

## **Christmas Festival 2018 Planning Group**

Wednesday 7 March 2018

2pm at Castle Park House

**Present:** Mike Pusey (Chair), Cllrs J Critchley & C Ashton, Sue Thomson, Gill Hesketh, Pauline Sharpe, Vince Akers, PCSOs Neil Flanagan & Jon Kopczyk and Hazel Catt (Town Clerk).

### **1. Apologies**

Nic & Sarah Hughes (Home & Beauty), Ian Tordoff & Andrew Bowles (CWAC), Naomi Anstice and Peter Vickery.

### **2. Final Budget/Spend for 2017**

The final spend against FTC budget was noted. It was also noted that the Love Frodsham spend against budget should also be reported in future. Mike Pusey will attend the next Events Committee meeting on 13 March.

### **3. Minutes of the previous meeting on 16 January**

The minutes were noted.

### **4. Review Options for Festival**

Mike reported that M Avis will be available to assist with the parade next year after all.

Station car park – still not clear whether this will be available and usable.

Judith is meeting with CWAC officer to discuss what is happening and will ask questions on behalf of this group.

Main Street – no possible as there are too many people attending for safety.

Eddisbury Square - TC will contact the owners to see if this could be available as in the past.

Good Shed – TC to ask CWAC to see if it would be possible to use the front part.

Cadet Hall – TC will contact the Army Corp to see if it would be possible to hold a charity market in the parade hall.

Car Park behind Costa Coffee – TC to contact owner (Kate D has the details)

Leisure Centre Sports Hall – TC to contact the manager.

The preferred option is Station Car Park with additional market space if possible in other places.

### **5. Festival Management**

TC has spoken to Cllr Alan Oulton who is willing to act as Festival Manager on the day. Mike will be having a stall and is willing for this to be used as Base Camp.

### **6. Parade**

Dressing the floats at the Community Centre worked well but M Avis needs to get them there in the morning if possible during normal working hours for the drivers. Sue will check with the Community Centre if this would be possible – compensation for lost bookings could be made.

Rotary Float was a great addition last year and we'd like it again this year.  
TC to book the vintage bus and the reindeer.

**7. Market**

Deferred until confirmation about site of market.

**8. Generators**

Deferred until more found out about gazebo hire. TC to check with Knutsford Town Council about costs with their supplier.

**9. Car Parking**

Deferred until confirmation about site of market.

**10. Road Closure, Signage & Barriers**

It was agreed to roll-over the existing traffic management contract with Blue Arrow for another year (tendered out in 2017). Neil suggested extending the closure times starting earlier at 5.45pm. Marshalls will be needed at the barrier points to stop people sneaking through.

**11. Santa's Grotto**

Bear's Paw have offered their barn.

**12. First-Aid**

TC will start the tender process. Any suggestions for companies to invite would be welcome.

**13. University volunteers**

Deferred.

**14. Sponsorship**

It was agreed that the regular donators should get a certificate and should be publicly thanked on social media and in local publications.

**15. Advent boxes.**

Deferred.

**16. AOB**

Police presence – Neil will sort this out.

Advertising & brochures – to added to the next agenda.

Theme – Suggestions included 'the magic of Christmas', asking Blakemere what their theme will be for next year (TC to contact them) and asking Naomi what the schools might like.

Shop Window Competition – need the theme but it was agreed to do it again.

Fireworks – the company are attending the next Events Committee on 13 March so it will be discussed there.

**17. Date of the next meeting**

Wednesday 9 May 2pm Castle Park House.