



Christmas in CREDITON Committee Minutes  
Tuesday 14<sup>th</sup> November 2017 at 2.00 pm  
at Council Chamber, Market Street, CREDITON

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**Present:** Liz Brookes-Hocking, Anne Hughes, Peter Hamilton, Rosemary Stephenson (part meeting), David Oliver, Andrew Drayton, Alan Quick, Andi Wyer (part meeting) and Clare Dalley

**45. To receive and accept apologies.**

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

**46. Declarations of Interest**

None declared.

**47. Christmas in CREDITON Committee Minutes –** To approve and sign as a correct record the minutes of the Christmas in CREDITON meeting held on 25<sup>th</sup> October 2017. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 25<sup>th</sup> October 2017.

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

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

COMPLETE.

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

COMPLETE. Clare advised that Nigel can attend, unfortunately, Tina won't be able to due to prior commitments.

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

COMPLETE. Clare advised that the ladies operating the Lost Children point requested to be in CREDITON Coffee Company and this has been arranged.

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

COMPLETE.

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

COMPLETE. SWH have agreed to supply the advanced warning signs.

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

INCOMPLETE. This has not been able to be sorted, so there will not be any pyrotechnics or fireworks.

EWBA

**ACTION: Clare to ask the local fire station if they can attend the event with an appliance.**  
COMPLETE. Clare confirmed the fire service will be present with an appliance.

**ACTION: Clare to contact Rotary & Lions for volunteer marshals and formulate a rota.**  
ONGOING. Clare is still awaiting confirmation of who can help. Andrew suggested Clare contact the Amber Foundation to see if they can assist.

**ACTION: Clare to contact the Amber Foundation for volunteer marshals.**

**ACTION: Liz to deliver letters to local residents.**  
COMPLETE.

**ACTION: Clare to contact Debbie at the Scouts and make sure everything is okay with their arrangements.**  
COMPLETE. Everything is going according to plan.

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

**ACTION: Peter to have a briefing meeting with Kevin re his duties on the day.**  
ONGOING. Peter has been communicating with Kevin by e-mail, however, he needs to have a proper conversation with him.

**ACTION: Clare to ask Kevin's permission to pass his contact telephone number to Peter.**

**ACTION: Peter to confirm the number and involvement of the fairies.**  
COMPLETE. Peter advised that unfortunately the street fairies won't be happening. Therefore, there is now a requirement for Parade Stewards.

**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.**  
COMPLETE. Andrew confirmed an e-mail needs to be sent to Jane at Turning Tides.

**ACTION. Clare to send Jane at Turning Tides' e-mail address to Peter so he can have a chat with them and see if they can be fitted in to the schedule.**

**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.**  
INCOMPLETE. There will be no fireworks or pyrotechnics this year.

**ACTION: Clare to source a back-up cherry picker.**  
COMPLETE.

**ACTION: Clare and Liz to liaise with Dan and Rod regarding augmented reality.**  
COMPLETE.

**ACTION: Clare to contact the Air Cadets and request 6 cadets to assist with the event.**  
ONGOING.

**ACTION: Clare to contact the Air Cadets and request 6 cadets to assist with the event.**

EWISH

**49. To receive an update on the marketing of the event.**

Clare advised:

- A poster detailing the running order has been printed and laminated and will be placed on lampposts around the Town over the next few days.
- Paul Fallon has flood lit the banner at Queen Elizabeth Drive.
- The Crediton Courier are running stories and features on the event.
- It is intended for a final press release, detailing Yellow Mouse Studios involvement, to be released shortly.
- Liz has delivered 140 letters to premises in and around the Town Square.
- Posters confirming the closure of Market Street car park between the hours of 2.00 pm and 7.00 pm will be put up tomorrow.
- She is trying to upload posts to the Christmas in Crediton Facebook page every day.

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

- **road closure and traffic management plans**

Clare advised that 2 pairs of marshals were still required for the 3.00 pm – 5.00 pm shift at the bottom of Market Street and North Street and she was liaising with community organisations.

Andi Wyer arrived 2.33 pm

- **the Parade Town Square event**

Peter confirmed the Guides were getting on okay with the making of the arches. He will be visiting them on Monday with the lights when he will also discuss how and when they will be bringing them to the Town Square for the event. Clare suggested they could be dropped off at the Council office before the event, if the Guides would like to do this.

Rosemary requested four Parade Stewards following the unfortunate news that there would be no street fairies. Liz confirmed she would manage the Parade Stewards and requested they meet her at the Methodist Church at 4.00 pm to collect their high visibility vest and receive a briefing. Liz also confirmed that she would be responsible for getting the fancy dress participants from the Methodist Church to Rosemary and Yvonne at the top of Market Street for the Parade.

**ACTION: Clare to find a minimum of four Parade Stewards.**

**ACTION: Frank and Natalia to look after the fancy dress winners. After the Parade Frank will go to the stage to thank the Sponsors and Natalia will take the fancy dress winners to the gazebo for the big Switch-On.**

**ACTION: Peter to check where the big Switch-On lever is.**

It was agreed for Peter to brief the Air Cadets on their duties of looking after the cordoned area in the Town Square and asked Clare to arrange for them to meet him at the Town Square Christmas Tree at 4.00 pm.

**ACTION: Clare to arrange for the 6 air cadets to meet with Peter at the Town Square Christmas Tree at 4.00 pm**

*EWB*

The movements of Father Christmas were discussed in detail and it was agreed that he needed to be at the top of Market Street at 5.05 pm. It was agreed that after the Switch-on he would leave on the motorbike via Parliament Street.

**ACTION: Clare to provide Peter with Peter Brewer's telephone number in order to discuss the arrangements.**

Rosemary left the meeting at 2.45 pm

- **Fireworks/Pyrotechnics**  
There will be no fireworks or pyrotechnics this year.

**51. To review the Event Management Plan.**

The Event Management Plan was reviewed.

**ACTION: Clare asked everyone to check their contact telephone numbers in the plan and e-mail her with the up to date details.**

**52. To review the Timed Project Plan.**

Peter explained that a trailer was required to transport the tentage from the Arts Centre to the Town Square. David confirmed that he and his van could help move the tentage back at the end of the event.

**ACTION: Clare to find a large trailer/van/pick-up to move tentage from the Arts Centre to the Town Square at 8.30 am.**

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

**AGREED: Liz to walk the High Street and identify where the 17 remaining trees could be erected.**

It was acknowledged that the remaining trees would only be erected on either empty properties, or businesses that had already paid for a tree.

**54. To discuss the finances for the 2017 Christmas in Crediton project.**

Clare confirmed the finances were still on target.

**55. To consider any other business/ideas relating to Christmas in Crediton 2017 not covered by this agenda.**

The prizes for the fancy dress competition were discussed as this year they are all unisex. Alan advised that the window dressing competition would be judged after the 25<sup>th</sup> November 2017.

**AGREED: The trees will be taken down on the weekend of the 13<sup>th</sup>/14<sup>th</sup> January 2017.**

**56. To agree the date of the next meeting.**

To be confirmed.

**57. Close**

The meeting closed at 3.27 pm.

Signed



(Chairman)

Date:

13/02/18