



**HAVERHILL**  
TOWN COUNCIL

# Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

## COMMUNITY EVENTS WORKING PARTY

Held by videoconference on Monday 22<sup>nd</sup> January 2024 at 7:00pm

**Present:** Councillor J Burns (Chair)  
Councillor B Davidson  
Councillor A Luccarini  
Councillor P Hanlon  
Councillor L Miller-Jones

**Apologies:** Mayor D Smith  
Councillor A Brown  
Councillor D Page

**In Attendance:** Councillor J Mason  
Colin Poole, Town Clerk  
Sara Marsh – Events Manager  
Gary Wilson – Operations Manager

## MINUTES

CE24 /001	<b><u>Welcome</u></b> The Chair welcomed everyone to the meeting and confirmed that as a Working Party it has no delegated authority, and all decisions must be ratified by the Leisure and Community Committee.	<b>ACTION</b>
CE24 /002	<b><u>Apologies for Absence</u></b> The above apologies were noted.	
CE24 /003	<b><u>Declarations of Interest and requests for Dispensation</u></b> None.	
CE24 /004	<b><u>Minutes of the previous meeting</u></b> It was proposed by Councillor A Luccarini, seconded by Councillor J Burns, that the minutes of the meeting held on Monday, 10 <sup>th</sup> October 2023 be agreed as a true record. <b>RESOLVED</b>	
CE24 /005	<b><u>Matters Arising not on the agenda</u></b> None.	

CE24 /006	<b><u>Public Speaking</u></b> None													
CE24 /007	<b><u>Review of Autumn/Winter 2023</u></b>													
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	<p>a) <u>Halloween Trail</u> SM reported it went well. Queuing on inside of park was preferable and stopped build-up of queue getting out of hand. The breaks for performers generated waiting times. The acts were pleased to be there, particularly Centre Stage. Finance-wise the tech spend was very high. Councillor Burns apologised he was unable to help. Councillor Luccarini felt it went very well and congratulated the Events Manager on a good event. At the end of the evening we need to try and keep the work lights on as long as possible. SM confirmed there was a need to have a defined 'get-out' plan. GW advised the 'back to basics' decision was the right one. It was hard work to deliver, but thanks go to the cadets, rangers, councillors and all volunteers. It is a long day in adverse conditions. There are some things to tweak but we can take the 2023 experience forward with confidence. The transportation in and out will be reviewed for 2024.</p> <p>b) <u>Single Christmas Event</u> SM reported that it worked well from the council's perspective to have everything on the Saturday, with the Makers Market, main market and charity stalls together. The non-Victorian fair was a disappointment and not what was booked.</p> <p>c) <u>Christmas Fireworks</u> There were safety issues with pedestrians wanting to access Recreation Road, which was closed in case of any fallout landing there. We have discussed issues with the Police and other and have a solution for 2024. The weather conditions mean the fireworks triggered a fog, which was unfortunate, unavoidable and unusual. We had little choice but to continue as the fog wasn't going to dissipate in time for the road closure deadline. Councillors Hanlon and Mason congratulated the stewards, police and staff for the successful delivery of the event. Councillor Mason highlighted how busy the High Street was. The Clerk highlighted the problems radio communication caused, in co-ordinating where stewards were, helping stall-holders get in/out and tackling problems.</p>													

	Hopefully businesses benefitted, the feedback on the day seemed positive.																																					
<b>CE24 /008</b>	<p>1. <b><u>Community Events for 2024</u></b></p> <p>The meeting considered the proposed community event calendar.</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Date</th> <th>Provisional budget</th> </tr> </thead> <tbody> <tr> <td>Beer Festival</td> <td>Weekend of 19-21<sup>st</sup> April</td> <td></td> </tr> <tr> <td>Science Festival Community Event</td> <td>Saturday 27<sup>th</sup> April</td> <td></td> </tr> <tr> <td>Chalkstone Fun Day</td> <td>Wednesday 24<sup>th</sup> July</td> <td>£1,800</td> </tr> <tr> <td>Clements Fun Day</td> <td>Thursday 25<sup>th</sup> July</td> <td>£1,800</td> </tr> <tr> <td>Picnic in the Park</td> <td>Wednesday 31<sup>st</sup> July</td> <td>£4,600</td> </tr> <tr> <td>Parkway Fun Day</td> <td>Thursday 1<sup>st</sup> August</td> <td>£1,800</td> </tr> <tr> <td>Haverhill in The Park</td> <td>Fri 16<sup>th</sup> - Sun 18<sup>th</sup> August</td> <td>£36,000</td> </tr> <tr> <td>"Big Day Out"*</td> <td>Sunday 18<sup>th</sup> August</td> <td>5,000</td> </tr> <tr> <td>Halloween Trail</td> <td>Friday 1<sup>st</sup> November</td> <td>£16,000</td> </tr> <tr> <td>Christmas Event</td> <td>Saturday 30<sup>th</sup> November</td> <td>£11,000</td> </tr> <tr> <td>Christmas Fireworks</td> <td>Saturday 30<sup>th</sup> November</td> <td>£8,000</td> </tr> </tbody> </table> <p>a) <u>Beer Festival</u> This won't be an official CAMRA event, but one run by CAMRA volunteers. We hope for 550 attendees and anticipate a profit shared between the hospice and Community Trust. A beer trail around town centre pubs may form part of the event. Some advance funding will be needed to book artistes on the Friday and Saturday.</p> <p>b) <u>Science Festival Community Event</u> SM and the Town Clerk updated the councillors on the event in East Town Park. Pleased to welcome MERCK's Curiosity Cube.</p> <p>c) <u>Chalkstone Fun Day</u></p> <p>d) <u>Clements Fun Day</u></p> <p>e) <u>Picnic in the Park</u></p> <p>f) <u>Parkway Fun Day</u> Early days for organising the fun days. The ability to provide such days in the future for Hanchett End and Boyton Place were discussed We need locations with public access to toilets and power. Neither area has a community building.</p>	Event	Date	Provisional budget	Beer Festival	Weekend of 19-21 <sup>st</sup> April		Science Festival Community Event	Saturday 27 <sup>th</sup> April		Chalkstone Fun Day	Wednesday 24 <sup>th</sup> July	£1,800	Clements Fun Day	Thursday 25 <sup>th</sup> July	£1,800	Picnic in the Park	Wednesday 31 <sup>st</sup> July	£4,600	Parkway Fun Day	Thursday 1 <sup>st</sup> August	£1,800	Haverhill in The Park	Fri 16 <sup>th</sup> - Sun 18 <sup>th</sup> August	£36,000	"Big Day Out"*	Sunday 18 <sup>th</sup> August	5,000	Halloween Trail	Friday 1 <sup>st</sup> November	£16,000	Christmas Event	Saturday 30 <sup>th</sup> November	£11,000	Christmas Fireworks	Saturday 30 <sup>th</sup> November	£8,000	
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	<p>g) <u>Haverhill In The Park</u> Councillor Mason highlighted that whilst the event was very well run, the 2023 attendance was not great.</p> <p>h) <u>Big Day Out</u> The meeting discussed the proposal to move BDO to the Sunday of HiTP, to provide mutual support. Councillor J Mason asked whether the council should consider not holding some events, or not hold HiTP on the Sunday. Councillor J Burns asked whether the event should be bi-annual. The Clerk suggested that if councillors liked that proposal it should skip this year and be held in 2025, to realise immediate savings.</p> <p>Councillor J Mason asked if some costed options could go to full council. Tough decisions are being taken across councils and the community would understand the reason, as this is such a big-ticket event. Councillor P Hanlon suggested that there was no urgent reason to reduce events. Councillor A Luccarini highlighted that sponsorship helped the cost of delivering this year. Similar events elsewhere get much more sponsorship.</p> <p>It was noted that the event also generated income for local traders who provided the hospitality stalls, and supported local performers to become better-known.</p> <p>i) <u>Halloween Trail</u> The presence of security was considered. The management officers highlighted the concerns over large groups of over-excited teenagers and the open access to the site. Councillors acknowledged the need to ensure staff safety.</p> <p>It was noted that Centre Stage did a great job. Keeping it simple was effective. The level of Tech needs to be reviewed.</p> <p>j) <u>Christmas Event</u> This can be considered later. As much fun as the 'wonky tree' was, it was also a nightmare from a health and safety viewpoint.</p> <p>k) <u>Christmas Fireworks</u> This will be considered later</p>	
<p><b>CE24 /009</b></p>	<p><b><u>Any Other Business</u></b></p> <p>a) Knife Angel: Following tragic events a year ago, the father of the Harley Barfield has obtained a conditional offer of the knife angel coming to Haverhill. He is very committed but needs support to deliver it, according to the conditions set out by the artist – including that the Town Council is not a qualifying body to host the Knife Angel.</p> <p>b) Tim Passmore has indicated a willingness to be the qualifying body, but there is an election for PCC to get out of the way first.</p> <p>c) We can support Mr Barfield with practical advice and make available outdoor event equipment, if he wants to put on fundraising events.</p>	

	d) The artist's requirement for "activity" around the Knife Angel is a challenge, as there is a big knife crime project with schools in June and raising the same topic again in September may be too soon to expect schools to revisit the same topic.	
<b>CE24 /010</b>	<b><u>Date of Next Meeting</u></b> Monday, 15 April 2024	
<b>CE24 /011</b>	<b><u>Closure</u></b> The Chairman declared the meeting closed at 8.35pm	

Signed .....

**Chairman**

Date .....