



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 30th September 2014 at 6.30pm.

Present:

Councillors:

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

Non Committee Members:

Councillor O Potts

Officers:

Sue Noddings – Town Clerk (Corporate Services)
Liam Forsyth – Committee Clerk

Also Present:

Paul Taylor – Events Coordinator
Steve Bradley – Blyth Town Team
John Houghton – Carnival Rides
Adam Dixon – BVAL

Member of the Public: 1

105/14/01: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Parker and L Rickerby.

106/14/02: DISCLOSURE FOR INTERESTS AND ANY GRANTS OF DISPENSATION

None.

107/14/03: MINUTES FROM EVENTS COMMITTEE MEETING HELD ON TUESDAY 2ND SEPTEMBER 2014

Discussion for this Agenda item began with discussions regarding amendments sought to the previous Minutes by Councillor C Bruce.

Councillor J R Potts commented on the procedural basis for the amendment of Minutes.

The Town Clerk (Corporate Services) provided the following statement regarding concerns raised with the licensing of the Maritime Festival Event.

LICENSING OF BLYTH TOWN COUNCIL EVENTS

At a conference held on Thursday 25 September 2014 at County Hall Morpeth, there was an opportunity for me to speak with both Steve Bucknall and Phil Soderquest about licensing issues.

I trust that the following closes the subject:

1. Steve Bucknall, Highways Delivery Manager, confirmed that: -
 - He and his staff (then the Neighbourhood Team) had participated fully in the planning process of Blyth Town Council events from the first Christmas Lights switch on in 2009.
 - He had advised Blyth Town Council where premises licenses existed in the spirit of partnership between NCC and BTC.
 - He has already advised his successor, Louise Hayward, Neighbourhood Services Divisional Manager – North & South East, of the benefits of involvement in the Events Committee process.

Subject to ratification

2. Phil Soderquest, Head of Public Protection (Acting), confirmed that:-

- He had never intended that there be any enquiry into Blyth Town Council events and referred to his email.
- He was keen that he and his team should work with Blyth Town Council to ensure that all future events were properly licensed.
- He confirmed that a number of premises licenses were in place for Blyth and that Blyth Town Council could work in partnership with any of the licensed organisations or apply for their own licenses.

SUE NODDINGS TOWN CLERK (CORPORATE SERVICES)

30 September 2014

The Minutes of the Events Committee held on the 2nd September 2014 were **AGREED** by the Committee and signed by the Chair.

108/14/04: UPDATE REGARDING FORTHCOMING BLYTH TOWN COUNCIL EVENTS

4.1 Fireworks Festival

The Events Co-ordinator, Paul Taylor provided an update regarding this event, noting that an update had been provided to the Meeting of the Full Council.

Since the Meeting of the Full Council, it was commented that on the 30th September 2014, a meeting of Key Stakeholders had taken place. It was noted that the list of attendees was akin to those who would be present at a Safety Advisory Group (SAG).

Paul Taylor commented that a Full Event Manual is to be circulated to all Councillors and Partners by the end of the week. **Action: PT**

It was noted that during the Meeting, traffic management was discussed and it was concluded that the traffic management plan from last year was robust enough for re-use this year. It was therefore noted that Northumberland County Council Highways department would be taking care of the transport management plan and that this would incur no charge.

Subject to ratification

Regarding the pontoons, it was commented that the Events Co-ordinator is to meet with the Pontoon Company and representatives of the Events Committee, 21st Century and the Port of Blyth – with business to be concluded by the 8th October 2014.

It was further commented that the wristbands for the event are to go on sale from the end of next week.

Discussion was then held regarding the logistics of selling wristbands from the Community Centres.

Following the discussion of this item it was **AGREED** that the Keel Row Shopping Centre (as advertised) is to be the point of sale for wristbands.

The Events Co-ordinator also wished to note that the wristbands this year would be made of Tyvek and would be available on a first come, first served basis.

It was also **AGREED** that the stewards on the gates would be provided discount ride tickets from Carnival Rides for distribution on the day of the Event.

The Events Co-ordinator went on to outline the planned entertainment for the Event including 2 bands and the hosting of the event by Mint Management.

It was noted that this year there would be 3 points of entry compared to the previous 7. These entry points are to be at Quay Road, Wellington Road and Park Road.

The contingencies for the Event were also discussed. It was noted that the cut off point for bad weather would be the Thursday before the Event.

Councillor C Bruce commented that should such an incidence occur that the solar signs should be used. The Events Co-ordinator commented that this was part of the contingency.

It was further commented that Northumberland County Council is to assist the management of the North side of the River for this event.

It was **AGREED** that the Events Co-ordinator is to liaise with NCC and East Bedlington Parish Council.

The Events Co-ordinator also provided further information regarding the Safety Officer for the event, Mr Dave Salmons.

Subject to ratification

Councillor J R Potts enquired as to the layout of the site. The Events Co-ordinator outlined that the same stage placement is to be used as the Maritime Festival; with no use of the staithes.

It was noted that the use of entertainment on the Archer Car Park was to be investigated. **Action: PT**

It was commented that the Stalls are to be placed in the same position as last year, with the stall holders this year to be asked to provide their own lighting.

The Events Co-ordinator also informed the Committee of his intention to issue permits to the Business and residents including Archer and the CEC.

The Town Clerk (Corporate Services) commented on the need to clarify a vision for the event with agreed outcomes and that we were seeking two councillors for each event.

Councillor K Nisbet commented that this was to go through the Policy Working Group.

Discussion was then held regarding generating and using feedback received from the Event. Steve Bradley provided advice regarding this matter suggesting publicising an appropriate hashtag prior to the event such as #blythfireworks.

Following discussion, it was **AGREED** that Blyth Town Team is to manage the feedback survey for the Event as they have access to enhanced surveying software.

Councillor A Cartie wished to provide his support for the success of the Stakeholder Meeting.

Councillor J R Potts enquired as to what license was being sought for the event. The Events Co-ordinator commented that it is a Full Premises License.

4.2 Christmas Activities and Events

The Events Co-ordinator provided confirmation that the Christmas Light Switch on event will take place on the 21st November 2014. This event will encapsulate a performance from Joe McElderry, who will switch the lights on at 5.15pm. It was also announced that a meet and greet will be held within the Keel Row Shopping centre afterwards.

Subject to ratification

Discussion was then held regarding the lighting and placement of the Christmas tree. It was commented that the Events Co-ordinator is to meet with Steve Marshall, however it was confirmed that the Christmas tree is not to be re-sited this year however the lighting is to be all white as requested.

Councillor C Bruce enquired as whether there was scope to purchase new /further lighting for the Town. The Events Co-ordinator commented that he was waiting on an audit of the current equipment prior to investigating potential avenues for expansion and development.

Councillor K Nisbet commented that she hopes that such a star attraction will bring a lot of people into the Town and also on the need to work closely with the shops in order to best proceed.

The Mayor, Councillor O Potts commented on the Light Switch on Event noting that such an artist would appeal across a broad spectrum.

The Events Co-ordinator commented that as of this Meeting that nothing had been confirmed for the 29th November with the Blyth Town Team providing a Victorian Market on the 22nd November .

Steve Bradley on behalf of Blyth Town Team provided Councillors with an update regarding this event. It was noted that there is to be 20 stalls with 15 Community based stalls. It was also commented that Beamish are to assist with the events Victorian theme and that the possibility of two vintage rides is to be investigated. The provision of a grotto in the Keel Row and a desire to work with the existing Market Traders was also discussed. Blyth Town Team also wished to thank the Town Council for its support with this Event.

For the weekend of the 6th December 2014, the Events Co-ordinator commented that the ice rink has been booked and provides an 'all in service'. It was also noted that progress has been made regarding the Santa Fun Run scheduled provisionally to be held on the 13th December.

A Santa's Grotto is also to be held between 15th and 20th December 2014.

109/14/05: ANY OTHER BUSINESS OR ITEMS FOR URGENT ATTENTION

The Committee **AGREED** on the Poster for the Fireworks Event with the amendment highlighting the lack of vehicular access and associated restrictions.

110/14/06: DATE OF NEXT MEETING

It was **AGREED** that the next Meeting of the Events Committee is to be held on the 25th November 2014 at 6.30pm.

MEETING CLOSED AT 19.40.

MEMBERS OF THE EVENTS COMMITTEE:

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

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 BAIT
Representative from Royal Northumberland Yacht Club