



Christmas in Crediton Committee Minutes
Tuesday 10th March 2015 at 2.00 pm
at Council Chamber, Market Street, Crediton

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

88. Apologies

Apologies were received and accepted from Dan Webb, Natalia Letch, Rosemary Stephenson, Yvonne Crone, and Alan Quick.

89. Declarations of Interest

None declared.

90. Minutes of the last meeting held on 17th February 2015

It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 17th February 2015.

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

ACTION: Clare to provide Mike and Dan with the list of where the High Street trees were located in 2014, to establish where more trees could be erected and black spots where brackets and permissions were required.

INCOMPLETE.

ACTION: Clare to provide Mike and Dan with the list of where the High Street trees were located in 2014, to establish where more trees could be erected and black spots where brackets and permissions were required.

ACTION: Mike and Dan to investigate where a third set of catenary wires could be erected.

COMPLETE. Clare had looked into this and suggested Market Street, between Ashton's Coffee Lounge and Crediton Post Office. Permissions would be required from the owners of the buildings and MDDC Conservation Officer.

ACTION: Clare to contact Chris at the Post Office and Peter to contact Mike at Bike Shed to obtain the necessary consents. If these can be obtained Clare to contact Paul Dadson, Conservation Officer.

ACTION: Clare to obtain quotations for the erection of another set of catenary wires and for putting up and taking down three cross street decorations and additional twinkling white lights to the catenary wires.

ONGOING. Clare has requested quotes but they haven't been received yet.

ACTION: Clare to obtain quotations for the erection of another set of catenary wires and for putting up and taking down three cross street decorations and additional twinkling white lights to the catenary wires.

ACTION: Clare to obtain up to date quotations to install lighting infrastructure to the lampposts on the Town Square and lights for trees on the Square.

ONGOING. Clare has requested quotes but they haven't been received yet.

ACTION: Clare to obtain up to date quotations to install lighting infrastructure to the lampposts on the Town Square and lights for trees on the Square.

EWB/H

ACTION: Clare to obtain quotations from contactors to erect all the decorations.

ONGOING. Clare has spoken to Mark who used to help Richard and he is interested in providing a quote. Clare needs to e-mail Mark the exact specification so he can provide a quotation. Clare warned that the costs would increase.

ACTION: Clare to obtain quotations from contactors to erect all the decorations. Peter and David to make enquiries regarding obtaining a 30 foot Christmas tree for the Town Square.

ACTION: Clare and Alan to establish if the road can be closed for a longer period, as this may affect the day of the week the event is held.

ONGOING: David reported the High Street Traders Group had suggested holding the event earlier in the evening and on a Saturday. The general feeling of the Traders was the actual switch on was quite late. Many children are ready for bed around 7-8 pm and as the High Street is very quiet from 2.00pm on a Saturday, it may be easier to close the road earlier on a Saturday. The shops definitely want to be open when the parade is on. The day and time of the parade and switch on were discussed and debated at length.

ACTION: It was agreed to defer setting the date of the event until April, pending Clare and Liz consulting with Paul Wilson, DCC Highways, David consulting High Street Traders and all members consulting the public via facebook etc., to establish the preferred date and time.

ACTION: Peter to cost out the parade and the workshops for the props and visuals.

ONGOING: Peter could not cost things out until definite plans had been made. He suggested the making of 5 pointed willow and tissue stars as visuals for the parade and everyone thought this was a brilliant idea.

ACTION: Peter to cost out the parade and the workshops for the props and visuals.

ACTION: Clare to speak to the Scouts to establish whether the cart could be used again for Father Christmas and whether it could be adapted into a fairy tale carriage.

ONGOING.

ACTION: Clare to speak to the Scouts to establish whether the cart could be used again for Father Christmas and whether it could be adapted into a fairy tale carriage.

ACTION: Mike, Liz and Peter to form a subgroup to discuss the detail of the Town Square event.

INCOMPLETE.

ACTION: Mike, Liz and Peter to form a subgroup to discuss the detail of the Town Square event.

ACTION: Clare to price up more high visibility marshals jackets.

INCOMPLETE.

ACTION: Clare to price up more high visibility marshals jackets.

ACTION: Clare and Frank to put together a portfolio of all the advertising Helmores received in 2014 and ask them if they would be willing to remain as sponsors but donating less money, possibly ask them to sponsor a particular thing, such as the Town Square Christmas Tree.

INCOMPLETE. Unable to do this until costings for the event are established.

ACTION: Clare and Frank to put together a portfolio of all the advertising Helmores received in 2014 and ask them if they would be willing to remain as sponsors.

ACTION: Clare to start putting finances together for the 2015 event.

ONGOING.

ACTION: Clare to start putting finances together for the 2015 event.

ACTION: Clare to put together a list of tangible things local businesses could sponsor, to increase the level of donation money received.

INCOMPLETE. Unable to do this until costings for the event are established.

ACTION: Clare to put together a list of tangible things local businesses could sponsor, to increase the level of donation money received.

EUBH

92. To discuss plans and ideas for 2015**a) Road closures and traffic management**

This had been discussed earlier.

b) Lights and lighting infrastructure

This had been discussed earlier and quotes are awaited.

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

This had been discussed earlier; the shops definitely want to be open for the parade and would like to spill out onto the street. The logistics of making it happen are dependent on whether the High Street can be closed for longer than 1 hour and the timings of the parade and switch-on event.

d) The parade

Willow and tissue stars as visuals in the parade, they are straight forward and easy to make. David asked whether Scouts from Bow could take part in the parade and it was agreed the more the merrier. Crediton is the central hub for numerous surrounding parishes and hamlets so all are welcome.

e) The town square event

Peter had contacted Rowan and the Retakes, unfortunately they were not available.

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

Peter advised members of an idea he had to encourage the public to visit the High Street and to look in shop windows. He had already made the suggestion at the High Street Traders group meeting and it had met with very positive support. 6-8 advent windows each containing a tableau that comes to life. It was agreed that Peter should pursue the idea.

93. To discuss fundraising for the 2015 Christmas in Crediton project.

Clare reported that she was no further forward.

94. To agree the date of the next meeting.

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

95. Close

The meeting closed at 3.25 pm



15/04/15