

MINUTES
OF THE MEETING OF
CIVIC WORKING GROUP MEETING
HELD ON THE 27TH SEPTEMBER 2011

Present: Councillor D Owen (in the chair)

Councillors Mrs K Belcourt, A J Ewart-James, S Hayward, Mrs W Peacock and J A Schoner

Also Present: Mrs J McCormick – Town Clerk and Mrs J Lawford – Plans & Works Clerk

1 **APOLOGIES FOR ABSENCE**

Councillor M Dearden – work commitment.

It was

PROPOSED BY: Councillor A Ewart-James
SECONDED BY: Councillor S Hayward and

AGREED – That the above apologies be accepted.

2 **CIVIC WORKING GROUP MINUTES OF 16TH MAY 2011**

It was

PROPOSED BY: Councillor J Schoner
SECONDED BY: Councillor A Ewart-James and

AGREED – That the Minutes of the Civic Working Group meeting held on the 16th May 2011 be approved as a correct record of the meeting.

3 **DECLARATIONS OF INTEREST**

There were none declared.

4 **DIAMOND JUBILEE**

Members considered the Diamond Jubilee celebrations which will run from 2nd June – 5th June 2012. This was considered a major event which would have budgetary implications.

i) Lighting a Beacon.

It was noted that the lighting of a Beacon had been previously undertaken on at least 3 occasions and this was generally considered a feasible option. Councillor J Schoner suggested that the Scouts might be able to assist in this option.

Councillor D Owen spoke of the recent guide which had been produced by the Jubilee Committee which encouraged this celebratory option. It was noted that the Council would need to apply to register to do so. It was explained that Beacons would be lit on Monday 4th June between 10pm and 10.30pm. The exact time would be clarified once the Council had registered.

The Town Clerk suggested that the Beacon lighting take place in the Princess of Wales Garden in the Oaklands grounds. It was noted that the Beacon was quite large and difficult to manoeuvre, and logistically having the Beacon lit within the Oaklands Grounds, would alleviate transportation complications.

Councillor D Owen listed possible additional events which could be held alongside the Beacon lighting event. These included: a party in the park, a canal bank concert, a rock band on the Green, a service of celebration in a local church, an outdoor service on the canal bank, fireworks & tree planting.

It was **AGREED** that the Beacon be cleaned and tested by a professional in order to prepare it for use for the Diamond Jubilee.

The Town Clerk considered that the timeframe of additional events would need to be tailored to blend into the finale of the Beacon lighting. The Town Clerk **AGREED** to register for the Beacon lighting with the Jubilee Committee. It was noted that it was imperative that the Town Sergeant would be available during the Jubilee weekend.

It was considered by the Group that a Party/Picnic in the Park (Oaklands) with several bands would lead naturally into the Beacon lighting in the evening. Councillor Mrs W Peacock also considered Oaklands to be the most suitable option. Councillor J Schoner noted that Centre Stage lighting could be adapted for use with the Oaklands Bandstand.

It was **AGREED** that an afternoon/evening event would be the preferred option. It was suggested that the public could bring their own tables & chairs, and that perhaps a franchise could provide food (baked potatoes, etc.). Councillor Mrs W Peacock suggested that it was preferable that local charities be invited to hold a stall in the afternoon, offering perhaps BBQ food, teas & coffees, cakes, etc. It was also suggested that an Ice Cream van be present, it was expected that some of the proceeds would go to the Mayors Benevolent Fund.

Councillor D Owen explained that the Jubilee celebrations extended from the Saturday 2nd – Tuesday 5th June 2012. It was **AGREED** to restrict the Council to focussing on an event on the 4th June 2012.

The Town Clerk considered it advisable to produce an early outline programme for the event giving the public a chance to plan for their attendance.

ii) Commemorative Mug for distribution to the school children.

The distribution of a Commemorative Mug to school children was generally considered a dated & expensive idea. Prices noted ranged from £2.25 - £1.25 per mug and it was expected that approximately at least 2,000 mugs would be required.

Councillor J Schoner explained that when Commemorative Mugs were previously distributed, twice the amount needed was ordered. The excess amounts were sold and the monies made covered the cost of those handed out. It was noted that it did take several years to recoup the funds.

Members discussed possible cheaper commemorative options; such as pens, badges, medallions, etc. It was **AGREED** that these and any other cheaper options be considered and researched.

iii) Planting a tree in the Princess of Wales memorial Garden

The Town Clerk suggested that a native Oak (Quercus Robur) be planted in the Princess of Wales garden. It was noted that one of the planters was no longer useable and that this area would make an excellent tree station. The Town Clerk reported that phase 2 of this could comprise a round seat's being placed around the tree.

It was **AGREED** that a native Oak be placed in the Princess of Wales garden. It was expected that it would cost approximately £200 - £250 for a heavy standard tree, which would not require concentrated maintenance.

iv) Sounding of the Moot Horn

The sounding of the Moot Horn was mentioned; however this matter was held in abeyance.

Members considered the budget for the event. Items to be considered included the Oak tree as well as the payments for 3 – 4 bands. It was considered important that the public were aware that Hythe Town Council was organising the event.

Members considered sponsorship for the event, it was expected that the Council would seek sponsorship from various local businesses including: Sainsburys, Waitrose, Gopak and Aldi.

The Town Clerk **AGREED** to enquire as to whether the Council required an Events Licence from Shepway District Council.

It was expected that the Council should budget for £3,000 for the event.

The Town Clerk noted that there was the question of availability of staff on the evening of Monday 4th June.

5 **ROBES UPDATE**

It was noted that 3 new purple robes were required and that it was expected that they would cost £350 each. Two swatches of fabric were displayed to Members for consideration. The robes could be ready for 13th November at £380 each if the Council chose to accept the aubergine colour, which was the closest matching of the two samples on display. An alternative colour matching the existing robes was proving difficult to source.

It was noted that if Members did not wish to accept the aubergine colour the robes would not be available in time for the Remembrance Sunday service. The timescale was of concern, and Councillors Mrs K Belcourt & A Ewart-James considered it imperative to obtain the right colour and stated that they would go without robes if required to do so in the meantime.

The Town Clerk **AGREED** to arrange for the Town Sergeant to bring an existing robe to the next F&GP meeting along with the swatches of sample materials. It was

AGREED that the Working Group Members would meet prior to the F&GP meeting at 6.30pm to consider the swatches alongside the existing robe.

Those unable to attend at that time would have the opportunity to compare samples with a robe at Oaklands.

Councillors Mrs K Belcourt & A Ewart-James left the meeting at this juncture.

6 CANADA DAY

Councillor D Owen reported that a response had been received from Folkestone Town Council and that it appeared that Folkestone Town Council would discuss the matter at its Finance & General Purposes meeting to be held on the 20th October. It was noted that the letter received from Folkestone Town Council's Clerk stated that the Canada Day Service was actually organised by the Ministry of Defence.

Councillor J Schoner reported that a Hythe School was already involved in the day. Councillor Mrs W Peacock considered whether rotating the involvement of Hythe Schools would be fairer.

It was noted that whilst historically Hythe was integral to the creation and organisation of Canada Day, the area was outside of Hythe's boundary and it was now predominantly a Folkestone Town Council event.

Members awaited the outcome of Folkestone's Finance & General Purposes meeting.

7 ARMED FORCES DAY "WASH UP"

Members considered this years Armed Forces Day. It was generally considered that the Sunday was not the most appropriate day and that it should be held on the official national day.

The 2012 official Armed Forces Day was noted to be on the Saturday 30th June.

It was **AGREED** that the Town Hall (or Sports Pavilion) should only be permitted to be used for this event if it were held on the official day. It was noted that if the Sport Pavilion were to be used that the cricket fixtures for 2012 be considered in advance.

It was

PROPOSED BY: Councillor S Hayward
SECONDED BY: Councillor Mrs W Peacock

RECOMMENDED – that:

1. The Royal British Legion be informed that it was the Town Council's recommendation that the next Armed Forces Day in Hythe be held on Saturday 30th June 2012.
2. That the Royal British Legion be requested to advise the Council of which facilities (Town Hall / Sports Pavilion) it would want to use.

It was **AGREED** that the next Civic Working Group meeting be held on the 25th October 2011 at 9am.

The meeting finished at 12.30 pm.