

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENTERTAINMENTS COMMITTEE**

MINUTES of the Meeting held on Thursday 16 April 2009 at Fairway Hall Offices, Brook Close, Borehamwood, starting at 7:30pm.

PRESENT: Councillors: Cllr Jean Heywood (Chairman)
R Butler, F Turner

Attending: Ben Simon, Acting Leisure & Entertainments Advisor

1. APOLOGIES FOR ABSENCE

Cllrs Anne Mitchell, Pat Strack, Graeme Franklyn. It was AGREED that Cllr Farida Turner would step in for Cllr Anne Mitchell and that the meeting was quorate.

2. MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 26 February 2009 were Confirmed and Signed as a true record.

3 DECLARATION OF PERSONAL AND/OR PREJUDICIAL INTEREST

Members agreed to declare any interest at the relevant agenda item.

4 CIVIC FESTIVAL 2009

A) ENTERTAINMENT ADVISOR'S REPORT

It has been more than a bit of a struggle to cover the past five or six months' worth of work in the past month or so! Learning about health and safety, risk assessments and regulations, has shown me just how much work goes into staging our Festival but I think I am finding my way slowly but surely through the red tape!

The Festival events are all slowly taking shape and we now have an almost completed calendar of events, as you will see in the copies of the Festival 2009 Diary. Here are some of the things we have accomplished so far:

- A full programme of events has been drawn up, with many of them already confirmed, including the Elstree and Borehamwood Light Operatic Society and Elstree Productions stage shows, the annual BBC Elstree Band concert, Baby Show, and Elstree Film Evening, again to be held at its natural home at the Studios.
- Other regular events scheduled include the Carnival Parade, with invitations having gone out to all schools and last year's participants. We have had six replies so far, and further letters will go to remaining schools and previous years' entrants shortly. The ATC band has agreed to attend and the Dagenham Girl Pipers are booked.

- The Quiz Night is back, to be held at the Royal British Legion, and we are already seeing replies coming in from teams. We've also spoken to various clubs who will host Open Evenings, including the Borehamwood Camcorder Club, the Table Tennis Club, and the Garden Crafts Society will hold their annual summer show at Allum Hall.
- We have also been working with the local churches to stage the brass band concert, Com.unity Choir and the Festival Church Service, and joining us again after a successful return to the programme last year is the Croxdale Road Synagogue, again holding an Open Day there.
- Outside activities also feature strongly with the Half-Marathon/Fun Run, and the Elstree Cricket Club have agreed to host the traditional annual challenge match. The Police, Fire and Ambulance Stations have all agreed to hold their ever-popular Open Day, and this year, the children's library service also want to be involved.
- Families Day is all set to return too: last year's stall holders have been mailed and 24 have replied, with the arena events already booked, the fair and food stalls confirmed and several amateur groups requesting to perform in the arena.
- NEW for this year are contributions to the programme from Hertswood School, who present their arts and performance "Scene On The Green", with Hertswood Centre also hosting the Battle Of The Bands and Five-A-Side Football competitions.
- A general request has been to add some new events to cater to younger participants, and as such I have organised a Family Fun Pool Party to be held at The Venue, which will be a unique addition to our Festival, as well as a "Bedtime Stories" event at the local Library, where children will be able to come down in their pyjamas and have stories read to them as well as engage in other activities.

This year's publicity blitz will include the usual posters, flyers and the traditional Programme brochure (delivered door to door), but I also hope to find some time to put as much information as possible online, for which we have already set up a dedicated website. But at this point it is more important to concentrate on the tried and tested areas of publicity that we already have in progress.

A mailshot to the 800+ regular names who have purchased Festival tickets in the past has been sent out to those addresses, and we have already sold several tickets for both the BBC Concert Band and the Elstree Film Evening. The mailout was combined with the mailout to residents of Elstree and Borehamwood who have purchased coach tickets, which incidentally will be on sale from May 11.

- Ben Simon, Acting Leisure & Entertainments Advisor.

B) FESTIVAL UPDATES

BS requested confirmation on the posters required for this year and it was felt there should be roughly the same number as previously, though with more emphasis on smaller A4 designs rather than A3.

It was AGREED that 1 free ticket for the BBC Band Concert and for the Elstree Film Evening would go to Councillors and Festival Advisory members, but that further tickets would need to be paid for, as in 2008.

From the Festival Advisory meeting, Dave Partridge's concerns were raised but it was felt there were no immediate problems to address. BS mentioned that, when professional entrants in the Parade had been used before, they looked good but drew criticism from regular participants who insisted the event should be "home made".

Cllr JH praised the new events, especially the Pool Party and Library events, and thanked BS for these arrangements.

Cllr RB advised on "toilet problems" from 2008, including a lack of light and cleanliness. It was asked that BS clarify the state of the facilities as well as the quality of the hired tables, which should be in a better condition than last year due to splinters. It was suggested that we may look at "better tables at a higher price", but BS advised the order for this year has already gone through. Cllr JH said to make sure there were enough tables ordered to cater for those paid for in advance, plus some spare.

It was AGREED that cars would remain off the field as last year. Cllr JH explained there would be a meeting of Stewards to make sure these instructions were carried through on the day.

The Stewards would need to attend one or two meetings on health and safety and first aid, and a meeting to arrange procedures. All Stewards would then be aware of the "grand plan", be correctly prepared and would be aware.

5 ANY OTHER BUSINESS

A) FILM PLAQUES

BS reminded that 2009 is the 80th Anniversary of Britain's first sound film, Blackmail, made at Elstree in 1929 by director Alfred Hitchcock. The Town Council already has a Hitchcock plaque ready to unveil from the 100 Years Of Cinema plaques in 1996. It has been waiting for the "right time" to be unveiled and this was suggested as perhaps the best opportunity yet. It was AGREED to put a plaque unveiling event for late September to Full Council.

This would be the 25th plaque unveiled and as such an update to the Plaque Guide was felt warranted. However, although work could begin this year, it would not be paid for until the 2010 budget. It was AGREED that the five outstanding plaques should be mounted, and that this would need to be presented to Full Council.

B) BOREHAMWOOD FM

BS suggested the Town Council become involved with a local resident's attempts to set up a dedicated local radio station. With the slow demise of the local paper, it was felt that this would be a good publicity outlet in the future and offering some funds early on would be in the Town Council's favour if it needed to exert some influence over the station eventually.

At a meeting which drew over 40 local residents and a lot of interest, BS had been impressed by the work already put into the project. It would be hoped that the Town Council could subsidise some of the cost in moving forward with these plans in return for some say in its eventual running. The general response was that more information was required, but that this was something that should be put forward to Full Council.

C) FIREWORKS 2009

It was AGREED to again stage a Fireworks Display in Meadow Park on 5 November 2009 at the same cost as in the previous year.

D) FESTIVE FUN (CHRISTMAS LIGHTS)

A question about the hiring of the ice skating rink for the Festival turned the meeting towards the Christmas Lights Switch On. It was AGREED to book the skating rink for Christmas and make this more of a "Festive Fun" event with more craft stalls, decorations, and food including gingerbread, marshmallows, etc. It was suggested to hold this again on a Sunday but that it could become a weekend event in the future.

It was suggested that a free Santa's Grotto would offer sponsored treats to children, and BS suggested setting this up in the parade "corridor" between Shenley Road and the Church Square so that people would walk through into a winter wonderland behind the Church. Cllr FT suggested Town Council balloons, gifts and sweets. Cllr JH proposed real reindeers and a famous name for the light switch on. BS suggested this could be rigged with "fake lights" within the square itself for maximum wow factor.

It was asked that BS cost this event using companies such as Stage 2 or similar themed event companies, perhaps with ties to the Studios.

6 CLOSURE

The meeting closed at 9pm, with the next suggested for Tuesday 2 June 2009 at 8:30pm, following a meeting of the Festival Advisory members at 7:30pm at Fairway Hall on the same date.

Chairman