Notes of the meeting of the Sevenoaks Town Partnership Events Committee held on 1st July 2015 at 7 p.m. at the Town Council Chamber

Present:

Cllr Maxine Chakowa (Chairman) Sevenoaks Town Council

Cllr Andrew Eyre Stag Theatre

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

1	To receive and note the minutes of the previous meeting held on 12 th March 2015 Notes of the previous meeting were received and noted.	
2	Banners An update was received from the Town Clerk regarding the possibility of sending used banners to third world countries for shelter. It was agreed that the Committee Clerk would carry out further research and bring results to a future meeting.	
3	Torchlight Parade An update was received from Marius regarding this year's event. The fireworks company had now been booked, a road closure application would be submitted before 31st July, Sevenoaks School had been contacted and had confirmed their involvement, Fergal had a list of stall holders he will contact and the banner for the High Street had been booked. It was agreed that Marius would provide STP with a 'save the date' email to be distributed to the email contact list. It was agreed that STP would contact Market Square Group to discuss the possibility of having the Christmas Market on the Vine advertised on the back of the Torchlight Parade Tickets. Images for advertising on the Vintage Bus would be sent to STP shortly.	
4	Feedback from: 1. Sevenoaks Business Show – 17 th April 2015 An update was received from the Town Clerk. It was noted that not as many people attended as	

in previous years, however feedback had been positive stating that exhibitors had all found the event profitable. A survey had been carried out to ascertain feedback from exhibitors and the results were very positive. The event had been booked for 22nd April 2016.

1.1. Sevenoaks Food & Drink Festival – 8th-10th May 2015

An update was received from the Town Clerk. The event had been a great success with 5,000 people attending over the three days. The company, Market Square Group were happy to attend again and two food fairs had been booked for 2016. A Christmas Market on the Vine would take place on 11th-13th December 2015. It was noted that Market Square Group concentrated its marketing on Radio stations rather than posters and adverts. It was agreed that the Town Clerk would contact local radio stations to see what packages might be available for the Town Partnership events.

5 Events taking place in 2015

- Sevenoaks Summer Festival 20th June-5th July
 2015 No details available from organisation.
- II. South East in Bloom- 7th July 2015 Judging would take place on 7th July at 2pm. A new brochure had been produced this year and would be used to try and boost financial contributions and therefore expand the event for the 2016 entry.
- III. Sevenoaks Literary Festival September-October 2015 It was noted that the Town Partnership would like to open talks with the group to see what help could be offered for the event by way of promotion, ticket sales and involvement.
- IV. Business Awards 11th September 2015 —
 Nominations for the awards had now closed.
 The Town Partnership has received the
 following number of nominations.
 Independent Retailer 16
 National Chain Retailer 8
 Apprentice of the Year 4

New Business – 8

Customer Choice – 7

Home Enterprise – 6

	V. VI.	It was noted that all sponsors had now been confirmed and the event would be held at Knole Academy. A Speaker for the event was still needed. Pink Party at the Vine Gardens 3 rd October 2015 — Lots of entertainment and stalls had been booked for the event. The party would take place from 2-5pm. The Round Table were asked to organise a Tug-Of-War. During the week would be a Sportathon and a closing event was being arranged for 10 th October at M&S. Torchlight Parade 7 th November 2015 — As per agenda item 3. Christmas Lights 27 th November 2015 — The event would take the same format as the 2014 event. Entertainment was needed for on the stage.	
	VIII.	Christmas Fair on the Vine 11 th -13 th December 2015 – Market Square Group will host a three day Christmas Fair on the Vine with crafts, food, entertainment and a Santa's Grotto.	
6	Portable Stage It was noted that this was still an aspiration of the group and further details would be bought to a future meeting		

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