

## ASHBOURNE TOWN COUNCIL

### Minutes of the Community & Environment Committee Meeting held on Tuesday 11 February 2025 in the Council Chamber, Town Hall.

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**Present:** Councillors: Mrs D Brown; Mr E Brown; Dr G Clark; Mrs Cooper; Ms J Keyne; Ms B Michalek; Ms S Moore; Mr M Spencer and Mrs A Smith

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk.

**A/24/1736 Apologies for absence**

It was agreed to note apologies Cllr P Chell

**A/24/1737 Variation of Order of Business**

None received

**A/24/1738 Declarations of Members Interests**

None received

**A/24/1739 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**

None received

**A/24/1740 Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)**

The Clerk advised that the Victorian Lantern for Millennium Square is included in the project costs, and following an update from PCB meeting that day the Town Council's contribution to the scheme would be £64,400.00. The Clerk advised that she would give a full update at the Council meeting.

Cllr E Brown stated that if Members purchased a second-hand lighting column all metals now had to be traceable

**A/24/1741 Update re the Lighting of the Beacon – Thursday 8 May**

a) Members to confirm availability for the event. Members to note this is a Town Council event and all Members are asked to assist on the day. A draft scheduled time plan to be completed at the meeting  
See attached for information

b) Members to advise who will be responsible for checking the basket prior to filling for signs of damage or nesting birds  
See attached for information

c) Members to advise who will be responsible for filling the basket  
See attached for information

d) Members to advise the times required (to and from) for security and first aid  
Members did not state any timings

e) Members to note that the Town Council gazebo will be required for use by first aid. Members to confirm who will collect, set up and return the gazebo to the Town Hall including the date and times  
See attached for information

f) Members to confirm the layout for the event, this is required by the insurance company and forms part of the RA. DDDC, first aid and the security company also require a copy prior to the event  
See attached for information

**A/24/1742 Update re the 80<sup>th</sup> VE Day Anniversary Event – Saturday 10 May**

a) Members to confirm availability to assist throughout the event. Members to note this is a Town Council event and all Members are asked to assist on the day.

A draft scheduled time plan attached with the Minutes

b) Members to consider and agree any/all of the following acts and rides for the event:-

All walkabout acts are excluding VAT

Stilt walkers	£280.00 each plus travel (3 x 30 minutes)
Contact juggler	£660.00 plus travel
Face painter	£450.00 plus travel (up to 5 hours)
Acrobat	£760.00 plus travel
Bubble artist	£650.00 plus travel
Hula Hoop workshop	£650.00 plus travel

**Members asked for clarification on the length of time for each of the walkabout acts. Cllr Moore asked that staff work out the costs for the event and acts be booked within budget constraints**

Swing Boats	£1,900.00
Climbing Wall	£880.00

**It was RESOLVED to book the Swing Boats and Climbing Wall for the event**

Sweet Stall

Traditional stall selling balloon/s light-ups /garlands/flags etc

**It was RESOLVED to book the sweet stall and traditional stall selling balloons/ light-ups /garlands/flags etc**

c) Update on costs and availability to date on amenities: -

Stage Hire	£2,737.00
Generator	£1,500.00
Toilets	£2,250.00
Waste Management (skip hire)	£ 380.00
First Aid	
Security	£ 18.25 per person per hour
Music Entertainment	

**It was RESOLVED to book the Stage, Generator and Skip**

**Members asked for additional quotations for portaloos hire**

**Members did not confirm the timings required for security or First Aid**

d) Members to consider whether to charge food and drink vendors to attend the event

It was RESOLVED to charge £50.00 per food and drink vendor, which would be donated to the Mayor's Charity

e) Members to consider whether to have a Firework display to end the event

It was RESOLVED to have a small 'shell' display at 9.30pm to end the event

f) Members to consider and decided whether to have the Town Council's gazebo, if agreed this will need to be collected from the Town Hall and erected for the event, dismantled and returned to the Town Hall

It was RESOLVED to use the Town Council's gazebo, Cllr Moore stated that she would collect the gazebo from the Town Hall; Cllr E Brown stated that he would return it to the Town Hall

Cllr Cooper stated the events that were being put on at the Pavilion for the day

The Assistant Clerk advised that she had been unable to book the Red Arrow's for the event

**A/24/1743 Update re work to Ash Dieback Trees in Bradley Wood**

The Clerk advised that the work had been carried out in January

**A/24/1744 Cllr Cooper and Cllr Smith to advise details regarding any proposed Poppy displays**

a) Members to decide whether a Poppy display can be sited on the Town Hall balcony

Cllr Smith stated that it was hoped to have a Poppy Waterfall form the Town Hall Balcony as per last year and also a 'horse' on the balcony however this would depend on the Ashbourne Reborn works

b) Cllr Cooper and Cllr Smith to advise when any proposed display will be put in situ and removed

Cllr Smith advised that it would be from Monday 3 – Wednesday 12 November

c) Cllr Cooper and Cllr Smith to advise who will be putting any proposed displays on the Town Hall balcony (if agreed) and the dates to and from

Cllr Smith advised that her partner would be putting the displays in place and taking them down

d) Cllr Cooper and Cllr Smith to advise details of the RA and Insurance

Cllr Smith stated that she hoped the Town Council would insure the display and assist with the RA

**A/24/1745 Members to consider and discuss the pro's and con's of holding the Lantern Spectacular event on a Saturday. All groups on the Christmas Committee group will be doing this**

Members felt the 'pro's to holding the event on a Saturday were the availability of more Councillors to assist, more families would be able to attend and the possibility of starting the lantern parade earlier.

Con's: It was noted that staff had not been asked or agreed to work on a Saturday and that it was not in their contract to work at the weekend and additional costs would be incurred for working additional hours

Cllr Mrs Brown left the meeting at 8.20 and returned at 8.21pm

Cllr Smith left the meeting at 8.20 and returned at 8.23pm

**A/24/1746 Grit Bin's identification labels – Members to advise who will put them on the additional labels and check they all correspond correctly**

It was RESOLVED to ask Cllr Chell to put on the additional labels

**A/24/1747 Members to note the soft landscaping and maintenance plan for Millennium Square**

The Clerk asked to defer this item

**A/24/1748 Correspondence (emailed out, for information only)**

a) From DDDC – NOx Results

Members agreed to note the information

**A/24/1749 Chair to sign the Minutes** (Previously approved and ratified)  
It was RESOLVED that the Minutes be signed by the Chair

The meeting closed at 8.28pm

Chairman.....

Date.....

Arrival Time	Description	Cllr's Responsible	
07.30 – 11.00	Portaloo's (toilets)	Cllr's Clark; Michalek and Moore	To brief security. To advise the stage company, generator, portaloo company and Peak Waste where to set up.
	Stage		
	Generator		
	1 x Security		
	Skip		
11.00 – 13.00	Food & Drink Vendors	Cllr's E Brown; M Spencer; S Spencer and Smith	To advise where each food and drink vendor is to be located
11.00 – 13.00	Climbing Wall, Sweet Stall, Balloons & Inflatable	Cllr's E Brown; M Spencer; S Spencer and Smith	To advise where the activities will be located
14:00 – 18:00	Walk About entertainers	All Cllr's	To meet with the walk about entertainers and show them the room allocated in the pavilion for changing
14.00 – 22.00	Music	Cllr's E Brown; M Spencer; S Spencer and Smith	All Councillors are asked to regularly walk around the event checking there are no issues and also collect any rubbish
17.00 – 18.00	Fireworks – Arrival and set up	Cllr M Spencer	Cllr M Spencer to meet with the Fireworks company
21.30	Fireworks Finale		To meet with the fireworks company and offer assistance
22.15	Stage Take-Down	Cllr's E Brown; Clark and M Spencer	To remain with the stage company until they have dismantled and ready to leave
Sunday	Clean Up	Cllr's Keyne and Moore	

Date / Time	Description	Details	Cllr(s) Responsible
	To fill the basket	To fill the basket	Cllr E Brown
Wednesday 7 & Thursday 8	Check the basket	Check the basket prior to filling for any signs of damage or nesting birds	Cllr E Brown
Thursday 8	Collect gazebo, stakes, tape and buckets from Town Hall	Collect from outside Town Hall Buckets to be filled from Fishpond	Cllr's Clark; Keyne and Moore
Thursday 8	Erect Gazebo (for use by first aid) Erect stakes and tape (for spectator area)		Cllr's Clark; Keyne; Michalek and Moore
Thursday 8 <b>6.30pm</b>	Fill the basket and dampen the area beneath and surrounding the Beacon		Cllr E Brown
Thursday 8	Setting up PA System		Cllr M Spencer
Thursday 8 <b>9.10pm</b>	Piper	Piper to play "Battle O'er" (booked)	Confirmed
Thursday 8 <b>21.30</b>	Lighting of the Beacon and reading the Nations Tribute	As the Beacon is lit, the Nations Tribute will be read.	Cllr Mrs Spencer
Thursday 8	Singer – A Vow to thee my Country		Confirmed
Thursday 8 <b>21.40 /45</b>	'The Last Post' to be played	'The Last Post' to be played <b>(to be confirmed)</b>	
Thursday 8	Collect the gazebo, stakes, tape, buckets,	To be returned to the Town Hall after people have dispersed and it is safe to do so. <b>Members to state the time</b>	Cllr's Clark; Keyne; Michalek and Moore
Thursday 8	To stay until the spectators have left and ensure the beacon is extinguished.		