

# Minutes of Christmas & Events meeting

11am, 3<sup>rd</sup> March 2014, Broadway House

## Present:

Russell Downing (RD), Suzanne Young (SY), Liz Large (LL), Caroline Edmunds (CE), Carolyn Taylor (CT), Derek Rossenrode (DR), Alex Herbert (AH), Robert Boobyer (RB), Sue Hetheron (SH), Craig Marsh (CM), Marsha Wright-Green (MWG), Jack McCleod (JM), Fiona Crooksmith (FC), Ross Drake (RD),

## Apologies:

Chris Jones (CJ), Neil Munday (NM), Nigel Morrison (NM), Jan Ferrer (JF), Chris Lynn (CL), Shawn Smith (SS), Gabrielle McGarvey (GM), Paul Redmond (PR), Jonathan Hopson (JH), Chris Rice (CR), Andy Sheppard (AS)

	<i>Item</i>	<i>Action</i>
1	<b>Welcome &amp; Introduction</b> <ul style="list-style-type: none"> <li>All were welcomed and introduced</li> </ul>	
2	<b>Christmas Market 2014:</b> <ul style="list-style-type: none"> <li>Nick Houghton has failed to put good the condition of Victoria Park by end Feb (NTC deadline). New deadline is end of March. RD informed CE that the BID does now need to start planning for this year's market.</li> <li>RD informed all that Jack McCleod will be this year's Christmas Market organiser, under close supervision by Newbury BID. Jack already organises the 3 annual Food Festivals.</li> <li>RD advised that WBC Highways have escalated the BID road closure requests for Christmas Market (10 days from 11/12-21/12 throughout town centre). WBC will confirm by end March.</li> <li>JM confirmed that normal delivery and access will remain in place until 10am during Food Festivals and Christmas Market.</li> <li>JM &amp; RD to attend SAG meeting on Wed 5<sup>th</sup> March for future event discussions with Police, Fire Service, etc.</li> </ul>	
3	<b>Easter Egg Hunt</b> <ul style="list-style-type: none"> <li>SY has 6 schools keen to decorate an egg; awaiting response from 3 others; Fiona (FC) will also run workshops in Rainbows, meeting with RD on 07/03.</li> <li>AH has sourced 12 medium eggs (approx. 2-3ft high) and some large eggs (approx.1m high)and delivery can be prompt.</li> <li>BID Feb/March newsletter has asked for businesses to request an egg. Only 1 at time of meeting (Boswell's Café), 2 more since. CT/TIC would like one, SH (Hetheron's coffee shop), and FC (Rainbows).</li> <li>AH to confirm prizes.</li> </ul>	

	<ul style="list-style-type: none"> <li>BID are promoting this event, along with others, in the Easter edition of Primary Times magazine.</li> </ul>	
4	<p><b>St. George's Day – Wed 23<sup>rd</sup> April</b></p> <ul style="list-style-type: none"> <li>RD keen to mark this date. Discussion of ideas. RB suggested a “free red rose” to a set number of early customers during the day, to drive footfall.</li> </ul>	RD & SY to follow up.
5	<p><b>Food Festival 20<sup>th</sup> &amp; 21<sup>st</sup> April</b></p> <ul style="list-style-type: none"> <li>JM (organiser) is aiming for 60 traders. Already has 40.</li> <li>It will run from bollards on Bartholomew Street to Mansion House Street.</li> <li>Breeze FM will comper the event and will announce the Easter Egg hunt winner on Easter Monday at 2pm.</li> <li>JM is advertising with Breeze FM for 4 weeks prior to event; also advertised by BID in newsletter and in Easter issue of Primary Times, and Visit Newbury (incl. social media.)</li> </ul>	
6	<ul style="list-style-type: none"> <li>Jazz Festival – CE and RD have met with the organiser. Details TBC.</li> </ul>	CE
7	<ul style="list-style-type: none"> <li>English Tourism Week: 29<sup>th</sup> March-6<sup>th</sup> April – CT explained that Newbury Visitor Info will be promoting local food and drink suppliers, with samples at VIC, from 31<sup>st</sup> March to 5<sup>th</sup> April. Posters to help promote this event available from CT/VIC.</li> </ul>	
8	<ul style="list-style-type: none"> <li>Pinterest: Newbury BID will soon be creating a Newbury Pinterest board. (People share pictures).</li> </ul>	
9	<ul style="list-style-type: none"> <li>Freedom Parade 22<sup>nd</sup> June: SH keen to have a band playing war time music next to the Clock Tower (to encourage more footfall). She has since sourced a quintet at £600 but BID cannot pay this. SH to contact central British Legion.</li> </ul>	SH