

**MINUTES OF AN EXTRA MEETING OF THE LEISURE AND AMENITIES COMMITTEE OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 15<sup>th</sup> FEBRUARY 2023 AT 7.00 PM AT 95 HIGH STREET, KINVER**

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Present: Councillors: S Charlesworth -Jones (Chairman), Miss E Lord (Vice Chairman), Mrs C Allen, J K Hall (Ex-Officio), D McGirr, S Anderson, P Wooddisse.

Also present: Clerk Mrs J Cree.

1. To receive and note apologies for absence

Apologies of absence were received from Councillors Mrs S Harris, K Hosell and co-opted member D Tibbetts.

2. To record Declarations of interest regarding items on the agenda

None were declared.

3. Minutes of the previous meeting held on the 18<sup>th</sup> January 2023

The minutes of the meetings of the Leisure and Amenities Committee held on the above date, having been circulated previously, were approved and signed as a true record of the proceedings.

4. To discuss and agree a plan of events for the Kings Coronation

Cllr S Anderson reported as below:-

Working Title: Kinver Coronation Market

Date 29<sup>th</sup> April 2023.

**1. Background**

1.1 Following consultation with Kinver High Street traders, there is a proposal to turn the April monthly High Street market event into a bespoke community street party to mark the coronation of HM King Charles the following week.

**2. Broad Outline**

2.1 A broad outline of the event is as follows:

2.2 The event will be free to attend with an emphasis on this being primarily for Kinver residents. It is aimed as a Street Party meets Late Night Shopping meets Country Fayre community celebration.

2.3 The event will be based on Kinver High Street and facilitated by a total road closure between the Stone Lane roundabout and the Junction of the High Street and Church Hill. Access especially for emergency vehicles will be maintained at all times. There is a provisional offer to fund the road closure from the Fibre Heroes utility company.

2.3 It is expected that the main celebrations will be between 12 noon and 5pm with the road closure in place earlier/later to allow set up of marquees.

2.4 The entertainment will include live music and entertainment, children's games, fancy dress, street food, etc.

**3. Next Steps**

3.1 Time is limited, and we have been very lucky to be able to draw on Jane and Charlie Sadler's experience of running the Kinver Country Fayre events over many years.

3.2 Attached is a summary of the roles, responsibilities and workstreams required to deliver the event drawn up by Jane.

3.3 It is proposed that if accepted the next step is to establish a steering committee of volunteers, many of whom will be asked to lead on one or more of the workstreams. Luckily, there are already several volunteers happy to assist.

## **CORONATION EVENT – ROLES**

### **Kinver Coronation Street Party / Kinver Coronation residents party? Fayre**

*All the roles identified below to be undertaken through close liaison and consultation with the wider event team, reporting back to SA:*

#### **Funding**

**Role:** to ascertain what sources of funds exist and the amounts, identifying any shortfall in relation to budgeted expenses and to secure funds where available.

#### **Road Closure**

**Role:** initially to organise road closure, identify scope/traffic management requirements and statutory notices. Then to manage diversion with appropriate signage - including resident liaison for those roads impacted by closures. Manage all issues before/during/after the event including briefing of marshals. Funded by Fibreheroes.

#### **Insurance**

**Role:** to check Parish Council policy and coverage for the event, including whether participating traders/organisations require their own PL cover. Ensure compliance by all parties to terms of the policy.

#### **Marketing/Publicity**

**Role:** initiate branding design in conjunction with marketing agency, agreeing budget for design and production of marketing materials. Manage production and distribution. Produce appropriate PR and direct social media interactions. Produce roadside posters closer to event.

Seek sponsorship as appropriate – particularly in relation to entertainment.

#### **Traders Liaison**

**Role:** to make traders aware of the event, confirm their role, establish whether they will have a street stall, if specific equipment is required, keep them informed of progress, address concerns and ensure their commitment on the day.

#### **Event Layout/Decoration**

**Role:** Taking into account existing trader stalls, plan the layout of the High Street with tents for seating undercover and areas for entertainment – and space for allocation to other stalls/activities.

To source and organise appropriate decorations i.e. bunting and flags for the setting. Also, to include organising the opening ceremony.

#### **Catering**

**Role:** to identify with Trader Liaison, which trader caterers are committed to participating on the day and their offer.

To establish other external catering requirements as appropriate, to source, book and liaise with external suppliers, providing info on location, power and other requirements, including being point of contact on the day.

#### **Market Traders**

**Role:** to establish which market regulars will be participating and identify what additional type of stalls would enhance the event. Contact appropriate traders and confirm all arrangements – set-up/fees (if appropriate), table and gazebo requirements, liaison before and on the day.

If deemed appropriate and space permitting, this role also to contact village organisations with an offer of fundraising opportunities on the day. Book, organise and liaise as appropriate.

#### **Street Entertainment**

**Role:** to identify, check availability, agree fee (if any) and book performers for the day. Confirm with them their performance location and timings, ensuring that their support requirements i.e., mike/PA are met. Ensure payment, as needed, on the day. This to include children's entertainment such as face painting.

#### **Specific Entertainment**

**Role:** to contact/organise/liase with the appropriate parties for the following potential attractions – and if going ahead, to remain point of contact for their involvement on the day, confirming location, timings and other requirements:

**Tug of War**

**Dog Show**

**Children's Fancy Dress**

### **Music in the Pubs and Church**

**Role:** to liaise with village venues, obtaining their support for the concept. Maintaining contact to establish who/what/when live music could be performed on the day. Obtaining info for publicity. Ensuring communication between the venues, so they are not competing with similar types of music. Obtain potential sponsorship from breweries for programme production.

### **Schools Liaison**

**Role:** to liaise with village schools, making them aware of the event, asking how they might wish to participate – possibly school bands, dance, art?  
Promote Children's Fancy Dress Competition. Organise flyers, set time in programme, procure prizes and organise prize giver.

### **Equipment/Set-up and Take-down**

**Role:** to source equipment, determine lay-out and location of large tents, ensure supply of tables/benches, organise power requirements through liaison with electrician, manage set-up and take-down team. Organise litter-picking team.

### **Workforce**

**Role:** to recruit, coordinate and supervise marshalling team, provide H&S briefing and devise rota for the event. Also to coordinate set-up and take-down personnel with that team lead.

### **H&S/ First Aid**

**Role:** to carry out H&S risk assessments and briefings in advance and checks on the day.  
To source first aid provision and liaise with providers to ensure their presence at the event, with all boxes ticked!

### **Toilet facilities**

Possible porta loos if required. Toilets in local pubs and High Street prepare a list.

It was proposed by Cllr Mrs C Allen and seconded by Cllr S Anderson to **Recommend** to the Parish Council to set up a working party to run and organise the event, with each role person being on the working party.

#### 5. Update on Future Projects

(e) Blue Plaques for buildings / walking trails

Cllr Mrs C Allen has got prices for the blue plaques with the following costs, the price for 10 plaques is £6.41 per plaque, for 15 it came down to £5 something. Numbers to be sought from Co-opted member D Tibbetts on the original list that was discussed. It was agreed to buy a plaque for the library to get a sample to show the Conservation Officer.

The Clerk will contact the Conservation Officer to seek approval for the concept and bring back to the committee in March.

#### 6. Items for the next agenda - s106 list to be added to: Recycling Plant – visit cancelled

Visit from the BKV organiser.

#### 7. Recommendations to the Parish Council

It was agreed to Recommend to the Parish Council to set up a working party to run and organise the Coronation Event, with each role person being on the working party.

#### 8. Date of Next Meeting – 15<sup>th</sup> March 2023