



BLYTH TOWN COUNCIL

Minutes of BLYTH TOWN COUNCIL'S EVENTS COMMITTEE held in the Council Chamber, Arms Everytyn House, Quay Road, Blyth NE24 2AS on Tuesday 27th May 2014 at 6.30pm.

Present:

Councillors:

K Nisbet (Chair), A Cartie (Vice-Chair), C Bruce, A Gibbs-Barton, M Parker and J R Potts.

Officers:

Sean Robinson – Assets Officer
Liam Forsyth – Committee Clerk

Also Present:

Paul Taylor – Events Co-ordinator
Alan Hoyle – Aspire2Achieve.
Karen Walker – Blyth Town Team
John Houghton – Carnival Rides
Steve Bradley – Blyth Town Team

074/14/01: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor L Rickerby, Councillor G Thompson, Councillor A Turnbull and the Town Clerk (Corporate Services).

075/14/02: DISCLOSURE OF INTERESTS AND ANY GRANTS OF DISPENSATION

None.

076/14/03: MINUTES FROM EVENTS COMMITTEE MEETING HELD ON TUESDAY 15th APRIL 2014

Councillor C Bruce wished to note that the DVD is to be discussed as a later Agenda item.

Councillor M Parker commented that she had visited the Community Rowing Club's workshop within the Keel Row shopping centre and was very impressed by the work conducted. It was noted that a lot of young women were involved in the project and that this appears to have been a great success.

The Events Co-ordinator outlined that he is to meet with a representative from O2 who are keen to get involved with sponsorship of our Events, in particular the Maritime Event is to be discussed.

Paul Taylor also provided an update regarding the new Blyth Work:Space building. It was commented he had engaged in conversation with Arch and it was confirmed that this building is to be completed in February 2015 and thus discussed the effects that this will have upon upcoming events.

The Minutes of the Events Committee held on the 15th April 2014 were **AGREED** by the Committee and signed by the Chair.

077/14/04: UPDATE REGARDING BLYTH TOWN COUNCIL EVENTS

4.1 Easter Continental Market

The Chair, Councillor K Nisbet, expressed her disappointment at the nature of the stalls available over this period. Concerns were also raised as to the attendance on the Sunday.

The Events Co-ordinator, Paul Taylor, informed the Committee that he had provided a report (see attached). It was commented that the Market was smaller than expected and that some traders did not attend and stay for the Sunday on the basis of a business decision. It was commented that 6 of the promised stalls attended with the other stalls supplemented by others.

Problems experienced with the powerpoints on the market were also discussed. It was commented that in order to avoid such a situation arising again the Events Co-ordinator is to meet with Mark Kane from Northumberland County Council.

It was outlined that in order to secure the desired stalls there is a surcharge of £800 per day.

The issue of holding a Market on Easter Sunday was also discussed. Paul Taylor commented that Keith Grey is also to be invited to future co-ordination Meetings.

Councillor A Gibbs-Barton proposed that the £800 be provided in order to ensure that the required stalls attend. This was **AGREED** by the Committee.

Discussion was then held regarding wider market place issues including the placing of stalls but also support for Traders.

4.2 Maritime Festival

(Please see supporting document attached.)

Paul Taylor provided an outline for this Agenda item. It was commented that the Road Closure Order for the Event had been passed.

It was outlined that 14 acts had been confirmed including those by Mint Management. It was further noted that the savings outlined within the document were also confirmed.

The Events Co-ordinator then went on to outline how he has addressed the issue of stewarding and that this has now been rectified and that he has been very impressed by the co-operation and work of the new provider.

Paul Taylor also highlighted how those performing are to tie in with other attractions with the example of Steve Lucock and the Medieval Village which is to be erected along the riverside.

The Assets Officer, Sean Robinson, commented that as with the Halloween Event a Health and Safety report is to be circulated to all Councillors.

Action: SR

Karen Walker from Blyth Town Team wished to comment that as part of the Event, they had submitted their SAG report. Discussion was then held as to the SAG process and associated submission process.

The Events Co-ordinator then provided an outline for the site plan. It was commented on the split between the Market Place and Quayside and how this is to accommodate a family friendly orientation.

Steve Bradley from Blyth Town Team, then provided an outline for the Community Rowing Club. It was commented that the skiff is on target for its launch and that the Royal Northumberland Yacht Club is to assist on supporting the launch and event.

4.3 Fireworks Festival

(Please find associated report attached.)

The Events Co-ordinator, Paul Taylor, again reiterated that he had been in discussion with Arch regarding their upcoming development on Commissioners Quay and the effect this will have on the upcoming Blyth Town Council Event.

The Assets Officer commented that himself and the Events Co-ordinator Paul Taylor were to meet the Port of Blyth and other stakeholders to discuss the safe amount of participants for the upcoming Halloween Event. It was noted that this figure when achieved is to be circulated to all Councillors. **Action: SR**

The logistics of the Fireworks Event was then discussed by the Committee. It was commented that it was envisaged that this would be addressed at the aforementioned Meeting.

It was noted that quotes were to be sought for the Fireworks Event for upcoming Meetings, this was **AGREED** by the Committee.

4.4 Other Events 2014-15

The Events Co-ordinator provided an update for upcoming events including the Christmas lighting and associated requirements for infrastructure.

It was also outlined that a Santa Fun Run along the beach is being planned in co-ordination with Blyth Running Club. It was noted that a short course is to be provided for children and the associated logistics were discussed.

This led to conversations regarding race packages and associated entrance fees.

Councillor J R Potts enquired as to the current storage for the Christmas lighting. The Events Co-ordinator commented that the lights were at present with Balfour Beatty. Councillor J R Potts commented on the need to get these assets back in order to conduct a full inspection as early as possible.

Discussion was then held regarding moving the Christmas Tree to a more prominent position within the Marketplace.

Councillor C Bruce wished to clarify the dates for the upcoming continental Market. It was commented that it was **AGREED** that the dates were to be the 19th and 20th of July (Saturday and Sunday).

Discussion was then held about the planned publication of advertising within the Local Links publication. It was noted that the itinerary for the upcoming event is to be publicised via the Town Council's website and social media platforms.

078/14/05: JOHN HOUGHTON – CARNIVAL RIDES

(Please see slides attached)

John Houghton provided a presentation to the Council on behalf of Carnival Rides. Areas outlined included previous projects and the desire to further enhance the community engagement with disabled children.

Discussion was held with the Committee as how best to organise the logistics of this engagement. Councillors provided support and contacts for John Houghton and it was commented that co-ordination would be sought with the Town Council to best engage with the local community.

Karen Walker sought clarification as to where Carnival Rides would be provided attractions at the upcoming Maritime Festival. This information was provided to Karen Walker and it was commented that any further clarification can be provided.

Discussion was then held regarding potential to provide a donation in order to demonstrate support for the Events. It was commented that this is to be arranged between Blyth Town and Carnival Rides as Councillors noted that it would inappropriate for the Council to receive such a donation.

John Houghton then provided some information regarding a new attraction which was to soon become available. Discussion was also then held regarding the upcoming RNLI Lifeboat Event.

079/14/06: DVD

A question was posed as to the progress of the DVD. The Committee Clerk commented that due to the absence of the Town Clerk (Corporate Services) any outstanding questions can be addressed out with this Meeting. It was however noted that the Office had received a hard copy of the DVD containing 23 minutes of footage.

080/14/07: ANY OTHER BUSINESS OR ITEMS FOR URGENT ATTENTION

The Committee Clerk and Steve Bradley (Blyth Town Team) provided a further update regarding the Blyth Community Rowing Club.

Steve Bradley provided an update regarding the plans to further engage with Croftway Primary and others and noted that this will involve plans to provide the boat with a colour in line with Blyth's proud maritime history.

Councillor C Bruce wished to welcome how successful the organisation has been in getting young women involved in the project.

Discussion was then held regarding the growing membership and the rapid growth that has led to the project's success. It was noted that Steve Bradley is working in co-ordination with others in order to keep the press informed of this good news story for our Town.

The Committee considered a request for support from St Cuthbert's Church for their WW1 Heritage Open Days (details attached). The Committee agreed to give a £500 donation towards the event.

The Committee Clerk also noted that the organiser of the recently supported Kite Event had sent in a thank you letter for the support of the Council. Various Councillors and Officers commented that they had attended this very successful event and congratulated the organisers.

Paul Taylor also commented that he was to meet with Danielle Burn from Woodhorn who are seeking to develop engagement in order to promote their services at our Events.

081/14/10: DATE OF THE NEXT MEETING.

It was **AGREED** that the next Meeting of the Events Committee is to take place on the 24th June 2014 at 6.30pm.

MEETING CLOSED AT 20.05 PM

MEMBERS OF THE EVENTS COMMITTEE:

Councillors:

C Bruce
A Cartie (Vice Chair)
A Gibbs-Barton
K Nisbet (Chair)
M Parker
J R Potts
L Rickerby
G Thompson
A Turnbull

Officers:

S Noddings Town Clerk (Corporate Services)
S Robinson Assets Officer
A McCabe Office Manager
L Forsyth Committee Clerk

PLUS INVITED PARTICIPANTS:

Paul Taylor – Events Co-ordinator (Contractor)
Michael Nicholson – National Market Traders Federation
Steve Bucknall – Northumberland County Council
Steven Bradley and/or another representative of Blyth Town Team
Representative from Friends of Ridley Park
Representative from the Port of Blyth
Representative from Northumbria Police
Representative from BVAL
Representative from Aspire2Achieve
Representative from Headway Arts
Representative from Creative People, Creative Places
Representative from Royal Northumberland Yacht Club

DATE:

SIGNED:

Easter Continental Market

Global Continental Markets provided the market over the Easter weekend. The market was provided free of charge to Blyth Town Council and all of the Gazebo's / stalls were provided by the traders who attended. When the market was booked in February, a list of traders was provided by the organisers which enabled the events co-ordinator to develop a promotional poster and content for the advertisement to be placed in the March edition of Local Links. At the time, the information provided was factual and was intended to give the public in Blyth advanced notification of the type of goods which would be on offer. Unfortunately when the market arrived on Good Friday the stalls provided fell short of the promised traders.

The list of traders provided for the Easter was as follows:

Italian Bags and Purses **Attended**

Transylvanian glass

Italian Jewellery

French Scarves **Attended**

Greek Olives **Attended**

Italian Nougat **Attended**

Persian Clothing

German Leather bound Diaries

Russian Dolls

African Crafts

Australian Tribal Clothing

German Bratwurst **Attended**

Spanish Paella **Attended**

Dutch Pofferjes

Thai Noodles

Celtic Hog Roast

British Fudge

Discussions with Global Continental Markets and Geroud Continental Markets have highlighted that the promised stall holders who did not attend Blyth had attended a larger Easter Market in Liverpool, where they felt the footfall would be larger and profits could be greater. In order to guarantee specific stall types and ensure that they attend there would be a cost to the council in the region of £800.00

Blyth Maritime Festival

Good progress is being made towards the organisation of the Maritime Festival.

- A series of Stakeholder meetings have taken place and the (SAG) Safety Advisory Notification has been submitted and passed by Northumberland County Council and SAG partners. The Local resilience Forum (Northumbria Police) are satisfied that the Event Planning and Health and safety arrangements are robust enough for them to have no further involvement, and the local Neighbourhood Policing Team will be the Event point of contact.

- The Following Artists / Providers have been booked:

Guerilla PA: Stage management and PA system. Guerilla are also providing two bands, one for Saturday and one for Sunday.

Mint management : Street Entertainment

Dusk 'til Dawn Entertainment : Riverside Medieval Village, Fortune Teller

Solar Signs : Illuminated Roadside advertising Signs

Castlewood hire : Toilets

Frontline Security : Stewarding / Security

Steve Lucock : Petting Zoo

Carnival Rides : Fun Fair

- Blyth Town Team are developing a Craft Market to be held in the CEC / Archer carpark.
- Royal Northumberland Yacht Club are developing a series of on the water activities including the launch of the Blyth Community Rowing Boat (The Skiff)
- Further two weekly meetings will take place up until the week before the event.
- Discussions are ongoing with o2 in Blyth with regards to sponsorship for the event.

Blyth Fireworks Event

Good Progress is being made towards organising the Blyth Fireworks Event on Blyth Quayside on the 2nd of November.

- A series of meetings have taken place with Stakeholders, and planning is ongoing.
- Contact has been made with Arch with regards to the Workspace development and the possible impact on crowd numbers.
- SAG form has been completed and submitted to Northumberland County Council.
- Traffic management plan has been completed.
- The events co-ordinator and the assets officer are working jointly on the Event Plan.
- 21st Century Fireworks have been requested to submit a quotation for the display.
- Discussions have taken place with Frontline security regarding stewarding the event.
- The Harbour master is to contact Port of Tyne with the view to obtaining a barge (Hopefully free of charge) to be used as a firing platform for the display.
- Discussions are ongoing regarding wrist banding the event and possible point of sale.
- Discussions are ongoing with Carnival Rides regarding the siting and number of rides on the Quayside.

27th May 2014

**Carnival Rides
Presentation
Blyth Town Council
Events Committee
27th May 2014**

Contents

- Disabled/dis-advantaged Children @ the Maritime Festival
- Fairground @ the Summer Fair/ Maritime Festival
- Future Revenue
- Mobile Zip Wire
- Fairground Proposal September

Outline

- John Houghton and the organization of Carnival Rides have supported Blyth Town Council events since 2009.
- Family have had a business in Blyth for 20 years on the market Square and currently have attractions in Ridley Park Blyth
- Attend meetings of the Friends Group of Ridley Park
- Want a positive outcome for Blyth and wider community and put the town back on the map

Disabled/dis-advantaged Children @ The Maritime Festival

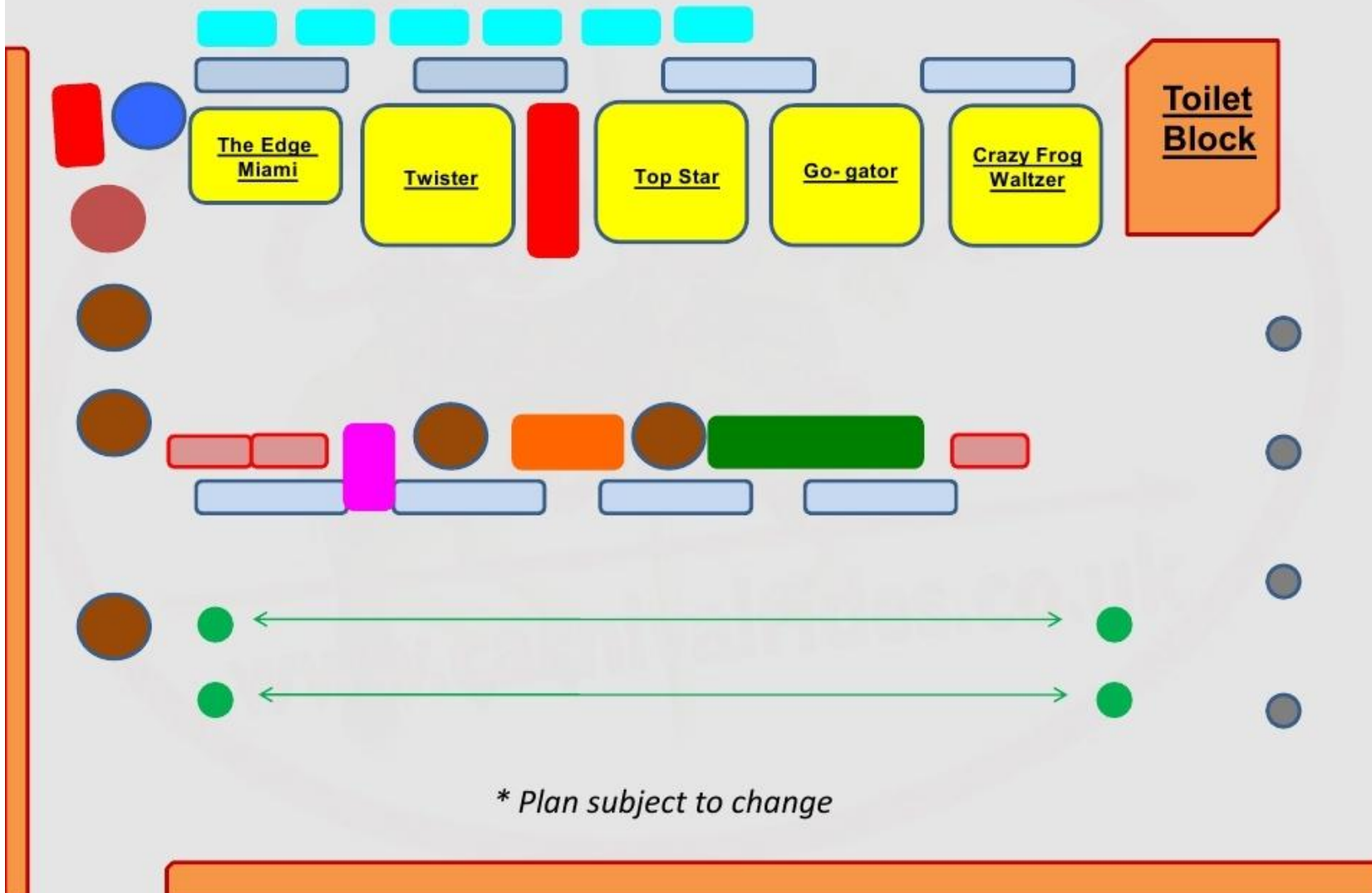
- Invite local special need schools and dis-advantaged children for free rides @ the market place on 18th July 2014 between 12:00 and 14:00. (Approx. 150-200 Children 3-16 years)
- Issue of wristbands for ride users
- The Dales School, any community groups in the area?

Thoughts?

Fairground @ the Summer Fair/ Maritime Festival

- Two sites for fairground rides. One on the Market Place and One on the Quayside.
- Rides on the Market Place open from 18th to 21st July 2014
- Rides on the quayside open 20th to 21st July.
- Access on Market Square from 17th July @ 17:00
- Access on Quayside on 18th July from 18:00

Summer Ride & Attraction Plan Market Square 2014

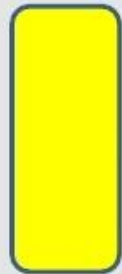


* Plan subject to change

Google Maps View of Market Square Area



Carnival Rides & Attraction Key Market Square



Miami Ride 50ft x 14ft
 Frog Ride/Waltzer 50ft x 50ft
 Top Star 45ft x 50ft
 Go-Gator 45ft x 40ft
 Twister 50ft x 50ft



Inflatable Slide 20ft x 30ft
 Inflatable Castle 20ft x 25ft



Catering Trailer 20ft x 8ft
 Sweet Trailer 20ft x 8ft
 Coffee Trailer 20ft x 8ft



Helter Skelter 15ft x 15ft



Fun House 70ft x 14ft



Aqua Boats 25ft x 25ft



Children's Juveniles (Vary in Size)

Largest 26ft x 26ft
 Smallest 18ft x 18ft



Hock a Duck / Game Stalls

Dimensions 21ft x 21ft



Tommy Guns Stall

Dimensions 20ft x 10ft

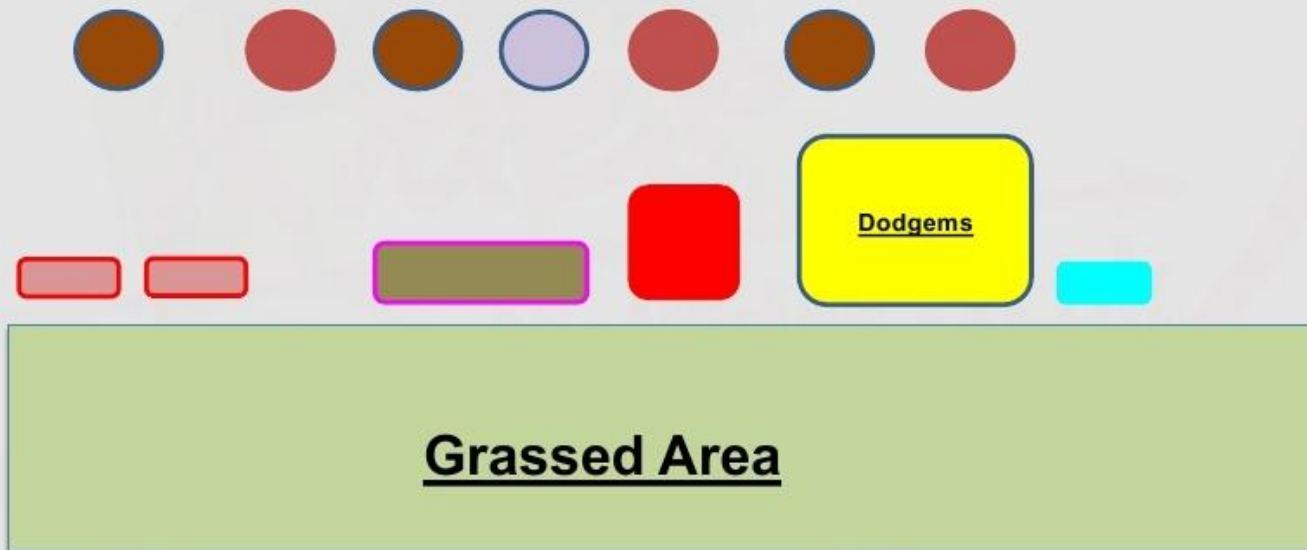


Generator/Power Unit

** Plan subject to change*

Carnival Rides Proposal Quayside Area Zone 1

River Blyth



Google Maps View of Quayside Proposal



Carnival Rides & Attraction Key Quayside

	Dodgems	65ft x 53ft 80ft x 53ft		Children's Juveniles (Vary in Size)	
	Inflatable Slide	20ft x 30ft		Largest	26ft x 26ft
				Smallest	18ft x 18ft
	Bungee Trampolines	32ft x 32ft		Hock a Duck / Game Stalls	
				Dimensions	21ft x 21ft
	Catering Trailer Ice Cream Trailer	20ft x 8ft 15ft x 8ft		Games Stall Large	
				Dimensions	20ft x 10ft
				Generator/Power Unit	

We are open to suggestions

How Carnival Rides can enhance the event

- Promotional Banners
- Free Ride Tickets
- Promotion on Facebook & Twitter
- Erection of posters
- Handing out of leaflets
- Money off Vouchers for rides and attractions
- Cheap rides on Monday @ the Market square with all rides just £1.00

Mobile Zip Wire



[View You
Tube Video](#)

- Only travelling model in the UK
- 8.3 meter high platform and enjoy a thrilling 40 metre ride all the way to the ground
- ADIPS Certified

Cost: £1,200 plus VAT per day

Charge could be implemented

Fairground Proposal September

- **Proposal for fairground on the Quayside opposite RNLI Lifeboat Station.**
- **11th to 14th September 2014 or to tie in with RNLI Life Boat day**
- **Enclosed Hares fenced area**
- **Security controlled area**
- **Fully insured and controlled by John Houghton, part of Carnival Rides Organisation.**
- **Promotional Characters on Weekend**
- **Revenue for BTC or Northumberland County Council**

Contact Details

John Houghton (Director)

Carnival Rides

1 Lindrick Park

Hetton-le-Hole

Tyne and Wear

DH5 0SB

Telephone: 0191 517 3851

Mobile: 0772 5626 811

E-mail: carnivalrides@rocketmail.com

Member of the Showman's Guild of Great Britain



Blyth Community Rowing Club

Subject: Blyth Town Council Events Committee report

Date: 23rd May, 2014

Purpose: Update on Blyth Fair – maritime aspect

The building of the Skiff remains presently on target for launch July 19th.

Blyth Tall Ships is building oars to help club meet target date

Need to review how we place her in the water – suggest use of a HIAB vehicle on the Quayside. May require risk assessment & Port involvement

Croftway Academy, Year 6 (10-11 year olds) competition for colour scheme & name.

Alan Fryer writing a history of rowing on the river – Blyth Tall Ships has expressed interest to place information in new Port museum.

No sculling row boats (e.g. cambois-Tyne, hexham) will participate as launch facilities not suitable. Port have removed new pontoon we were going to use due engineering difficulties with tidal surge. Not expected before late July/August

Skiffs from Alnmouth, Gosforth & Byker will attend so we will have 4 in total. Amble will not be ready until August.

The Harbour Master, Martin Willis has agreed to temporary racing marks (bouys) being placed in the river for the events. RNYC will undertake this.

Dinghies are expected from Newbiggin and Derwent Water sailing Clubs but numbers will depend on weather conditions.

RNYC hope to have trained Children from Croftway Academy to sail up the river in Club dingies for the event. These will be 10-11 year olds.

Canoes from Blyth & Northumberland College will participate.

A number of old Gaff rigged sailing vessels will also visit the event including sailing cobsles.

We are talking to both Blyth, Wallsend & Tynemouth sea scouts to see if they would provide a shore-side presence and also maybe have a dinghy on the water.

The RNLI have indicated they will attend. We have discussed the possibility to receive the large TYNE class lifeboat from North Shields as well as the Tynemouth, Blyth and Newbiggin in-shore craft.

As part of this, we intend to hold a couple of 'MAN OVERBOARD incidents from a dinghy and the Blyth inshore lifeboat will be making a high speed dash along the river to rescue the crew.

Ocean Youth Trust at North Shields is being asked to bring one of their large training ships into the river for the event. This is still being discussed.

We are also in discussion with HMS Calliope on the Tyne to see if they will bring one of their large Naval training vessels into the river with Naval reservists on board.

Newcastle University will be asked to participate with their research vessel the Princess Royal, based already at Blyth.

Almaritec have also been approached to see if they have any of their aluminium catamarans they can display on the river during the event.

We are also seeking to attract Northumbria Police river unit with their patrol rib to participate.

Shore side, Town Team and we are in discussion with BVAL to host rowing machine competitions at BVAL leading up to shore side machine rowing with the winners competing in a skiff to see if they can better their times.

Finally, we are talking to one of the Lay Ministers from St Cuthberts Church who is keen to hold a quayside blessing of the boats and in particular the launch of the Blyth Community skiff.

River events will be policed by a Club Rib from Royal Northumberland and also by the RNLI.

Mike Wade

Request for support from Blyth Town Council for

St Cuthbert's Church, Blyth, Heritage Open Days 11th to 14th September 2014

Last year's 'Illuminating the Lindisfarne Gospels' event attracted over 600 people and received excellent feedback. It was made possible by both the church and numerous other organisations, especially Blyth Town Council, contributing together and the result was a really positive public event for the town.

Utilising the Heritage Open Days 11th to 14th September 2014, this year we plan to commemorate the centenary of WW1 by telling the story: 'a church and people at war.' It is the story of the ordinary townsfolk and children of this town during incredibly difficult times a hundred years ago.

For the last five months the team at St Cuthbert's has been:-

1. Investigating the backgrounds of the 36 men from the church who fell. Assistance has been received from Blyth Library, Commonwealth War Graves Commission and from Blyth Local History Society to shed light onto them, where they served, lived etc.
2. Researching church documents held at the Northumberland Archive, Woodhorn to uncover the story of local people during the war years 1914 to 1918. The actual parish magazines have revealed some fascinating insights and accounts.
3. Exploring typical dress of the period to enable some people to wear costume. Assistance has been received from Blyth Battery enactors, who will attend in military uniforms.
4. Arranging the public information exchange which took place in March.
5. Arranging for Croftway School to produce some contemporary children's art on the theme of WW1, to be displayed during the open days.
6. Arranging for the normal Parish Communion Service on Sunday 14th September, as a commemoration, to be in 1914 period with some parishioners and enactors from Blyth Battery in costume. [Records show that the forces stationed in Blyth used the church.] We even know which hymn was disrupted by a zeppelin raid on Blyth requiring the quick evacuate of the church. Hopefully there will also be a civic and British Legion etc; presence.
7. Designing displays comprising posters and loaned artefacts to tell and show something of our town and church during the Great War.
8. Exploring how the memorials inside church can be highlighted with spotlights and dressed with both Union and British Legion flags, flowers etc.
9. Preparing the early stages of visitor guide and information leaflets to pass on information about those who fell and also accounts of the life and times of people in Blyth.
10. Developing period musical and other activities for accompanied children and also food, such as 'trench stew' for the café.

We think we are in a good position to build on last year's successful event for the people of the town. However, like then, we are in a position of needing to gather contributions both in kind and money. Last year financial support from Blyth Town Council made a massive positive difference to the quality of advertising, displays, printed leaflets etc; and also in the provision of activities for accompanied children.

Could the Council support us with a modest grant once again this year?

Roy Hugman, on behalf of St Cuthbert's Church, Blyth.

9.5.14

From: Peter Heayns [<mailto:peterheayns51@hotmail.com>]

Sent: 27 May 2014 09:14

To: liam.forsyth@blythtowncouncil.org.uk

Subject: Blyth Kite Festival 2014

Hi Liam,

I was hoping to attend the meeting tonight in person to thank the council for their help with this years event, however a personal matter is preventing me from attending, I would therefore be very grateful if you could pas on the thanks of the committee and members of the North East Kite Fliers to the town council.

The event ran without a hitch, we only had 2 minor problems which were sorted out straight away, and all the feedback we have had has been very positive. We do not know the exact numbers of public who attended the event but the place was buzzing all weekend, and everyone enjoyed themselves, we had over 100 kite fliers in attendance both local and others from Scotland, the north west, Yorkshire, and even someone from Kent attending. The media coverage was very good with articles before and after in the local press as well as coverage on local BBC news, I am putting together a file with all the press articles, posters, teddy bear certificates and DVD of the BBC coverage and will let the town council have copies as some as I get it done.

Once again may I thank the town council for the support they gave us and we are already looking forward to next years event, we have had enquires from kite fliers from Holland, France and Germany already who have expressed an interest in attending next year, that would mean it would be the Blyth International Kite Festival, the only international kite festival in the north of England.

Once again thank you for your help, your personal help was much appreciated as well,

Peter

Secretary NEKF