

MINUTES of the **Promotions Committee** Meeting held on Thursday 6 December 2018 at 10:00 a.m. in the Shire House Suite, Shire House, Bodmin.

PRESENT: Chairman, Councillor P L G Skea; together with Councillors J A Bassett, J P Cooper, J R Gibbs and D A Henderson.

IN ATTENDANCE: Mr S Facer (Town Clerk) and Miss L Hancock (Executive Assistant).

CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES: There were no announcements and apologies had been received from Councillors A M Kerridge, S H Kinsman and K J Phillips.

The Town Clerk apologised that Councillor Phillips had not been included on the list of Committee Members in error and this would be rectified immediately.

PR/2018/041 **Declarations of Interest**

Councillors D A Henderson and P L G Skea declared their interest in relation to item PR/2018/042 as they are both Committee Members on the Bodmin Riding & Heritage Committee.

PR/2018/042 **Presentation by H Irwin and S Hodge, Bodmin Riding & Heritage Festival Committee Chair and Vice-Chair regarding plans for 2019 event**

Sophie Hodge advised that a new Bodmin Riding & Heritage Committee had recently been formed and she had been appointed as Chair alongside Hannah Irwin as Vice Chair. She reported that the Committee is currently small in size and is working to gather ideas and set clear objectives for the revival of the event in 2019.

The Committee are hoping to stage an event which will be a leading community attraction which is accessible to everyone within the local community. Both Hannah and Sophie referred to some of the successful community events which had taken place in Bodmin in recent months such as the Carnival, the Christmas Lights event and other intoBodmin events and hoped to build on these recent successes. It was emphasised that the Committee would like to facilitate a number of different community groups working together alongside Bodmin Town Council to deliver this event.

The current proposed format of the 2019 is a Feast event on the Friday to include a shared picnic with entertainment on the Mount Folly. Bodmin Folk Club and food businesses/manufacturers from the town will be approached to support this event.

The Committee have listened to feedback from the public and considered a number of different ideas for the Saturday event. They are currently working to prepare a full day of activities, entertainment and performances throughout the town centre. It is anticipated that the Children's Dance will still be incorporated within the event.

It is hoped that Sunday will retain some of the traditional 'Riding' elements with the inclusion of a procession, the Church Service at St Petroc's Church along with a number of sporting events i.e. Cornish Wrestling.

Hannah and Sophie advised that they are currently exploring funding opportunities to assist with delivering these events and are contacting a number of different funders including FEAST. They requested support from BTC in the form

of assistance with road closures and use of sites throughout the town, as well as the promotion of the event. Hannah acknowledged correspondence exchange with the Town Clerk regarding generic health and safety issues to consider and that it would be best for a single point of contact with the Heritage Committee to be established to mitigate duplication at both ends. The Promotions Committee noted that there would need to be further dialogue on the scope and shape of the event so that Town Council Officers could consider the resource implications and update the Council appropriately.

The Chairman thanked Hannah Irwin and Sophie Hodge for all their work with the new Bodmin Heritage & Riding Committee and asked that they keep the Promotions Committee updated.

PR/2018/043 **Public Representation Session**

There were no members of public present.

PR/2018/044 **Minutes of the Promotions Committee Meeting held on Thursday 2 August 2018 (copy enclosed)**

Copies of these Minutes had been circulated with the Agenda, had been through Council and were acknowledged as a true record.

PR/2018/045 **Welcome to Bodmin signage – item referred from Properties Committee meeting of 27 September (minute ref PP/2018/078d refers), to include:**

a) Review of current signage locations;

A copy map had been circulated to Members which indicated the current location of the Welcome to Bodmin signage.

Councillor J P Cooper commented that the signage on Priory Road needs to be relocated as it is no longer on the outskirts of the town, following the expansion of residential development in this area. It was considered that there would need to be some assessment of current locations versus proposed locations and dialogue with Cornwall Council regarding necessary permissions.

b) Overview of site allocations relating to Bodmin Growth Pattern 2010-2030 – this information was noted.

c) In light of a) and b) above, to consider relocation of existing signs and/or location for new signs

Further discussion took place regarding the four main routes into the town and the need for signage in appropriate locations and it was **AGREED** to **RECOMMEND** changes at the following locations:

- Relocation of the Priory Road signage currently adjacent to Abbots Close to the Tollhouse junction (close to the Police Hub);
- Relocation of the Lostwithiel Road signage currently adjacent to the Dragon Leisure Centre to the Lanhydrock boundary (close to Lanhydrock Golf Club and to be cognisant of any Lanhydrock parish signage);
- Relocation of the signage currently adjacent to Home Bargains to further down the road, adjacent Dunmere Bridge (close to Borough

Arms); and

- Relocation of the signage currently adjacent to the Westheath Avenue/Boundary Road roundabouts to further down the A389 (close to Laveddon Plant & Herb Nursery).

It was noted that the above proposals would need site assessment given available land and would be subject to Cornwall Council dialogue given highways matters.

Some discussion then ensued regarding the design of the new Welcome to Bodmin signs and it was **AGREED** to **RECOMMEND** that the Town Clerk should write to Bodmin College and / or Callywith College to see if they would be interested in designing the signage as part of a graphic/media design course.

PR/2018/046 **Traffic Management Training – to consider staff training to enable assistance at community events – Town Clerk to report**

The Town Clerk had circulated a report regarding the need to arrange Traffic Management training for appropriate members of staff and to extend this offer to some community groups (reasonable costs permitting).

The Executive Assistant advised that she had contacted Notter Bridge Training Centre to enquire about appropriate training and they had confirmed they were able to offer the LANTRA Traffic Management for Community Events at a subsidised cost of £35 per person.

Following discussion, it was **AGREED** to **RECOMMEND** that this training is of paramount importance to ensure event safety and compliance, therefore it should be arranged as soon as possible. It was also agreed to offer a limited number of places to community groups who conduct regular events in Bodmin requiring road closures i.e. St Piran's Joint Committee, Carnival Committee and Christmas Lights Committee.

PR/2018/047 **Operation London Bridge – planned response and considerations following any announcement that HRH Queen Elizabeth II has passed away and what will happen in the days after the event**

The Town Clerk had circulated a paper which detailed some of the matters which would need to be addressed by the Council in the event of the passing of HRH Queen Elizabeth II.

Members endorsed the work which had already been carried out and considered it was important to set out a clear procedure and to liaise with representatives of St Petroc's Church.

Following discussion, it was **AGREED** to **RECOMMEND** that the Executive Assistant should lead on this task and to initially make contact with Rev. Paul Holley from the Church to explore the possibility of working collaboratively on this project.

Councillor J A Bassett confirmed that she would be happy to assist with this task as and when required.

PR/2018/048 **Correspondence:**
a. Any other important item of correspondence which the Chairman

considers appropriate

There were no items of correspondence for consideration.

PR/2018/049

Bodmin Information Centre (BIC), to include:

- a. Information Officer report**
- b. To note that BIC won the Gold Award for Visitor Information Service of the Year at the 2018 Cornwall Tourism Awards;**
- c. Cornwall Tourism Awards – Mystery Shopper Report**

The Chairman congratulated the Shire Hall Team on recently receiving the Gold Award at the Cornwall Tourism Awards.

Copies of the new Parish Leaflets were circulated to the Committee and were extremely well received. Members were impressed with the quality and content of the leaflets. The Town Clerk confirmed that this information would be replicated on the new website.

The Chairman requested a meeting of the Website Working Party be scheduled in the New Year in order to update Members on the progress of the website development. The Town Clerk advised that pages were being populated with information and confirmed he would liaise with Members to arrange a suitable update meeting.

PR/2018/050

Bodmin Riding & Heritage Festival Committee Minutes from meeting held on 9 November 2018

It was noted that Councillors L L Frost, D A Henderson, K J Phillips and P L G Skea are all Council representatives on the Bodmin Riding & Heritage Festival Committee.

The Chairman commented that perhaps it would be sensible for the Committee to consider changing the time and/or day of this meeting as it might help to attract more volunteers. The meetings are currently held at 7.30 p.m. on Friday evenings.

These Minutes were noted.

PR/2018/051

The Confidential Minutes had been circulated with the Agenda, had been through Council and were acknowledged as a true record.

It was agreed that there was no requirement for further Confidential Minutes at the current time.

The Meeting closed at 11.24 a.m.