



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 7th February 2017 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)	M Wilkinson	C Bell	D Tully	R Harrison
D Walker	R Ferris	D McMahon	J Nicholson*	W Nixon*

*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 7th February 2017 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
31st January 2017

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

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 Communications and Events Committee meeting held on 10th January 2017.

6 WORKING GROUP UPDATES

Updates from Project Working Groups

(i) A Year in Stanley - 18th January

A meeting was held with Simon Green and Cllr Mills. Unfortunately, due to work commitments, Simon has advised that he will be unable to deliver the project at the present time. He passed on his thanks to the Council for their willingness to support the project but for the present time, given that the project was dependent on Simon's creative input, it will have to be put into abeyance.

(ii) Blue Plaques - 24th January (ATTACHMENT B)

The working group considered the existing arrangements and did not recommend any changes to the existing policy.

(iii) Music Festival - 24th January

The meeting was deferred and will be rearranged to report back to Committee at the next meeting.

(iv) Community Newsletter - 25th January

Next issue to be distributed before purdah, the Schedule going forward will be an issue in July introducing the new Council and one in October/ November to promote Christmas activities and one in March 2018.

Recommendations of the Working Group:

- (a) Turn the old postcard feature into a "then and now" with a contemporary picture at the same location
- (b) Invite memories of Stanley from residents and have a regular column - Mary Wilkinson to provide copy for the first one from her 'ramblings'
- (c) Run the photo competition again but this time ask for smart phone pictures which show something different to traditional landscapes.
- (d) Distribution: Continue with royal mail as the group had doubts about the reliability and ability to hit every address of other private sector distributors. The Clerk will make enquiries with other providers.

(v) Play in the Park - 25th January

(a) The school holidays this year are from Friday 21st July to Monday 4th September. The decision of Council during the budget setting process was to run all of this year's Play in Park events during the school summer holidays. The working group **RECOMMENDS** holding the following number of Play in the Park events in each park:

* Oakies	2
* Annfield Plain	2
* View Lane	1
* Craghead Millennium Green	1
* South Moor Memorial Park	1

The 5 midweek Play in the Park events will have a budget of £1800 per event. The 2 Sat Play in the Park events will have a budget of £3000 per event.

Date	Park
Wednesday 12th July 2017	Craghead Millennium Green (part of Heaviside walk)
Wednesday 26th July 2017	Annfield Plain
Wednesday 2nd August 2017	View Lane
Saturday 5th August 2017	Oakies
Wednesday 9th August 2017	South Moor Memorial Park
Wednesday 16th August 2017	Oakies
Saturday 26th August 2017	Annfield Plain
Wednesday 30th August 2017	Craghead Millennium Green

We have already confirmed that Jamie Clark funfairs can provide fun fair rides for all of these dates, other entertainment to be confirmed.

(b) We are being requested to consider providing an event at the conclusion of the Michael Heaviside Centenary Walk on Wednesday 12th July 2017 at Craghead Millennium Green to celebrate the Centenary of his famous walk from Shield Row Station to Craghead after he was awarded the VC.

Adrian Cattle-Jones from Durham County Council will provide further details to Committee at the meeting.

(vi) Moria Con - 26th January

The Civic Hall will not be used for the event in 2017, unless the Civic Hall wishes to provide something on the day itself to take advantage of the extra footfall.

The project group have already booked the Louisa Centre for Saturday 29th July 2017. A breakdown of the estimated costs for the rest of the project is provided below:

Expenditure	Estimated Cost	Balance
Main Hall	£520	£4480
20 x tables & 80 x chairs	£110	£4370
Practice Hall	£160	£4210
Sports Hall Balcony	£50	£4160
Guests	£2000	£2160
Props	£1400	£760
Sundries	£200	£560
Security	£500	£60

(vii) **Armed Forces Day - 31st January**

The update will be tabled at the meeting as the working group took place on the same day as the agenda was distributed.

Committee is requested to **CONSIDER** the updates from Working Groups and **AGREE** them or make **RECOMMENDATIONS** to Full Council, as appropriate.

7 WAYFINDING SIGNAGE ON THE SUSTRANS ROUTE

Some time ago, the Town Council had a project to install signposting on the C2C route to direct people using the route towards the amenities in Stanley Town Centre.

The Town Clerk had been under the impression that the project was aborted, however the signs themselves were found in the Civic Hall during a recent clean up.

Cllr Thompson has been in discussion with Sustrans, who have stated that in order to install the signage, there would be some works required to the surfacing of the track at the five locations and posts would need to be installed to take the signs.

There is currently no budget allocated in the 2017/18 budget for this, however there is £6,250 allocated to 'A Year in Stanley', which is not now going ahead.

Committee is requested to **CONSIDER** this matter and **DECIDE** what to do.

7 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 4th April 2017, 18.30 at the Civic Hall

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 10th January 2017 at 6.30pm

PRESENT: Cllr D Mills* Cllr M Wilkinson Cllr C Bell Cllr D Tully
 Cllr D Walker Cllr R Ferris Cllr J Nicholson Cllr W Nixon
 Cllr G Graham

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)
 James Harper (Community Development Manager)
 Lee Brannigan (Civic Hall Events Manager)

OTHERS IN ATTENDANCE: Simon Green

252 APOLOGIES FOR ABSENCE

Apologies received from Cllr D McMahon were accepted by the committee.

253 DECLARATIONS OF INTEREST

None.

254 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK

No one was recording the meeting.
 Councillor Geoff Graham was co-opted to the Committee at his request.

255 PUBLIC PARTICIPATION

There were no written questions and no questions from public in attendance.

256 CONFIRMATION OF MINUTES

Members **APPROVED** the minutes of the meeting held on 4th October 2016.

257 REVIEW OF EVENTS DELIVERED SINCE LAST MEETING

(i) Chairman's Awards

Members expressed the view that the catering for the Chairman's Awards was very poor, however in all other respects they were very pleased with the format and delivery of the event.

It was **RESOLVED** that the Awards should be held towards the end of the Chairman's time in office, therefore there will be no Chairman's Awards in 2017 and the next Chairman's awards for 2017/18 will be held in March 2018.

(ii) Christmas Decorations

Members agreed that the service from Seasonal Group was unsatisfactory. Some lights were not put up this year, even though they had all the locations from year 1. Some lights had failed, some commando boxes were not working. Seasonal Group should test commando boxes when lights go up.

The Clerk noted that issues will be brought up in a meeting with Seasonal Group. The Community Development Manager advised members that during the recent high winds, a total of 6 decorations in the Front Street came down on Front Street as the welding or brackets snapped.

Members praised DCC for the erection of the Christmas Tree and the switch on. The Community Development Manager advised members that after the purchase of additional lights, the cost of repairs, and the cost of DCC erecting the tree, £27,000 of the £30,000 budget allocated has been spent.

(iii) Lights Switch On/ Market

Members agreed that the Switch On and Market events has been a success and that events for future years should follow this format. For 2017 they would like to see the event expanded with more stalls,/ traders, and to explore the possibility of the Market being spread over more days.

(iv) Christmas Fayre/ Santa's Grotto

Members thought that the Christmas Fayre in the Civic Hall needed refreshing and that the Grotto was very quiet, this should be advertised better and earlier for 2017. It was also suggested that the Fayre in the Civic Hall could have a different theme and be held at a different time, if there is going to be a Christmas Market on the Front Street.

(v) Chairman's Carol Service

Members enjoyed the Carol Service and asked for it to be better publicised in 2017. The date for the Service should be set earlier so that publicity can be arranged.

(vi) Pantomime

The Civic Hall Events Manager noted that there were 17 performances of Aladdin in total. Some schools have already pre-booked for this years pantomime. In total the pantomime made a profit of £2600.

Members enjoyed the pantomime and thanked the cast for their hard work.

The Events Manager requested that no other groups be allowed to do pantomimes while the Civic Hall has their pantomime on. Members **AGREED** this was a good idea, that only the pro pantomime should be held over Christmas.

258 ESTABLISHMENT OF WORKING GROUPS

Members put their names forward to be on the following working groups for the following projects:

Project	Budget	Lead Officer	Members
Music Festival	£5,000	Lee Brannigan & Alan Shaw	R Harrison, D Mills, M Wilkinson
Firework Festival	£15,000	James Harper	J Nicholson, R Ferris, C Bell, D Walker
Christmas Festival	£10,000	James Harper & Lee Brannigan	J Nicholson, C Bell, R Ferris, B Nixon, M Wilkinson, R Harrison
Play in the Park	£15,000	Nicola James	C Bell, R Ferris, M Wilkinson
Armed Forces Day	£4,000	James Harper	G Graham, R Harrison, B Nixon, D Tully, J Nicholson
Moria Con	£5,000	Nicola James	D Mills, D McMahon
Community Newsletter	£15,000	Alan Shaw	M Wilkinson, C Bell, D Walker, R Ferris, R Harrison
A Year in Stanley	£6,250	Alan Shaw	D Mills, D Walker
Remembrance Services	£400	James Harper	B Nixon, J Nicholson, C Bell
Blue Plaque Scheme	£1,200	James Harper	M Wilkinson

259 ASSET TRANSFER

The Town Clerk asked members to consider the comms strategy which should be followed in relation to the freehold acquisition of the Front Street offices and the asset transfer of Annfield Plain Community Room.

Committee **RECOMMEND** that the Clerk produce a draft statement for the public, to be approved at Full Council.

260 CIVIC HALL - MARKETING STRATEGY

The Civic Hall Events Manager advised that the Civic Hall has issues marketing the building and the theatre to an appropriate audience. As the budget is limited, the Events Manager suggested organising publicity stunts, inviting local press to some shows and doing leaflet drops.

Members suggested contacting Made in Tyne & Wear and promoting the Civic Hall at our Play in the Park and Armed Forces events.

Members also **AGREED** that the building should be marketed as the Civic Hall rather than the Alun Armstrong Theatre to avoid public confusion.

261 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday 7th February 2017, 18:30 at the Civic Hall

STANLEY TOWN COUNCIL HERITAGE PLAQUE SCHEME

The Town Council has launched a Heritage Plaque Scheme to recognise important people who have lived here in Stanley over the centuries and important places and events in the Town's history.

History of Heritage Plaques

The original 'Blue' Plaque scheme in London was first proposed in 1863 in the House of Commons by William Ewart MP. It gained immediate support and by 1866 the Society of Arts (which later became the Royal Society of Arts) had founded what we would recognise as the Blue Plaques scheme today.

Benjamin Franklin, David Garrick and Lord Nelson were all among the first to be considered for the honour, but the first plaque, erected in 1867, commemorated the poet Lord Byron at his birthplace, 24 Holles Street, Cavendish Square, London.

From the outset the scheme aimed to celebrate the link between people and buildings. The form of a building can say a great deal about the character of the person who lived or worked there; indeed, buildings that may be quite unexceptional architecturally have been preserved because of their important associations, thanks to the Blue Plaques scheme. Blue Plaques do not offer any kind of special protection to buildings, but they do raise awareness of their historical significance and can therefore assist in their preservation.

How to Nominate a Location

To nominate a location for a Heritage Plaque, please Contact Us with details of where you would like the plaque to be sited and why, having regard to the Criteria detailed on this page. Where possible, please give details of relevant historical references that evidence the association with the location.

The procedure that will be followed on receipt of a nomination is detailed here.

The Town Council would like to thank Loughton Town Council for sharing the details of their successful Blue Plaque Scheme which we have modelled ours on. For more information about the Loughton Scheme, please check their website

CRITERIA FOR GRANTING HERITAGE PLAQUES

I In the case of a single person

(i) If the person was eminent in his or her field and is listed in appropriate general national biographical sources for the period; for instance, the Dictionary/New Dictionary of National Biography, Who's Who/Who Was Who, Men and Women of the Time, the Times Obituary, or recognised specialist biographical sources, and had a significant connection with one or more places in Stanley, such as a residence of five years, place of birth, place of business etc.,

OR

(ii) if the person made a definite contribution to the history of Stanley, does not appear in the relevant national sources but had a significant connection with one or more places in Stanley, such as a residence of five years, place of birth, place of business etc.

2 In the case of an event

If it was of considerable importance in the history or development of the town.

3 In the case of a building

If, unconnected with an important person, the building was significant in the history or development of Stanley, or is of great antiquity, or of particular architectural importance.

Please note: Proposals will not be considered for the commemoration of individuals unless more than 20 years has elapsed since their passing.