

MINUTES of the **Special Promotions Committee** Meeting held on Wednesday 5 February 2020 at 6.00 p.m. in Court 2, Shire Hall, Bodmin.

PRESENT: Chairman, Councillor D A Henderson; together with Councillors E M Ahearn, J P Cooper, K J Phillips and P L G Skea.

Councillor P T Cooper were also present but did not vote, not being Members of this Committee.

IN ATTENDANCE: Mr P Martin (Deputy Chief Executive).

CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:

There were no announcements and apologies had been received from Councillor T M Barbery, P Brown and J R Gibbs.

| | | Action | Date |
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| PR/2020/005 | <p>Declarations of Interest</p> <p>There were no Declarations of Interest made.</p> | | |
| PR/2020/006 | <p>To receive an update on Stage 1 of the Tour of Britain from Mr K Instance, Finish Manager</p> <p>Kevin instance introduced himself as the Tour of Britain finish manager employed by Cornwall Council for the purpose of coordinating the event which is due to start in Penzance on the 6 September 2020.</p> <p>Mr Instance is employed to make sure that the event is delivered, and the actual riding bit happens. Cornwall Council contracted to make sure the event runs smoothly.</p> <p>Sweet spot organiser's set the criteria which includes, cats' eyes being removed from roads, enough water and infrastructure are in position to take the event and see it through to the end.</p> <p>Car park space is required for an expected high volume of vehicles- the bowls club broadcasting trucks, railway car park tour village, Priors car park riders warming down tour buses, close access to athletes will be available to the public. Roads to be used for 120 cyclists to compete, 20 different teams are involved.</p> <p>Dennison Rd closed 5.30 pm that morning, access to Town during that time will be limited. Tour village 10 am open for promotional activities, hospitality and coach's mid-day, 3.20pm finish. Hospitality close 4.30pm, prizes 4.30pm. At 6.30pm Tour of Britain event will leave Bodmin Town.</p> <p>It is important that local Community events do not impact on the tour itself. Riders hit the finish line 15.00-2000 hrs, how long will public have access, 4 pm to 6.30pm, public can approach riders, full access to public throughout the day.</p> | | |

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| | <p>How many volunteers, people can get involved on the designated website, more the merrier, other events community can be put on to compliment the Tour of Britain but must not compete with it through similar events. Volunteers from outside of community directed by Kevin instance can be involved.</p> <p>Staggered Road closure for the event. Office set up in Shire House if needed.</p> <p>Get the key to the small room in Shire House.</p> | | |
| PR/2020/007 | <p>Public Representation Session</p> <p>There is a working partnership with Riding in Bodmin, Town Museum and others are involved, including go Cornish Partnership and Cornwall music. Teams working on developing a programme.</p> <p>If you want Mayor and Mace bearers let DCE know, as much notice as possible is required for this. Chamber of Trade will invite Mr and Mrs Irwin to attend and update as necessary.</p> <p>Lanhydrock Wheelers presentation, some developments, would like the race to happen in Penzance instead of Bodmin. Southwest Championship, a discussion about where it would be best located, off road not on road, Fore Street and around, BTC has not been given any detail on this event. Lanhydrock Wheelers would be hosting Southwest at Bodmin. This needs to be confirmed.</p> <p>It was AGREED to RECOMMEND that Councillor E M Ahearn will contact Robin.</p> <p>It was AGREED to RECOMMEND that the DCE is to obtain scaled Cad drawings for areas where the Tour of Britain will be held, Cornwall Council will provide.</p> <p>It was AGREED to RECOMMEND that a letter be sent to Cornwall Council in line with trader's policy requesting that only Bonafede traders are allowed in Bodmin on the day, the letter must include how Cornwall Council will enforce its policy.</p> <p>It was noted that that Dingles Steam not yet informed, however, we do not yet have confirmed access to Dennison Road Car park.</p> <p>It was noted that Councillor K J Phillips is meeting with Sharps Brewery on Friday to discuss progress, Narisa Hall Lawn, ideas have changed, to be covered under item 10 on the agenda.</p> <p>It was noted that Woollacott's are to provide large screen TVs, but this is not confirmed. Cornwall Council may be able to loan or hire a large screen for the event. Councillor D A Henderson to clarify.</p> | <p>Cllr EA</p> <p>DCE</p> <p>DCE</p> <p>Cllr DH</p> | |
| PR/2020/008 | <p>To consider and, if appropriate, agree the accuracy of the Minutes of the Promotions Committee meeting held on 19 November 2019</p> | | |

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| | <p>It was AGREED to RECOMMEND that the Executive Assistant to make Fire Brigade arrangements.</p> <p>It was AGREED to RECOMMEND that Mr R Davies to bring Army vehicles and they will be coming down on the day and will be located on Priory Lawns and the Car park.</p> <p>It was noted that thanks should be given to the Parks and Open Spaces Manager and the Executive Assistant for their work to-date on the events arrangements.</p> <p>Executive Assistant also provided an update on Military memorabilia.</p> | EA POSM | |
| PR/2020/011 | <p>Update on definitive list of events surrounding Stage 1 of the Tour of Britain, if any – DCE to report</p> <p>Something like Alstock, to make like a music festival, beer tent, beer and food festival in car park, Narisa Lawn - Bodmin Community village type event, community groups to help facilitate it. John Lakey to present an area he wishes to use and what he intends to do with it.</p> <p>Looking for sponsors such as breweries, cost neutral, not for profit organisations. It would be good to know what the community want, allowing public to speak and take part in the arrangements.</p> <p>Eventually a programme for the day will be provided. It was asked if a budget will be provided by the Town Council. Its more about what community groups want. BTC has no budget and is looking for community contributions.</p> <p>J Lakey has an interest in Narisa Lawn for delivering his event. The cost of booking Narisa Lawn is required, it was agreed that Narisa Lawn will be free, we need to know what community groups want. Relevant groups bring ideas and costings to be outlined, these must come back to Committee for structuring the process.</p> <p>Master planning session 2/3 weeks' working group will be every month good opportunity to support the process, chair to facilitate, 3 Monday March, 17 February 2020, 1 to 3 pm. During Tour Meeting. A Working Party, including community groups will meet on 17 February 2020 in Courtroom 2, 4pm, to determine the number of toilets and other facilities required.</p> <p>It was AGREED to RECOMMEND the formation of a working party to involve and include community groups.</p> | CIr DH | |
| PR/2020/012 | <p>Update on scaled plans for all areas proposed for extra events during the Tour of Britain event – DCE to report</p> <p>Cornwall Council has agreed to provide CAD drawings for the areas discussed.</p> | | |
| PR/2020/013 | Tour of Britain matters – to include: | | |

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| | <p>a) To consider and, if appropriate, agree the placement of marquees</p> <p>b) Entertainment, to include: i. To consider responsibility of entertainment provision; ii. To consider duration of entertainment provision; iii. Budgetary requirements – to consider and, if appropriate, agree any associated expenditure;</p> <p>c) Stalls, to include: i. Charging structure with consideration of charitable organisations, local community organisations and corporate organisations; ii. Administration of bookings and associated paperwork;</p> <p>d) To consider matters of security;</p> <p>It was AGREED to defer this item to another meeting pending the reports being available.</p> | DCE / SAA | |
| PR/2020/014 | <p>Update on meetings held with S Groome and P Wrixon with regards to Tour of Britain planning, as recommended at the Special Promotions Committee meeting held on 15 January 2020 (minute ref PR/2019/066 refers) – Councillor D A Henderson to report</p> <p>It was considered that these matters had already been discussed during the meeting.</p> | | |
| PR/2020/015 | <p>Update on sponsorship opportunities as considered and recommended at the Special Promotions Committee meeting held on 15 January 2020 (minute ref PR/2019/066 refers) – Councillors T M Barbery and K J Phillips to report</p> <p>A meeting with Breweries had taken place and they confirmed that they are keen to get involved, another meeting to be held on Friday.</p> | | |
| PR/2020/016 | <p>Update on meeting held with Mr Ugalde regarding strategy in terms of food and drink provision at Tour of Britain events, as considered and recommended at the Special Promotions Committee meeting held on 15 January 2020 (minute ref PR/2019/066 refers) – Councillor J P Cooper to report</p> <p>Councillor J P cooper reported that a local food manufacturing plant was more than happy to help BTC contact food and drink producers, mainly Cornish suppliers. Councillor K J Phillips has contacts and will give them to Councillor D A Henderson as an action point.</p> | | |
| PR/2020/017 | <p>Update on progress regarding the provision of a big screen for the Tour of Britain event – Councillor D A Henderson to report</p> | | |

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| | The provision of a big screen was discussed earlier in the meeting. | | |
| PR/2020/018 | <p>Bodmin Information Centre report</p> <p>Councillor D A Henderson and the Information Assistant attended the Tourism Conference, it was a good day. The Cornwall plan for the next ten years was presented and was found to be useful.</p> <p>The information assistant made the Committee aware of staff shortage for the coming Easter holidays, this matter was moved into confidential items.</p> <p>Advertising in local newsletter, the Bodmin Banner in particular, delegated authority was given to the DCE to spend up to £200 to make more use of website and face book pages. With regards to the Bodmin Banner, it was an advantageous to advertise the Suite in this format.</p> <p>It was AGREED to RECOMMEND awaiting all the quotes to come in before deciding.</p> | | |
| PR/2020/019 | <p>To endorse the action of Full Council at the meeting held on 16 January 2020 regarding authorisation of expenditure of £30.00 for sponsorship of the printing of Bodmin Way leaflets (minute ref C/2020/003 refers)</p> <p>It was AGREED to RECOMMEND endorsing the payment of £30.00 for the Bodmin Way leaflet.</p> | | |
| PR/2020/020 | <p>To note correspondence marking 50th Anniversary of the Bodmin-Bederkesa school exchange</p> <p>This letter was noted.</p> | | |
| PR/2020/021 | <p>Risk Management Update</p> <p>This document was noted.</p> | | |

Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.