

BRIDGNORTH TOWN COUNCIL

**Minutes of the Events Committee Meeting
held in the Annexe, College House on Monday 6th June at 5.30pm**

(Draft until signed at a subsequent meeting)

Present: Councillors
Aked
Baines
Barlow
Connolly (Chair)
N Cooper
Wellings

In Attendance: L Jakeman, Town Clerk

0025/2223 **ELECTION OF CHAIRMAN**

RESOLVED: to appoint Councillor R Connolly as Chairman of the Events Committee.

0026/2223 **ELECTION OF VICE CHAIRMAN**

RESOLVED: to appoint Councillor I Wellings as Vice Chairman of the Events Committee.

0027/2223 **APOLOGIES FOR ABSENCE**

Nil

0028/2223 **DECLARATIONS OF INTEREST**

Nil

0029/2223 **PUBLIC QUESTION TIME**

Members noted the written response sent to Mr Richards on 4th March 2022, following his public questions from the meeting held on 1st March 2022

- Q1: What is the administrative structure of Bridgnorth Carnival?
Answer: The Carnival is administered by a community group with no direct links to the Town Council.
- Q2: Who is legally responsible for the Bridgnorth Carnival?
Answer: The responsibility for the Carnival lies with the Community Group?

Q3: What are the criteria for grant funding of council funds to the Bridgnorth Carnival, to whom and for what purposes are they granted and what steps are taken to ensure that they have been properly spent?

Answer: The Town Council have asked for evidence of; a formal constitution, minutes of meetings and an appropriate bank account in the name of the community group that requires at least 2 signatories to authorise spend.

Q4: Have any funds been disbursed for the Carnival so far, and if so for what purpose.

Answer: No

Mr Ireland of Waterloo Terrace asked a number of regarding Xmas lighting contract (from a prepared statement provided to the Clerk):

“Can residents and business that have wall fixings for the support wires please be notified in advance of putting up and taking down the lights?

A note through the letterbox should suffice.

Also, any other things to be fixed or removed outside their homes or businesses such as bunting.

It is rather alarming to have a cherry picker with a man in hi-vis clothing appear at your first or second floor window unannounced.

Also, when work is being carried out like this can the DLF or contractors please be mindful of litter?

After removing the Christmas lights in January there were hundreds of cut cable ties all over the High St. A particularly nasty form of litter.

For external contracts can this please be included as a standard clause in terms of contract?”

The Clerk was asked to consider the questions and provide a written response prior to the next meeting.

Mr Randell of Friars Street asked questions relating to the Italian Auto Festival (summarised below):

Does the Town Council think that the auto festival is necessary and and/or an asset to the Town? Mr Randell made comments about this year’s event seeking to have more roads closed than in previous years and a lack of information being provided to residents who might be directly affected.

The Town Clerk and Councillor responded (noting that the matter was an agenda item for later in the meeting):

The authority to approve road closures lies solely with Shropshire Council and anyone can apply. The Town Council has not expressed a view on whether the festival is necessary or an asset (it is likely that the wider public

will have differing views). The Town Council has written to Shropshire Council to ask that their procedures be modified and or the process tightened up to ensure that arrangements and notifications are provided in detail and in a timely fashion and the Town Council be consulted before any such road closure is considered for approval.

0030/2223 **PREVIOUS MINUTES**

RESOLVED: to approve the minutes of the Events Committee meeting held on Tuesday 1st March 2022.

0031/2223 **CHRISTMAS LIGHTING UP NIGHT**

Members considered a report from Cemetery, Property and Grounds Administrator regarding the notes of the Events Working Party meeting held on 1st March 2022 and further updates on the planning of the event. Members were of the general view that all things were in hand and that the event could be discussed in some detail and the next committee meeting scheduled for 5th September 2022.

0032/2223 **REMEMBRANCE SUNDAY**

Members received a progress update and noted that a final planning meeting with appropriate stakeholders is scheduled for 1pm on Monday 5th September 2022 at College House (all committee members invited to attend)

Town Clerk to write to the Chairman of the Shropshire RBL and invite him to attend the meeting on 5th September 2022.

0033/2223 **ROAD CLOSURES FOR EVENTS IN BRIDGNORTH**

- a. Members considered a response (email) from Shropshire Council following and initial request by letter sent on 3rd March 2022 regarding Bridgnorth Town Council being involved in the approval of road closures for events. While members, noted the detailed response and the indication that Shropshire Council was looking to 'tighten-up' the process members were disappointed but understanding of the unavailability of an appropriate officer to attend this meeting. Members were extremely keen to meet as a matter of urgency with an officer who authorises road closures so that they (members) could fully understand the process and relay the recurring negative comments about a number of the commercially orientated activities that requested road closures. The Clerk was asked to press Shropshire Council to have an officer meet with members of the Events Committee before late July.
- b. Members noted residents' correspondence regarding the Bridgnorth Tractor Run and Bridgnorth Lions Walk High Street closures (noting that these could be raised as examples at meeting with the appropriate Shropshire Council Highways officer (see above).

- c. Members received updates on the Italian Automoto Festival on the 11th of September 2022.

0034/2223 **TOGETHER AT CHRISTMAS**

Members considered correspondence from the Together at Christmas Team regarding the use of Castle Hall on the 24th, 25th and 26th of December. While members were supportive of the event and in agreement that any fee should be waived on the basis of the high level of community benefit that the event delivers, they asked that, a formal booking form be completed and that if the booking did not clash with any other pre-booked event then the Clerk could waive any fees normally due.

RESOLVED to waive the fees for 'Together at Christmas' subject to standard booking procedures.

0035/2223 **REVIEW OF COMMERCIAL/OUTSIDE BODIES USE OF TOWN COUNCIL LAND**

- a. Members reviewed the Funfair that took place on the 29th of April 2022 to the 2nd of May 2022 and noted correspondence from a resident on the matter. Members were in agreement that the event had in general terms balanced the needs of the event while considering the potential disruption to neighbours. Members were of the opinion that Severn Park could be let out on one occasion each year provided that it was managed and delivered in much the same way as this year (relatively early closing times, siting to be as far as possible from domestic properties and minimal presence on site before and after the event). Members agreed that it was appropriate to return the full deposit of £1,000.
- b. Members reviewed the Carnival that took place on the 3rd of June 2022. Councillor Wellings provided a document that gave an overview of the event from his perspective and as a result of some feedback from local residents. In general, members concluded that *'All in all a very successful day, didn't learn of any hic cups, to spoil the overall experience. People generally enjoyed it the majority were really happy to have the carnival back. It's a difficult situation to resolve regarding sound levels/volume'*. Members were keen to debrief the Volunteer Carnival Committee (in line with the report prepared by Councillor Wellings) and the Clerk was asked to seek an invite of events committee members to the next meeting of the volunteer group.
- c. Members received an update on the Rowing Club Regatta on the 11th June 2022 and noted that a formal booking form had been received along with payment of £300 for some exclusive use of part of Severn Park.
- d. Members discussed the use of the Severn Park Slipway by commercial canoeing companies. Members were of the view that relatively unfettered access to and use of the slipway for commercial activities (e.g. canoe hire

companies) was inappropriate. Members noted that the refurbishment of the slipway in recent years had not been cheap and that those earning an income from it should pay some contribution for ongoing maintenance. Furthermore, members were of the view that as these operations were launched from Town Council (leased) land that the Town Council should have some oversight to ensure that operators were suitably qualified and had appropriate measures in place to mitigate against injury; the public would likely consider that the operation of a business from Town Council land would be seen as some form of endorsement. Members further noted that the Council had formal arrangements in place with angling clubs/societies to use the river bank and concession holders who operated under licence (for a fee) e.g. ice cream van. Any use by commercial canoe companies should be managed similarly.

RESOLVED: To delegate to officers (through the Town Clerk) to make arrangements to formalise the use of the Severn Park slipway by canoe hire (or similar) companies and levy an appropriate annual fee (in consultation with the Chair of the events Committee).

0036/2223 **QUEEN'S BATON RELAY**

Members noted that arrangements for the event on the 23rd of July are being overseen by a working group comprising of all members of the events committee. The event will require some significant road closures for a couple of hours on what will likely already be a busy Saturday. A meeting of the working group will take place on Wednesday 15th June at 1pm in the Annexe at College House.

0036i/2233 **PLATINUM JUBILEE – TEA PARTY 4th JUNE 2022**

Members discussed the Tea Party held at the Bridgnorth Community Hall, organised by the Town Council Events committee. The overwhelming view was that the event had been an outstanding success, there had been plenty of positive comments and the event had been enjoyed by some 80 residents. There was some thought that the Council might wish to organise something similar (perhaps once a year in future years).