



Christmas in Crediton Committee Minutes
Tuesday 16th June 2015 at 2.00 pm
at Council Chamber, Market Street, Crediton

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Present: Liz Brookes-Hocking, Frank Letch, Peter Hamilton, Mike Summerton, Tara Conabeare and Clare Dalley

11. Apologies

Apologies were received and accepted from John Downes, David Oliver, Rosemary Stephenson, Yvonne Crone, Alan Quick and Dan Webb.

12. Declarations of Interest

None declared.

13. Order of Business

It was **resolved** to bring agenda item 5c 'To discuss plans and ideas for 2015 - High Street traders/open shops for the Switch-on event' forward to the next item of business as Tara could only be at the meeting for the first 30 minutes.

14. To discuss plans and ideas for 2015

c) High Street traders/open shops for the Switch-on event

The timing of the road closure and parade were discussed with Tara. The road will close at 7.00 pm and reopen at 9.00 pm and the parade will meet at St Lawrence Green at 7.30 pm departing at 7.45 pm. The switch-on will be between 8.00 pm and 8.15 pm. Peter also confirmed that all flags would be in the parade. Tara confirmed the High Street Traders Group will be having a specific meeting to discuss the event shortly, when everything that they are doing will be finalised. The ideas so far are a children's competition inside the shops and businesses such as find the fairy tale character /present. The competition may start earlier than 7.00pm to encourage people in before the road closure, as the shops will be staying open not closing and reopening. The Traders Group would also like to arrange a children's fancy dress competition with the children lining up outside Redvers House and, after judging, parading up the High Street in readiness for the main parade. They would also like to organise a 'flash mob' and need lots of people to take part in this.

ACTION: Clare to contact Crediton Youth Collective, Lauren Strand at Crediton Youth Café and Dan at the Congregational Church Youth Group to promote the 'flash mob' and ask interested individuals to come forward and take part.

Tara also advised that she had a team of 6, made up of High Street Traders, who were willing to put the 80 artificial trees in the flag holders. The team had erected the High Street flags and the system had worked well. This would save money on the illumination erection costs. Clare would just need to arrange for an electrician such as Jo Ward to connect the electrics.

ACTION: Clare to ask Jo Ward to provide a quotation for connecting the electrics for the 80 artificial trees on the High Street and for dressing and connecting up the Town Square tree. Clare to contact Rosemary at the Arts Centre regarding the risk assessment used for the erection of the flags and to check with the Council's insurers.

Clare gave Tara a copy of the project finances and explained that there is a huge funding gap. She asked Tara to encourage all Traders to contribute £50 this year. Tara confirmed she would approach the Chamber of Commerce and ask them for a financial contribution.

ACTION: Tara to contact the Chamber of Commerce and ask for a financial contribution.

Tara left the meeting at 2.30 pm.

15. Minutes of the last meeting held on 19th May 2015

It was **resolved** to amend the minutes by removing the word 'May' under item 6 and replacing it with the word 'June'. It was **resolved** to agree and sign, as a correct record, the amended minutes of the meeting held on 19th May 2015.

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

ACTION: Clare to chase Mike at Bike Shed re permission and to contact Paul Dadson, Conservation Officer.

COMPLETE. Clare has spoken to Mike, there is real concern regarding the brickwork, the red bricks are extremely soft and Clare does not recommend using the building. Paul Dadson does not believe it will be a problem, in principle, to get another set of wires erected in Town. He is happy to meet with Clare when a suitable location has been identified. It was agreed that until the Committee had the funding to erect the additional catenary wires no further work would be done in relation to this.

ACTION: Committee members to contact Ruth and arrange an appointment for a site visit to pick a tree. David will speak to Rotary members/local farmers re felling and transporting the tree.

COMPLETE. Alan is arranging this with Mike and Peter. David thinks he may have a farmer willing to move the tree. Clare advised that a member of the public had also offered a tree and Mike and Peter had looked at it.

ACTION: Clare to chase David for further information regarding transportation of the tree. Alan, Mike and Peter to report back on the trees and which one would be best for this year. Clare to speak to Richard Huxtable to see if he would fell the tree free of charge.

ACTION: Peter to contact Locked Horns an 18-19 piece jazz band. David to contact Andrew Vaccari.

COMPLETE. Peter didn't think they were quite right for the event. Several other suggestions were made including 'Scarper', 'Changes' and 'Rhythm Machine'.

ACTION: Peter to contact Dean Morgan regarding Changes to establish availability and costs. Mike to contact Rhythm Machine regarding availability and costs.

ACTION: Alan to contact the Town Band to ask if they would be willing to play Christmas tunes in the Congregational Church car park.

INCOMPLETE.

ACTION: Clare to chase Alan regarding contacting the Town Band to ask if they would be willing to play Christmas tunes in the Congregational Church car park.

ACTION: Dan to approach Great Western Morris as they are all local and hopefully will attend at no charge.

ONGOING. Alan has approached a Morris group, who would charge approx. £200 (they normally charge £500) however, it is uncertain which Morris group they are.

ACTION: Clare to contact Alan to ascertain which Morris Group he had spoken to. If it isn't Great Western Morris, then Peter will contact Great Western Morris as they are all local and hopefully will attend at no charge.

ACTION: Clare and Liz to reply to Alison's e-mail and provide her with the information she requires.

INCOMPLETE. Alison has been busy with the Food Festival until this weekend.

ACTION: Clare and Liz to reply to Alison's e-mail and provide her with the information she requires.

ACTION: Clare and Liz to fine tune the Awards for All application and submit no later than the first week in June.

COMPLETE.

EWB

ACTION: Clare and Liz to create a briefing sheet for marshals that clearly explains the roles and responsibilities and the complexity of the event. Dan to contact the local Classic Car Group to ask if its members, who have experience in marshalling car events, will volunteer. Clare to contact Mid Devon District Council regarding Market Street car park and Paul Wilson, DCC, for advice on access arrangements and what can and can't be done.

ONGOING. Clare and Liz have created a briefing sheet for marshals clearly explaining the roles and responsibilities and the complexity of the event, a copy of which was distributed to members. An e-mail will be sent to local organisations offering to attend their meetings and explain the role of marshals. Frank recommended contacting U3a which is newly formed in Crediton and has approximately 40 members. Frank will provide Clare with the contact details.

ACTION: Clare to e-mail local organisations and arrange marshal information/training. Clare and Liz to prepare a presentation. Dan to contact the local Classic Car Group to ask if its members, who have experience in marshalling car events, will volunteer. Clare to contact Mid Devon District Council regarding Market Street car park and Paul Wilson, DCC, for advice on access arrangements and what can and can't be done.

ACTION: Clare to contact Christmas illumination companies for quotations to erect the High Street trees and the Town Square Christmas tree.

ONGOING. Quotes have been requested and are awaited. Clare and Liz are meeting with one specialist contractor in the next few weeks.

ACTION: Clare to chase quotations from Christmas illumination companies to erect the High Street trees (hopefully this is no longer required) and the Town Square Christmas tree.

ACTION: Clare to invite Tara to the next meeting.

COMPLETE.

ACTION: Clare to continue contacting local businesses to obtain sponsorship.

ONGOING. It was agreed that a sponsorship pack was needed enabling businesses to sponsor the event at different levels with clear details of what each level of sponsorship will provide. It was agreed for Clare and Peter to meet up with Rod Brookes-Hocking who has a wealth of knowledge and experience in this area and devise a sponsorship scheme.

ACTION: Peter, Clare and Rod to meet on Tuesday 23rd June to devise sponsorship pack. Clare to continue contacting local businesses to obtain sponsorship.

17. To discuss plans and ideas for 2015

a) Road closures and traffic management

Clare advised that she had contacted AA signs and South West Highways for quotations for the traffic management for the event. Southwest Highways had still not provided a quotation. AA signs had quoted £1,835, £35 more than last year. On the basis of the exceptional and professional service provided by AA last year it was resolved to accept the AA quotation.

The details of the road closure were discussed and it was recognised that in the interests of traffic flow and public safety it may be necessary to close Church Street and East Street to the junction with Charlotte Street. It was resolved for Liz and Clare to request a meeting with Stuart Gardner at AA signs to discuss the closure in detail and positioning of traffic management signage before revising and resubmitting the road closure application to Devon County Council.

ACTION: Clare and Liz to meet with Stuart Gardner at AA. Clare to re-submit a revised road closure application to Devon County Council.

b) Lights and lighting infrastructure

There was nothing further to be discussed.

d) The parade

Peter talked through the notes he had prepared following the last meeting of the sub-committee. A copy of the notes are attached as Appendix One. It was recognised that the Parade needs order

Clare H

and needs to be formally stewarded. Mike has been thoroughly reading the Purple Book and is fully aware of what needs to happen. There will also need to be strict crowd and parade control when everyone joins together on the Town Square.

Peter would like to encourage as many people as possible to take part in the themed parade, whilst recognising that dressing up in a full costume can be difficult. Therefore, people need to be encouraged to dress their heads, for example masks and hats, such as a rat mask for the Pied Piper theme and fairy tale hats such as a crown (prince/princess), witches' hats, pixies, trolls, etc...

ACTION: Mike, Peter and Liz to have a further meeting on Friday 26th June 2015, to progress the parade and town square event.

e) The town square event

It was agreed that a small de-rig group was required, approx. 6 able bodied people that were able to de-rig at the end of the evening under the supervision of Peter and Mike. It was suggested that Newton St Cyres Young Farmers, Crediton Army Cadets and QE Sixth Form may be able to assist with this.

ACTION: Clare to contact Newton St Cyres Young Farmers, Crediton Army Cadets and QE Sixth Form to see if any members are interested in being part of the de-rig team.

Litter and recycling was an issue last year. It was recognised that the assistance of Sustainable Crediton is required.

ACTION: Clare to contact Sustainable Crediton to see if they will provide recycling assistance at the event.

There needs to be thought given to what caterers are required this year, who will be MC and how this role is carried out. Peter would like a catwalk which can feature some of the children in fancy dress and would also like to use the Fairies in the four corners of the Square to encourage the big switch-on and involve the crowd.

ACTION: Mike, Peter and Liz to have a further meeting on Friday 26th June 2015, to progress the parade and town square event.

f) Any other plans and ideas not covered above

There were no further items raised.

18. To discuss the finances for the 2015 Christmas in Crediton project.

It was suggested that Clare contact RGB to see if its community fund could help the project as well and the Community Landfill Tax.

It is recognised that there is a significant gap in the finances for this year's event. It was agreed that the Chamber of Commerce must be approached and asked to assist with funding.

ACTION: Clare contact RGB and the Community Landfill Tax.

ACTION: David and Tara to approach Crediton Chamber of Commerce and request substantial financial contribution.

19. To agree the date of the next meeting.

It was agreed the date of the next meeting would be Tuesday 14th July 2015 at 2.00 pm in the Council Chamber.

20. Close

The meeting closed at 4.00 pm



Handwritten notes and signatures at the bottom of the page, including the date "08/07/2015" and a signature.

CinC 2015 meetings

Ideas notes and action points arising from three discussions with Mike, Liz and Peter

1 preparations for costume / dressing up, pied piper / fairy tale theme to contact land seek to involve:

primary schools—Hayward's Landscore, Sanford
 seek advice from Tads-how, who, when contact
 whole school assembly and or visit /inspire interested teachers /classes
 uniformed; Cubs, Scouts, Brownies, Rainbows, Beavers, etc
 Crediton contacts?
 Bow contacts?

Play groups

Random children and families (through media)

Making the Pied Piper image

Workshops: 'how to make a rat mask, a crown' (prince, princesses), witches' hats; pixies, trolls, 'Hansel and Gretel', do we run workshops in the arts centre? or visit groups to inspire?
 And, are there printed instructions in the media?

2 Friday 27th November

on the high street (2 hours closure—7.00—9.00pm?)

Town Band playing in Cong church car park or somewhere more prominent?

2 small groups of Musicians, (trio, quartet?) acoustic playing either end of high street

Dancers: Katherine Mitchell? Amy Charles? The rat dance/ witches dance / troll dance??

The Fairies; interacting with the people, children, granting wishes, dusting high stret, people's shoes etc

Morris side GWM?

Plus local stalls on the street

3 The Switch On Parade; line up after 7.30 ready for departure at 7.45pm

possible line up/order: Pied Piper, rats, costumed schools, groups, clubs, costumed random children (plus parents), Casbah, Dancers, flag carriers, Morris, flag carriers, dancers, random children, groups, decorated cart/coach/pumpkin, Djembe drummers, flag carriers, Fairies

Questions: is there an 'end of parade' visual what is this?

Snowflakes; in the parade or decorating the square?

Does Queen Vic make an appearance? In the parade or in the square?

Stewards for the parade (people) [as opposed to marshals who do the roads/traffic] need to be separately trained for the parade and the event in the town square.

4 in the town square

Catering; Bar, burgers etc?

band playing first set -who?

MC - who? (with mp3 player selection of Christmas jingles, music to accompany

announcements, sections of commentary etc) interacts with crowd, adds to atmosphere etc

Arrival of parade in the square plus commentary of arrivals, groups etc:

Switch on -square lights? Then the tree?

Band second set

Father Christmas appears at a window

Questions,

is there a cat walk, a special area for those groups, rats, etc in costume to assemble, be seen?

where's the position, small stage for MC (with radio mike?) and the switch?

Are the fairies working the crowds at the square's corners?

Are the square corners, plus stars, switched on separately—as part of the build up to Christmas tree lights?

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