

**Minutes of the committee meeting held at the Brookfield Hotel, Havant Road, Emsworth on Wednesday, August 09, 2006 at 6:00pm**



Present: Lulu Bowerman, John Tweddell, Janine Brooks Lyn  
Colbeck Elaine Connolly, Anne Gains, John Groom, Carl Inman, David Linington,  
Peter Mead, Tony Maden, Richard Owen, Pete McIntyre, Richard Taylor, Dave  
Wagg, Sgt.Ian Grey (visitor)

1. Apologies received from Linda Newell, Becky Gibson, Beryl Jobling
2. The minutes of the last minutes were circulated and signed as a correct record. Due to time constraints Lulu suggested that the most important matters were discussed first and then people that had to leave quickly could do so.
3. **Matters Arising**
  - a. Service Level agreement. Lulu stated that this had now been signed and a copy was on file. John Groom and Lulu were still had another meeting with Freda to discuss the siting of stalls on HBC open areas.
  - b. Lulu stated that the insurance had been completed and that the documents would be here this week. Lulu agreed to chase them if this was not the case.
  - c. The EBA had agreed to cover the insurance for the horticultural show.
  - d. The risk assessment has now been completed. However a fire risk assessment has now emerged following Tony and Carl's training last Tuesday. Tony agreed to liaise with Chris Lunn from Emsworth Fire Service in relation to this document. Tony then raised the issue about the provision of fire fighting equipment, for the demonstration marquee. Dave Wagg said he might be able to help in this area, as did Pete. Tony and Lulu to meet separately to discuss requirements.
  - e. Memo of intent with the police has now been signed sealed and delivered.
  - f. Letters to stall holders are to be sent out next week, including chasing insurance details, and closing any other loops. The next resident's letter is to be delivered next week. Lulu asked for as many people to assist at 6:00pm on Wednesday 16<sup>th</sup>, meeting at the Coal Exchange.

- g. John Tweddell brought up that a separate letter must be delivered to those residents around the Mill Pond to inform them about the fireworks.
- h. 4 boxes of sides for the Gazebos had been received on Friday 4th. David said he would do a count of how many weights we had and then follow up on when any outstanding would be delivered.

#### **4. Finance and Budgets**

- a. Becky was not present, so there was no report.

#### **5. Chairman's Report**

- a. This was covered above.

#### **6. Sector Updates**

- a. Accommodation- Nothing to report
- b. Marquee – Nearly everything has been done. The only outstanding issue was with the blackout sheets, in case it was a sunny day, to assist with the cameras and lighting. Ann said that the additional costs would be £550. The committee thought that this was too much, but would review it in future meetings dependant on the financial situation. All the demos have now been booked and Elaine would have the recipes by end of next week. Sales of the tickets had started today at the Brookfield and Emsworth Hardware, with 2000 tickets printed, 120 numbered for each demo. Postal applications would not be met this year; however this was something that could be done for 2007.
- c. Army – As Linda was not present there was little to report. John Groom told the committee that 10 army chaps would be helping to deliver and set up the barriers in North St and said he had the names for those who needed to be invited to the champagne reception. Lynn asked if the army could be briefed this year to allow the entertainer's access to Lillywhites and that they would also need to give directions. John Groom agreed to sort this matter. John also said he would ask if the army would be providing their stewards with high viz jackets.
- d. Logistics- John Groom stated that the plans had now been completed and he would pass copies to Janine and Dave along with power requirement lists. John then stated that there was a total of 35 power requirements, more than any other year. John also said that everyone using the power sources would have to be PAT tested. John said a local electrician would be made available to anyone who didn't have a PAT certificate. It was agreed by the committee that a charge of £30 would be charged. It was also agreed that this would be put into the stalls holders' letters that are to go out next week, along with a warning that the stall holders might have a long wait, if they choose this option. John Groom said he would liaise with John Tweddell over the delivery of the chairs

for the quay. John said that we had 100 gazebos and 28 stalls, but we might need another 10 gazebos just in case. Lulu stated that she had 2 gazebos. John and Lulu agreed to discuss this separately. John then asked for some cheap t-shirts for the logistics team. Elaine agreed to obtain a quote for these. Lulu and John said that they would go through the list of stall holders to ensure that there were enough tables to cover the event. John then asked who put the leaflets and signage on the cars and lampposts in South Street Car Park. It was agreed that leaflets were to be made and placed on vehicles in the car park earlier than we have previously done so. It was also agreed to provide leaflets for the Slipper Sailing Club. John said that some of the barriers would go out on the Thursday night, and that he and Peter would come up with a programme for that. Lulu stated that security would be present in South Street car park, and the police agreed to increase patrols at nighttimes during the weekend. Lynn then asked for confirmation that the power supplies in the lamppost in the square, and the external source outside International House were for the sole use of the entertainers. John confirmed this. Lynn also asked for stewards again this year in Lillywhites car park from 9am -12:30pm Friday and 9:30am – 1pm. She also asked for further cover from 3:45pm until 5pm on the Friday night. John again confirmed this. Peter said he had a list of additional volunteers. John Twedell said Mick Starr needed some assistance in putting up his banner. Peter agreed to help him, along with Dave Wagg.

- e. Publicity- John Tweddell said that we had 20 road signs from last year that needed amending. Carl said he would do this, and also obtain a quote for some new ones, as we only had 20. John also said that we had plenty of posters that needed to be distributed. The committee agreed that each member take 10 home with them and distribute them.
- f. Pubs- Peter said that there was little attendance at the last pub watch meeting, so there was nothing to report.
- g. Restaurants / Cafes- Nothing to report
- h. Retail- Dave said that a retail meeting had been organised for Wednesday 9 August at 6pm at the Crown, and that he would write an agenda. Dave said he would also invite the pubs and restaurants to this meeting as well. Dave requested that receipts are sent out as he is being asked for them. Lulu highlighted that this was due to Becky being absent, and that she would chase this. David Linington said he had had a request from a domestic house wanting to sell food from a BBQ. He stated that he had sent a reply saying that this was not possible due to current legislation. The committee supported David in this matter.
- i. Police- Sergeant Grey stated that the rotas had now been sorted, and confirmed that he and 6 others would be present. He also

stated that nothing had really changed from last year other than the costs. Richard asked if the police chiefs had been invited to the champagne reception, John Tweddell said that they would be. It was confirmed by Tony that Mr. Tier's field would be used as an overflow car park; Tony confirmed that it was already being used by the Horticultural show prior to the weekend so the grass would be cut! John Groom stated that the stewards had been organised for the Friday night event, and Richard confirmed that 2 PCs and 2 Specials would also be present. It was agreed that South Street would remain closed all day, on the Friday. Tony confirmed that although the park and ride would be closed after 6pm, he would ensure that arrangements would be made in case people leave their cars in the park after this time, on the Friday night. John Tweddell stated that car park arrangements had been circulated to those official guests for the launch of The Terror. Richard said that although drop off's for officials may be allowed, parking would not be. Richard stated that he would be present between 6-7pm on the Thursday night when the barriers are sited in North St. It was also confirmed that the council parking wardens would not be present during the weekend. It was pointed out that last year there were problems in North Street on a single yellow line. Richard confirmed that he would have this coned off.

- j. Merchandising- Nothing to report. Elaine then said she had taken stock of 20,000 carrier bags.
- k. Stalls- Janine stated that we were now FULL. It was pointed out that there had been confusion between food stalls and art and craft stalls; hence Janine had been getting phone calls about them. David said he would make this clear on the website. John Tweddell then stated that he had been approached by the Hospices, to ask if they could attend with collection tins. It was then highlighted that HBC had given permission to Great Ormand Street Children's Hospital to do a collection. It was stated by Tony that this had previously been discussed and rejected. Richard Taylor said he would check this with HBC. It was then suggested that the hospices could go into St James Church, John said he would follow up on this. Website- David stated that last month we had 3,400 hits. Any information for the website should be passed to him.
- l. Sponsorship- John stated that the Hogs Back Brewery have now become a sponsor. They have donated £500, plus have taken a stall and will be providing 2 lorries for the festival. He also stated that he hadn't heard anything from George Wimpy. John stated that he had refused an approach by the Cheltenham and Gloucester.

- m. Publicity- John said that there were now additional posters for the Friday evening event. Lynn pointed out that the name of the band was wrong. John agreed to change this before any more are printed. John stated that there was only 1 box of leaflets left, and this would be used for the Horticultural Show. Carl stated he had plenty if anyone needed any more. John said that the programmed was now completed. He was however unsure as to the quality of the programmed, as he had lost control due to The News having to make certain revenue from it. He suggested that this is reviewed for next year's event. John then said that 3 banners had been made and another was on order. These are to be sited at The Sussex, Starrs Butchers, Allwoods and The Railway Inn. Carl said that he already had a food festival banner made by Greene King, and agreed to take his to the Coal Exchange to put up on their fence in the car park. John said that new maps had been made for this year to include the new toilets etc. He also said the A2 size posters would be put up around the village. John then raised the issue about signage for the new village areas, especially in North Street and South Street Car Park. The committee agreed that 2 were necessary and possibly 1 more to be discussed at the next meeting. John stated that the cost of each tear drop design banner was £250. John then went on to say that the Terror night has raised some issues with HBC. Freda has issues with the sighting of the fireworks launch site. A meeting has already been held with the Slipper Sailing Club. John and Richard agreed to set more meetings with HBC to resolve these worries. John also stated that the local media has expressed interest, however as yet no national media have made an approach.
- n. Entertainment- Lynn was worried about the area to the right of the stage and asked for confirmation that this area would be clear of stalls. John Groom then showed Lynn a plan of the area, and Lynn was happy with this. Lynn stated that she had approached several local community entertainers, such as the Meridian Singers. Lynn said that all the groups had either not responded to the messages that she had left, or had rejected the community entertainment fee that was being offered. Lynn said that this offer was £50, enough to cover their expensive. Lynn also asked if the coastguard had been informed about the fireworks display. John replied that they hadn't, but that he would inform them by telephone or letter. Lynn then asked about the chairs the EFF would be supplying to St James Church. Several committee members then questioned why the EFF were supplying the church with chairs, at the EFF expense. Lynn stated that this had already been agreed. It was decided in Lulus absence to carry this matter over to the next meeting. Lynn then highlighted a problem that had occurred last year, with the band chairs sinking into the ground. It was suggested that plywood

sheets would resolve this problem. Dave Wagg said he would look into the supply of such plywood. Lynn then asked if anyone other than Lulu and the police would require a radio link, as she felt it should be kept to a minimum. No one came forward to say that they should have one, so it was agreed that this would carry. Lynn then stated that the grant system has now changed, and that a deadline of September has already been set for next years festival, to obtain match funding. Lynn asked if anyone knew a businessman with £500 available before then. John Tweddell and Pete suggested that Gales would do this. John and Peter agreed to follow this up. Lynn then asked if anyone knew about the Chelsea Pensioners, as they were asking for transportation all day. It's suggested that the Pensioners were dropped off in the Square and the coach driver might be able to park at the Catholic Church. Tony stated that as it was a 36 seat coach, it would not be possible to accommodate it at the park and ride.

## **7. AOB**

- a.** David Linington said he had been asked about the feeding of volunteers. It was agreed that only the Army, Specials and PCs and the logistics team would receive free food and drink.
- b.** Richard asked if the EFF required any street furniture removing this year, from outside of Tesco's. It was agreed that the only street furniture that would require moving would be from the square.
- c.** Richard then asked if anything had been sorted out about a mayor's visit. John said he wasn't aware that the mayor was coming. Richard stated that the mayors' office has expressed an interest, and would like to come along at 2:30pm. John confirmed that this would not clash with any of the Terror launch as this would already have been completed. Richard then asked about the mayor attending the demonstration tent, and what happened last year. John stated that the mayor and his party would have to buy tickets, as they are already on sale.
- d.** Richard then asked about the parking of vehicles for the council cleaners. It was agreed that he would have a separate meeting with Lulu, Freda and John Groom.
- e.** Richard then highlighted that the recycling bins in South Street car park belonged to private individuals and that the council would not move them. John Groom and Peter said that they would move them, to a suitable location.
- f.** Richard then asked if the thronging order for the food festival should be extended due to the Friday night activities. It was agreed that it should be. Richard said that he would deal with this.
- g.** Richard stated that HBC had taken out a full page advert within the programmed thanking and commending the committee for their hard work.

- h. Carl highlighted that the old Emsworth Furniture shop was now to become a Co-Op funeral directors, and was worried about the impact the festival may have, if they were open during this period. John Tweddell said he would try to make contact with someone to highlight the situation.
- i. Carl requested the breakdown of the entertainment budget. Lynn said that this would be given to Becky at the next meeting.
- j. Richard said that that the AA signs had all been organised, but didn't know who was to pay the invoice. John stated that last year HBC paid it, and that they then billed the EFF. Richard stated that this year the bill would come directly to the EFF.

**8. Next Meeting**

The next meeting was set for 14<sup>th</sup> August at The Brookfield Hotel at 6:00pm

There being no other business, the meeting ended.

Signed .....

Date.....