



PETERLEE TOWN COUNCIL

Date of Issue: 18th October 2017

A MEETING OF THE EVENTS WORKING PARTY WILL BE HELD ON WEDNESDAY 25TH OCTOBER 2017 IN THE BAR, THE PAVILION, PETERLEE at 10.30am

Mr I Morris M.C.I.H

Town Clerk

A G E N D A

1. Apologies for Absence
2. Notes from the last meeting held on 11th October 2017
To consider and agree the contents as a true and correct record
(attached)
3. Notes of the Show De Brief Meeting held on 25 September 2017
(attached)
4. Up and coming events-
 - Oktoberfest, Saturday 28 October 2017

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 11TH OCTOBER 2017 AT 1.00PM

PRESENT: COUN S MEIKLE (CHAIR)

Mesdame:- K Hawley, K Liddell & S Simpson

Messrs:- R Moore, A Wilkinson & A Watson

24. Apologies for Absence

Apologies had been submitted and accepted from Councillors K Duffy, S McGlen, A C Long, S Miles, M A Cartwright and Mr K Green.

25. The notes from the last meeting held on 19th September 2017, were considered and agreed as a true and correct record. Updates were given as follows:-

(a) Octoberfest, 28th October 2017, Shotton Hall

- Tickets Sold out
- Food van/operator booked
- Novelty games and props to order
- Running order with the band to be discussed and agreed
- Jugs of cocktails be offered
- Agreed a stein could be purchased at £2.50
- all draught beers, lagers and cider be offered at £7.00 per stein
- A smoke/haze be arranged for the bands big entrance

(b) Halloween Party, 31 October 2017, Shotton Hall Banqueting Suites, 5 – 8pm, tickets £4.00

- entertainment booked
- singing pumpkins in the council chamber
- decorations inside and outside the Banqueting Suites
- suggested a smoke/haze machine be used

(c) Remembrance Day Parade, 12 November 2017 at 10.30am, Peterlee Central Club

- Various Regiments Standard Bearers and flags arranged
- Suggested a programme/running order be made for the laying of the wreaths by the various organisations (Councillor Moore to speak to the forces organiser)

- Traffic management and the Police – road closure and times arranged, with advance signage of the closure times and letters sent to all of the shops, taxi companies, bus operators etc
- **Agreed the Safety Officer has the final say on those taking part on the day**
- Tank not taking part
- poppies to be arranged for the Town Council's vehicles
- sports groups be invited to join the Parade
- no replies had been received from the local schools or Brownies/Guides to take part, Rev Jones had given details of contacts and two replies had been received.

(d) Fireworks Night, Saturday 4th November 2017

- the road closure was in place
- the fireworks would fire at 6.30pm, set to rock v pop music, and there would be children's entertainment and rides from 4pm
- **the Organiser asked Members to consider what date/night they wished to have the event on for 2018.**

(e) Christmas Tree Lighting Event

it was felt there needed to be a "switch on" with someone from the community. After discussion it was **agreed the 5 primary Schools be invited to nominate a child from their school, (Key Stage 2), and the five children do the switch on together.**

(f) Various December 2017 – Christmas Party Nights, Shotton Hall

Tickets were going well for all of the dates and updates would continue to be given.

26. Peterlee Show 2017

The Show Co Ordinator gave details of how many entries were in each of the different events/competitions. Interest in organizing the Arts and Crafts competition was reported, and **it was agreed this be declined. Members agreed that gold fish should not be allowed to be given by the fairground as prizes for future Shows. It was agreed that the 100% of the proceeds from the auction at the Horticulture Event be donated to the Hartlepool Hospice.**

Peterlee Show 2018

- **date of the Event agreed as 1 & 2 September 2018**

- the exact costs of the Show had not yet been finalized and the budget for 2018 to be agreed and set during the budget process
- it was agreed the main arena entertainment worked very well and was popular and it was **agreed that prices and types of acts be obtained to consider and book for 2018**
- it was **agreed the main stage be held once again with local bands on the afternoon and it was asked that 3 – 4 main bands be booked, the general genre was agreed**
- **Karen Kennedy be booked to host the main stage**
- the field layout be the same as 2017
- prices for walkabout entertainment be gathered
- Sunday remain as a vintage day with rock and roll bands etc
- The proposal for a trance session from 8 – 10pm on the Saturday night be looked into further in terms of equipment and extra security required etc
- There needed to be increased security/marshals
- There needed to be more porta loos and better signage
- The dog show and horticulture events be considered at a future meeting; the arts and crafts event not be held in 2018
- The Sports Development Officer had proposals for various activities including - a football festival, tug of war, Fun Run, martial arts display, charity cricket match, use of the MUGA etc

27. Howletch Primary School, 50th Birthday Celebrations

Councillor Wilkinson declared an interest as a school governor, and asked for ideas from the group of ways that the school could celebrate this landmark anniversary. One idea was to contact others that were 50, and do a where are they now feature, start a facebook page and get ideas and interest. It was suggested maybe the Town Council could support with a planting scheme(s). **It was agreed that Councillor Wilkinson confirm the date of the anniversary.**

- Halloween Party – 31st October 2017, Shotton Hall Banqueting Suites, 5 – 8pm, tickets £4.00
- Bonfire Night – Saturday 4th November 2017
- Remembrance Day Parade – Sunday 12th November 2017
- 1st December – Tree Lighting Event, Shotton Hall
- Various dates – Christmas Party Functions held at Shotton Hall
- Brunch with Santa, 17 December 2017
- Children’s Christmas Party, 9 December 2017, The Pavilion
- New Year’s Eve Gala Night, Shotton Hall
- Over 60’s event, 12 January 2018, Shotton Hall
- Pantomimes, 24 & 25 January 2018

Update reports

5. Peterlee Show 2018 – Matters from the previous meeting and updates

6. Christmas

Item requested by the Chairman

7. Burns Night Supper

Item requested by the Chairman

8. Date and Time of Next Meeting

Wednesday 8th November 2018 at 1.00pm, Shotton Hall

NB as agreed this meeting will be at The Pavilion (bring your cash its Pink Day – Supporting breast cancer – cake!)

PETERLEE TOWN COUNCIL

THE NOTES OF THE MEETING OF THE SHOW WORKING PARTY MEETING

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 25TH SEPTEMBER 2017 AT 3.30PM

PRESENT:- K HAWLEY (CHAIR)

Mesdame:- K Duffy

Messrs:- R Moore, T Duffy, J Robinson & S McGlen

Sgt J Peel Durham Constabulary

Mrs J Toase Safety Advisory Group

Mr J Thirlbeck JT Events (Safety Officer)

1. Apologies for Absence

Apologies had been submitted and accepted from Councillors A C Long, (on holiday), S Meikle & A Wilkinson and Inspector Blakelock. **AGREED the Council approve the absences received and the apologies for absence be recorded.**

2. De Brief of the 2017 Event – Safety & Numbers in Attendance

- An estimated 4,500 people in attendance at the event over the two days, it was agreed the good weather played a large part in the increased success of all aspects of the Show;
- Bungee/climbing wall needed better fencing
- The dog show being outdoors worked very well
- Having a main arena worked well pulling in the crowd and giving the area a focus
- Stage entertainment was very popular which brought with it some challenges – the stewarding resource and level of expertise/experience needed to be considered to cover the maximum attendance
 - As well as security/stewards rapid response teams should be used for the Saturday evening
 - Stricter searches were needed into the fairground (alcohol)
 - Maybe a “drunk tank” be used, which would resolve the issue of the Police services being taken off site to take people home
 - Main problems with alcohol were teenagers
- The fairground layout worked well and there was more space in the area, although the fairground matrix needed to be considered further;
- The level of medical cover offered was an issue;

Crowd safety was the main issue, overall a great event, well managed, very popular.

The Police thanked the Show Co Ordinator and Safety Officer for their professionalism, in turn the chair thanked the Police for their support, taking note of the excellent support given by the Neighbourhood Policing Unit.

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE SHOW WORKING PARTY

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,

PETERLEE

ON WEDNESDAY 5TH JULY 2017

PRESENT: COUN S MILES (CHAIR)

Mesdame: S Simpson & K Hawley

Messrs: S Meikle, G Carne & A Watson

1. Apologies for Absence

Apologies had been submitted from Councillor K Liddell. **AGREED the Council the apologies for absence be recorded.**

2. Peterlee Show 2018

Members were asked to consider this event, taking into account it had been agreed it should be held on the August Bank Holiday weekend in 2018. Members asked the Co Ordinator for details of where, if the event was held this weekend, it would clash with other events held that weekend in the area, these included the Nissan Family Fun Day. Members at the working party felt the Peterlee Show was in need of a revamp.

One of the Members present suggested the Show could be split into several weekends of activities ie a weekend with the fairground only; a Sports Day, with football/rugby sport tournaments, obstacles courses, Zombie runs etc; a music festival and an arts and crafts, Fete/Fayre with arts and crafts, the dog show, horticulture show etc. Members were keen to have more events on such as beer festivals, wine festivals at Shotton Hall and The Pavilion, and fund days in each Ward. Perhaps there could be a theme with a "Summer in Peterlee" with a programme of activities in the different venues. It was accepted the Town Council needed to be realistic about its capacity and it

was agreed it should be quality rather than quantity and it was suggested perhaps other partners might help the Town Council achieve their plans. In considering various ideas the use of a pool of local volunteers was considered and it was agreed there needed to be a policy for the use and employment of volunteers.

The working party agreed that it was ambitious to tackle splitting the current format of the Show and it was **AGREED to host the Show in a similar type of format as it was now, in 2018 and revert to being held on the first weekend in September. It was FURTHER AGREED in 2019 the Council consider splitting the event into various weekends throughout the summer making it "Summer in Peterlee".**

3. PETERLEE SHOW 2017

The Co Ordinator firstly thanked local Members who had offered their help with this years event in various ways. She also asked for approval to reduce the type and number of rosettes awarded in the Dog Show this year and reported she was to obtain three prices for their supply. **AGREED this course of action be approved.**