. South East in Bloom 7<sup>th</sup> July 2015
  - III. Sevenoaks Literary Festival September – October 2015
  - IV. Business Awards 11<sup>th</sup> September 2015
  - V. Pink Party at the Vine Gardens 3<sup>rd</sup> October 2015
  - VI. Torchlight Parade 7<sup>th</sup> November 2015
  - VII. Christmas Lights 27<sup>th</sup> November 2015
  - VIII. Christmas Fair at the Vine 11<sup>th</sup>-13<sup>th</sup> December 2015
6. **Portable Stage**  
To receive an update regarding the possibility of purchasing a potable stage.

**Notes of the meeting of the Sevenoaks Town Partnership Events Committee  
held on 12<sup>th</sup> March 2015 at 7 p.m.  
at the Town Council Chamber**

**Present:**

Cllr Graham Clack (Chairman)	Sevenoaks Town Council
Cllr Andrew Eyre	Stag Theatre
Fergal Parkinson	Sevenoaks Round Table
David Fawkner	Sevenoaks Round Table
David Martin	Lodge Café/Friday Night Live
Marius Le Roux	Sevenoaks Round Table
Bonnie Tarling	Sevenoaks Town Council
Linda Larter	Sevenoaks Town Council

**Apologies for Absence:**

Cllr Stephen Arnold	Sevenoaks Town Council, Sevenoaks Town Partnership
Amanda Owens	Bradbourne Resident Association

1	<p><b>To receive and note the minutes of the previous meeting</b> Notes of the previous meeting were received with two spelling amendments to be made. Steven to Stephen, Lewis to Lewes.</p>	
2	<p><b>Torchlight Parade</b> An update was received by Marius Le Roux regarding the Torchlight Parade 2015. It was noted that after a successful marketing strategy new members had now joined the Sevenoaks Round Table. It was agreed that the Sevenoaks Round Table would manage the Torchlight Parade for 2015 with assistance from Sevenoaks Town Council/Partnership using a similar set up to the 2014 event. An event plan with a task list for the event would be brought to the next meeting.</p> <p>It was noted that it was anticipated in future a committee would need to be set up in order for the Torchlight Parade to continue. A loan and equipment could be given from the Round Table to any future committee managing the event.</p> <p>Details of how other committees in the area host their events would be brought to a future meeting.</p>	

<p>3</p>	<p><b>Events taking place in 2015</b></p> <p>I. <b>Sevenoaks Business Show Friday 17<sup>th</sup> April –</b> A brief update was received. Speakers and Sponsors had now been confirmed. Less than 10 stands were currently available. A free prize draw would take place at the event with two tickets to A Midsummer Night’s Dream kindly donated by Squerreys.</p> <p>II. <b>Vine Food Fair 8<sup>th</sup> -10<sup>th</sup> May –</b> The event would be held at the Vine Gardens. Market Square Group would be hosting the event and managing all stall bookings, security and entertainment.</p> <p>III. <b>Music Concert for VE day 8<sup>th</sup> May 2015 –</b> It was noted that the Rugby Club would be happy to help with the event if hosted at Knole Paddock. Issues due to Licences was discussed. Other possible venues such as Sevenoaks School and The New School at West Heath would be investigated. Further information would be brought to the next meeting. It was recommended that the Town Council commence a programme of obtaining Premises Licences for Green Spaces starting with Knole Paddock.</p> <p>IV. <b>Love Your Local Market 13<sup>th</sup> – 27<sup>th</sup> May –</b> Entertainment and children’s activities had been arranged to help promote the local markets in Sevenoaks.</p> <p>V. <b>South East in Bloom July –</b> It was stated that the Town would be entering the competition again this year and going for gold. A request for more help with planting was received.</p> <p>VI. <b>Business Awards 11<sup>th</sup> September –</b> A verbal update was given. There would be two possible venues for the 2015 event, Knole Academy and Coolings. Further information would be brought to the next meeting.</p> <p>VII. <b>Pink Party at the Vine Gardens 3<sup>rd</sup> October 2015 –</b> The Pink party had now moved venue and would take place on the Vine Gardens from 2-5pm.</p> <p>VIII. <b>Torchlight Parade 7<sup>th</sup> November –</b> The Sevenoaks Round Table would be hosting the event this year. Date to be confirmed.</p>	
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	<p>IX. <b>Christmas Lights 27<sup>th</sup> November</b> – More information on this event would be bought to future meetings.</p>	
4	<p><b>Sharing of Equipment and Resources</b></p> <ol style="list-style-type: none"> <li>1. <b>Marquee</b> - 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.</li> <li>2. <b>Tables</b> – Tables are available at the Town Council and Stag to hire for events.</li> <li>3. <b>Other equipment</b> – The Sevenoaks Round Table has a generator for hire, subject to certain usage conditions.</li> <li>4. <b>Volunteers</b> – 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.</li> </ol>	
5	<p><b>Performing Rights for Events</b> A helpful presentation was provided giving a brief outline of current charges was given by Cllr Andrew Eyre. Full details attached.</p>	
7	<p><b>Portable Stage</b> A brief update regarding the purchase of a portable stage was given by the Town Clerk. It was noted that further research on potential hire was needed. Information would be bought to the next meeting. Everyone at the meeting agreed that it should be purchased as it would make immediate savings for events.<sup>55</sup></p>	

The Meeting was closed by the Chairman at 8:20 pm.