

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 Thursday 13th October 2016 at 10.00am in the Clevedon Town Council Offices.

PRESENT: Cllr C Francis-Pester & Cllr J Geldart

Cllrs J Geldart and B Hatch, Mrs K Gaydon – Clevedon Baptist Church,
 Mr S Harrison – DM Events, Mrs I Johnson & Mrs S Howard –
 Clevedon Town Council.

CHL/16/104 APOLOGIES FOR ABSENCE

Cllr J Norton-Sealey and Mr N Redwood had sent their apologies.

CHL/16/105 MINUTES OF THE LAST SUB COMMITTEE MEETING HELD ON 29th SEPTEMBER 2016

The Minutes were **AGREED** as correct.

CHL/16/106 UPDATE ON ACTIONS SINCE THE LAST MEETING

106.1 - WH SMITH POWER SUPPLY

The Sub-Committee Chairman reported that a way forward is being pursued and this should be resolved with W H Smiths and the Christmas Lights Contractor in the next few days.

CHL/16/107 SWITCH ON EVENT – 26TH NOVEMBER 2016 – UPDATE

107.1 – ROAD CLOSURE NOTICE – 1.00 PM – 8.00 PM

Cllr Francis-Pester reported on the meeting with the Police and NSC Officers immediately prior to this meeting. The practicalities involved in making Marson Road two way to make possible the closure of the section of Old Church Road from Queens Road to Nat West Bank were challenging and would involve communicating with the residents. However the Police were now insisting that temporary traffic lights would be required on Chapel Hill to enable two way traffic on Marson Road and there were concerns that this would cause problems with traffic backing up to the Triangle area.

The Police had put forward an alternative solution to close Old Church Road from Queens Road Pizza Magic up to Station Road CM3. This would need to be discussed with Traders to see if this would be workable and an answer given to the Police and NSC on Monday next 17th October 2016.

Mr Fox reported on a meeting with some of the Triangle Traders the evening before who had agreed to go ahead and put tables on any wide pavement in the town. The traders appreciated the work done by the Town Council and accepted the reason why the road closure could not happen but agreed that the event should still go ahead.

Mr Harrison felt there should be a focus on Queens Square and Station Road but that the lights switch on should be at the Clock Tower. He felt the area of Old Church Road suggested by the Police was away from the Triangle area and did not add anything that would be useful to the event.

RESOLVED: 1. Not to pursue the road closure notice but continue to use Queens Square and Station Road with the light switch on at the Clock Tower.
 2. Marshalls would still be required in various areas possibly scouts and cadets.

107.2 - TABLES AND SIDESHOWS

It was emphasised that health and safety is paramount. The sideshow operators have their own insurance and require a gap of 2m around each ride. Pedestrian access is also important where tables are sited on pavements.

RESOLVED: 1. To investigate using the layby areas on Old Church Road outside of the Mind Charity shop etc. for stalls provided metal crowd barriers are used to protect stall holders. 2. No waiting cones would need to be used prior to the event to ensure the road is clear. 3. Access arrangements for sideshows on Station Road need to be finalised. 4. Marshalls would still be required in various areas. 5. Mr Harrison and Mr Fox to produce a map of exactly where sideshows and stall will be sited for the next meeting. 6.

Charges for stalls to be £30 and for local groups/charities a minimum donation of £10.

107.3 EVENT MAP PLANNED LAYOUT

RESOLVED: 1. Cllr Geldart to do the artwork for the map to include trader's stalls. It was hoped some of the performances could take place at various locations around the town. 2. A wet weather contingency plan would be needed. 3. To discuss with B & M lifting the 3 hour restriction on their car park for the day of the switch on.

107.4 LETTERS TO SCHOOLS

A letter had been sent all Clevedon schools. A meeting of the Clevedon Schools Cluster is to take place that evening and will discuss the switch on.

107.5 LETTERS TO TRADERS

RESOLVED: To seek sponsorship and support from outside the town centre area however this was deferred to next meeting when details of tables and sideshows are known.

107.6 PUBLICITY, SOCIAL MEDIA ETC – CONTENT

It was felt it was important to use the opportunity to advertise what Clevedon Town centre has to offer.

RESOLVED: To investigate; 1. A banner for the town centre to be put up a week before; 2. Posters, temporary signs, at the different entrances to Clevedon; 3. A map in the North Somerset Times possibly in the CTC newsletter; 4. Enquire if NST wish to have a stall at the event. 5. Programme for the event; 6. The possibility of using volunteers with billboards to direct people to areas of the town away from Station Road to be considered.

CHL/16/108 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items.

CHL/16/109 DATE OF NEXT MEETING

RESOLVED: To meet on **Friday 21st October 2016 at 9.00 am** at the Clevedon Town Council offices to finalise tables and sideshows.

The meeting finished at 10.50 am

APPROVED AS A TRUE RECORD

CHAIRMAN:..... DATE: