



PRINCES RISBOROUGH TOWN COUNCIL



MINUTES OF THE EVENTS/PUBLIC RELATIONS COMMITTEE HELD ON TUESDAY 8TH NOVEMBER 2022 AT 7.00PM AT THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

PRESENT

Cllr A Frost Chairman

Cllrs A Ball, C Campbell, J Coombs, S Coombs, J Biss, J Rampin, A Shipley

In attendance

Kirsty Pope, Deputy Clerk to the Town Council

Stephanie Boyle, Events and Communications Assistant (E&CA)

1. Welcome and Apologies for Absence.

The Deputy Clerk reported apologies from Cllr S Marshall

Resolved: To accept apologies from Cllr S Marshall

2. Acceptance of Previous minutes of the Events and PR Committees held on 8th November 2022

Resolved: To agree to the minutes of the Events & PR Committee meeting held on 8th November 2022.

3. Declarations of Interest and Dispensations

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

None received.

4. Public Forum

No members of the public were present

5. Correspondence

An email has been received from a retailer regarding the Snow Globe

The retailer has complained that the queue for the Snow Globe affected their sales at the Christmas Lights Switch On event. The Events and PR Committee take note of the comments made and will take these into consideration when planning future events.

An email has been received from a retailer regarding trampolines

The retailer has complained that the wall of covers for the trampolines covered their shop front at the Christmas Lights Switch On event. The Events and PR Committee take note of the comments made and will take these into consideration when planning future events.

6. High Street Trails

Cllr Frost proposed that the council hold two trails in 2023, one for the duration of the Easter holidays (Saturday 1st April to Saturday 15th April) and a single-day one for Halloween (Saturday 28th October). Seconded by Cllr J Coombs

Resolved: To hold 2 High Street trails

SB



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7. Farmers Market

The E&CA provided the committee with a post-event report from the Farmers Market held on Saturday 12th November 2022. The E&CA presented the committee with four proposed dates (Saturday 1st April, 3rd June, 23rd September, and 28th October) for Farmer's Markets based on research gathered from previous and prospective market vendors. The Committee discussed the possibility and feasibility of altering the location of the Farmers Markets in 2023 from King George V Park to the High Street as well as the timings of the events. Cllr Frost proposed to agree on the proposed dates with the provisional location of King George V Park and timings remaining from 09:00-14:00 with the possibility of being held at a later time in the autumnal months.

Seconded by Cllr J Coombs.

Resolved: Four Farmers Markets will be held in 2023 on 1st April, 3rd June, 23rd September, and 28th October. SB

8. King Charles III Coronation May 2023

Cllr Frost proposed a Street Party be held on Sunday 7th May from 12:00-14:00. Seconded by Cllr A Ball. Cllr J Coombs proposed the Street Party be held on the High Street similar to Her Majesty Queen Elizabeth's Platinum Jubilee with Wades Park as an alternative backup.

Seconded by Cllr Coombs.

Resolved: Princes Risborough Town Council will hold a Street Party for King Charles III Coronation on Sunday 7th May from 12:00-14:00. SB

9. Summer Festival

The E&CA presented the Committee with proposed dates for Festival Week and the Summer Festival. Cllr Frost proposed to agree on the dates of Saturday 24th June to Saturday 1st July 2023. Seconded by Cllr J Coombs.

Resolved: Summer Festival week 2023 is to be held from the 24th June to the 1st July.

Cllr Frost proposed to recommend to the Town Council to move the Summer Festival from the High Street to Wades Park. Seconded by Cllr Ball.

Resolved: To make a recommendation to the Town Council to move the Festival Day from the High Street to Wades Park KP

Cllr Rampin proposed an international theme for Summer Festival 2023. Seconded by Cllr Frost.

Resolved: For the theme of the 2023 Festival to be International

10. Christmas Lights Switch on Event 2023

The E&CA proposed two potential dates for the Christmas Lights Switch On for 2023.

Cllr Frost proposed that the event be held on Saturday 25th November 2023. Seconded by Cllr Ball.

Resolved: To hold the Christmas Lights Switch on event on Saturday 25th November.

11. Crosstalk

The Deputy Clerk offered a timeline for the next issue of Crosstalk, detailing the deadline for articles to be received. All present agreed to publish issue 79 in March 2023. The Deputy Clerk will email a request for content to committee members highlighting the agreed-upon timeline. KP

12. High Street Retailers

Cllr Rampin proposed holding the meeting at 8am on Wednesday 22nd February and the objective of the meeting is to allow the Town Council and retailers to have an open dialogue and a productive working relationship. Cllr J Coombs wished for the committee to consider inviting retailers from across the Town as opposed to only High Street retailers. Cllr Rampin is to finalize the aims and objectives for approval from the Committee ahead of the meeting and the invites being sent.

The office is requested to ascertain available meeting spaces.

JR
SB



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13. Volunteers Event

Cllr J Coombs proposed to hold the Volunteers Event on Thursday 21st September 2023 in the Brushwood Suite. Seconded by Cllr Biss. The E&CA is to check with the Bookings Officer on venue availability.

Resolved: To hold the Volunteers thank you event on Thursday 21st September. SB

14. Heritage Trail App

Cllr J Coombs proposed that the Town Council continue maintaining the Heritage Trail App throughout the 2023/24 financial year and look to budget for improvements to the app in the 2024/25 financial year. Seconded by Cllr Frost

Resolved: to continue with the maintenance of the app.

15. Future Agenda Items

To be advised.

16. Date of next meeting

The date of the next meeting of the Events/PR Committee is Tuesday 14th February 2023 and will be held at the Princes Centre, Princes Risborough, Buckinghamshire.

There being no further business the meeting closed at 8:43pm.