

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 20th October 2016 at 10.00am in the Clevedon Town Council Offices.

PRESENT: Cllr C Francis-Pester

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

CHL/16/110 APOLOGIES FOR ABSENCE

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

CHL/16/111 MINUTES OF THE LAST SUB COMMITTEE MEETING HELD ON 13th OCTOBER 2016

The Minutes were **AGREED** as correct.

CHL/16/112 UPDATE ON ACTIONS SINCE THE LAST MEETING

112.1 - WH SMITH POWER SUPPLY

ACTION: Cllr Francis-Pester to contact W H Smiths and the Christmas Lights Contractor in the next few days. Also the Contractor to investigate a local emergency electrician for the Christmas lights if required.

CHL/16/113 SWITCH ON EVENT – 26TH NOVEMBER 2016 – ACTION LIST

ROAD CLOSURE – Agreed to close Old Church Road from Pizza Magic to CM3 also formally to close Station Road. Marson Road will remain open.

ACTION: Sue Howard to arrange draft order to include Station Road with 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.

ACTION: Town Councillors to be asked to assist. Also organisations in the town to be contacted. ? High vis jackets to be obtained. Briefing prior to the event to be arranged.

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.

ACTION: Isabel Johnson to speak to Sam and ascertain exactly what he has available and what is still required. Also to contact NSC and Brandon Tool Hire. 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. Rotary and Lions to have stalls.

ACTION: Sam Harrison to provide up to date map to include locations of fairground rides, side shows and stalls. John Fox to provide up to date map of Triangle Traders stalls these to be placed on the pavement at Traders own risk and room left on the pavement for buggies and mobility scooters. Cllr Francis-Pester to enquire whether CCA and Pier would like stalls. Sam Harrison to liaise with James Shopland regarding Christmas sleigh.

STAGE, LIGHTING AND PA

ACTION: Isabel Johnson to follow up Fineline for lighting. 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. Sue to follow up Matt re gazebo for

Queens Square. stage. John Fox to provide red and white barriers from CCA 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

ACTION: Cllr Geldart to contact all Clevedon and Tickenham Schools for their support for the switch on draw and possible performances on the day. Isabel to contact other local groups.

BANNERS AND SIGNS PROMOTING EVENT

ACTION: Sam Harrison to produce design for banner and posters (A1 size). John Fox to provide measurements of CLOC banner that is used on old Post Office and to put up banner when available in early November. Isabel to seek permission for posters at the entrances to the town.

CHRISTMAS LIGHTS IN THE TOWN

ACTION: Sue Howard and Isabel Johnson to investigate cost of lights and installation for Silver Birch tree next to Clock Tower and ensure uplighters are working. John Fox to organise stress testing of Christmas tree holders and purchase of trees and lights.

DETAILS FOR EVENT MAP AND PROGRAMME OF EVENTS FOR SWITCH ON

ACTION: Cllr Geldart to design map. This needs to be included in the North Somerset Times Newsletter now to be published on 2nd November 2016. 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
Deferred to the next meeting.

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

ACTION: Cllr Francis-Pester

CHL16/114 DATE OF NEXT MEETING - Friday 4th November 2016 at 9.00 am.

The meeting finished at 11.45 am

APPROVED AS A TRUE RECORD

CHAIRMAN:..... DATE: