



THORPE ST ANDREW TOWN COUNCIL

EVENTS AND MEDIA COMMITTEE MEETING

Monday 31 January 2022, 7:30pm

Roxley Hall, Yarmouth Road, NR7 0QF

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

AGENDA

26.01.2022

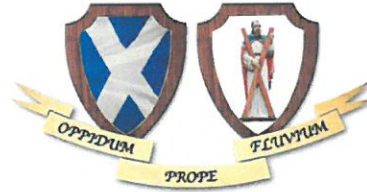
To all members of the Events and Media Committee

You are hereby summoned to attend the Events and Media Committee meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on 31st January 2022 at 7.30pm for the purpose of transacting the following business:

Thomas Foreman

Thomas Foreman Clerk to the Council

- 1 **Attendance and Apologies for Absence**
- 2 **Declarations of Interest in Items on the Agenda**
- 3 **To Confirm the Minutes of the Meeting held on 27th September 2021**
- 4 **Events for 2022**
- 5 **Date of next meeting – TBC**



THORPE ST ANDREW TOWN COUNCIL

2022 EVENT PROPOSAL

The following proposal is for the 2022 Events Programme.

These events are suggestions are a work in progress with a list of possible events that could be run throughout the 2022 calendar year.

We obviously need to allow for the fact that we are still subject to a changing Covid situation which may mean that some of the events need to be amended slightly to reflect that. We will always take advice from Broadland DC about events licenses and what might be possible. Our options err on the side of caution and we should maybe allow for a plan B for events that might need to be changed at short notice. This may be for wet weather precautions as well as pandemic issues.

MONTH	WHAT	SUMMARY	CLLR/OFFCER INVOL	BUDGET
February	Valentines	Hearts around town		
March	Shrove Tues International Book Day	Pancake races "You Are a Reader," focus on reaching children from disadvantaged backgrounds		
April	St Georges Day/Streetfood	Streetfood event linked to St George?		
May	Comm garage sale Litter Pick	Pop up tabletop sale Big Clean up event		
June	Platinum Jubilee	Large music festival		
July/Aug	NO EVENTS	-		
Sept	Streetfood	As above		
Oct	Halloween	Pumpkin carving exhib		
Nov	Poppy Trail Fireworks	As 2021 Large scale event		
Dec	Lights Switch on Winter W/land Other events	RG switch on with no stalls just food and ent Xmas market/winter wonderland Light up Thorpe, bauble decorating etc		

Valentines

Locate a local knitting group. Source and provide wool, embellishments and labels as necessary. Link with local groups – nursery children/schools, local groups and Cllrs to provide 'love'ly messages which are left around the town for locals to find. Could incorporate MiT and ask them to offer incentives – which encourage residents to frequent local businesses.

Shrove Tuesday

Maybe a low key pancake race for residents. Bring their own frying pan. TC provide the pancakes and they do a course flipping their pancake! Provide 'real' hot pancakes with lemon and sugar/chocolate spread etc at the end. Run after school at the Fitz or the Morse. Maybe link with the Café?

International Book Day

The focus this year is on reaching children from disadvantaged backgrounds. "You Are a Reader".

Incorporate the installation and launch of our 3 book boxes.

1 x town council offices

1 x café

1 x rivergreen

St Georges Day/Streetfood

Book a series of outdoor and mobile vendors to come and be part of a pop-up streetfood market – as previously. Well known by locals now, but may want to reduce timings or even move to an eve event with a St Georges Theme? Improvements could include adding a mobile bar and possibly look at hiring junkyard market type trestle seating, use festoon lighting and add large canopy? Pitch fees and %profits apply. We advertise and market the event. Book the pitches and collect the fees. Estates would be required for litter picking. Last year we had very good weather and food was taken and eaten on the park. Otherwise, residents just come and takeaway.

Community Garage Sale

An event held remotely around the town. Each participating household registers with us and pays a small fee (suggested £5.00) for their table. We issue a table No and map of the participating houses. We produce and publish map and market the event, predominantly on social media. Create flag/signs for the houses to display which we distribute week before. Re-use stakes and correx signs that were used for the Poppy Trail minimising outlay. Payment on paypal as before.

The Big Clean Up - Litter Pick

Clean up litter in your local area. Nominate local pick-up points (e.g. River Green, Morse Pavillion, Town Hall) with Councillors manning each point with stock of bags, vests and litter pickers. Return bags of rubbish to central point for collection and taken away (Skip at Morse) Try to get sponsor as before to provide refreshments as midway break

Platinum Jubilee Celebrations

At the Morse (Cricket will be scheduled at the Fitz throughout June?)

A large stage playing music that reflects the Queens 70 year reign. The years could be regulated at set times throughout the day and evening. Either a fee charged come to an outdoor concert or a nominal donation. Possible to set up tickets for the daytime or evening or both. This would also enable us to keep eye on numbers. Can use online ticketing as before or we issue wristbands to reflect the ticket allocation – colours for all day and different ones for daytime and evening. Has a more festival vibe. Important to set a budget and shop for the best provider who can deliver this.

3pm- 5pm “Prom in the Park” – Band Stand type music and 40, 50 and 60s music
Afternoon teas available to purchase in advance or on the day?

Best Pudding/celebration cake – bake off style – judged by a local chef or baker
Nursery children to do something – Best Crown, with a parade – catwalk style again to be judged by a local company – maybe they could sponsor the event and the prize.

Royal British Legion march by

Scout, Girl Guides, Sea Scout – some involvement – display or activity

Shotoka Karate Demo

5pm – 6pm “Party Anthems” – Family type dances, get people up to join in
Jubilee trail competition winner

Red, White & Blue outfit competition winner

Thorpe Players – small sketch on stage

Thorpe Footballers Skills Show or possibly mini match against a TSA Top XI

6pm – 8pm “Music Through the Years” 70, 80, 90

Funfair

Cuban Dance Demo

Glow up walk – glow stick etc in the air, gloface painting or perhaps even a colour run

8pm – END “Get Your Groove On” Current music lively and loud

Including 9.40pm Bugle playing, 9.45pm Light the Beacon, 3 cheers for the Queen, 10pm Fireworks and light show.

Sunday

Possible road closure to encourage local residents on River green to have a street party. They could bring their own tables and chairs, and picnic. TSA TC to facilitate this by organising and funding the road closure, but no officer or Cllr time required to staff this event. Encourage anyone who wanted to organise music etc to also attend. Encourage picnic friendly opportunities in the park.

Halloween

Do a pumpkin carving competition where residents can bring their carved pumpkins up to the Town Hall for judging by the Mayor. Include the nursery and make a display. All pumpkins are then judged and taken away. TSA TC provide battery tealights to go in each and a prize for the winners in each category.

Poppy Trail

As 2021 but with improved information on each of the soldiers listed. Many residents commented on the Poppy trail for 2021 but many didn't do the whole trail. Engage with local schools early to ensure participation and linking to curriculum. Talk to TSA High School about History GCSE link and whether they could add to the trail with artwork or poems that we could list either alongside the poppy signs or online. Maybe produce vlogs that link from the QR of locals reading war poems, or artwork from schools. Schools could host a mini version of the trail within school grounds or on fences and TSA TC and THG produce a mini trail for primary and High School students to complete.

Fireworks

Saturday 5th November. Proposal as before but bigger and better. All tickets (8k capacity?) must be purchased in advance and will be electronic. As previously - party members can arrive separately, and tickets scanned on the gate. Personnel with devices to scan tickets at every entrance and other areas cordoned off and patrolled. Advertising limited to Thorpe St Andrew area to give residents priority. Firework display can go to tender with clear cancellation disclaimer. Funfair, bar and food stalls will be invited and pay pitch fee and sales commission.

Christmas

River Green lights switch on event as previous years. No funfair or craft stalls but a few food stalls, entertainment (brass band and carols maybe) plus a designated plunger type official switch on time.

Winter Wonderland. Full on craft stall and winter wonderland extravaganza. Provided by a 3rd party who would manage and facilitate entire event. Lasts over 3 days. Event could be added to on 1 day with a Winter market including the stalls TSA TC booked for Christmas 2021. Food stalls not required as all managed by WW .

Other Christmas activities could include "Light Up Thorpe" initiative launched in Covid in 2020. TSATC manage houses taking part and create map. Could also include a Christmas bauble decorating competition etc. Events are free .Prizes allocated.

**Thorpe St Andrew Town Council
Minutes of the Events and Media Committee Meeting
held on 27th September 2021 at 7.30pm**

1. ATTENDANCE AND APOLOGIES FOR ABSENCE

Present:

Mr J Emsell (Chairman)	Mrs J Fisher	Mr S Snelling	Mr J Ward
Mrs L Dawson	Fr J Stewart	Mrs I Munday	Mr G Lawton
Mr J Fisher			

In attendance:

Mrs R McCarthy (Deputy Clerk) Mrs C Wedge-Clark (Admin Officer)

Apologies: Mr L Reeves, Mrs L Dawson

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3. MINUTES OF COMMITTEE MEETING HELD ON 1st SEPTEMBER 2021

The minutes of the meeting held 1st September 2021 were agreed as a true record and signed by the Chairman.

4. FIREWORKS UPDATE

The ticketing system was demonstrated to the committee and finite arrangements for the Fireworks event discussed. It was **RESOLVED** to release 3,000 tickets initially, and limit to local residents through local posters with link QR code. Event to be clearly promoted as advance tickets only and Norwich Devils to pre-qualify the queue on the day.

5. CHRISTMAS UPDATE

The Chairman gave an update on the Christmas Fair to take place on Saturday 4th December at Fitzmaurice Park and advised that further engagement would be made with "Local Flavours" to see if they would like to be involved. Officers to book caterers, Reindeer and advertise craft stalls at £20.00 per pitch. Event to run from 11:00am-6:00pm, with a Santa's Grotto from 1pm-4/5pm.

Discussion followed regards a River Green event and it was **RESOLVED** to proceed with a 'Traditional Christmas' on Sunday 5th December, from 4:30pm-6:30pm with a road closure from 4:00pm-7:00pm. Father James confirmed that the Church could front the event with a raffle & tombola, and sell the refreshments, including a bar. Officers to book band, caterers and donkeys, and Town Council to organise a visit from Santa.

Advertising for both events to be added to the Newsletter with a clear distinction between the two and clarity that no lights switch-on is involved.

6. HALLOWEEN TRAIL UPDATE

The Deputy Clerk outlined the finalised plan to provide a small Halloween Trail for young children around Fitzmaurice Park, ending in a spider's web on which children can leave decorated stones.

There being no other business, the meeting closed at 9.19pm

NEXT MEETING: To be confirmed

Signed: Dated:

