



# STANLEY TOWN COUNCIL

## NOTICE OF MEETING

I hereby give notice that a meeting of the Communications and Events Committee of Stanley Town Council will be held on Tuesday, the 10th May 2016 at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

### TO ALL MEMBERS of STANLEY TOWN COUNCIL COMMUNICATIONS AND EVENTS COMMITTEE

D Mills (Chair)  
R Harrison

M Wilkinson  
D McMahon

L Marshall  
J. Nicholson\*

C Bell  
W. Nixon\*

D Tully

\*ex-officio

You are hereby summoned to attend a meeting of the **Communications and Events Committee** of **Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 10th May 2016 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw  
Town Clerk  
5th May 2016

Please turn off all mobile phones or set to silent mode  
Please refer to the Policy for recording proceedings

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## A G E N D A

### 1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

### 2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

### 3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

#### 4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

#### 5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Finance & General Purposes Committee meeting held on 12th April 2016.

#### 6 PROJECT UPDATES

Members to consider updates in relation to the following events:

(i) *Brass Festival*

Durham Brass have confirmed they can provide the outreach to three additional Schools as part of the package offered to the Town Council.

Committee is requested to **CONFIRM** they are satisfied with the short list of schools provided to the event organisers.

(ii) *Christmas Events*

Committee is requested to **CONSIDER** the program of events put forward by the Working Group for Christmas festivities.

(iii) *Stanley Fringe*

(iv) *Armed Forces Day*

(v) *Play in the Park Days*

(vi) *Community Fun Days*

(vii) *Moria Con 2*

(viii) *Community Radio*

There will be an opportunity for officers or members to give any updates in relation to activities or initiatives not listed above during consideration of this item.

#### 7 CHRISTMAS LIGHTS (ATTACHMENT B)

Cllr Clegg has requested that Committee considers the provision of an additional six lighting wraps be provided in Chester Rd for this Christmas. The reason for Cllr Clegg's request is that Chester Rd is the principal route into the town from the A1 and the east and additional wraps will have an impact on the 'first impressions' of people entering the town by car.

The Community Development Manager has put forward a proposal for some additional illuminations in the centre of Stanley.

Committee is requested to **CONSIDER** these matters and **DECIDE** what to do.

## 8 STANLEY FAMILY CYCLE REVIEW

Stanley Family Cycle was held on Sunday 1st May 2016.

The event was a point to point Cycling Event utilising the Sustrans track, starting and finishing at Oakey's Park. Officers partnered with the organisers of the Durham Big Ride to prepare the event. The event was initially promoted as paid event, a decision which was reversed by Committee at last month's meeting two and a half weeks before the event itself. In addition to the Cycle Ride itself, local Police attended to carry out bike marking. Goodie Bags and refreshments were provided to participants.

The event was originally promoted as a paid event and was changed to a free event two weeks before by a decision of this Committee. Local Banner advertising and Facebook/STC Website was used for promotion.

### *Analysis*

The attendance was disappointing. In total there were 43 participants in the event. It is fair to say the very poor weather on Sunday morning will have had an impact. In the view of the Clerk, there were other issues which if addressed would see improved participation in this type of event in the future:

- (i) Decide who the target audience is. We initially set out to target the cycling enthusiast market but the route chosen was not challenging enough or unique enough to attract them. It was only at the last minute members took the decision to target local families and make it a free event.
- (ii) Publicise the event much further in advance. We effectively only had two weeks to publicise the event after changing the focus in April.
- (iii) Improve the route. The Sustrans route is an amazing recreational asset for Stanley but it is one which is open and accessible all the time. We should consider a more interesting and varied route to encourage more people to participate.
- (iv) Timing. The Bank Holiday weekend and the fact that the event coincided with the Tour de Yorkshire probably meant that many local cycling enthusiasts were elsewhere when the event was taking place.
- (iv) Make something happen at the end - An event or some entertainment for participants on completion of the ride.

### *Conclusion*

Staging this event was a new idea for the Council and the intention was sound: Provide an outdoor recreational event which encourages healthy activities as a family. The poor attendance was due to a number of factors which have been explored above. However, a number of lessons have been learned which would enable us to stage a more successful event in the future.

Members are requested to **CONSIDER** this matter and **DECIDE** what to do.

## 9 DATE, TIME AND VENUE OF NEXT MEETING

To be advised following the AGM on 24th May 2016

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*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*

**MINUTES** of the **COMMUNICATIONS AND EVENTS COMMITTEE MEETING OF STANLEY TOWN COUNCIL** Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 12th April 2016 at 6.30pm

**PRESENT:** Cllr D Mills\*                      Cllr M Wilkinson                      Cllr D Tully      Cllr R Harrison  
                  Cllr J Nicholson                      Cllr W Nixon                      Cllr D McMahon (6.51pm)

\*Chairman

**OFFICERS:** Alan Shaw (Town Clerk)  
                  James Harper (Community Development Manager)  
                  Brian Hall (Community Services Officer)  
                  Nicola James (PA to the Town Clerk)

**OTHERS IN ATTENDANCE:** Cllr D Walker & 3 members of the public

630                      **APOLOGIES**

Apologies received from Cllr L Marshall were accepted by the Committee.

631                      **DECLARATIONS OF INTEREST**

None.

632                      **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Clerk noted that Cllr R Harrison was recording this meeting.

633                      **PUBLIC PARTICIPATION**

No members of the public that were present had any questions.

634                      **CONFIRMATION OF MINUTES**

It was proposed by Cllr B Nixon, seconded by Cllr R Harrison and **RESOLVED** that the Committee approve the minutes of the Communications and Events Committee meeting held on 8th March 2016.

635                      **WORKING GROUP UPDATES**

**Brass Festival** - The Community Development Manager noted his report. Members were asked to consider where the brass festival would take place and which schools they would like to be involved. It was proposed by Cllr R Harrison, seconded by Cllr W Nixon and **RESOLVED** that the CDM request costings for 4 schools to be

involved, plus the main event. The chosen New York festival will be held on the Front Street in Stanley on Wednesday 13th July.

**Christmas Events** - No update.

**Stanley Fringe** - The Chair noted that 2 events have already taken place and 2 events were coming in August. The film is nearly complete. 100 images are to be picked from 2000 to be put on display. The ticketed premier date is to be 31st July where the film will be shown. 6 acts are booked for August.

*Cllr D McMahon entered the meeting 18:51*

**Armed Forces Day** - The Community Services Officer noted that there had been a confusion over the date of armed forces day, which means that the military band that had been booked was unable to attend. There is however a possibility of another marching band attending. SAG approval is still to be given. The CSO has a meeting with the fairground suppliers next week. He also noted that it is too late to book an RAF flypast, this needs to be booked in September to enable us to have one in 2017.

**Play in the Park Days** - To be discussed at item 8.

**Community Fun Days** - Nothing has been arranged for this yet.

**Stanley Family Cycle** - The CSO noted that there has only been 12 tickets bought for this even so far and that Ed Tutty thinks it is not good value for money. The Town Clerk noted that feedback so far has been that the cost for entering is too high. It was proposed by Cllr D Mills, seconded by Cllr W Nixon and **RESOLVED** that the entrance cost be reduced to £0, and that the first 100 people to sign up for free online would receive a goody bag. The public should be asked to email [info@stanley-tc.gov.uk](mailto:info@stanley-tc.gov.uk) to enter the cycle ride.

**Moria Con 2** - Liam Parry updated the Committee. The 2 main guests this year are Virginia Hay and Terry Malloy. Cllr D McMahon is trying to get Alien Love Predator to the event. 40 traders have booked to attend so far. There will be a retro gaming zone and another cos play competition.

**Community Radio** - Cllr D McMahon noted his report and costings. He advised the committee that the community radio is simple to use and that it will give a voice to the people of Stanley. It was proposed by Cllr D Mills, seconded by Cllr W Nixon and **RESOLVED** that the Town Clerk, Cllr D McMahon and John Ullathorn work together to discuss where the radio station will be located, who will be running the schedule, who has editorial guidelines and who will enforce the content.

**636 COMMUNITY CONSULTATION**

Members discussed the options provided by the Town Clerk. It was proposed by Cllr D McMahon, seconded by Cllr R Harrison and **RESOLVED** that the agenda for the April Full Council meeting be cleared of any unnecessary items and the Community Consultation be discussed in full.

**637 PLAY IN THE PARK REVIEW**

The CSO noted that feedback from the first Play in the Park event at South Moor on 1st April was that the rides were too expensive and that there was nothing for teenagers to do. Future Play in the Park events should have more activities for older children and the cost of the rides should be subsidised.

The next Play in the Park day will be on 1st June. There will be a climbing wall, Durham falconry, the bowls club, Annfield Plain football club, Durham Constabulary and other agencies at this event.

It was proposed by Cllr W Nixon, seconded by Cllr R Harrison and **RESOLVED** that the Clerk purchase 2 new gazebos with STC branding and that he look into the cost of a trailer.

**638 FUNDING REQUEST**

It was proposed by Cllr D McMahon, seconded by Cllr W Nixon and **RESOLVED** that Committee provide £1000 from the Community Fun Day budget but request that the money not be put towards the hire of 3 bands.

**639 DATE, TIME AND VENUE OF NEXT MEETING**

Tuesday, 10th May 2016, 6.30pm, Stanley Civic Hall

## STANLEY TOWN COUNCIL



## Christmas Lights 2016

Prepared for Communication & Events Committee

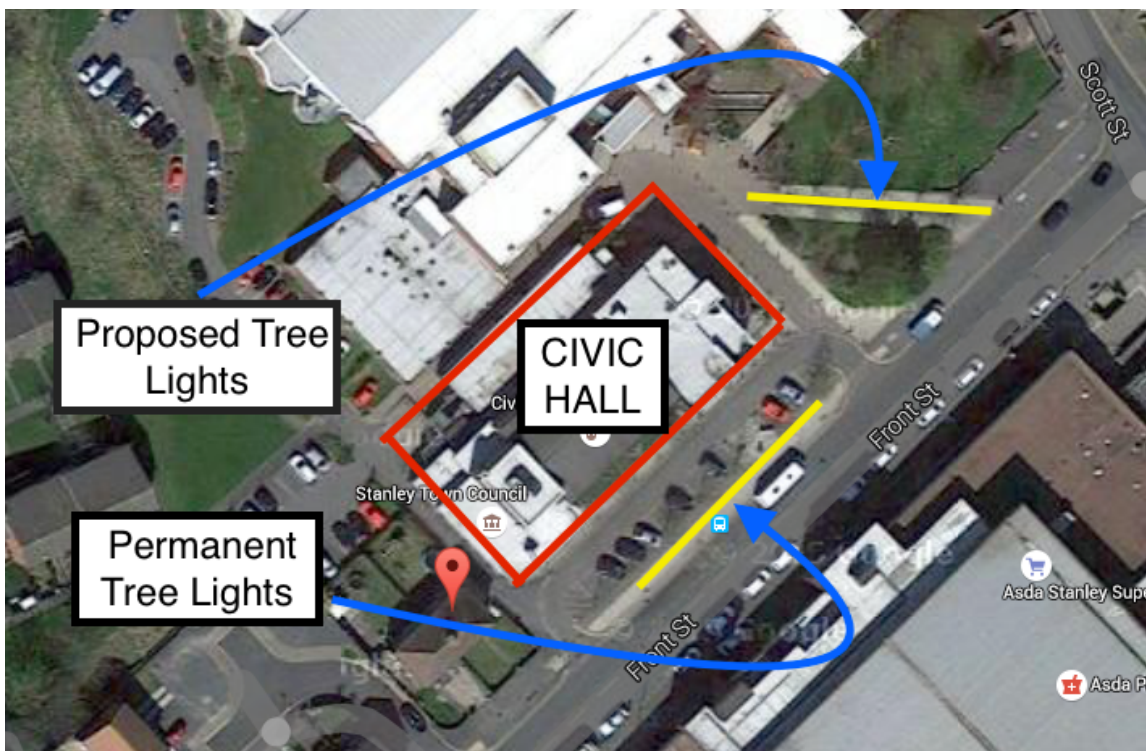
Prepared by: James Harper, Community Development Manager

## INTRODUCTION

2015 saw the first year of a three year programme for Christmas Lights on a hire contract. It appears that the Festive Light Display was on the whole, successful. The illuminated trees outside the Civic Hall were well received by the public.

## CURRENT POSITION

I have met with the Seasonal Group (our supplier) to discuss the programme and installation of the lights last year and to discuss this years forthcoming display. Due to the excellent feedback we have received in terms of the dressed tree lights situated outside the Civic Hall, I have spoken with our supplier to provide a cost for a further installation to enhance the tree light scheme and this area to its maximum potential. Essentially to help build upon this successful feature. Please see map below for proposal.





## STANLEY TOWN COUNCIL

Creating a further Avenue of lights within the area will obviously create a beautiful display but will also attract residents to the area and enhance visually the Civic Hall as a Hub of the Community. The proposed lights would be to the same standard as the Tree Lights already in place and would also be permanently installed and owned by the Town Council, allowing us to control the lights all year round as per the lights directly in front of the Civic Hall.

*Please note: This years Christmas light switch on will be Saturday the 3rd of December.*

## FINANCIAL IMPLICATIONS

### Tree Lights

The cost for the additional 6 dressed tree lights located on the map provided will come in at a cost of; £3,638.00

This will include; The Product, Infrastructure & Installation. (there will be no removal costs as the lights will be left in situ).

## RECOMMENDATION

I recommend, that enhancing the additional trees with lights that are situated in the plan above would certainly bring added bonus to the area as described in the report.

## ALTERNATIVE OPTIONS

I have looked at other areas within this immediate location and received estimates. However from carrying out site visits with our provider and other members of staff, the additional lights proposed in the plan are the best suited to enhance the area for Christmas and other times of the year where we may wish to illuminate the area.

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