MINUTES OF THE MEETING OF THE PROMOTION AND DEVELOPMENT COMMITTEE
HELD ON TUESDAY 8TH NOVEMBER, 2016 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-
Chairman – Cllr. J. Frostdick, Vice Chairman – Cllr. R. Leeds,
Cllr. T. Adams, Cllr. P. Harris, Cllr. D. Roberts, Cllr. B. Stibbons,
Sam Grout – Chamber of Trade, Debs Lewis – Cromer Pier and Peter Stibbons.
Julie Chance MILCM – Town Clerk.

Two members of the public also attended the meeting.

1. MINUTES OF THE MEETING HELD ON 4TH OCTOBER 2016

The Minutes of the meeting held on 4th October 2016, having been AGREED by Full Council on 17th October 2016, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllr. R. Leeds in respect of any PA matters.
Declarations of interest were received from Cllr. T. Adams and Cllr. J. Frostdick in respect of matters relating to Item 11.5 Biker Day.
Declarations of interest were received from Cllr. P. Harris in respect of any Cromer Community Centre matters.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J. Davis, Cllr. A. Yiasimi, Jason Bell and Tony Shipp.

4. PUBLIC PARTICIPATION

None received.

5. BUDGET

5.1 It was AGREED that the draft budget for Promotions 2017/18 be accepted as attached.
6. MARRIAGES

6.1 List attached. The Clerk reported that the Registrars Service is introducing a new online booking system. This will mean that a couple can book the registrar as well as the hire of the chamber from the Town Council offices. This will mean more work for the officers. It was AGREED that the Clerk would enquire exactly what the new system would entail and how much more work would be involved for the Officers.

7. FIREWORK EVENT

7.1 Notes attached.

8. CHRISTMAS EVENT

8.1 Minutes attached.

9. REPORTS FROM REPRESENTATIVES

9.1 Chamber of Trade:- Sam reported that a relaunch meeting will be held on 1st December at the Red Lion. The Chamber of Trade accept that they should be responsible for promoting the events that are on in town. Tracey Khalil has a list of the dates and times of events which has been forwarded to Gary for updating. The Chamber of Trade actively support the suggestion of a Volunteers Day.

9.2 Cromer in Bloom:- No report given.

9.3 Cromer Pier:- Debs Lewis reported that arrangements are in place for the New Year’s Day fireworks and she is liaising with Tony Shipp concerning the entertainment slot on the stage for the Christmas Lights switch on event.

9.4 Cromer VEO:- It was reported that the annual concert for the elderly will be held on Tuesday 6th December at 7.00 pm in the Parish Hall.

9.5 RNLI:- Cllr. Leeds reported that the carol concert will be held on 23rd December at 6.00 pm at The Grove. There will be mince pies and mulled wine.

9.6 Town Crier:- No report received.

9.7 Twinning Association:- Minutes attached.

9.8 Cromer Museum:- Peter Stibbons reported that North Norfolk District Council have submitted a substantial funding bid for this project. A questionnaire has been circulated by North Norfolk District Council as part of this bid to show that they have consulted. The Cromer Museum is being considered in the whole project. The numbers for Cromer Museum are down slightly for September. This is due to school visits starting a little later this year and the nice weather. The open day was a great success and the another one will be held in May 2017. Cromer Museum will be closed November, December, January and February.

9.10 Crab & Lobster Festival:- No report received. Cllr. Roberts confirmed that some new volunteers have come forward.
10. OTHER EVENTS

10.1 Promotion of Cromer:- Minutes attached.
10.2 Queen's Birthday Commemorative Plaque:- The Clerk and Peter Stibbons had a site meeting with Alison Orsborne. A position on the wall of the Churchyard has been agreed and Peter will design the plaque for agreement at the next meeting.

11. OTHER PUBLICITY MATTERS

11.1 Blue Plaques:- Peter Stibbons is liaising with the contractor concerning the production of the three blue plaques for this year. The Clerk and Cllr. Frosdick are liaising with the Hotel De Paris concerning the arrangements for the refreshments on the unveiling day.
11.2 Community Assets:- This matter is being dealt with by the Planning, Transportation and Environment Committee. It was AGREED that this would be removed from this agenda.
11.3 Cemetery Chapel:- Cllr. Harris has prepared a list of the proposed work required to bring the Cemetery Chapel up to the standard for use by organisations to hold events. Cllr. Harris will prepare a business plan which will be circulated and placed on the agenda for agreement. Cllr. Harris will prepare any grant funding applications needed to carry out any agreed work.
11.4 Biker Day:- Cllr. Frosdick met with a representative from the Lions Club to discuss this proposed event. A provisional date of June 2017 has been earmarked and the Carnival will be asked to help and support the event. Cllr. Frosdick will inform the representative that he will need to write to the Carnival Committee to inform them what support he will need. This matter will be placed on the next agenda for an update.
11.5 Memory Book:- The Clerk asked all present to give some thought for nominations for the Memory Book.
11.6 1960’s Festival:- Sam Grout reported that the Chamber of Trade are interested but feel that any event should be managed by a new group.
11.7 Volunteers Day:- Cllr. Frosdick is dealing with this matter and will report any progress to the next meeting.
11.8 Flag Flying – Armistice:- It was AGREED that the Union Flag would be flown from the Churchyard flagpole as well as the flagpole in North Lodge for Armistice.

12. CORRESPONDENCE & CIRCULARS

12.1 Town Noticeboard:- It was AGREED that Cromer Town Council would pay £80 towards the refurbishment of the noticeboard in the Churchyard. This is one third of the total cost of the refurbishment. This noticeboard is used by Cromer Town Council and the Chamber of Trade.
13. **DATE OF NEXT MEETING**

The date of the next meeting was noted as 3rd January, 2017.

*There being no other business the Chairman closed the meeting at 8.30 pm.*

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Chairman Date
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**Notes:**
- NMD 516189: Contact Janet, License holder.
- NMD 516189: Contact Janet, License holder.
- NMD 516189: Contact Janet, License holder.
- NMD 516189: Contact Janet, License holder.

**Contact:**
- Janet: 07788 222 555
- Janet: 07788 222 555
- Janet: 07788 222 555

**Who Dealing:**
- Janet: 07788 222 555
- Janet: 07788 222 555
- Janet: 07788 222 555

**Who Dealing 2:**
- Janet: 07788 222 555
- Janet: 07788 222 555
- Janet: 07788 222 555

**Who Dealing 3:**
- Janet: 07788 222 555
- Janet: 07788 222 555
- Janet: 07788 222 555

**Additional Information:**
- **Advance Sales:**
  - NMD 516189: Contact Janet, License holder.
  - NMD 516189: Contact Janet, License holder.

**Fees:**
- Advance Sales: £5 per ticket.
- On the day: £7 per ticket.

**Venue:**
- NMD 516189: Contact Janet, License holder.
- NMD 516189: Contact Janet, License holder.
- NMD 516189: Contact Janet, License holder.

**Entry:**
- Advance Sales: £5 per ticket.
- On the day: £7 per ticket.

**Refund Policy:**
- No refunds will be issued for any reason.

**Accessibility:**
- NMD 516189: Contact Janet, License holder.
- NMD 516189: Contact Janet, License holder.
- NMD 516189: Contact Janet, License holder.

**Contact Information:**
- Janet: 07788 222 555
- Janet: 07788 222 555
- Janet: 07788 222 555

**Emergency Numbers:**
- Police: 999
- Fire Brigade: 999
- Ambulance: 111

**Organisers:**
- NMD 516189: Contact Janet, License holder.
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- NMD 516189: Contact Janet, License holder.

**Sponsors:**
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**Event Security:**
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**Event Insurance:**
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**Event Terms and Conditions:**
- NMD 516189: Contact Janet, License holder.
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- NMD 516189: Contact Janet, License holder.

**Event Cancellation Policy:**
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**Venue Access:**
- NMD 516189: Contact Janet, License holder.
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- NMD 516189: Contact Janet, License holder.
NOTES FROM NYD FIREWORK MEETING HELD AT NORTH LODGE
ON 25 OCTOBER 2016

Present:

Firework Working Group: Jim Bond (& CTC), Peter Burrows (& VEO), John Frosdick (& CTC), Richard Leeds (& CTC), Debs Lewis (Pier), Philip Overall (& VEO), David Pritchard (& CTC), Dave Roberts (& CTC), Tony Shipp (& VEO), Russell Tanner (& NNDC), Janet Warner (& CTC), Ricky Wright (& NNDC & Fire Brigade), Andreas Yiasimi (CTC)

Community Representatives: Clive Casburn (Titanium Fireworks), Keith Dickens (NNBR), Gary Dickenson (Chamber of Trade), Richard Earl (St John), PCSO Holmes (Police), Alison Orsborn (Church), Val Saunders (St John), Patrick West (VEO)

1. **Apologies:** Julie Chance (CTC), Alistair Murphy (Cromer Museum), Simon Morton (Hughes), Simon Page (Titanium Fireworks), David Wakely (Church Bellringers)

2. **St John:** Cover will be provided as usual. The St John Hall will be available in the event of a major incident. Val asked that Janet contact EEAS to ensure that they are aware of the event. She also asked that St John are given a list of contact numbers for use on the day and that a copy of the risk assessments are forwarded from the Firework Committee and NNBR.

3. **Police:** PCSO Holmes advised that 1 Sergeant and 2 PCs will be on duty for the event. One will be based near The Melbourne. The police asked whether there will be traffic calming measures in place. The Chairman confirmed that there are no measures planned.

4. **Fire Brigade:** Ricky advised that it is hoped to have at least one pump on the prom for the event.

5. **RNLI / Coastguard:** It was noted that access to the Pier will be required at all times. Richard has told Mark that the Coastguard need to be stationed on the beach

6. **NNDC Car Parks & Toilets:** Car parks will be opened as per previous years. Answers are still awaited to the questions raised at the last meeting. Biscuit will arrange lighting for Runton Road car park. It was agreed that the bottom gate should be kept closed but the false gate opened instead. There will be no vehicle access to the promenade all day. This will be included in the press release re parking.

7. **Pier & Theatre:** Clive will need access from 9/10am and will finish around 6.30 – 7pm. The trolley will be made available for Clive’s team to use. He will supply phone numbers for Debs. The pier needs to be closed from the first lamp post. Tides will open until 4pm and cleared by 4.30pm. Ricky will supply permits for the team to park on the promenade.
8. Chamber of Trade: Gary advised that the CofT are happy to help promote the event and will confirm whether we can use the CofT map to provide car parking info.

9. Fun Run: Keith Dickens advised that NNBR are arranging a 1 mile fun run to start at 3pm. Richard will provide a PA system. St John will have a unit present.

10. Titanium Fireworks: Clive asked that people be present to help load the gear on to the pier. If the wind is blowing inland then a decision will be made by lunchtime as to whether the display can proceed or whether the viewing area will need to be restricted.

11. Sponsor: It was noted that Hughes are providing a 43” HD TV as the prize for the photography competition.

12. PA System: Richard Leeds advised that all is in hand.

13. Museum Garden: Alistair has advised that he will provide access to the museum power points. NNDC will supply a gazebo. Biscuit will apply for Temp Event Licence.

14. Church: Alison will ensure that the church is available from 12.30pm. It was agreed that there will be a powerpoint display of photos from previous events. Biscuit will arrange the supplies for the refreshments and Allison will recruit extra helpers so that two serving stations can be used. Presentations from the Christmas event will be made at 4pm. David Wakeley has arranged for the church bells to be rung at 5.15pm for 20-30 minutes.

15. Merchandise: Hubba advised that all is in hand. The stall will be sited outside the Museum.

16. Firework Committee: Everything is in hand. Contact numbers will be circulated for use on the day.

17. Any Other Business: It was noted that signage for the disabled viewing area needs to be higher up. Janet and Jim will sort out the signage.

There being no further business, the meeting closed at 7.40pm
**CEREMONIES 2016/2017**

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<th>Time</th>
<th>Price</th>
<th>Singer/Instrument</th>
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**CEREMONIES 2017/2018**

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**CEREMONIES 2018/19**

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CROMER TWINNING ASSOCIATION

Minutes of the Committee meeting held on Tuesday 18th October 2016 at 7.30pm at the home of Mary Hill, 34 Hillside, Cromer.

1. Welcome by Chairman Mary Hill,
   Members present, Mary Hill, Tony Nash, Jilly Boocock, Andreas Yiasimi, David Stevens, Stuart Meakin, Gordon Little.

2. Apologies for Absence.
   There were none

3. Minutes.
   The minutes of the previous meeting held on 20th September were read and confirmed.

4. Treasurer's Report
   The Treasurer reported the current financial situation, being Bank Balance £2110.03. £10 Insurance had been paid and there was an outstanding amount of £10 owed to the Norfolk Association of Twinned Communities. It was agreed that if necessary we should be prepared to purchase new flags.

5. Forthcoming Visit to Crest - Email from Jann White
   Mary read out the email from Jann who explained that the dates for any visit would be 29th April (dates of travel would be Thursday 27th April and to return on Tuesday 2nd May 2017). This had been decided by the French There would be discussions on "IMAGINE THE EUROPE I WANT". The wish is for discussions to involve the representatives of Cromer to go so that there could be discussions on our thoughts of BREXIT. The present Mayor should still be in post at that time, to be contacted by the Secretary. Members were asked to give thought to mode of travel. The preferred option was to travel by train, there was a thought that there was a ‘through train’ from London to Valence (Marseille). Enquiries would be made as soon as possible and final decision at our next meeting. In the meantime a letter would be sent to all members and hosts enquiring commitments from those wishing to go. A deposit would be required from those wishing to travel.

6. Forthcoming events.
   There were discussions on having a community event, possibly in the Community Hall around the Easter weekend. This event could be a Breakfast held during the morning (times to be decided). Invitations to be sent to Sheringham Twinning Associations. The venue should have a decent kitchen with plates etc., and most of the food we could buy locally.
   Another event considered would be repeat Soup and Pudding evening, dates to be considered.

7. AOB
   Tony gave a further report on the last meeting of Norfolk Twinned Communities. It was proposed that there will be an event held most probably in Dereham which would be attended by most of the Twinning Associations in Norfolk, with the theme of "Reconciliation" sometime in 2018. It was agreed that it should be held in late summer or early autumn to which one or two members from each Association together with one or two visitors from their twinning associations would be invited to attend. The secretary had indicated this Association's support for the event, a small committee would be set up to organise the event.
Mary spoke of attempts to meet with Dr Baker at Cromer Academy to try and encourage participation by the college on Twinning events but she had not had any response from the Academy or Dr. Baker. She was advised to write a personal letter to him and deliver it by hand. She also spoke of the young German girl, Selien Reutzel, who was seeking employment for six to twelve months next year. She had not received any response from the Cliftonville.

A suggestion of designing a leaflet to be handed out to school children for them to take home to parents.

The Meeting closed at 9.15pm

Signed ___________________________ Dated ___________________________

Cromer Twinning Association
Agenda for Committee meeting on Tuesday 15th November 2016 7.30pm
at the home of Mary Hill.

1. Welcome by Chair, Mary
2. Minutes of last meeting 18th October 2016
3. Matters Arising
4. Chair’s report
5. Secretary’s report
6. Future events
7. Any other business

Next meeting will be Tuesday 20th December at 7.30pm.
NOTES FROM MEETING OF PROMOTIONS WORKING GROUP HELD ON 13 OCTOBER 2016 TO DISCUSS THE PROMOTION OF CROMER AT THE ROYAL NORFOLK SHOW

Present: CTC: John Frosdick, Jane Davis, Janet Warner  
Cromer Pier: Debs Lewis

1. Apologies for absence
   Received from Gary Dickenson, Brenda Stibbons, Peter Stibbons, Julie Chance

2. Royal Norfolk Show 2017
   It was noted that in respect of the allocation of pitches and in particular the corner pitches priority is given to previous exhibitors. We have been advised that it is very unlikely that we would get a corner pitch and that bookings do not open until November.
   It was agreed to contact LCP Marketing to get prices for 3 different sizes of stand (3m x 3m, 3m x 6m, 6m x 6m) in the ‘Enjoy a Day Out’ Tourism Village with the proviso that an outside or corner stand can be guaranteed.
   It was suggested that paper bags be purchased and all leaflets be brought to North Lodge well in advance so that they can be bagged up. This will make the distribution easier and will cut down the volume of materials taken to the show.
   The following suggestions were made:
   - Instead of using the CTC pop up stand, all those participating in the stand share the cost of an Enjoy a Day Out in Cromer pop up.
   - Ask the Chamber of Trade consider to producing a discount voucher leaflet which will encourage visitors and provide feedback when the vouchers are used. This would help provide evidence as to whether it is worth going to other events further afield.
   - Ask NNDC to provide copies of their car park leaflets and, if it progresses, details of the Changing Rooms facility.
   - Ask Friends of North Lodge Park to provide slices of cake to hand out to adults and in turn promote North Lodge Park.
   - CTC to provide sweets for children.
   - Ask VEO for promotional materials for Children’s weeks as well as Carnival week.
   - Pier to again bring along the crab costume and also invite the RNLI to bring Stormy Sam. This grabs the attention of the children and thus the parents/carers too.
   - Invite Greater Anglia to share the stand instead of having their own stand.
   - Do not have a power point display thus no electricity supply required.
   - If a grand draw is held, split in into several prizes rather than one big prize.
   - Borrow sack barrows / trolleys to transfer materials from the van to the stand.

It was agreed to set a meeting date to take place in January 2017. In the meantime a separate meeting will be arrange with representatives of the Chamber of Trade.