

KEYNSHAM TOWN COUNCIL

Minutes of the Events, Arts, Tourism and Heritage Committee meeting held on
Tuesday 3rd December 2019 at 4.00 p.m. in the Key Centre

PRESENT: Keynsham Town Councillors D Biddleston, B Simmons and H MacFie
Community/Business members R Davison, J Cron, Angela Sherwood,
and Philippa Paget.

IN ATTENDANCE: D Drury (Deputy Town Clerk KTC)

1. ELECTION OF CHAIRMAN

To note that Councillor D Biddleston was elected Chairman of the EATH Committee for the remainder of the Municipal Year 2019/20.

2. ELECTION OF VICE-CHAIRMAN

To note that Councillor H MacFie was elected Vice-Chairman of the EATH Committee for the remainder of the Municipal Year 2019/20.

3. MEMBERSHIP

To note the Councillor membership of the EATH Committee - Councillors D Biddleston, C Brennan, T Crouch, H MacFie, B Simmons and J Wallcroft for the remainder of the municipal year 2019 - 20, as agreed at the Town Council meeting held on 17th September 2019.

4. TERMS OF REFERENCE

The Terms of Reference were received and noted including the additional items in respect of Heritage.

5. APOLOGIES FOR ABSENCE

Councillors C Brennan, T Crouch, J Wallcroft.

C Corfield (Churches together representative).

To note that Hilton Baker (Salvation Army Representative) has resigned from this Committee.

6. DECLARATIONS OF INTEREST

There were none.

7. DISPENSATIONS

There were none.

8. PUBLIC PARTICIPATION

There was none.

9. TIME OF MEETINGS GENERALLY

The Independents Traders members, represented, commented that 4.00 p.m. was a difficult time when running a business, so it was agreed that at future meetings, events matters would be tabled further down the agenda, meaning that they would be discussed nearer to 5.00 p.m. and a short break would be given between agenda topics to allow members to attend and leave.

RSEOLVED

That 4.00 p.m. is the best time for future meetings to start.

10. EVENTS

KEYNSHAM WINTER FESTIVAL

11. CONFIRMATION OF MINUTES

RESOLVED:

That the Minutes of the meeting held on 8th October 2019 (previously circulated) be approved as a correct record and signed by the Chairman.

12. FEEDBACK FROM KEYNSHAM WINTER FESTIVAL

Site Layout

The location of the stage in 2019 was good and worked better than in previous years. However, if this location is used in 2020 the stage needs to be moved slightly further into Charlton Road as this will aid the procession. This year, as the procession arrived at the stage it was very congested and made it difficult to get the young children into the safety area and for the rest of the procession to move further up the High Street. This will also make access to the Fear Hall more visible.

Staff comment - Lighting on the stage looked great. Traders behind it on High Street were not so happy with positioning of it as blocked them off a bit.

Youth Service comment - The layout with the stage at the bottom of Charlton Road generated more people into the Fear Hall and it felt as though the High Street was more involved.

Temple Street set up was a disaster this year, with a large fun fair ride setting up in the wrong position, very few community stalls and no additional fun fair stalls. Note - There are to be no large fun fair rides on Temple Street in 2020. A person needs to be allocated to assist the Deputy Town Clerk in monitoring the set up the event in this area.

It was noted that there were a reduced number of stalls around the Fear Hall due to the location of the onsite ambulance.

The climbing wall, unfortunately, did not turn up as it got stuck in the mud leaving its lock up and the play bus also suffered a puncture on route.

The Dial-A-Ride shuttle bus service was once again invaluable. No problems were reported.

Road closures

Road closures went in place on time. Complaints were received regarding traffic backing up to Broadmead roundabout and along A4175 towards Bitton, but this traffic build up was not the result of the Winter Festival but due to a traffic accident that occurred on Station Road and the knock on affect, but only during set up time. The incident was cleared before the event commenced.

One member suggested holding the event on a Saturday during the day/evening, but this will not be cost effective as staff costs, contractor costs and equipment hire costs would be increased considerably for a weekend event.

Stewards

The number of stewards on duty was good and the SIA trained stewards assisted in dealing with a large number of youths, that had congregated on Bath Hill, in the latter part of the evening. The ringleader of this group was arrested by Police and returned to his home in Bath.

There was an issue with the radio communication provided by the stewards and there was lack of assistance with the procession. This will be fed back in the Client Evaluation Form.

Stalls

Zapp Events being ready with the tables/umbrellas at 3.30pm was great, as there was not such a panic to get organised for the trader's arrival. It was great having Sara (from B&NES) to help with the set-up. In 2020, staff need to check what vehicles traders are bringing, as the two large vans & helpers that one trader brought caused a lot of problems.

21 of the 30 outdoor stalls were taken up. This is an ongoing problem of traders not wishing to take the chance of bad weather, therefore no increase in the uptake of outdoor stalls. It is always a struggle to fill the usual 25 ordered. Bookings of traders with their own vans/gazebos (£85 pitch) meant the income from traders was up on last year (2018 - £1,245. 2019-£1,585). Requiring their own insurance cover is also an issue for the smaller traders.

A lot of outdoor traders didn't bring along additional lighting, so adequate light is still an issue.

Fear Hall was popular with traders and fully booked. This venue still gets too congested particularly at back of the hall when traders arrive. Suggestion for 2020, perhaps stagger arrival times to try to avoid this.

The wide variety of stalls was good and there was a great selection of food. A clause needs to be included on future stall booking forms that toy guns are not to be sold at the event (complaints were received regarding this).

Chef Wu will be invoiced for the cost of one replacement table, in the sum of £35.00 due to damage caused by food heaters. The Town Council have already been billed for the damaged table and reimbursement will be sought from Chef Wu.

One stall holder, on receipt of her letter detailing her stall location cancelled and requested a refund. It was agreed that the Deputy Town Clerk seek more information on the booking fee and offer either the full fee, or a percentage of the cost, as a refund.

Suggestion for 2020, a clause needs to be added to the booking forms regarding cancellations/ refunds/damages.

Youth Workers suggestion - consider facing the stalls on the High Street towards the shops back to back. This would be difficult due to the width of the road and the need to keep one side of the carriageway clear, in case the road needs to be accessed by emergency vehicles or opened due to closure of the main A4.

The Grounds Staff were asked to get the Town Council generator from the bandstand shed for a trader who thought that the Town Council supplied electric on the night. It needs to be made clear on the 2020 forms 'that the Town Council do not provide electric or power'. Thanks, were expressed to Kelvin for dealing with the problem on the night.

Thanks, were also given to Dan for fixing the handrail in the Fear Hall that had come detached from the wall in the hallway.

Workshops

The Key Centre workshop was successful and much better with the professional artist running them. Workshops were well attended and ran smoothly. Feedback from parents was good.

The lanterns looked great in the procession. There was no feedback in respect of the Queens Road children's workshop.

A report has been received that a lady was upset about the lack of arrangements made for children with special educational needs at the Winter Festival. Also, the same lady complained that there was no provision for SEN children at the lantern workshops.

She said she had attempted to bring her child down to the High Street (in his specialised pushchair) but felt that she was being laughed at by some members of the public and some stall holders.

She was disappointed that there wasn't a quiet space made available, so that children who needed it, could still be involved in the festival. She was also annoyed because she had heard that 'Butterflies' had had to cancel their weekly session because of the festival. This all needs to be addressed in 2020. Possibly speak to Butterflies and ask whether they would like to run some activities in the Key Centre.

The shop star trail activity organised by the churches was enjoyed by quite a few children and the winner was presented with a prize on the event night.

Procession

The procession was probably one of the best for many years. It looked good and went well apart from the pinch point by the stage. It was suggested that in 2020 we must pay for a lead band or alternatively people should carry bells, triangles or drums as the procession to the rear was too quiet

Entertainment on stage

The Entertainment on the stage was very good and seemed to be enjoyed by all. There was a comment that there were not sufficient gaps in the programme (with quieter periods) to allow other nearby activities to be performed successfully. Also, that the children's entertainment went on far too late, with a very small audience towards the end, which looked quite sad. It was recommended that the children's entertainment should be in the early part of the evening and over by 8.00 p.m. with performances geared to a more adult audience from 8.00 p.m. to 9.00 p.m. This timing will be considered when planning the 2020 event. A concern was raised in respect of sweets being thrown to the children, but it was agreed that this was not a problem as this happens at most pantomime shows at this time of the year, and it would be at the adults discretion as to whether the child would be allowed to consume the sweets or not.

Church activities

Reports in respect of the church activities were good with many members of the community taking part. The Christmas lights switch on raised a few issues as the choir could not really be heard. It was recommended that a mobile PA system be purchased with any bandstand remaining budget.

The Circus workshop in the Key Centre was a big hit with the children and there was a good attendance.

Entertainment in The Space

All performances in The Space were very good and Ric reported that it was probably the best selection of entertainment ever. Wellsway Academy had probably over 200 followers, so a second performance was put on to accommodate the audience. The library staff were happy with the way things were run. The Punch and Judy/Circus workshop in the Library was very popular. Punch & Judy performer said his show and workshop went, really well and was the largest crowd that he has had.

There was a changing problem with teenage girls being visible to the public, this needs to be monitored better in 2020.

Fun Fair

As the weather was dry but cold this year the event was very well attended, making some areas crowded including around the funfair rides on Market Walk.

It was agreed that in 2020, we need to think about what the fun fair adds and what it takes away from this community event. The majority of the Committee were of the opinion that there should be less funfair and positioning need to be thought about. Including making adaptations to improve the experience, this could include making the

rides/stalls more traditional, more children's rides and less teenage rides but not age segregating, as it is intended that the Winter Festival is a mixed community event and should be family orientated (something for all).

Shops on Temple Street opposite Market Walk were not happy with the rear view of a large fun fair ride.

A trip incident occurred as result of trailing funfair electric cables by St. John's Church. The ride owner had no cable covers, so it was left to Town Council to find bits of carpet to cover the cables and to tape off the access point to avoid further incidents.

The Hook-a-Duck stall owner emptied the water contents of his stall on to Market Walk at the end of the event. As the evening, towards the end, was extremely cold and icy this could potentially have been very dangerous. The funfair company will be informed of these points. The Town Council Grounds Staff also need to be more responsive when it comes to incidents such as this, as initially the Town Clerk had to deal with them, and the necessary equipment was not available in the Town Council van.

Window Competition results

There were some lovely windows entered. However, some traders reported that the theme was difficult, costly and not very Christmas related. It was suggested that the window display in 2020 should not necessarily have to follow the theme of the Festival but could be just the best dressed window display including a Christmas tree.

The results of the window competition winners was announced on the stage and prizes will be award on 11th December in the Libourne Lounge. Presentation to made by Councillor D Biddleston and Tony (Blackbeard's Barber's – sponsor of the prizes). The overall winner was Cocoa Hair Design and they will be awarded the Shield.

The programme

Timing of production and printing of the programme is important and it is necessary to have a good supply for distribution well in advance of the event (including at the Farmers Market). The overall layout was very pleasing, and Judith was thanked for her design on the front cover.

Website, programme, posters and leaflets all looked very professional.

Police feedback

From a police perspective there was not a great deal to be said. The event, as ever, was well organised and had a wide range of services working together for public safety. They did not see any traffic issues or other road related problems.

There were three incidents that required police involvement. A high risk missing person (not associated with the event) who was eventually found, a young man who was drunk/under the influence of drugs who was taken to hospital. A report was gained from the boy's mother and she expressed thanks to all involved and said that he was okay, but the Police have not had this confirmed by the hospital.

In the latter part of the evening, youths from the ages of 14 -17 decided to cause some problems for the police. These were of an anti-social nature. Due to the resources

that the Police had provided being depleted, as a result of an incident earlier in the evening (not related to the Festival), assistance was required from the security staff on duty. This is something the Police will look at next year and make sure that this does not happen again.

Police units allocated to the festival attended and dispersed the group. The most vocal member of the group, the person who seemed to try and become a 'rabble-rouser', was arrested and taken home to parents in Bath.

The police received only one call from a resident on the High Street reporting ASB. There were no other calls from the public reporting ASB during the festival.

Wombles feedback

Despite the freezing cold, the Wombles had a good time.

There did seem to be a fair amount of plastic cutlery being used, as a Town Council which is trying to use less it would be good to use vendors who use alternatives. Also, most of the traders did not seem to have their own bin for people to use. Suggestion that this is encouraged in 2020

A couple of people reported that they couldn't see any bins! This is probably because the majority are on the pavement behind stalls and everyone is walking in the middle of the road! Suggestion for 2020, could some oil drums or similar be provided close to the stalls or in the road? Something more prominent?

Youth Service feedback

The Youth Service made £16 (doesn't sound much but it all helps) on the night from sweet bags and had some good interactions with the younger age groups promoting the centre and the sessions.

Unforeseen issues with the climbing wall on the night was disappointing, but discussion will be held with the owner to reorganise for next year.

Depending on service level and staffing, next year, the Youth Service would like to explore the possibility of holding some early door workshops as part of Winter Festival. For example, this year, with the theme being greatest show/circus they could have done a plate spinning workshop in TimeOut, a circus felt tree decoration making session or made wreaths.

The Youth Service have asked for some representation at next year's planning meetings for the Winter Festival but have requested Monday meetings. The DTC will give them the date and times of next year's meetings.

To be considered for next year: Keep to timings (Youth Service had lots of grumbles inside Fear Hall from attendees about the advertised time/real time of the lights), give Youth Service leader and/or staff full briefings for all areas/roles etc (we had lots of questions from traders/security/Councillors). The staff had a full briefing session but

as this was during the day the Youth Staff did not attend. The Deputy Town Clerk will arrange a separate meeting for Youth Staff in 2020.

The Youth Staff asked to be provided with a walkie talkie to communicate with other staff, but this has been discussed previously and would interfere with the official radio broadcasts between the security staff, police, first aid crew and event organiser.

Feedback from B&NES staff assisting with the event.

It was a good event and lovely to see so many families enjoying themselves.

Feedback was received from a member of the public who said that there was no disabled parking in the town, as he would have liked to have brought his son to the event. He said that in the future it might be helpful to have some disabled parking allocated on Temple Street. Temple Street or anywhere within a road closure would be difficult as this may interfere with the event set up and for safety reasons it would not be appropriate or permissible to have vehicles moving within the road closure between 6 – 9 p.m. A suggestion was made of trying to seek use of The Labbott's small car park for disabled parking for the evening.

Also, the procession was great apart from the end again, when everyone left to go on the stage, it was a bit challenging getting Chuffy through the crowds. As above, this needs to be addressed for 2020.

Feedback from staff members

In addition to the staff meeting a couple of days before the event, a few more leading up to the event to discuss plans in more detail would be beneficial.

The fairground seemed to be having a very good deal for their payment of £750. Other traders pay £85 per pitch – their payment equates to 9 pitches. The fairground brings along many more – 5 rides/stalls outside St John's Church alone when agreement was for 2 rides. They are extremely busy all evening so make lots of money.

Good turnout, it felt safe and there was a friendly atmosphere during the event.

It was a pity about the crowd of youths going along the High Street at the end of the night pushing tables over and kicking anything in their way. It is appreciated the stewards were following on behind them and then also the police, so it was all in hand. – Response for the Committee - The approach to dealing with the issue was being handled by the Police and the Stewards had been asked not to intervene, until they had walked the youths to a quieter location in the town, in case serious disorder broke out in a more congested area. This information should have been relayed to staff on duty so that they understood what was happening.

Suggestions for 2020 Winter Festival.

There were no suggestions given but members will think about this between now and June 2020 when planning begins again.

13. WINTER FESTIVAL DRAFT BUDGET & FINAL BUDGET

The expenditure to date for the event was recorded at £8641.69 with a committed budget of £12485.17. Income was recorded at £13329.18 with a committed income of £13362.51. Not all invoices have been paid to date and some income may be due in so a final budget will be circulated in January 2020, once all the bills have been paid.

There may be some surplus from the 2019 Festival, and this will go into the Town Council's earmarked reserves.

One stall holder, on receiving her letter with arrival details did not like the location allocated for her stall and cancelled. She has requested a refund. More details need to be ascertained as to how close to the event did she cancel. The Committee were minded to offer 50% of the booking fee but said that they would leave this to the discretion of the Deputy Town Clerk. Chef Wu is to be invoiced £35.00 for a replacement table that was damaged by food heaters. The Town Council have already been billed for the damaged table by the hire company.

14. TOURISM

The Committee heard from John Turner of Visit Somerset in respect of what would be on offer for any membership taken up. John began by saying that he was sorry to hear about the passing of Denise and passed on his condolences to the family.

It was explained to the Committee that the Town Council membership expired last January. John said that he had had a meeting with the Town Clerk to re-ignite a strategy that would meet the requirements of the Town Council. This would include supporting Keynsham Town Council more to promote events and activities taking place in Keynsham and it was estimated that 5000 plus people would regularly look at the web pages. Even though membership has expired the Town Council's newsfeed was still online and people were still going to the page for information.

The Town Clerk joined the meeting.

John reported that in the past there had been great success in working with Ric and the businesses in Keynsham including the launch of the Somerdale chocolate brand (made in Keynsham) which was being supported by Visit Somerset. The chocolate is being promoted within a Somerset Producers Guide. A question was asked why Glastonbury Tor was the image on a chocolate made in Keynsham and not perhaps St. John's Church. It was reported that the chocolate is being sold across Somerset hence the Glastonbury Tor image.

The Committee were given analytics data and it was explained that figures had gone down since the Keynsham page had been inactive.

The reasons for non-renewal of the subscription was given to the Committee as follows:

- It was not clear what benefit the Town Council and its residents were getting for the £1000 subscription.
- Visit Somerset had been working directly with the local businesses and KMFA Limited off the back of the Town Council's subscription without any notification,

agreement or sign-off of articles by the Town Council according to the Council's press policy. If Visit Somerset were only going to promote the businesses and not all other community organisations the Town Council promotes, then it was suggested that the businesses (between them) should perhaps have their own dedicated membership.

- There had been little or no direct interaction or consultation with the Town Council in respect of its requirements in return for spending £1000 of public money on membership.

The benefits for the Music Festival were highlighted. It was explained that the Music Festival was not the only event in the Town Council's calendar year and that it was not just about the Town Council getting value for its money but the residents and Community of Keynsham getting value as the costs comes from their taxes.

John explained that they intended to set up a platform that would be free for the Community to use and publish their events and on which the Independent Traders could advertise their goods and services. It was made clear to John that Keynsham Town Council have rules and procedures in place in respect of this and cannot pay for a service where it has no editorial control. Any events to be promoted or items to be communicated to the residents of Keynsham and visitors to the town should come directly from the Town Council and not a third party.

John gave the Committee details of UWE Bristol initiative where students are assisting in the production of new websites for companies at a reduced cost and this is something that the Town Council may be interested in. The Town Clerk explained that any future Town Council website should be fully accessible and comply with new regulations that come into force in 2020.

RECOMMENDED THAT

- i) the Town Council renew the subscription with Visit Somerset.
- ii) That this is conditional on Visit Somerset working closely with the Town Council on content in the future.
- iii) John will meet with the Town Clerk on adaptations to the current pages and also look into whether Visit Somerset could provide a suitable accessible website.
- iv) for accountability reasons that John attend future meetings when tourism and marketing is to be discussed.

ARTS

15. CONFIRMATION OF MINUTES

RESOLVED:

That the Minutes of the Arts Committee meeting held on 8th October 2019 were confirmed as a true record and were signed by the Vice Chairman.

16. ARTS NEWSLETTER

It was reported that the first draft of the Winter Arts newsletter will be ready by the end of this week and will be distributed next week.

David explained that publishing photos was an issue and putting together and printing the newsletter was time consuming for him. He felt that an outsourced print would produce a better production and look better. When asked about costing he said it would cost between £200 - £300 per edition (4 editions per year) for 250 copies (per edition).

An online version is also available.

RESOLVED

That this information just be noted at this stage.

17. GWR POSTER PROJECT

The latest display (to December) depicting artist's impressions of Keynsham landmarks has made a lovely display at the station. Smaller poster versions will be used for an ArtSpace display.

January – March 2020 – Local residents have been submitting monthly photographic entries, for free, to use to form a display. The best three entries have then been put online for a public vote to choose the best photograph for each month of 2019. December's entries still need to be submitted and the best selected and then they will be ready to turn into posters for display at the station.

It was suggested that the images could be used to produce calendars for 2020.

RESOLVED

- i) That the production of a 2020 calendar be included on the next meeting agenda for further discussion.
- ii) That the sale of posters at the Keynsham Music Festival be discussed at the next EATH meeting.

18. OTHER ART ACTIVITIES

It was suggested that the Committee think about and develop a Made in Keynsham Shop or pop up stall for events. To be discussed at a future meeting.

19. UPDATES

a. Timeline project

The Deputy Town Clerk will seek an update from Mark Minkley (B&NES) and feedback at the next meeting.

b. The Space

It was reported that there are currently approximately 2 or 3 performances each month in The Space. The next event is a techno disco on 21st December and on 7th January 2020 'From What is to What if' Transition Keynsham presents – Rob Hopkins founder of the Transition Movement.

Currently events are advertised through The Space Facebook page and local radio, with some events shared through the Town Council community distribution system. David was asked to lift things from The Space Facebook and share.

c. Live Streaming

Live Streaming is ongoing and will happen after 12th December. Contact needs to be made with Ian Valentine of B&NES Council to get this sorted. B&NES need pressurising harder to get the satellite up on the roof. The money set aside for the project was released back into General Reserves as part of the 2019/20 Budget. However, this would now prevent the Committee from re-applying to the Town Council for funding once costs and dates were known.

d. Keynsham Radio FM

Live 24/7 broadcasting has not happened yet but is coming very soon. They should be on air from 15th December with an official launch in January 2020.

20. CURRENT ARTS ACTIVITIES IN KEYNSHAM

The ArtSpace is up and running in the Temple Canteen and artists selling their wares are doing very well. Products will be on sale up to 21st December.

21. HERITAGE

- a) Update on Public Realm project and Heritage Action Zone - invites will be sent to key community group member leaders inviting them to a stake holders' workshop to be held in January 2020.
- b) Receipt of some Council General Rates Bills dated 1961 – 1962 that a resident has given to the Town Council for archiving and safe keeping was noted.

The Committee said there was case, for pursuing a future museum in the town to display such donations together with the other artefacts stored at Pixash Lane. This matter is to be added to the next EATH agenda for further discussion and an invitation to this meeting should be sent to Richard Dyson.

- c) A course of action in respect of the Keynsham mosaics was discussed.

RECOMMENDED

- a) Budget in 2020-2021 for three lecterns to explain what each mosaic image is about.
- b) Swap the position of the current mosaics to move the hanging tree to a different location.
- c) Assess each mosaic to ascertain what repairs are required and feedback the information to this Committee.

22. BUDGET ITEM

The new budgets were explained to the Committee with additional comments as follows:

The Visit Somerset subscription will be renewed in this financial year in January 2020.

The costing of the 3 lecterns for the mosaics equates to £2500 and not £5000 as recorded in the budget sheet.

Timeline funds are within earmarked reserves.

The Town Council has committed £40,000 over three years to the Heritage Action Zone project.

Website and branding costs will be the same as this year but will be used to ensure that the Town Council has a fully accessible website by September 2020.

There is potential to produce a Town Guide to promote tourism and engage with new residents and all existing householders.

Clock tower brochure – there have been no sales of these since last year and there is still a large supply left. It was suggested that the local developers are approached to purchase some to put in their resident's packs. Also, that some could be sold on a stall at the Music Festival together with station posters and Keynsham chocolate.

RECOMMENDED

That the budget, agreed by the EATH Committee to go to Full Council for approval.

24. DATE OF NEXT MEETING

The next Events, Arts, Tourism & Heritage Committee will be scheduled for **a date in February 2020 at 4pm. to be arranged and venue to be confirmed.**

Future agendas to show anticipated times of each topic commencement (Events to be the last item on the agenda).

Signed: Date:
(Chairman)