

ADDINGHAM PARISH COUNCIL
EXTRA ORDINARY MEETING OF ADDINGHAM PARISH COUNCIL
HELD AT THE OLD SCHOOL ROOM, ADDINGHAM
ON WEDNESDAY 5TH MARCH 2014 AT 6:30PM

MINUTES

EM11/13 Present

Cllrs: Brady, Coates, Campbell, Flesher, Hindle, Jerome, Mawson, Smith,
Cllr Tennant arrived at 6.40 p.m.

EM12/13 In attendance

Clerk – M Holland, Four representatives of the Tour De France Festival sub-committee.
The Vice- Chairman of the TDF group arrived at 7.30 p.m.

EM13/013 Absent

Cllr's Cole & Naylor.

EM14/13 Apologies for Absence

Apologies had been received from Cllr Naylor.

EM 15/13 Disclosures of Interest

(Members Code of Conduct)

There were no disclosures of interest from Members in relation to the tabled items.

EM16/13 Admission of the Public

(Public Bodies (Admission to Meetings) Act 1960, Local Government Act 1972 s100/100A ss2/Schedule 12A)

Resolved: None of the tabled items were required to be discussed in closed session.

EM17/13 Public Consultation and Question Time

All Members of the public present were attending as representatives of the Tour De France Committee.

Resolved: Standing Orders were set aside to allow the Representatives to answer questions prior to the Members agreeing on a resolution.

Appendix 1 gives details of the questions and answers.

EM18/13 Grant Application from The Tour Addingham 2014 committee. (TDA 2014)

Members of the Council had received an electronic version of the TDF group proposal prior to the meeting. A brief overview of the presentation was given and then Members asked those representatives present a number of questions. See Appendix 1.

Once the Q & A session was complete the Council meeting resumed and Members made the following resolution.

Resolved: Members agreed to a loan of £6,000.00 pounds to be repaid by the TDF committee from proceeds raised through hosting a festival. This loan is made in accordance with Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. Members also agreed to authorise the use of the Hoffman Wood Field for this proposed event. They agreed that Addingham Cricket Club would be instructed to delay the start of the cricket net installation and that Councillor John Mawson would act as the point of liaison between the Council and the sub-committee.

The TDF sub-committee group is required to report back to the Council at the next meeting, to be held on the 19th March, on their success in securing firm written confirmation of sponsorship income.

Members also required that the Hoffman Wood field be handed back to the Council in the same condition as before the proposed event.

EM19/13 Bradford MDC Core Strategy Consultation

Following the notification by Bradford MDC of their six week consultation on the Core Strategy; this runs from the 17th February 2014 to 31st March 2014.

Resolved: Cllr Campbell would make initial preparations of the response, after consulting the previous response made by the Parish Council to the Local Development Framework Consultation. Members agreed that District and Addingham Parish Councillor Naylor should be asked to liaise closely with Cllr Campbell to assist in the initial response. Members would discuss and make final decisions on the response to be submitted at the monthly Council Meeting which would be held on the 19th March 2014.

EM20/13 Planning Applications

Resolved: Members agreed the responses to the following Planning Applications

Planning Ref: 14/0555/HOU

Location: Cuckoos Nest Farm Straight Lane Addingham West Yorkshire

Proposal: Partial conversion of barn to increase habitable space of attached farmhouse

Resolved: No Objections

Planning Ref: 14/00286/LBC

Location: 18 Church Street Addingham West Yorkshire LS29 0QT

Proposal: Air source heat pump in cellar drawing air through below-ground-level duct on south side and exhausting through below-ground-level duct in existing coal chute

Resolved: No Objections

EM21/13 Finance

A. Invoices for payment

Resolved: there were no cheque payments to authorise.

APPENDIX 1

Overview

Representatives present were Mr. Keith Appleyard, Mr. Alan Taylor, Mr. Stephen Wood and Mr. Peter Wilkinson

The idea of a Festival had been discussed for a few weeks during the TDF Committee meetings. The Groups aims were for the Festival to bolster the local businesses not compete with them, to have a coordinated programme of events which would attract visitors to the Village attract Campers and generate a substantial amount of business for local shops, public houses etc.

Initial discussion had been well received with a great deal of enthusiasm for the idea of a planned performances/festival type of event.

Hoffman Wood field was an ideal location as it actually fronts onto the route of the TDF on Saturday the 5th July.

The Memorial Hall was another central location that was being used as a visitor centre. Estimates of visitor numbers had suggested 16,500 were realistic and a pessimistic estimate would still equate to 6,500 visitors.

The presentation contained details of assumptions, known and estimated costs and the group were requesting funding to allow the initial deposits to be made which would secure the "big Screen" and marquee and also having a confirmed location would allow the group to approach potential sponsors, thus securing a funding stream to facilitate the other planned events along with programme sales, pay per entry to site to watch the screen/or attend events planned.

The ultimate aim for the TDF group was to provide a legacy for the Village, putting assets back into the local community which residents and groups would benefit from for a foreseeable future.

Questions from Members

Cllr Coates thanked the group for attending, for expending considerable effort in producing the presentation documents and finally presenting it to Members.

1) **Who are those in attendance representing?**

Representatives confirmed they were making representations on behalf of the TDF group; they were members of a "festival sub-committee" of the TDF committee. (TDF- fsc)

2) **Who is running the festival – the TDF group/sub-committee?**

No the festival would be run by a professional event management company, employing staff, providing security,

3) **Can Hoffman Wood accommodate the number of visitors expected to visit the festival.**

The field would be set up with the screen at the southern end of the field along with the marquee and stage; entrance would be from the Church Street end. Capacity of the area was envisaged to be between 2,000 and 2,500 people.

4) **Have you considered the logistics of people moving around the village to attend the events, watch the race, and get to different locations in the village?**

Road closures have still not been released however the Village will effectively have no traffic movement during each day of the TDF. Having a larger number of visitors in one location would help the village cope with the large number of visitors and spectators.

5) **Will the group be applying for licences for food and drinks and is the group going to insure against a potential wash-out of the event?**

Yes to both

6) **Will people be able to pay on the day? What are you doing about security of cash?**

Group hope to make as many pre-event sale of tickets as possible, there is now a multitude of ways using media to make payments which don't involve handling of cash.

7) **Have you considered whether Hoffman Wood is the best site, would Silsden Road Recreation Ground be a suitable site?**

Hoffman Wood is a better location, it has better access, it is a more open area, camping facilities were being provided by the Cricket Club which was opposite and the recreation ground was currently suffering from collapsed land drains which were on the programme of repairs to be carried out by BMDC. On balance Hoffman Wood was a better location.

8) **Has the group liaised with the Ilkley Group to look at joint working, coordinating events?**

No Addingham TDF festival committee was aware what Ilkley were planning but the two groups were not working together.

- 9) The proposal shows the possibility of a differing pricing structure with residents having access to discounted ticket price. Is this not very difficult to implement and isn't it open to abuse/difficult to manage. Would it not be better/easier to have one price for all? Is it going to be possible to actually empty the field of one set of customers to allow access to the next ones who had paid for an event in the afternoon/evening or had paid to watch the screen?
Representatives accepted the above and that in order to make administering ticket sales easier they would consider changing the pricing policy to reflect this and also consider using a day ticket price rather than trying to have different groups attending different events during the same day. However they had to try and maximise revenue from the events and make maximum use of the field.
- 10) Where had the estimates of visitor numbers come from?
Representatives were using best estimates they could, Bradford MDC have mentioned visitors in the region of 16,500 and even higher. Extrapolating their own visitors ratio suggests that the numbers are not unreasonable. (3 of the representatives in attendance would see their household numbers increase by an extra 21 due to visiting family and friends) Out of a population of 3000 the group had assumed that two thirds would attend the event, watch the race; campsite plots of 700 had been made available and 200 had already been reserved.
- 11) What will the toileting facilities be?
Representatives will check that BMDC would make some of the allocated toilets available for those attending the festival; either on site or adjacent to it i.e. Cornerstones storage grounds.
- 12) Is there going to be first aid provision?
Representatives to consult with Bradford MDC as they had to complete an events application form which covered first aid provision.
- 13) How certain are you of the costs in the proposal document? Have you agreed the proposal of businesses supplier discounts, secured agreements to sponsor the event, secured programme advertisers? The TDF visits the week before Addingham Gala and the Gala Committee relied heavily on local businesses to advertise in that programme; sales of the programmes raised a substantial amount of the gala revenue.
Representatives were going to approach larger, not necessarily local businesses. The Group did not want to compete with or jeopardize the gala committee fund raising. Attracting more visitors in by making Addingham the place to be on the TDF weekend would benefit the businesses and would increase their customer base.
- 14) How big is the screen and what is the cost?
Comparable to that used at Wimbledon, 5 to 6 thousand pounds.
- 15) Looking at the figures- base costs of £37k spread over 5 days and allowing for number of visitors at 2500 on the Saturday and Sunday and fewer numbers on the preceding days totaling say 1500 To cover costs ticket would need to be £5.00 each then to make enough to achieve the aims of providing a legacy the ticket price would have to increase.
The group wanted to maximize the revenue generated by using the field and hosting a number of "pay to attend" events, however following earlier discussions on managing access to the site (see question 9) a day ticket price would be considered by the TDF group.
- 16) What is the funding requirement from the group?
The initial amount of £6000.00 to enable deposits to be paid and to allow the group to make firm approaches to sponsors; having secured an agreed venue and an initial funding stream.
- 17) What if it all goes wrong who has accountability?
The TDF group accountable group. A formal constitution would be agreed at the following meeting; the group had already adopted a mission statement and appointed committee members.
- 18) The Council needs assurances of the future funding streams from sponsorship; they cannot be an open cheque book and underwrite the costs of an event such as this. The Council was accountable to the residents of Addingham and had to make financial decisions based on a full risk assessment of the proposal. They were entrusted to protect and properly administer the "public purse" i.e. precepted funds. The Council cannot sign up/commit itself to an open ended not fully certain level of costs.
- 19) It is possible to attract some bigger firm sponsorship however the Council wants to see in writing firm commitment from sponsors of their financial backing. The Group now has to secure written agreements from other funding sources.
- 20) Are the deposits refundable if no written agreements can be obtained?
At the moment probably yes but as the event date got nearer then probably not.