



BIDEFORD TOWN COUNCIL

Minutes of the Tourism Committee Meeting

held in the Council Chamber, Town Hall, Bideford

Tuesday 20th February 2024 at 6.00 pm

PRESENT: East Ward: Councillor Mrs J Gubb (Chairman)
South Ward: Councillor S Inch
Councillor P Lawrence
West Ward: Councillor C Hawkins

IN ATTENDANCE: Mrs L Dixon-Chatfield, Town Clerk's Asst

064 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Councillor D Bushby (North Ward) – personal.
Councillor J Hellyer (East Ward) – work.

065 **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Councillor Mrs Gubb (Chairman) declared a non-pecuniary interest in Item 6 (D-Day 80) – her son is providing the outside PA system.

066 **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

067 **MINUTES**

Proposed by Councillor _____ and seconded by Councillor _____ that the minutes of the meeting held on 20th February 2024 were approved and signed as a correct record.

(Vote – For: 4, Against: 0)

TO START FORMING A PLAN FOR BIDEFORD FAIR AND THE MAYOR'S PARADE

Members received the plan for the Mayor's Parade, the Clerk explained that as the Deputy Town Clerk and the Town Marshall usually organise the Parade, it was prudent for them to find a way to make this work as part of Bideford Fair.

The Plan forms part of these minutes.

Members were very pleased with the Plan and agreed that it would work well. They also noted that it was good not to have to apply for a road closure.

They agreed that the Civic Party would be headed by the Bideford Youth Pipes and Drums and leave the Town Hall, process along Allhalland Street, crossing the High Street into Mill Street. They will then turn right into Cooper Street and cross at the Pedestrian crossing to make their way along the Quay. Entering Victoria Park, the Civic Party will head for the Arena and take their places (as they would do at the Mayor's Parade). They agreed that the Town Rangers would be instrumental in their safe passage across the High Street and the Quay.

The Chairman was keen to ask Miss Lowe to organise the event, members agreed. They asked the Clerk to contact her to ask her if she would be willing. Whilst not present at the meeting, Councillor Bushby was keen to have Miss Lowe "on board". Members did feel, however, that sellers of cheap and inferior gimmicky toys should not become part of the Fair.

The Clerk suggested an informal meeting before the next scheduled Tourism meeting, with the Town Marshall, Mike Harper (Pipes and Drums) and Miss Lowe (if appropriate) to run through the plan.

The Clerk had received an enquiry from a health trade stall and asked members if they wished to invite them to join in with Bideford Fair. Members were keen to have something different and asked the Clerk to contact the enquirer.

Members wished to keep the same format with the regular stalls and attractions but to bring in fresh participants. The Clerk mentioned that Councillor Bushby would be attending Northam May Fair and would like to hand out flyers to the attractions there. Members felt this was a good idea and asked the Clerk to progress with it.

TO DISCUSS AND RECEIVE UPDATES FOR THE D-DAY 80 BEACON LIGHTING ON 6TH JUNE 2024 AND CONTINUE FORMING A PLAN.

The Clerk had received four names for the D-Day Roll Call and whilst this did not seem many, a reasonable amount of information had been forthcoming on each of them. She would write the piece up for whoever would be reading it and make a point of mentioning fishermen, merchant seamen, farmers and all others who held the country together at that time. She would make up an information board to go with the memorabilia. Members were pleased with the plans.

The Clerk was waiting for costings to come in on catering. She would also contact the Liberty Sisters in order to set out some times. Members discussed numbers for the catering and the logistics of having enough for everyone. They discussed the possibility of having the buffet and then a little later on fresh-from-the-oven baby

roasties supplied by Pollyfield. This would supplement the buffet and be something hot before the end of the evening.

The Chairman suggested that all members look through the guide sent through from the Pageantmaster as this would determine the main event (the Beacon Lighting) and timings can be built around that.

Members discussed where the buffet should be set up and were not keen to have it in the main hall. The Clerk mentioned that originally it had been discussed to put the memorabilia in the skittle alley but that could be changed. Another visit to look at the different spaces available would be necessary.

070 **TO START FORMING THE PLAN FOR BIDEFORD'S GOT TALENT**

The Chairman reminded members of the dates; 12th July for rehearsals and 19th July for the Final, both on a Friday evening. Time as yet to be confirmed.

The Chairman asked if members wanted to ask Miss Lowe to work with them in the organisation of the event – they agreed that they did. Miss Lowe has many contacts in the entertainment field and was very helpful last year with promoting the event and organising the entrants.

The Clerk asked if members were happy with the application forms for entrants. They were although Councillor Lawrence asked if a line could be added to the Application form and the Guidelines/Rules to say “As this event is broadcast live, we would ask you please to moderate your language, thank you” or words to that effect.

The Clerk would approach Cobblers and Keys for trophies. She mentioned to members that the Town Clerk had suggested sponsorship of the event in order to attract a bigger cash prize. Members agreed that this would be a good idea.

Members felt it would be appropriate to open the event with the winning song and act from last year. They also discussed interval entertainment which could be another song from last year's winner or someone different. The Chairman added that there would be a surprise guest too.

The Clerk suggested an increase in ticket price and perhaps reduce the age of children who would enter free of charge, members agreed but no prices were set.

The Clerk asked members what they would like to organise for a bar and a food concession. Nothing was conclusive and would need to be discussed at the next meeting.

The Chairman confirmed that Mr Bevan would provide the sound and lighting again this year. This lead on to a discussion about positioning of the judges, which is relative to the sounds set up. All members agreed that the sound and light section needs to be central to the stage in order that it has clear sight above the audience. Last year, because of this the judges were in a raised position behind the audience. Members felt that this was not ideal and that the best place for them to be is at the front.

Councillor Hawkins mentioned that if the new screens and cameras are installed in the Pannier Market in time, he can position the cameras so that they are trained on the judges and on the contestants and be shown on the screens for the audience. A more

professional look to the event. If the equipment is not installed in time, the subject will need further discussion. Should a raised platform be necessary for the judges, then skirting will be necessary, again to give a more professional look., this could be provided by the sponsor/s.

Members discussed the age categories and agreed that 13 years and below would be one category and that over 13 year the second and that under 13's would be first on. They further agreed that in the interests of health and safety that gymnastics groups would not be able to take part this year. This was a difficult decision to make but that it was best for all concerned.

All members agreed that the event needs to be more polished this year, and slicker.

071 **TO START FORMING A PLAN FOR CLEAN UP DAY ON SUNDAY 28TH APRIL**

The Clerk advised members that she had updated the safety leaflet and, on speaking with the Town Clerk, he was keen to see it run with team leaders (as was carried out in the earlier Clean Up days).

The Clerk would liaise with the Town Ranger Team Leader on what kit is available and to ensure that the high-vis vests are on hand.

She had included it in the monthly piece for the Link magazine which would be delivered to homes over the next week or so. She would also liaise with the Admin Assistant to promote it through the website and on social media. It would be mentioned at the next Partnership meeting.

The Chairman made a point of mentioning that over recent years the turn-out had been very poor from Councillors and asked the Clerk to mention it to the Mayor for the next Full Council meeting. The Clerk agreed to contact Asda, Costa and McDonalds to see if they still had their volunteer teams and ask if they would like to be involved.

All members felt that a Town Centre Clean Up day was a good way to launch the return of this Community activity, starting at 10am on the day until 1pm.

072 **TO START FORMING A PLAN FOR CHUDLEIGH PICNIC**

Members discussed the outline plan and agreed that it would be better to start at 12.30pm and finish a little earlier ie 4.30pm.

They noted that the giant games were not used at all and suggested not including them this year.

The Clerk explained that the Town Clerk wanted to see a little more self-promotion of the Town Council at the event, and members agreed that the information boards could be updated. The Clerk suggested Councillor Surgeries in the Town Council gazebo. There were mixed feelings about this as some members felt that many of the public would think it is just for East the Water Councillors. The Clerk suggested further that not all East the Water people want to speak about issues in their own Ward but may have issues in others. She felt it was a good opportunity to connect Councillors with the electorate, depending on the turn-out of Councillors.

Members discussed catering and asked the Clerk to see if the Hog Roast was available again this year, although they did think that next year would be a good time to change the catering. They also discussed other catering options i.e. barbecue, should the hog roast not be available.

They asked the Clerk to:

- Contact Councillor Bushby to ask if Hockins Ice Cream would attend.
- Contact the face painter, Burton Art Box, ETW in Bloom, and other usual stalls.
- The Town Band and Pipes and Drums to see if they would play a few tunes.
- Contact Up Close Radio to play songs and provide PA but not to broadcast a show.
- Book one Portaloo

The Chairman and Councillor S Inch both made a point that they had received very little help last year. They would like to see more Councillors helping to set up, assist and be on hand to enable other Councillors to take a break. It worked out to be a long day for the two of them.

This last comment lead the Chairman on to say, and she was supported by the members present, that more Councillors need to attend Town Council events (and especially those put on by the Tourism Committee). Whether it is Clean Up days or Bideford Fair, they felt that it was a small handful of the same Councillors helping to set up and take down at events.

With this in mind they, as a Committee, would like all events to be promoted to Councillors at every meeting and opportunity in order to enthuse and encourage them to get involved.

073 Date of next meeting 2nd April 2024 at 6.00pm

The business of the meeting having been completed, the Chairman thanked the members for their attendance. and the meeting concluded at 7.20 pm.

Signature of Town Mayor:Date:

Signature of Chairman:Date:

**MEETING WITH PETER HOOPER (TOWN MARSHALL),
ANDY CURTIS, RICHARD COOMBES, LESLEY D-C
WEDNESDAY 7TH FEBRUARY 2024**

PLAN OF BIDEFORD FAIR/MAYOR'S PARADE

10.30AM CIVIC PARTY LEAVES TOWN HALL HEADED BY PIPES AND DRUMS. TOWN CRYER WILL MAKE CRIES AT THE END OF ALLHALLAND ST, JUNCTION OF MILL AND COOPER STREET, JUBILEE SQUARE/BOTTOM BRIDGELAND STREET.

PROCESSION ROUTE - ALLHALLAND STREET, MILL STREET, COOPER STREET, CROSS THE ROAD ON PEDESTRIAN CROSSING, ALONG THE QUAY TO MAIN PARK GATES.

STOP BRIEFLY – TOWN CRYER WILL MAKE A CRY

ENTER PARK STILL HEADED UP BY PIPES AND DRUMS

ALL WILL ENTER THE ARENA, MAYOR WILL MOUNT THE DAIS, COUNCILLORS AND CIVIC OFFICERS WILL FLANK THE DAIS.

MAYOR'S CHAPLAIN WILL GIVE A BRIEF BLESSING

PARADE

WILL MAKE ITS WAY FROM PARK AVENUE ENTRANCE, MARCHING A CIRCUIT OF THE EXISTING PATH, AS PER PLAN ATTACHED. THE MAYOR WILL TAKE THE SALUTE FROM THE DAIS, THE PARADE WILL BE ON GRASS AT THIS POINT AND WILL CONTINUE FORWARD UNTIL THEY REACH THE CAR PARK AND WILL BE DISMISSED.

BIDEFORD FAIR

11.15AM MAYOR WILL OPEN BIDEFORD FAIR

NOTES

NO ROLLING ROAD CLOSURE REQUIRED

NO CHURCH SERVICE

MAINTENANCE TEAM REQUESTED TO ERECT THE TOWN COUNCIL GAZEBO AND TO ASSIST WITH HOLDING TRAFFIC FOR PROCESSION TO PASS AT :

TOWN HALL/ALLHALLHAND STREET

ALLHALLAND STREET/HIGH STREET

COOPER STREET / QUAY

PARADING COMPANIES MAY BE CONDENSED TO SMALLER NUMBERS DEPENDING UPON AVAILABILITY

**Bideford Fair – 8 June 2024, including
Mayor's Parade / march past.**

Parade,
represented by
arrows, starts
here:

Parade leaves
the arena and is
dismissed.

The
Saluting
Dais will
be here:

