

Christmas Festival 2018 Planning Group

Minutes of a meeting held on Thursday 19 July 2018
2pm at Castle Park House

Present: Mike Pusey (Chair & Love Frodsham), Cllr C Ashton & Hazel Catt (FTC), Vince Akers (Rotary), PCSO Neil Flanagan, Naomi Anstice (Schools), Kim Horton & Michelle Carter (CPAT) and Ian Tordoff & Andrew Bowles (CWAC)

1. Apologies

Apologies had been received from Pauline Sharpe and Cllr Alan Oulton.

2. Minutes of the previous meeting on 11 July

Hazel read through the minutes outlining the main agreed items:

Santa's Grotto in the Arts Centre with face painting and Santa's Sleigh.

First-aid – Top Cat.

Printing brochures – Hawk Publishing

3. Gazebos & Generators – to discuss Plan B

As Events Bhudda had failed to produce the quotations it was agreed to revert back to the original plan and consider using them next year.

There was the potential to use a 3-phase electricity supply nearby if we were to purchase the cabling. It was agreed that Mike to get quotations for the necessary cabling and speak to KDE. Caroline also has a contact.

The Traffic Management company may also have fencing and equipment used on the bridge work, including lighting towers, available – Mike to contact them.

4. Market

It was agreed to hold the prices to the same as last year £55 per pitch or £100 for a double. The letter can go out asking people to book. Hazel will ask Knutsford Clerk if he would circulate details to his Christmas Market stall holders. An area would be designated a the food court. We could hire tables and chairs.

Charity stalls and the extra Prosecco Bar could be directed to the Arts Centre.

Reindeer – we need to decide where to put them at the next meeting. Hazel to check their availability and seek discount as we don't want the sleigh.

Questionnaires at the end of the day – to be discussed next time.

5. Road Closure, Signage & Barriers

It was agreed to hold the walk-a-bout before the next meeting on 22 August – meeting at Community Centre. Hazel will invite the Traffic Management Company to attend. There were issues last year with them not following the agreed Plan. Total closure with marshals would be required.

To discuss the TMP & additional marshalling costs and agree actions.

6. Santa's Grotto – already agreed to be at the Arts Centre.

7. Vintage Bus

Michelle has given Hazel the contact details for 2 companies.

The Silver Band trailer would be big enough to accommodate the Mayor etc if a replacement bus was too expensive.

Snow Machine – Mike is looking into the potential of using a 12v machine. Ian suggested speaking to Chester BID as they had one – Andrew will pass Mike the details.

8. Advent boxes.

Naomi confirmed that all the boxes are in good order. The theme this year is the 'Magic of Christmas'.

9. Stage

The programme (12noon – 6pm) will involve local schools, and Frodsham Sings will be invited. The opportunity for local people and groups to perform could be advertised on facebook to fill in the programme. Naomi is happy to draw the programme together and MC some of the day.

Parade

This year all the children will be on the pavement along the round to avoid splitting families. This means the road closure will be earlier. Clear instructions need to be given to M Avis to instruct his drivers.

Everyone in the parade needs to be encouraged to dress up.

10. TEN

If all the alcohol is in one area there will only need to be 1 TEN but if scattered around there would need to be 2.

11. Event Plan and Risk Assessments

To be completed after the walk-a-bout.

Andrew confirmed that the event had been registered with CWAC.

12. AOB

Car parking will be available at the Community Centre.

Army Cadets - Hazel will contact the Army Cadets about getting involved and possible helping to manage the car parking.

Children's Activity Workshop – Sal from Gleaves wants to run an activity workshop.

Parish Hall – Pauline had previously confirmed that their Fayre would be open as usual.

Fairground – Mike will check with the Bear's Paw.

Street Entertainers – An appeal for street entertainers and buskers could go out on facebook. Also Andrew will send the contact details to Hazel for the Chester Buskers. It may be possible to negotiate with the Street Entertainment company to choose the acts – the French unicyclist was popular.

FYA – Hazel will contact them to see if they want to get involved.

Events Bhudda quotes – to be circulated round when it arrives.

13. Date of the next meeting

Wednesday 22 August 2pm CPH. Walk-a-bout starts at 12.30pm meeting at the Community Centre.