

## **Christmas Festival 2018 Planning Group**

Wednesday 9 May 2018

2pm at Castle Park House

**Present:** Cllr C Ashton, PCSO N Flanagan, Mrs G Hesketh, Mrs S Thomson, Mrs P Sharpe, Mr V Akers and Mrs H Catt.

PCSO N Flanagan agreed to chair the meeting.

### **1. Apologies**

Apologies were received from Mr M Pusey, CWAC Officer I Tordoff & A Bowles, Mrs N Anstice. Mr & Mrs Hughes has decided to leave the group.

### **2. Minutes of the previous meeting on 7 March**

The minutes of the last meeting were agreed.

Hazel had not yet contacted the owners of Costa Coffee and Eddisbury Square, or the Leisure Centre manager. The Goods Shed will not be available as there are plans to demolish it. She is in contact with the Cadets but they haven't moved back in yet.

### **3. Parade**

Sue reported that the Community Centre were looking at alternative parking arrangements on the day to allow the lorries to be delivered in the morning for decorating. Hazel will contact Mike to check that he still has the cones needed to use on Fluin Lane.

Hazel to speak to her contact at Blakemere and Naomi about whether the Unicorn will be available again.

### **4. Market**

Deferred to future meeting.

### **5. Gazebos & Generators**

Hazel had received 3 quotations for the provision of gazebos and power.

Unfortunately only one company can provide everything we need so it was agreed that Hazel would liaise with them to arrange a site visit to discuss our requirements directly with the company.

### **6. Car Parking**

It was agreed to go ahead on the same basis as in previous years.

### **7. Road Closure, Signage & Barriers**

Hazel has contacted the Traffic Management Company about the cost of extra marshalling but had not response yet – she will chase up.

Policing on the day will be PCSOs and Specials. Neil suggested having a walk-through visit along the route and this was agreed.

### **8. Santa's Grotto**

Deferred to future meeting.

### **9. First-Aid**

We had received 9 quotations for the provision of First-Aid but many of the companies were not local. It was agreed that Hazel would get references for the 3 most local companies as we haven't used them before.

**10. University volunteers**

Deferred to future meeting.

**11. Sponsorship**

Deferred to future meeting.

**12. Advent boxes.**

Deferred to future meeting.

**13. AOB**

Advertising & Brochures – Caroline suggested using the same publishers as the Festival of Walks. Rotary have also used them. Hazel will get a quotation.

Stage & Float – Rotary will provide them again.

Reindeer – Hazel will book them again.

**14. Date of the next meeting**

Wednesday 11 July at 2pm. Pauline gave her apologies.