

Christmas Festival 2017 Planning Group

Wednesday 30 August 2017

2pm at Castle Park House

NOTES OF THE MEETING

Present:	Cllr C Ashton (CA)	FTC
	Andrew Bowles (AB)	CWAC Events Team
	Carl Johnson (CJ)	CWAC Streetscene
	Gill Hesketh (GH)	Christmas Market Volunteer
	Sue Thomson (ST)	CCA & Christmas Market Volunteer
	Pauline Sharpe (PS)	St Laurence's Church & Parish Hall
	Nic & Sarah (N&S)	Home & Beauty
	Vince Akers (VA)	Rotary
	Hazel Catt (TC)	FTC Town Clerk
	Mike Pusey (MP)	Love Frodsham

Cllr Ashton agreed to chair the meeting until Mike Pusey arrived as he was held up.

Apologies: PCSO Neil Flanagan and Naomi Anstice.

1. Notes of meeting 26 July 2017

The notes were agreed.

2. TEN

TC had applied for and received the Temporary Events Notice. She had also completed the Events Application Form on CWAC website.

3. Events Plan and Risk Assessment

The event plan and risk assessment was discussed.

There had been issues about ice at last year's event and concern that spreading salt would make FTC liable if anyone slipped. AB will check this out. CJ will check if Streetscenes can help before the market is set up if freezing weather is forecast.

CWAC will supply radios as usual.

Traffic Management & Traffic Orders for the closure of parking bays – TC to discuss with Blue Arrow about extra warning signs 2 weeks before.

MP arrived and took the Chair.

Community Centre – dressing the lorries – MP to speak to Mark Avis about bringing the lorries after 12noon and ST will speak to Naomi about whether that will be OK with the schools and how many lorries (long or short) are needed.

MP to check Frodsham Silver Band and Warburton's trailer are attending.

Start of the parade – need a flashing vehicle to give advanced notice – could be Police, Fire Engine or FTC van with a magnetic light. Also Rotary could use their sleigh in the parade with music, lights and snow, and could send out a message on the PA to say 'Santa is on his way'.

Vintage Bus will be at the back.

Lost Children could be directed to the Beer tent.

CWAC Streetscenes to provide extra wheelie bins and carry out extra cleaning at the end of the night – CJ to check with Neil Bowdler.

Risk Assessment for the Market which had been circulated referred to last year's market at Castle Park House – needs updating for this year's Christmas Market – TC.

Santa's Grotto Risk Assessment – ST will draft. Rotary will park their float outside once confirmed.

4. Market

Reservations – 42 stalls.

Booking forms will be sent out soon asking for payment.

Leafletting of the car park in the week before to raise awareness that the car park will be closed from 6pm on Friday night and patrols on Friday evening from 4pm needed – MP & CA.

FTC to arrange a banner for the railings on the walkway to the platform.

Recycle Centre – it has been agreed it will close. AB will ask if it could open the following Tuesday instead.

Rotary stage without the platform – VA thought it should fit in the area behind the glass bins. TC to contact FTC's insurance once VA provides valuation. VA to confirm if the sound system is working.

Need a coffee stall – N&S will talk to Brew & Tucker.

5. Traffic Management

TC has commissioned Blue Arrow.

6. Fireworks

Has been booked.

7. Advertising update

Swetenhams are going to send the postcard to all surrounding areas late September/ early October – ST to discuss designs next week.

N&S were asked to help with promoting the event with fellow businesses and on Frodsham Shops, which is administered by Paws & Claws.

8. University volunteers

Students are not back yet. MP will go with AB to meet with them to discuss their role.

9. Santa's Grotto

ST and GH are visiting a possibility this afternoon. Other options include Castle Park Arts Centre, Glass House in the Park (TC to talk to Sharon Marshall), and several other shops in the town.

10. Stage & performers

Already discussed.

11. Bear's Paw/Fun fair

This has been agreed.

12. Vintage Bus

TC is waiting for confirmation of the booking.

13. Reindeer

Booked but can't arrive until 4pm. Best place will be in the Goods Shed yard with extra barriers across the entrance – TC to discuss with Blue Arrow.

14. Best Kept Window Competition

Draft letter to business was discussed and amendments agreed.

15. AOB

Generator – TC is actively seeking quotations and has asked KDE for advice. Only one received so far but too expensive. AB will find out who does Chester Markets. N&S suggested a company and TC will follow this up. Any other suggestions welcome.

Teen Market – FYA are considering holding a market on that day – TC to check what time. Young people will be asked if they'd like to be involved in the parade when they return after the holidays.

Army Cadets – will be asked if they want to be involved when they return after the holidays.

Car Parking at the Community Centre – Need student marshals throughout the day.

16. Date of the next meeting

Wednesday 11 October, 2pm at Castle Park House. (PS gave her apologies).