

**STAMFORD TOWN COUNCIL  
MINUTES OF THE EVENTS MEETING  
HELD ON MONDAY, 07 JANUARY 2019 AT 5.00PM  
IN THE TOWN HALL, STAMFORD**

**PRESENT** Councillor Ms Maxine Couch (Chairman)  
Councillor Andy Croft (Vice Chair)  
Councillor Mrs Gloria Johnson  
Councillor David Dorson

**ALSO PRESENT** Mrs Patricia Stuart-Mogg - Town Clerk  
Kelly Odam – Total Lincoln Ltd

**PUBLIC PARTICIPATION** – None

**539. APOLOGIES FOR ABSENCE (Agenda Point 1)**

Councillor Mrs Brenda Sumner and Councillor Miss Breda Griffin submitted their apologies, and these were noted.

**540. DECLARATIONS OF INTEREST (Agenda Point 2)**

None made.

**541. MINUTES (Agenda Point 3)**

The Minutes of the Committee Meeting held on Monday, 03 December 2018, were confirmed and signed as a true record of the meeting.

**542. CHRISTMAS FESTIVAL HEALTH & SAFETY DEBRIEF (Agenda Point 4)**

The Chairman welcomed Kelly Odam to the meeting to present the feedback report received from the Health & Safety Officer present during the event. Following discussion, it was confirmed the attendance numbers during the period of the actual switch-on of the Christmas lights in Red Lion Square was no different to previous years. This year the Lincolnshire Events calculation method was used to provide an estimate on attendance, the result was 3,000. Due to the density of the crowds in Red Lion Square, it was suggested that in future stewards should be located at the strategic points - corner of the High Street and Red Lion Square, St. John's Church and the top of Horseshoe Lane. These locations would act as information point for the public during the Switch-on. The location of some of the attractions were discussed and it was agreed that the location of the reindeers at the junction of Newgates and Broad Street worked well. However, there may be a case for barriers to be stationed to alert public the end of the pedestrian area of the event site. In addition, extra signage would be beneficial for vehicles approaching Newgates from Star Lane that the right turn into Newgates is accessible. This matter would be discussed with TMS who operate the traffic management aspect. It was recognised that due to the popularity of the event there were a few pedlars who wished to be present during the event. There was discussion as to how best this situation should best be managed as they did provide a benefit. It was noted that at the time when the traders were setting up, some were advised that they could retain their vehicles on site. This should not have occurred as all marshals and stewards were informed that

special parking facilities were provided for traders and vehicles were not to be allowed to remain on site. It was agreed that this would be reinforced next event. There was concern raised over the constriction caused by a disabled driver vehicle parked at the junction of Crown Street and All Saints Street. There was consensus that this should be prevented in future as it created an issue for the Crown Hotel and their customers exiting their facility. More robust barriers should be used at the top of Crown Street and Broad Street to prevent road closure signs being moved by public. The overall feedback on the event was that it had been very well attended with a steady footfall throughout the day and a success for traders and retailers alike. Councillor Andy Croft and the Town Clerk confirmed that thank you letters had been sent to all participants and a public acknowledgement of the support together with the accounts had been published.

**543. SAFETY ADVISORY GROUP, Tuesday 5<sup>th</sup> February 2019 (Agenda Point 5)**

The Town Clerk reported that the Events Safety Advisory Group at Grantham has called a meeting on Tuesday 5<sup>th</sup> February to discuss the 2019 Stamford Christmas Festival. The Town Clerk would be attending the meeting and report back accordingly. Kelly Odam agreed that a written report of the 2018 Christmas Festival would be provided to the Town Clerk for that meeting.

There was discussion in respect of the four-day IOSH Safe Management of live events course, following debate it was considered that at present no consent is granted for this but should be discussed further following the Safety Advisory Group meeting.

**544. SENIOR CITIZEN CONCERT (Agenda Point 6)**

The Committee considered the date for the annual Senior Citizen's Concert and following discussion it was recognised that due to the local election, early April would be the best period. The consensus was for this event to be scheduled on Friday 12 April 2019 and operated on the same successful format as last year. Councillor Croft suggested engaging the Ukulele group who had played during the Christmas Festival as an appropriate piece of entertainment.

**Proposal 1** – It was proposed by Councillor Ms Maxine Couch, seconded by Councillor Andy Croft and unanimously **RESOLVED** that the 2019 Senior Citizen Concert is held on Friday 12 April 2019.

**545. RED LION SQUARE TRADERS**

It was noted that during 2018 there had been a successful attendance of local artisan traders in Red Lion Square between the months of April and October. It had been established that most would like to return. There had been a request by a few new traders who expressed an interest in joining the small group. Following discussion, it was agreed that the rate of £10 per Friday attendance per trader should be retained with the period of operation from 26 April 2019 to 25 October 2019 weather permitting.

**Proposal 2** – It was proposed by Councillor D Dorson, seconded by Councillor Mrs G Johnson and unanimously **RESOLVED** that the fee for the Friday Red Lion traders is retained at £10 per trader per occasion of attendance with operation period running from 26 April 2019 to 25 October 2019.

**546. FRENCH MARKET, (Agenda Point 8)**

The Town Clerk informed the Committee that the organiser of the French Market had suggested that the French Market operates in Stamford on Sunday 13 October 2019. Following discussion there were no reasons for this date not to be agreed but it was recognised that both SKDC and LCC should be consulted.

**547. STAMFORD CHRISTMAS FESTIVAL (Agenda Point 6)**

The Chairman noted that the Christmas Festival provides considerable footfall and supports the retailers in Stamford. Feedback from both the Festival traders and established retailers had been positive. The Stamford retailers have requested for the Festival to run for more than one day. Following discussion, it was considered that having the switch-on towards the end of November would boost the festive trading duration leading up to Christmas. The operation of a road closure for more than one day along Broad Street and Red Lion Square would not be welcome as it would be constricting parking and may have a negative impact on visitors to the Town. In addition, it was recognised that in 2019 there would be a new Council and it would be sensible if the format remains unaltered this year.

**Proposal 3** – It was proposed by Councillor G Johnson, seconded by Councillor Andy Croft, and unanimously **RESOLVED** that the Stamford Christmas Festival in held on Sunday 24 November 2019.

Kelly Odam confirmed that she and Peter Odam would be able to operate the event.

**548. ANY OTHER MATTERS FOR CONSIDERATION (Agenda Point 10)**

- i. *Operation of other events:* There was brief discussion on the potential of other events being organised on the Recreation Ground. There was a consensus that the Spooktacular should be rescheduled on Sunday 27<sup>th</sup> October 2019; Music on the Band Stand event should be planned on Sunday 14 July 2019, together with two brass band concerts earmarked during August.

**549. DATE OF NEXT MEETING: (Agenda Point 11) – Mon. 04 February 2019**

Chairman  
(The meeting closed at 6.55 pm.)