



Christmas in Crediton Committee Minutes  
Tuesday 24<sup>th</sup> April at 2.00 pm  
at Council Chamber, Market Street, Crediton

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**Present:** Liz Brookes-Hocking, Frank Letch, Anne Hughes, Steph Jones, Jack Robson, David Oliver, Andrew Drayton, Lauren Cook, Mike Haines, Paul Hilton and Clare Dalley

**69. To receive and accept apologies.**

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

**70. Declarations of Interest**

Frank 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.

**71. Christmas in Crediton Committee Minutes –** To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 13<sup>th</sup> February 2018. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 13<sup>th</sup> February 2018.

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

**ACTION: Clare to obtain quotations for the refurbishment of the cross-street decorations.**  
ONGOING.

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**ACTION: Clare and Liz to meet with three lighting companies to gain technical advice and ideas for more colour in the High Street.**  
ONGOING.

**ACTION: Clare and Liz to meet with three lighting companies to gain technical advice and ideas for more colour in the High Street.**

**ACTION: Clare to obtain quotations for additional warm white spheres for the Town Square.**  
COMPLETE.

**ACTION: Clare to obtain quotations for the erection of the existing lights.**  
COMPLETE.

**ACTION: Clare to investigate alternative power options for the two cross street decorations located at the top of Market Street.**  
ONGOING.

**ACTION: Clare to investigate alternative power options for the two cross street decorations located at the top of Market Street.**

**ACTION: Clare to investigate the recycling opportunities/capabilities of Christmas lights and decorations and identify the Christmas in Crediton carbon footprint.**  
ONGOING.

**ACTION: Clare to investigate the recycling opportunities/capabilities of Christmas lights and decorations and identify the Christmas in Crediton carbon footprint.**

**ACTION:** Clare to obtain quotations from contractors to put up and take down the High Street Christmas trees.

COMPLETE.

**ACTION:** Clare to overhaul the Christmas tree booking form so further information can be collected, such as specifying the tree holder to be used. The form also needs to stipulate a cut-off date for the booking and additional/necessary information.

INCOMPLETE.

**ACTION:** Clare to overhaul the Christmas tree booking form so further information can be collected, such as specifying the tree holder to be used. The form also needs to stipulate a cut-off date for the booking and additional/necessary information.

**ACTION:** Clare to contact Roger Lee in October to confirm the arrangements for the tree.

COMPLETE.

**ACTION:** Clare & Liz to explore the potential candidates to replace Peter.

ONGOING.

**ACTION:** Clare & Liz to explore the potential candidates to replace Peter.

**ACTION:** Clare to make the following bookings:

- Two-way radios – COMPLETE.
- Road closure – ONGOING.
- First aid – ONGOING.

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- Road closure – ONGOING.
- First aid – ONGOING

**ACTION:** Clare to explore fundraising options.

ONGOING.

**ACTION:** Clare to explore fundraising options.

**73. To discuss plans and ideas for 2018 including:**

- **Marketing the event**

Clare circulated a poster that had been prepared by Emma for consideration by members. Lauren suggested it contain more information regarding the event such as food available and the band. Lauren also advise that Mole Avon have fonts and stock photographs which they are willing to share with the Town Council.

**ACTION:** Lauren to liaise with Emma to arrange the sharing of fonts and stock images.

Frank suggested that the colour of the 'Winter Wonderland' wording be changed as it doesn't stand out from a distance. Several members agreed with this and it was felt the wording should be changed to red and gold.

**ACTION:** Clare to change the colour of the 'Winter Wonderland' wording to red and gold and circulate to members for approval.

**AGREED:** The poster design was agreed subject to the wording colour change.

The distribution of the posters was discussed and Andrew and Steph both offered to distribute them, when the time comes, to Copplestone and Bow. Jack advised that the Arts Centre has a distribution network that could be utilised.



- **Road closures and traffic management**

Clare advised that the road closure application had not been submitted yet. She requested confirmation of the start and close times for the event, in order that they could be submitted following this meeting. Liz provided an overview of what had happened in 2017. Clare suggested that the timing be kept the same as last year with parking being suspended at 12.00 noon, with the road closure starting at 2.00pm and finishing at 7.00pm

**AGREED: To suspend parking on all roads around the Town Square from 12 noon with the road closure taking effect at 2.00pm and finishing at 7.00 pm.**

Clare advised that the 'Road Closure for Community Events' training needed to be refreshed as it has been more than 3 years since the training was undertaken. However, she confirmed that Andi Wyer was willing to be Chief Marshall this year and he is Chapter 8 qualified, therefore, this is sufficient to meet the road closure regulations.

- **Lights and lighting infrastructure**

Clare advised that she had obtained quotations for the erection of the existing lights. There could be a problem with the electrics for the cross-street decorations as Natwest will be closed and she is still exploring alternative sources of electricity.

**AGREED: To book SAJ Window Cleaners to erect the 100 High Street Christmas Trees and to install three cross street decorations at a total cost of £1,000 plus VAT.**

Clare confirmed she had been obtaining quotations for new lights and discussed these with members. This included additional lights that could be placed in the flag holders, which were 24 triple stars. From quotations obtained for new cross street decorations it may be cheaper to buy new than refurbish the existing. This would also provide variety since the existing cross street decorations have been used for several years now.

She also advised that she had been speaking to Devon County Council (DCC) regarding the possibility of using the heritage lampposts for Christmas decorations. DCC will be surveying the lampposts in the next two to three months. If the lampposts are suitable it will cost approximately £300 per lamppost for the required electrical infrastructure. The cost of purchasing and putting up and taking down new lights will be on top of this. It also needs to be considered whether this is a sustainably viable option as the lampposts are twelve to thirteen years old and there is the possibility that DCC may say in two to three years time that the lampposts aren't stable enough anymore.

Steph suggested exploring whether we could exchange lights with another town to keep costs down whilst adding variety. Clare confirmed she would investigate this.

**ACTION: Clare to investigate the possibility of exchanging lights with another town.**

**AGREED: To purchase 24 triple stars for installation on the flag poles in the High Street from Lamps & Tubes at a unit cost of £85 plus VAT.**

**ACTION: Clare to obtain further quotations for 3 new cross-street decorations that must be a mixture of warm and cool white and include stars. The budget for all three being no more than £2,000 plus VAT.**

**ACTION: Andrew to ascertain why the brackets for the Tesco High Street store hadn't been erected.**

David advised that he had two brackets available for anyone that wants them. They have been removed from his Exeter store

Jack apologised as he needed to leave the meeting, he advised that the Arts Centre could help with arranging and booking music and entertainment for the event.

**ACTION: Liz and Jack to meet up separately to discuss the music and entertainment requirements for this year's event.**

- **The fancy dress competition**

Clare asked where the Committee would like to hold this year's competition. Various venues were considered. Considering distance from the Town Square and space available Clare was asked to explore whether it is possible to use downstairs in the Methodist Church as this would provide more space.

**ACTION: Clare to explore whether it is possible to use downstairs in the Methodist Church as this would provide more space.**

The judges for this year's competition were considered and Clare suggested Helen Dreever, James Gregory and Dee Holly Fernley Weiner.

**AGREED: For Clare to ask Helen Dreever, James Gregory and Dee Holly Fernley Weiner.**

**ACTION: Clare to ask Helen Dreever, James Gregory and Dee Holly Fernley Weiner to judge this year's fancy dress competition.**

David advised that the Chamber is struggling but it will try to organise the competition. Lauren advised that she will be able to assist with this.

- **The parade**

Liz advised that the Committee is still looking for help to replace the hole left by Peter Hamilton. As Steph is an Event manager and has joined the Committee it was agreed for her and Liz to meet up separately and have a creative meeting.

**ACTION: Liz and Steph to have a creative meeting about what needs to be done.**

**ACTION: Liz to contact a local Artist who may be interested in replacing Peter.**

- **The town square event**

Ideas for the event were discussed. As there had been no suggestions for an alternative to the land train, it was agreed to explore having it at this year's event.

It was felt that if the land train could be used, it needed to be dressed up and for there to be a 'character' on the train. Christmas background music was also suggested. It was felt that a meeting with the land train management would be needed prior to making a booking, to discuss the Christmas in Crediton requirements and reliability, in order to avoid the issues experienced in 2017.

**ACTION: Clare to obtain a quotation for the land train to return.**

**ACTION: Clare and Liz to visit Stuart Line Cruises to discuss the land train requirements and its reliability.**

**ACTION: Clare to ask Peter Brewer to be Father Christmas again.**

Clare advised that she'd had an initial meeting with Dan at Yellow Mouse Studios regarding using augmented reality at this year's event. Dan had suggested incorporating a competition, such as a selfie with the elfie, with the elf appearing in different places in the Town. These photos are then loaded onto the Christmas in Crediton Facebook page.

Clare advised that the elf would need to be designed early as he would need to go on the posters.

- **Any other plans and ideas not covered above**  
None.

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**74. To discuss the finances for the 2018 Christmas in Crediton project.**

Clare advised the project budget is the same as last year's, which is £14,000 provided by the Town Council and an anticipated income of £3,000 from sponsors and traders. The budget is broken down in repeat costs, community participation, new lighting infrastructure and miscellaneous. She also confirmed that the underspend from last year's budget had been earmarked. Clare confirmed that she should be able to circulate costing at the next meeting when the quotations for all parts of Christmas in Crediton should have been received.

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

**AGREED: Tuesday 12<sup>th</sup> June 2018.**

**76. Close**

The meeting closed at 3.35 pm.

Signed

A large black rectangular redaction box covers the signature area. A small blue arrow points to the right from the top right corner of the box.

(Chairman)

Date:.....

12/06/18