



Christmas in Crediton Committee Minutes
Tuesday 9th February 2016 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Liz Brookes-Hocking, Peter Hamilton, Alan Quick, David Oliver, Rosemary Stephenson, Clare Dalley and one member of the press.

Absent: Dan Webb and John Downes.

61. Apologies

Apologies were received and accepted from Tara Conabeare and late apologies from Rosemary Stephenson.

62. Declarations of Interest

Cllr Frank Letch declared that as a member of more than one authority that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

63. Minutes of the last meeting held on 12th January 2016

It was resolved to agree and sign, as a correct record, the minutes of the meeting held on 12th January 2016.

64. To discuss and review actions from the previous meeting. A list of actionable points had been issued with the agenda.

ACTION: Jo to test all lights late summer/early autumn.

ONGOING.

ACTION: Jo to test all lights late summer/early autumn.

ACTION: Clare to source replacement strobe bulbs for cross street decorations.

INCOMPLETE.

ACTION: Clare to source replacement strobe bulbs for cross street decorations.

ACTION: Liz and Peter to visit shops to gain feedback on the 2015 illuminations and Christmas Light Switch-On Event.

INCOMPLETE.

ACTION: Liz and Peter to visit shops to gain feedback on the 2015 illuminations and Christmas Light Switch-On Event.

ACTION: Liz and Peter to visit those shops/businesses that have not yet made a donation and ask for one.

INCOMPLETE

ACTION: Liz and Peter to visit those shops/businesses that have not yet made a donation and ask for one.

ACTION: David to provide members of the Chamber of Commerce with the finance figures.

COMPLETE. This has been talked about briefly and there will be a full discussion at the next meeting.

ACTION: Clare to submit road closure and parking suspension applications.

INCOMPLETE.

ACTION: Clare to submit road closure and parking suspension applications.

EWBH

ACTION: Clare to obtain quotations from contractors for existing illuminations to be tested, put up and taken down.

ONGOING. David advised that traders are willing to put up and take down the trees this year. Clare advised that Roger Pennington had offered to do the Town Square tree again.

ACTION: Clare to obtain quotations from contractors for existing illuminations to be tested, put up and taken down.

ACTION: Clare to obtain quotations for additional illuminations and bring back to the Committee for consideration.

INCOMPLETE.

ACTION: Clare to obtain quotations for additional illuminations and bring back to the Committee for consideration.

ACTION: Peter to make initial first contact with Dave Pollard.

INCOMPLETE.

ACTION: Peter to make initial first contact with Dave Pollard.

ACTION: Clare to investigate whether it is possible to obtain a licence covering the sale of alcohol in a parking bay.

INCOMPLETE.

ACTION: Clare to investigate whether it is possible to obtain a licence covering the sale of alcohol in a parking bay.

ACTION: Clare to investigate battery operated lights for illuminating the sculptures.

INCOMPLETE.

ACTION: Clare to investigate battery operated lights for illuminating the sculptures.

ACTION: Peter to obtain quotations from sculptors.

INCOMPLETE.

ACTION: Peter to obtain quotations from sculptors.

ACTION: Everyone to think about a theme for this year's event and come to the February meeting with ideas.

COMPLETE.

ACTION: Clare to contact all 2015 Sponsors to ascertain if they would be willing to support the 2016 project.

INCOMPLETE.

ACTION: Clare to contact all 2015 Sponsors to ascertain if they would be willing to support the 2016 project.

65. To agree a theme for this year's Christmas in Crediton event.

The following suggestions were made and considered.

- Space
- Hobbit/Lord of the Rings
- Over the Rainbow
- Santa's Workshop
- Winter Wonderland
- Right Royal Christmas
- Monster Christmas
- Christmas Movies

Rosemary arrived at 2.33 pm

AGREED: This year's theme would be Santa's Toyshop.



66. To discuss plans and ideas for 2016.

Peter and Rosemary had circulated their thoughts regarding this year's event prior to the meeting, a copy of which is attached as Appendix One, and this was considered by members. It was agreed that it would be too much for the Committee to organise entertainment in the Town Square in the afternoon as well as in the evening.

AGREED: The High Street will be closed from 4.00 pm to 6.00 pm with parking suspended from 2.00 pm until 6.00 pm. Roads around the Town Square will be closed from 4.00 pm to 7.00 pm and parking will be suspended from 12 noon until 7.00 pm

There will be entertainment on the High Street between 4.00 pm to 5.00 pm and it is hoped this will include Great Western Morris, Amy Charles Academy of Dance, Town Crier and circus acts.

The outline framework for the event will be as follows:

4.00 pm - 6.00 pm/7.00 pm	High Street shops open for business
4.00 pm - 5.00 pm	High Street Entertainment
4.30 pm - 5.00 pm	Fancy dress judging (preferably at the Congregational Church)
5.00 pm - 5.15 pm	Parade assembles at St Lawrence Green
5.00 pm - 5.30 pm	Music/Band in Town Square plus MC announcements
5.15 pm - 5.30 pm	Parade leaves St Lawrence Green on route to the Town Square
5.30 pm - 5.45 pm	Parade enters Town Square and band stops playing
5.45 pm	Christmas Lights Switch-On
5.45 pm - 8.00 pm	Band plays in Town Square
8.00 pm	Band finishes playing. De-rig and clean up starts

N.B. Father Christmas will make an appearance during the event.

All the High Street lights should already be on by 4.00pm, this will help to illuminate the High Street and the events that are happening, as well as give the event more of a Christmassy feel.

ACTION: Clare to contact Peter Brewer and ask him if he would be willing to be Father Christmas.

ACTION: Clare to contact Crediton Scouts to let them know the theme and ask them how they would like to be involved this year.

ACTION: Peter to ask Electric Spank if they will be this year's band.

The stage arrangements were discussed and members considered the pros and cons of using Dave Pollards lorry against erecting a stage with modular blocks and gazebos. No conclusion was reached and it was agreed to consider this at the March meeting.

67. To discuss fundraising for the 2016 Christmas in Crediton project.

ACTION: Clare to bring financial projections for this year's event to the March meeting.

68. To agree the date of the next meeting.

AGREED: The next meeting will be Tuesday 15th March 2016.

69. Close

The meeting closed at 3.37 pm

Outline plan/ideas for Switch On -26th November 2016

Rosemary and Peter met to discuss and wonder about this year's event out of which emerged:

Minutes item 56 Music/Entertainment in the square 2.00pm onwards

We discussed some of the implications for this and wondered:

- More infrastructure would be needed in terms of planning, volunteers, entertainment
- A successful event with a vibrant atmosphere etc could be in competition with what is planned for the High Street and spread an audience too thinly
- An event in the square would need stalls, food and drink outlets which could impact on the empty space needed later
- We'd be planning to staff the Square from 2.00pm to 8.30/9.00pm

As a result we wondered about the wisdom, logistics, organising, staffing planning etc of entertainment in the Square on Saturday afternoon

Theme; having wondered and discussed possible themes 'Outer Space' arrived.

This could inspire, drive some thinking and excitement

- **Young people dressing up** --stars and planets, spaceships, astronauts, aliens, Star Wars characters, Martians etc
- **Large illuminated lanterns**, made by groups (scouts, guides, primary schools, youth groups etc) to represent: planets, stars, spaceships, telescopes etc, (note five 2D stars from the first switch on are already waiting in the garage!)

Outline Framework for the Switch On

5.00—7.00 High Street and Market Street closed

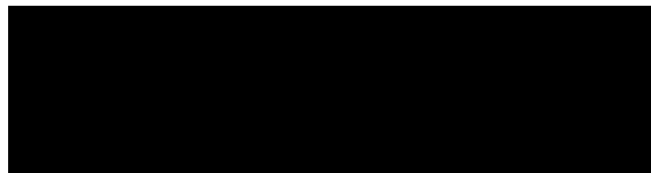
High Street shops open until 7.00

High Street: 5.00—6.00 High Street Entertainment
5.45—6.00 Fancy dress Judging (Congregational Church?)
6.00 –6.15 Parade assemble St Laurence Green
6.15 pm Parade leaves St Laurence Green route to the Square
(loud band essential!)

Town Square 6.15pm onwards Music / band in the square plus MC announcing what's happening on the High Street
6.30 parade arrives assembles and the Switch On
6.45 –9.00 Band / Entertainment in Town Square

note: 1 High Street Entertainment to include if available; Amy Charles, Great Western Morris, Street Fairies ,Busking musicians, and where can we find street performers like jugglers, stilt walkers and fire eaters?

2 where or how can we form, gather an 'event street crew' to help with parade, carry stuff, be around etc? QE 6 th form? others?



15/23/16