

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Mill, Mill Lane, Herne, Herne Bay, Kent CT6 7DR
Tel: 01227 742700

Minutes of the meeting of Herne & Broomfield Parish Council Environment & Leisure Committee held at Herne Mill, Wootton Room, on 16th January 2014 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Taylor, Cllr Davis, Cllr Nicholson, Cllr Day, Cllr Tobin, Cllr Sargent, Cllr Blatherwick.

Not present: Cllr Tracey Jones, Chris Tobin and Paul Parker

01/14	Apologies for absence received from Cllr Tracey Jones who has a WI meeting, Paul Parker who is working. Cllr Nicholson will be a bit late.
02/14	To receive declarations of interest on items on the agenda. None.
03/14	The minutes of the meeting held on 26 th September 2013 were agreed as a correct record.
04/14	Matters arising. None
	Public Adjournment. Members of the public asking questions on the agenda should give their name and address 1 present
05/14	Report on Children's party and Christmas float. The party, as usual was well attended with nearly 60 children having booked in advance. The afternoon started with Shout Disco who had the children dancing and prancing, it is a good way to start as it does get rid of some excess energy! Following the disco the children sat down to have their food, helped by our army of volunteers. There was plenty of variety and it was enjoyed by all. The clerk thanked all those who had provided food, Sheila Day for the sandwiches, Jennifer Taylor and Pat Brealy for supplying cakes, also County Cllr Marsh for the £250 to cover the bulk of the cost of putting the party on. After the children had eaten they were entertained by Pip the Clown who did magic tricks and balloon modelling for about an hour. Father Christmas (City Cllr Peter Vickery Jones) arrived on the Christmas float driven by Cllr Sargent, just after 5pm, having visited Strode Park to wave to the residents on route. Every child received a present from Father Christmas before heading off home. Some stopped outside to have their pictures taken on the float with Father Christmas. The clerk thanked all the volunteers for their help, without which it would be impossible to have the party. Bill & Jan Whiffen, Kay Hayward, Cllrs Robert & Tracey Jones, Michelle Nicholson, Cllr Ann Blatherwick, Tim and family, Cllr Andy Harvey, Cllr Tony Day and his wife Sheila, the two wardens Michelle and Charlotte and Cllr Carol Davis and daughter Sue. The clerk also thanked Paul Parker for supplying the Disco and the music on the float, and City Cllr Vickery Jones for being Father Christmas. Thanks were also given to Cllr Brealy for supplying the generator and Cllrs Nicholson and Sargent for all their efforts with the float which looked splendid, lastly Cllr Blatherwick for sourcing the presents for the children. Christmas Float Christmas float was well received and changing times and having the float go out on days other than the party worked well. The risk assessment needs to be carried

	out prior to the float going out and procedures for those on the float should be made clear, prior to the float going out. Cllrs Day and Tracey Jones will deal with this as the Health & Safety Advisory Group.
06/14	Report on cheque presentation and thank you evening and discuss options for this year. <u>Report on thank you and cheque presentation event held on 24th November 2013</u> About 30 people attended the event held in Herne Community Centre. Food for the event was provided by councillors and the clerk and there was mulled wine, tea, coffee and soft drinks on offer so everyone was catered for, live music was provided by Cllr Davis' son in law Leon who played guitar and also Cllr Blatherwick's daughter Lucy who played the flute. David Dye, Director of Human Resources from Strode Park, attended to collect the cheque for the money raised from the Funday, which totalled £915, half of the profit made on the day. Cllr Tony Day told David that it was hoped that the parish council would continue to support Strode Park in the future and he then invited him to talk about their current projects. David explained that Strode Park was currently fundraising for a new hydro therapy centre complete with swimming pool, which would be of tremendous benefit to wheel chair bound residents. He also spoke about the projects which had been taken on recently such as properties outside of Strode Park which helped those who were able to live independently with minimal assistance, also the children's unit in Stodmarsh, Footprints, which was hugely over subscribed for the respite and other care it gives. David thanked all those who had helped with raising the money for Strode Park and the support given to them by local residents. David answered some questions before leaving. A raffle was held during the event and raised £62 towards the community centre. It was agreed to amalgamate these events and hold one for both the Garden Safari people and all the helpers. A tea dance was suggested with proper table cloths cake stands etc. It was also agreed that it should be held in September, clerk will check hall dates that are available. Cllr Nicholson arrived at this point.
07/14	To discuss the Beetle Drive and other fundraising ideas to raise funds for the Community Centre. The clerk reported that to date she had not received any entries for the beetle drive. It was agreed that this needed to be advertised again and the event would be postponed until early April. Pencils and dice will be required and perhaps Easter eggs could be given as prizes. Posters and flyers will be produced when the hall has been booked. Cllr Nicholson has offered to do a Curry Night and Bingo and an antique valuation night was also suggested. Cllrs Tracey & Robert Jones will be asked about organising the bingo night. The clerk will get details of the antique valuation. Cllr Davis suggested that hall users be asked to do a fund raiser for the new hall.
08/14	Update on progress with the Allotment site. Some of the allotment holders have started work on site but the ground is very wet following the heavy rains over the last few weeks. Cllr Day said it was starting to look like an allotment, even though not many had started the plots were all pegged out.
09/14	Update on mural in the underpass. The mural was finished and looked good, unfortunately the warden found this morning that graffiti had been scratched into the paint work, the artist has been asked to make good.
10/14	To discuss Garden Safari on 8th June 14. A meeting for the safari people has been arranged for 31st Jan. New gardens are needed for this year to encourage new people to come in and look. There are 6 gardens currently who have confirmed.
11/14	To discuss Fun Day and report on meeting with John Hawkins. Report on meeting with CCC Events Manager John Hawkins held on

16th January 2013

John went through what will be required when requesting use of the Cherry Orchard playing field this year. We need to put in much more details than we have previously and he also gave advice with regards to the plan of the site provided and that a key should be shown, with the control clearly marked.

He spoke about marshals and how they must know in advance of their responsibilities and if everything is clearly stated then the event can continue if a key person is unable to attend. Details of how vehicle movements are going to be managed and instructions given to those marshals should be in writing.

The risk assessment is about hazards only and if there isn't a hazard then it doesn't have to be included. Particularly highlighted the ice-cream van which has its engine running all day - fire risk and hot exhaust pipe. Photos taken on the day are helpful for the de-brief and if the same spot is used at different times during the day it helps to see when the most visitors are there etc. The full council must minute agreement of what is proposed by the E & L committee.

In the introduction it is of benefit to mention that 50% of proceeds go to Strode Park Foundation, that sponsorship is needed to put on the free activities like face painting, children's entertainment and that club and organisations from the parish are given free stall space and charity stalls have a reduced fee.

John suggested that it would be of benefit to the parish council to employ a company to write the document in the first instance and then have a post event meeting to discuss any issues that have arisen. This document could then be used for future events with minor alterations. The cost of this is likely to be between £500-£1000, if agreed could come out of earmarked fund for events or Community projects fund. If the parish council uses a company to carry out this work it reduces the risk to both clerk and parish council. Members agreed this should go to full council for agreement and that the clerk would try and get more information on the cost before then.

The forms will be sent out this week for completion but we will only need to do the initial application form of intent immediately and the rest will follow when ready. CCC will no longer be overseeing events held in the Canterbury District, the applications will be going to the police in Maidstone.

It is therefore very important that the document produced is clear to someone who doesn't know the area and has as much relevant information as possible. If this doesn't happen the police are likely to refuse permission.

Fun Day details

The date for this year's fun day is 17th August, the clerk reported that she had booked the face painters, Pip, Edwards Leisure, Go-Kart party, G & S Catapults, Miss Herne Bay and coconut shie, fire engine. The dogs trust will attend to do free micro chipping. Utility Warehouse. Lulu Loves Coffee and Ice cream van have confirmed. Kent Community Oral Health have been asked to attend as have Kent Fire & Rescue Community Engagement team who may be able to do a chip pan demo unit or a vehicle. The scouts have confirmed for the refreshments. Other catering provision. Do-nuts and Easy Nuh have been contacted. The clerk has contacted the band that was going to attend last year to see if they can make it this year. Michelle and David have raised the issue of safety re the conflict between pedestrians and vehicles using the same entrance. They have suggested that the main entrance be used just for vehicles and that pedestrians use the entrance by the toilets. They have also said that better signage for the parking is needed. More parking and more help. Members discussed the parking and access they agreed to separate pedestrians and vehicles as much as possible; signs will be put up to indicate the pedestrian and vehicle entrances. It was also agreed to increase the parking to £1, this will hopefully encourage more people to walk to the event. The

	clerk told members that more help was needed with the parking as the rotary members who attended last year were a little out of their depth. Cllr Nicholson was asked to find out if the TA's might be able to provide some extra help. The clerk will speak to Cllr Brealy regarding Rotary helping again. Better signage for the car park is needed and a large Car Park Full Sign to go at the entrance of Stode. It was agreed that the main ring needed to be bigger to accommodate the challenge and there was a suggestion that smaller tents could be used. The Karate club would be asked to do one display during the afternoon and it was agreed to ask Breakawayz if they would like to do a dance demo. The challenge and fun races will go ahead as normal. Charges for stalls and concessions were discussed and it was agreed to increase prices this year. The clerk asked if she should get a price from Red Cross as well re providing First Aid cover. Helpers and marshals were going to be needed. Cllr Nicholson has contacted 3 regiments to see if any of them wish to attend and do a re-enactment, the clerk pointed out that this would need to be discussed further as they usually charged. All correspondence needs to go through the parish office to enable the clerk to keep control of what is being requested. It was agreed that the layout for last year's event worked very well. The clerk was asked to purchase a cup for the Challenge.
12/14	Members reports Cllr Day asked that Martin Rafferty be co-opted onto the Committee, this would be an agenda item next meeting. Cllr Blatherwick asked if the pictures taken when the Santa float toured could be put in newsletter. Cllr Day told members that he was in the middle of setting up a web site for event photo's to be viewed. This will be on the agenda for next full council meeting.

Meeting closed 9pm