

**Christmas Festival 2017 Planning Group**  
Notes of a meeting held on Wednesday 26 July 2017  
2pm at Castle Park Arts Centre

**Present:** Mike Pusey (Chair), Sue Thomson (FCA), Gill Hesketh, Martin Maris, Pauline Sharpe (St Laurence Parish Hall), Cllr Caroline Ashton (FTC), Neil Flanagan (PCSO), Naomi Anstice (Schools) and Hazel Catt (Town Clerk)

1. Notes of meeting 29 March 2017 – were agreed.
2. Generators – MP to follow up contact about additional lighting towers.
3. Car Parking – As the lorries are getting dressed at the Community Centre and then lining up, in the correct order, along Fluin Lane (right-hand side after leaving the Community Center)) to wait to move to the parade start, the rough area at the end of Station Car Park will be available for market traders. TC will contact Chris Green about using the Goods Shed car park area again.

TC will draft a letter to residents on Fluin Lane to give them notice about the new arrangements, and that lorries will be parking from 12noon till 6pm on Fluin Lane. MP will deliver them.

PCSO agreed to the areas being coned off on the Friday evening in order that lorries will be able to park up.

Volunteers/Marshals will be needed to manage the car parking both at the Station car park and at the Community Centre.

4. Market – 40 stalls booked. Depending on lay out might be additional 10 plots. MM has contacted the co-ordinator of the **Cheshire Maker's Market** and offered some stall spaces to them - awaiting their reply.
5. Road Closure, Signage & Barriers – Road closure info will be added to the leaflet.
6. Other Venues including Castle Park, Bear's Paw & Parish Hall – The Arts Centre and Parish Hall will be open as usual. We're assuming the Bear's Paw will have the funfair as usual.
7. Santa's Grotto – The Craft Box are unable to host the Grotto as they are moving out of Main Street. GH has asked to use premises near the old Cadet Barracks and will report back. Other venues will be investigated.
8. First-Aid – It was agreed to go with St Johns Ambulance as they gave a very competitive quote. Bases at Castle Park Arts Centre and the Parish Rooms could be used if required.
9. Parade – The lorries will move from Fluin Lane to Church Street at 6pm ready for children to board. It will set off as usual at 6.30pm once the single firework has indicated the light switch on.

TC to check:

Reindeer booked from 3pm.

Traffic Management booked.

Station car park booked (Ian Tordoff)

Contact Youth Club and ask if they wish to participate.

Check that Frieworks have been ordered.

TC to:

Amend Event Plan and send to IT.

Submit TEN application.

10. University volunteers – agenda next time.
11. Access points – It was agreed to try and make the parking bay outside Millwards - Health Food shop, a designated place for wheelchair users.
12. Busking points – decided to concentrate on bottle bank area and Arts Centre courtyard. TC to contact Rotary about the stage and sound system. Probably will not require stage. Naomi will contact schools, including HHS, and Frodsham Sings.  
Performance Greets may be available to do street entertainment.
13. Sponsorship – It was suggested that reps should attend the September Pub Watch meeting to seek sponsorship. Swetenhams have agreed to produce the leaflets, postcards etc. MP to liaise with Swetenhams to confirm they will do pamphlets including art work.
14. Advertising – It was agreed to do the postcards again as an early advert then the more detailed leaflets, with map etc, will be available nearer the time.  
Facebook – check with Judith Critchley that she's still able to do this.
15. Advent boxes – Naomi will be organising this as usual.
16. AOB
  - Vintage Bus – TC to book.
  - Mayor – TC to talk to Cllr Oulton about his involvement.
  - Best Kept Window – TC will liaise with ST about the letter.
  - Recycle Tip – TC to put up posters reminding people it will be closed and publish on facebook and FTC website.
17. Date of the next meeting – 30 August 2pm Castle Park House.  
Apologies from Neil.