

CLEVEDON TOWN COUNCIL

SUB-COMMITTEE FOR THE CLEVEDON TRIANGLE CHRISTMAS LIGHTS 2016/17

Report to the Town Events & Amenities Committee of the meeting held on Friday 4th November 2016 at 9.00am in the Clevedon Town Council Offices.

PRESENT: Cllr C Francis-Pester

Cllrs B Hatch, Cllr G Watkins, Mrs K Gaydon – Clevedon Baptist Church, Mr S Harrison – DM Events, Mr J Fox – Triangle Traders, Mrs I Johnson & Mrs S Howard – Clevedon Town Council.

CHL/16/115 APOLOGIES FOR ABSENCE

Cllrs J Norton-Sealey, J Geldart and A Shopland had sent their apologies.

CHL/16/116 MINUTES OF THE LAST SUB COMMITTEE MEETING HELD ON 20th OCTOBER 2016

The Minutes were **AGREED** as correct.

CHL/16/117 UPDATE ON ACTIONS SINCE THE LAST MEETING

117.1 - WH SMITH POWER SUPPLY

ACTION: *Cllr Francis-Pester advised that he needs to contact WHSmiths to firm up a contact person during the Christmas Lights switch on. Also, for the Contractor to investigate a local emergency electrician for the Christmas lights if required.*

CHL/16/118 SWITCH ON EVENT – 26TH NOVEMBER 2016 – ACTION LIST

ROAD CLOSURE – NSC have requested further clarification and detail about the switch on event, i.e. regarding marshalls, fairground rides etc.

ACTION: *Sue Howard to respond to questions from NSC*

MARSHALLING – Required at entrance to Station Road; Old Church Road junction of Lower Queens Road and Queens Road; junction Marson Road and Old Church Road. Marshalls in place from 9.00 am. Minimum of 20 marshalls required.

RESOLVED: High Vis jackets via Sam Harrison and NSC

ACTION: *Town Councillors and Air Cadets to be asked if they can help.*

Briefing meeting for all Marshalls and those helping on the day to be held at the Clevedon Town Council offices on Wednesday 23 November 2016 at 6.30pm

ROAD FURNITURE, SIGNS ETC REQUIRED Signs at Station Road and Old Church Road out 1 week before warning of road closure. Two road closed signs on day. Crash barriers. No parking cones outside old Post Office on Kenn Road and by opposite by Lloyds Bank.

RESOLVED: Street furniture and barriers to be obtained from Sam Harrison & NSC

ACTION: *Cllr Francis-Pester to organise van hire for the day.*

THE LAYOUT OF THE EVENT Sam Harrison provided a map Queens Square quite full. Clevedon Baptist Church to have gazebos outside their building.

RESOLVED: John Fox & Sam Harrison provided a site map showing where stalls and fairground rides will be positioned, a total of 30 attractions to date.

Cllr Francis-Pester advised that CCA and Pier would like stalls.

ACTION: *We need to discuss how the switch on will happen, announcement etc.*

STAGE, LIGHTING AND PA

RESOLVED: Fine Line are unable to assist with lighting this year.

ACTION: *Sam Harrison to install lighting and PA plus mega phone for switch on outside Triangle Club.*

John Fox to provide staging for outside Triangle Club.

Sam Harrison and John from CCA to install lighting and PA for stage at Queens Square. Sam Harrison to assist with erecting Clevedon Pride's gazebo for Queens Square with support from other helpers.

*John Fox to provide red and white barriers from CCA for stage area.
Need to check if lighting around B&M store is on and all working?
John Fox and Sam Harrison to speak to their contacts re additional lighting for stage area.*

SCHOOLS/LOCAL GROUP PERFORMANCES

To date Clevedon School Dance Group – Elite and Drama Group exert from Guys and Dolls Salvation Army Band

RESOLVED: Cllr Geldart has written to all Primary Schools in Clevedon and Tickenham School for their support for the switch on draw and possible performances on the day. Now awaiting responses.

Isabel & Sue have gained the support of the Clevedon School Dance Group – Elite and also the drama group for a piece from Guys and Dolls. Also the Salvation Army Band.

ACTION: Cllr Geldart to chase schools if no response received.

Isabel & Sue to contact more local groups who would like to provide entertainment.

BANNERS AND SIGNS PROMOTING EVENT

RESOLVED: Sam Harrison to produce design for banner and posters (A1 size) at a cost of £20.00 including VAT.

A banner to be placed above the old Post Office at a cost of £70.00 including VAT.

ACTION: Isabel to seek permission for posters at the entrances to the town.

CHRISTMAS LIGHTS IN THE TOWN

RESOLVED: Festive Lighting Company have lights available and it was AGREED to purchase some lights to be installed in the silver birch tree by the Clock Tower.

It was also AGREED to purchase some new icicle lights for around the Clock Tower at a price of £49.00 for one set, we may need two sets.

The uplighters around the Clock Tower are all working.

John Fox advised the cost for stress testing tree holders would be a cost of £600.00.

Triangle Traders have received donations from two companies in the town which now allows the stress testing to be done.

25 Small Christmas trees and lights will also be purchased and erected by the Triangle Traders.

ACTION: John Fox enquired about Public Liability Insurance. Cllr Francis-Pester to investigate and advise John Fox if this needs to be obtained.

DETAILS FOR EVENT MAP AND PROGRAMME OF EVENTS FOR SWITCH ON

ACTION: Cllr Geldart to design map. John Fox and Sam Harrison to provide information to Cllr Geldart. Sponsors to be acknowledged on the programme.

CONTENT FOR SOCIAL MEDIA AND PUBLICITY PURPOSES TO THE PUBLIC

RESOLVED: Articles have been placed in the local Clevedon Resident magazine and the North Somerset Times on the Town Council's newsletter page. Messages have also been placed on social media.

CONTACT WITH TRADERS OUTSIDE OF TOWN CENTRE AND LETTER FOR FINANCIAL SUPPORT

ACTION: Cllr Francis-Pester

CHL16/119 DATE OF NEXT MEETING - Briefing meeting – Wednesday 23rd November 2016 at 6.30pm at Clevedon Town Council Offices, Room 2.

The meeting finished at 10.00am

APPROVED AS A TRUE RECORD

CHAIRMAN:.....

DATE: