



Christmas in CREDITON Committee Minutes
Wednesday, 25th October 2017 at 2.00 pm
at Council Chamber, Market Street, CREDITON

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Present: Liz Brookes-Hocking, Anne Hughes, Peter Hamilton, David Oliver, Andrew Drayton and Clare Dalley

In attendance Mr Rod Brookes-Hocking, CREDITON Town Team
Mr Daniel Willers, Yellow Mouse Studios

30. To receive and accept apologies.

It was **resolved** to receive and accept apologies from Frank Letch and Alan Quick.

31. Declarations of Interest

None declared.

32. Christmas in CREDITON Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in CREDITON meeting held on 3rd October 2017. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 3rd October 2017.

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

ACTION: Peter to meet with representatives of the guides and agree their involvement in the event.

COMPLETE. Peter is making arches this Friday. They will be delivered to the guides on Monday for them to decorate.

ACTION: Liz to send a chaser e-mail to Andy Smith at Hayward's School.

COMPLETE. Liz confirmed it will be a combined choir of pupils from Landscore and Hayward's choir.

ACTION: Liz to e-mail both schools, copying in Peter, regarding them working together and timings.

ACTION: Clare to send a list of those businesses that have not booked a tree to Peter, Rosemary and Alan.

COMPLETE.

ACTION: Peter, Rosemary and Alan to visit those businesses that have not yet signed up for a tree.

COMPLETE.

ACTION: Clare to ask Nigel and Tina Guthrie to assist James Gregory with this year's fancy dress competition judging.

ONGOING. Clare has e-mailed them and is waiting for a response.

ACTION: Clare to ask Nigel and Tina Guthrie to assist James Gregory with this year's fancy dress competition judging.

ACTION: Peter to liaise with Bruce regarding a time slot for the Traders fancy dress race.
COMPLETE.

ACTION: Clare to ask Baobab if they are willing to be the lost child point again.
ONGOING. The owner is on holiday at present, so she will speak to him on his return. In the meantime, Clare has Crediton Coffee Company as a back-up.

ACTION: Clare to ask Baobab if they are willing to be the lost child point again.

ACTION: Clare to book Frank into School assemblies.
ONGOING.

ACTION: Clare to book Frank into School assemblies.

ACTION: Clare to issue press release for the event.
COMPLETE.

ACTION: Clare to add local pre-schools to the bookmark distribution list.
COMPLETE.

ACTION: Clare to ask Paul Fallon if he is willing to erect the banners.
COMPLETE. Yes, he is.

ACTION: Clare to arrange some advanced warning signs and chase DCC Highway Department for the Traffic Order.
ONGOING.

ACTION: Clare to arrange some advanced warning signs and chase DCC Highway Department for the Traffic Order.

ACTION: Clare to update Timed Project Plan.
COMPLETE.

ACTION: Clare to seek alternative lights and cancel the existing order.
COMPLETE. Clare has sourced alternative lights.

ACTION: Clare to speak to the insurance company regarding insuring the use of pyrotechnics/fireworks.
ONGOING.

ACTION: Clare to speak to the insurance company regarding insuring the use of pyrotechnics/fireworks.

ACTION: Clare to double check that Kevin Payne is booked as the Town Crier/MC for the event.
COMPLETE. Yes, he is.

ACTION: Clare to ask Andrew for volunteer Marshals.
COMPLETE.

ACTION: Clare to ask Andrew at Tesco if he could supply the children's fancy dress prizes again.
COMPLETE.

Clare H

ACTION: Clare to ask the local fire station if they can attend the event with an appliance.
ONGOING. Verbally they have confirmed they will be there. Clare is waiting for written confirmation.

ACTION: Clare to ask the local fire station if they can attend the event with an appliance.

ACTION: Clare to contact Rotary & Lions for volunteer marshals and formulate a rota.
INCOMPLETE.

ACTION: Clare to contact Rotary & Lions for volunteer marshals and formulate a rota.

ACTION: David to check that Create Storage are happy with the access arrangements for Sunday, 5th November.

ONGOING. David advised that the trees are being collected at 9.00 am on Sunday 5th November and he is liaising with Mole Avon regarding the man and van to transport them.

ACTION: Rosemary and Liz to fluff the trees when they come out of storage on Sunday, 5th November.

ONGOING.

ACTION: Rosemary to ask Yvonne if she can help with the fluffing.

ONGOING.

ACTION: Clare to source alternative lighting arrangements for the four Town Square trees.
COMPLETE.

ACTION: Clare to print the letters for Liz to deliver.

COMPLETE.

ACTION: Liz to deliver letters to local residents.

ACTION: Clare to order the waste bins.

COMPLETE.

34. Order of Business

It was **resolved** to change the order of business, and bring forward part of agenda item 9 'To receive an update on the lighting plan and agree a course of action', in order to welcome guests Rod Brookes-Hocking, Crediton Town Team and Daniel Willers, Yellow Mouse Studios, who wished to discuss an idea for this year's lighting.

Liz Brookes-Hocking declared a personal interest as she is married to Rod Brookes-Hocking.

35. To receive an update on the lighting plan and agree a course of action

Rod explained that the Town Team had been in conversations with Dan regarding the possibility of using augmented reality in one or more of its projects. During these discussions they felt it may be something that could be utilised on a small scale as part of Christmas in Crediton to enhance the public's experience. Dan explained that augmented reality can be used to enhance what we see and hear via the use of our mobile phones. He suggested hanging baubles or some other Christmas themed decorations on the Town Square Christmas tree or around the Town Square, which when scanned would make the reality more interactive by showing animations within the real world, such as a sleigh flying through the sky. Dan advised that he would be providing this to the Christmas in Crediton team free of charge, on the basis that the marker required to commence the augmented reality would be the Yellow Mouse Studios logo, which would be featured on each decoration.

Dan confirmed that there are no health and safety or security implications. Liz thanked Dan for attending the meeting and confirmed the Committee would consider the proposal later in the meeting.

Dan Willers left the meeting.

36. To receive an update on the marketing of the event.

Clare advised that there has been a delay on the printing of the material. The banner has now been sent to print and Emma is liaising with Hedgerow Print regarding the remaining artwork. In the meantime, Clare has printed A4 and A5 posters on the office photocopier so they can be distributed to shops and businesses.

Alan is taking photos of the main sponsors for publicising in the paper and on social media over the next few weeks.

37. To review the following and consider and agree any further actions:

- **road closure and traffic management plans.**

Clare is speaking with SW Highways regarding the possibility of them providing advanced warning signs. She is also chasing DCC Highways regarding the Traffic Regulation Order. Dan Webb has offered to assist Andi Wyer with the marshalling of the event and to conduct the marshals training prior to the start of the event.

- **the Parade and Town Square event.**

The Parade and Town Square event were discussed.

Peter advised the Parade and Town Square event were under control. He asked members if the Scouts should be in front of the Band or behind it in the Parade.

AGREED: The Scouts to lead the Parade and be in front of the Band.

ACTION: Clare to contact Debbie at the Scouts and make sure everything is okay with their arrangements.

Clare advised Alan had contacted Winkleigh Morris and they are coming.

ACTION: Clare to pass Winkleigh Morris' contact details to Peter so he can contact them.

ACTION: Peter to have a briefing meeting with Kevin re his duties on the day.

Peter advised that he has a meeting with Lucy regarding the fairies on Saturday, he will know more after this meeting.

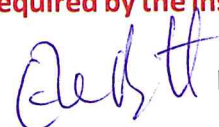
ACTION: Peter to confirm the number and involvement of the fairies.

ACTION: David and Andrew to talk to Jane at Turning Tides to see if they would like to perform when the road closes between 2.00 and 3.00 pm.

- **Fireworks/Pyrotechnics**

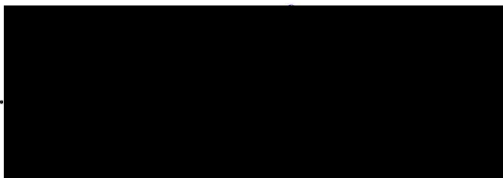
Both Jo Ward and Andrew Drayton have offered to help with this.

ACTION: Clare to e-mail Andrew and Jo and arrange a date for them to meet up, measure the Town Square and assist Clare with the details required by the insurance company.



38. **To review the Event Management Plan.**
Clare advised there had been no further changes since the last meeting. Clare asked members to let her know if any changes were required.
39. **To review the Timed Project Plan.**
A copy of the plan had been issued with the agenda and was noted by members. Clare asked members to let her know if any changes were required.
40. **To receive an update on the lighting plan and agree a course of action.**
Clare advised that Tom Coomber had reported that his cherry picker is currently broken. David suggested speaking to Roger Pennington to see if he could assist as he has lots of contacts.
ACTION: Clare to source a back-up cherry picker.
AGREED: For Clare to spend additional money, if required and within the budget, to hire a cherry picker to ensure all the Christmas lights are erected/installed.
- The idea of introducing augmented reality to the project was discussed.
AGREED: The Town Square Christmas Tree should be treated as sacrosanct with nothing being placed on it other than the lights.
AGREED: To pilot augmented reality this year, with markers being placed around the Town Square and possibly on the barriers situated around the Town Square Christmas Tree.
AGREED: Clare and Liz to liaise with Dan and Rod regarding the installation of augmented reality markers.
ACTION: Clare and Liz to liaise with Dan and Rod regarding augmented reality.
41. **To discuss the finances for the 2017 Christmas in Crediton project.** A copy of the budget sheet was circulated to member and reviewed by members. Clare advised that the project is operating within budget and is being financially supported by local businesses with 56 trees booked so far.
42. **To consider any other business/ideas relating to Christmas in Crediton 2017 not covered by this agenda.**
Peter requested 6 air cadets to assist with the opening and closing of the reserved area of the Town Square for Parade participants.
ACTION: Clare to contact the Air Cadets and request 6 cadets to assist with the event.
43. **To agree the date of the next meeting.**
AGREED: The next meeting will be held on Tuesday, 14th November 2017 at 2.00 pm.
44. **Close**
The meeting closed at 3.24 pm.

Signed ..



Date:.....

14/11/17