

Minutes

Hythe Town Council

Minutes of the meeting of the Community Engagement Working Group, held on Tuesday 19 April 2022 at 1700HRS, Town Hall, High Street.

In attendance: Councillors P Graham, J Martin, and M Whybrow.

Also in attendance: Mrs C Porter.

Also in attendance: Town Clerk, and Plans and Facilities Officer.

Mrs C Porter introduced herself to the working group as a new member. Mrs C Porter told the working group about her experience in different community events and voluntary work. Mrs C Porter would like to increase the recycling of Hythe and has experience in this from previous locations.

1. Apologies for Absence

Apologies of absence were received from Councillors A Dickinson and J Hawkins.

2. Minutes

That the Minutes of the Community Engagement Working Group meeting held on 24 January 2022 be agreed as a correct record of the meeting.

3. Craft Fairs

The working group agreed the increased charges for the stalls at the craft fairs of £15.00 per small table and £20.00 per large table. The rule of two of each stall was agreed and additional stall could be added to a waiting list. The new table plan was agreed, this represented the layout of the Christmas craft fair which worked well.

The working group discussed the new 'Terms and Conditions' of the craft fairs, these were agreed. The working group added two items, 'No confectionary or Food' and 'No tombola's or raffles'.

There will be four community tables at each craft fair, and these will be offered by first come first served. Mrs C Porter will have a stall to engage the community in eco-facts and advise of eco ways of living.

The working group will generate the income for the Christmas lights, after the payment of the Town Hall at £12.00 per hour and a caretaker charge of £27.00.

4. Events 2022

The following events were agreed for 2022:

World Garden Day -

World Bee Day - 20 May 2022

World Oceans Day – 08 June 2022

National Moth Night – July 2022

World Kindness Day – 12 November 2022

National Garden Day and National Bee Day are to be joint together on 20 May 2022, the Undercroft has been booked to host this community event. Councillor J Martin suggest that allotment tenants should be invited to participate in National Garden Day. Dr Nikki Gammons would be invited to participate in the combined day.

Councillor M Whybrow said he would explore a national vegan or plant-based food day, instead of National Vegetation Week.

It was noted that World Oceans Day is on 08 June, close to the Jubilee celebrations. It was suggested that a stall be held in Oaklands during the picnic in the park, on Sunday 05 June 2022, to promote the event.

It was noted that the lead Councillor for each event will be responsible for completing the risk assessment and the conditions of use for each venue.

5. Events Form

The event form was agreed by the working group, this form is to allow the maximum information shared between the event organiser and the Council officers. The person leading the event will be required to fill out and submit the form for the event to be booked and posters to be created.

6. Age UK Community Funday Stall

The working group agreed against having a stall at the fun day in Oaklands hosted by Age UK.

7. TENS Applications for Events

None of the events currently require a tens application.

8. Street Licence

The working group will require a street licence if they wish to collect/fundraise during any event.

If the working group wishes to collect during any bandstand event, they will need to notify the office in advance to apply for a street licence. This applies to the Mayor's Boot Fair. The working group agreed any collections would be to raise money for the Christmas Lights.

9. How do we prove Community Engagement has influenced the council making decisions?

Community Engagement has influenced the council making decision through the results of public consultations. Recent public consultations have been Horn Street Play Equipment, Wooden Animals / Skate Park. There is currently an active public consultation for Fisherman's Beach Art project and Strategic Plan.

Consultation results are reported back to Councillors before decisions are made, these results reflect the opinions and desires of the community.

10. Event photos for Annual Town Meeting

Councillors were asked to submit any photos from the community engagement events that had been taken. The working group noted that photos with children in could not be used unless permission was granted.

11. The Eco- Schools Green Flag Award

Mrs C Porter said she would obtain further information regarding the cost of the flag and feedback at the next meeting. The Eco- Schools Green Flag Award is an award that is obtained by schools, Mrs C Porter is currently working with a local school to achieve this award.

12. Date of next meeting

Tuesday 28 June 2022 at 1600hrs.

Items for discussion at the next meeting:

1. Craft Fairs success
2. Additional events for 2022
3. Street License
4. The Eco- Schools Green Flag Award

Actions:

1. Book the Town Hall/Undercroft for Community Engagement Events.
2. Allow for longer lead times on organising the events, as preparation takes longer.