

Sevenoaks Town Partnership

Events Committee

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

7pm : Tuesday 25th October 2016

AGENDA

Apologies for Absence

Before the meeting starts there will be a talk with Q&A by David Palmer regarding security issues at the events.

1. **Minutes of the meeting held on 27th July 2016**
To receive the minutes of the meeting held on 27th July 2016 (copy attached)
To discuss plan for this event.
2. **STP/STC (and related) Events taking place in 2016**
 - I. Torchlight Parade – Saturday 5th November
 - II. Christmas Light Switch on at Hollybush – Thursday 24th November
 - III. Christmas Light Switch on – Friday 25th November
 - IV. Christmas Fair on the Vine Gardens – 9th to 11th December
3. **Planned Events for 2017**
To receive a copy of the calendar of events for 2017 (report attached).
4. **Shared Resources**
To note shared resources available such as PA system, chairs and marque.

**Notes of the meeting of the Sevenoaks Town Partnership Events Committee
held on 27th July 2016 at 7 p.m.
at the Sevenoaks Community Centre**

Present:

Cllr Maxine Chakowa (Chairman)	Sevenoaks Town Council
Bonnie Tarling	Sevenoaks Town Council
Linda Larter	Sevenoaks Town Council
Ray Russell	Sevenoaks Summer Festival
Amanda Owens	Bradbourne Residents Association
John Levett	Sevenoaks Summer Festival
Steph Harrison	Breast Cancer Care
Audrey Franks	Sevenoaks Summer Festival

Apologies for Absence:

Cllr R Parry
Cllr T Clayton
Cllr P Walshe
Cllr E Eyre
Cllr S Arnold

1	<p>Minutes of the meeting held on 17th February 2016 The minutes from the meeting held on 17th February were received and noted.</p>	
2	<p>Photographs on websites for STP Events. Ways of placing photos from events on to the STP website were discussed. It was suggested using Snapchat and Instagram to help promote photos of each event. A meeting would take place shortly with the website designers and feedback on new features of the website would be brought to a future meeting. The intention is to place photographs on the current entry on event page with links to other promotions for the event.</p>	
3	<p>STP/STC (and related) Events taking place in 2016</p> <p>I. Monthly Sunday Farmers Market on the Vine Gardens – April to September. To date the market had been going steady with around 13-15 stalls attending and most markets had entertainment on the bandstand. A review would take place in October to discuss plans for 2017.</p>	

	<p>II. Mayor’s Charity Cocktail Party at Knole, Friday 15th July – The event was very successful with £2,000 raised for Diabetes UK</p> <p>III. Sevenoaks Summer Festival, 18th June to 3rd July – Feedback forms had been sent out to the public with positive feedback received to date. New volunteers and committee members had helped ease the pressure on arrangements. A full report would be sent to the Town Council shortly.</p> <p>IV. Cricket Week on the Vine, 4th to 10th July – No feedback received to date from the Cricket Club.</p> <p>V. Bands on the Vine – Programme throughout Summer on Thursday evenings and Sunday afternoon. Ray and Audrey reported that the experience from bands perspective was greatly improved due to café and new chairs.</p> <p>VI. Storytelling at the Bradbourne Lakes, 4th & 18th August – further details to be emailed to the Town Partnership to be placed on their website</p> <p>VII. Bands at Bradbourne Lakes, 3rd September – Sevenoaks & Tonbridge Band to perform at the Bradbourne Lakes area, thanks were given to the Round Table for their grant towards the event. STC to provide contact details for portable toilet suppliers.</p> <p>VIII. Business Awards, Friday 9th September at Knole Academy – Customer Choice voting opens from 1st to 31st August via the Chronicle website. Tickets were on sale for the event now (limited seats available).</p> <p>IX. Harvest Moon Food & Drink Festival on the Vine Gardens, 9th to 11th September – Market Square Group would be running a three day food and drink festival with entertainment, craft and food stalls</p> <p>X. Sevenoaks Literary Festival, 23rd September to 7th October – Tickets for the events were on sale now from the Sevenoaks Bookshop. Details of the events would be placed on the STP website shortly. Events Committee to discuss how they can assist with promoting the festival in the future.</p> <p>XI. Pink Week 2016 - Pink Party on the Vine Gardens, 1st October – The annual Pink Party</p>	
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	<p>would take place from 2-5pm with interactive stalls, fun run and celebrities attending to help raise money for Breast Cancer Care</p> <p>XII. Absolutely Fabulous Film Night for Breast Cancer Care, 4th October at the Stag – Tickets would be on sale shortly via the Stag Box Office for £15.</p> <p>XIII. Comedy Night at the Stag Plaza, 16th October – Beth Vyse would be performing as part of her tour with a raffle in the foyer to help raise funds for Breast Cancer Care</p> <p>XIV. Torchlight Parade, Saturday 5th November – to take same format as last year. Further details to be brought to a future meeting.</p> <p>XV. Christmas Light Switch on, Friday 25th November – to take same format as previous year’s. Further details to be brought to a future meeting.</p> <p>XVI. Christmas Food & Drink Festival on the Vine Gardens, 9th to 11th December – Market Square Group would be providing a three day festival with festive craft and food stalls.</p>	
4	<p>Shared Resources The Town Council has a marquee, PA systems, tables and chairs that can be hired for events.</p>	
5	<p>Date for next meeting The next meeting would take place on Tuesday 25th October, 7pm at the Town Council Chamber</p>	

The Meeting was closed by the Chairman at 8:00 pm.

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

Supported and promoted by Sevenoaks Town Partnership

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Ref	Event	Dates if known	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Mayor's Quiz Night	04.02.2017		✓										
	10K Race at Knole				✓									
	Easter Market at the Vine Gardens	14.04.2017 to 16.04.2017				✓								
	Vintage Bus					✓		✓	✓	✓	✓			
	Sevenoaks Business Show at Stag Plaza	21.04.2017				✓								
	Food Fair on the Vine Gardens	05.05.2017 to 07.05.2017					✓							
	Wellbeing Show at Stag Plaza	19.05.2017					✓							
	Love Your Local Market	13.05.2017 to 27.05.2017					✓							
	Summer Festival							✓	✓					
	Bands on the Vine Sunday afternoons (dates to be confirmed)							✓	✓	✓				
	Bands on the Vine Thursdays (dates to be confirmed)							✓	✓	✓				
	Cricket Week (inc Beer Festival and Food Fair date to be confirmed)								✓					
	South East in Bloom – all July Judging Day								✓					
	Summer Play Provision (dates to be confirmed)									✓				
	Knole Community Open Day (date to be confirmed)									✓				
	Craft Beer and Gin Festival on the Vine Gardens	08.09.2017 to 10.09.2017									✓			
	Sevenoaks Business Awards	15.09.2017										✓		

