

MARCH TOWN COUNCIL

Minutes of a Christmas Lights Working Party Meeting held in The Skoulding Suite at March Town Hall on Monday 16 October 2023 at 7.45pm

Present:	Chairman (Acting)	G Christy	
	Councillors	S Court	M Field
	Members	R Burry D Fortuna	D Doe R Kidger
		Town Clerk	S Lemmon

Apologies:

Apologies were received from Stuart Rayner, Alan Stimpson and Cllr Purser.

Minutes:

The minutes of the meeting held on 18 September 2023 were circulated and approved.

1. “Switch-on” date confirmed as Friday 24 November 2023.
2. The Clerk would complete the necessary road closure application forms for submission to Cambridgeshire County Council (S Rayner to be named as 24-hour event emergency contact). Roads to remain closed until 10:00pm, although the fair had over-stayed in 2022. The Clerk to advise L Hedges that stalls and attractions must be moved away by 10:00pm (see point 4(a)). Highway Event Application Form and Traffic Management Plan submitted by the Clerk on 24.1.23. Email from Highways Events received on, application reference CCC483682641. Highways will require Public Liability Insurance certificate and SAG progress. PLI insurance emailed to Martin Elwood at CCC on 14.3.23. The Clerk emailed Highways on 28.6.23 to if progress had been made with the application. A reply on 29.6 advised that Highways were working with the Broad Street regeneration team. A further email of 4.7.23 stated that Broad Street was not available and perhaps a new application should be submitted. SL replied stating that we knew from the outset that Broad Street would not be utilised for the event, nor lights strung due to the absence of street furniture. However, the roads would still need to be closed as for any other year and therefore argued that a fresh application was unnecessary. Email from CCC on 6.7.23 – asking for a new plan and the EMP. There is an issue in that there is currently a TTRO

(Temporary Traffic Regulation Order) in place for Broad Street and there cannot be a second covering the same area. CCC has agreed to work collaboratively to ensure that the project and switch-on can both work. The project only implements its TRRO at certain times. SL responded on 10.7.23. SL emailed Martin Ellwood at CCC again on 29.8.23 to advise that CNM Ltd would now be providing road traffic management services at the event (see also 4(n) and again on 12.9.23 to advise that CNM would be progressing the Highway Event Application on behalf of March Town Council now. *No reply received. Email from Craig at CNM 9.10.23 – he has contacted Octavious about the road closure and has the road space booked. Awaiting confirmation that they will extend the road space for us. SL rang Craig on 11.10.23 – he is submitting a new road closure application.*

3. D Fortuna had provided the Committee with a quote for the installation and removal of the Christmas Tree for 2023 at a much-reduced cost to Ringways. 12.9.23 DF contacted the Clerk to ask if Elveden could deliver the tree on 10 November rather than 17 November. SL emailed Elveden with the request on 12.9.23. Reply on 13.9.23 confirming 10 November delivery. Awaiting time, 9-9:30 preferred. *13.10.23 advised Elveden of the tree pit dimensions and Luvena confirmed the tree delivery time, as requested.*
4. The Clerk will contact the following interested parties regarding the 2023 event to confirm availability;
 - a) Lisa Hedges re fair rides and food stalls (██████████). Lisa will be happy to attend and understood the fairground would be on a smaller scale and in the High Street. Lisa will visit in August/September to assess the new siting. 10pm finish time also discussed. MF to liaise with L Hedges. She only has the area from Iceland to Bevills Place to occupy this year. SL called LH on 6.9.23 to check she was happy with this year's arrangements [yes]. There will only be space for about 2 rides this year but that is not a problem. MF awaiting confirmation of what rides for the EMP.
 - b) John Whitehead re MC duties (██████████) Confirmed on 25.1.23
 - c) Duncan Partington re entertainment (██████████) Confirmed. *Invoice received. Will hand cheque to Chairman at next meeting to pass to Duncan on the 24th..*
 - d) Ridgeons re loan of steps (662000). The contact is Lynn McGhee (branch manager, ██████████). Confirmed by Lynn on 25.1.23. *SL to enquire whether steps have got a ticket.*
 - e) John Thomas re loan of lorry trailer (01945 450555). Confirmed by Ricky on 25.1.23
 - f) Lions Club re provision Father Christmas and sleigh including transport thereof. Derek Rutter confirmed on 25.1.23. Clerk to purchase sweets. *Sweets purchased. SL to deliver to Derek Rutter.*
 - g) FDC to ensure that the Market Place car park will be closed all day and that the Broad Street toilets (if in situ) will be open until 10pm (Contracts: Isabel & Layna). Layna confirmed on 26.1.23
 - h) Order Christmas tree from Elveden Farms. The tree this year was £3,636 (incl). Clerk emailed for quote on 25.1.23. Quote received on 30.1.23 and for £3,636 again.

Quote accepted on 1.2.23. G Christy has secured a sponsor for the Christmas tree and forwarded invoices for tree and advertising literature. *Octavious will make a contribution of £2,000 towards the tree.*

i) Ascertain whether Tesco and Lidl will allow bag-packing or collection. No bag packing. Clerk emailed Kelly Riddell (uk5657@tesco.com) at Tesco on 25.1.23. Kelly from Tesco emailed confirmation of 18-19 November to Clerk on 17.2.23. Rota emailed to committee members by Clerk on 22 August and is attached to this document as an appendix. ****There are still 3 slots to be filled* since 2 councillors will be required for each slot. The air cadets will attend for all slots on the Saturday. G Christy will contact Lidl re sponsorship opportunities. *Lidls happy to allow a collection. Arrange for after the switch-on event, or next year.*

j) Approach Balfour Beatty to ascertain whether they will again supervise electrical works since this is the only practical way the Committee can legally access CCC street lighting columns. Emailed Brian Crabbe on 25.1.23. They can, although they will need the column numbers to be used. These are not yet known. SL emailed Ffion Daniel and Brian Crabbe on 10.7.23 for follow-up/clarification. SL emailed on 29.8.23 and again on 12.9.23. No reply from Brian Crabbe, FD advised dates of switch-on and off. *9.10.23 call from Alan re lamp pots still on outside Griffin etc. Emailed Brian Crabbe at Balfour Beatty on 9.10.23 to advise/check. No reply. Emailed again on 16.1.23.*

k) Assistant Clerk to book St John Ambulance. Online application submitted on 30.1.23. Booking confirmed on 7.8.23. SL confirmed they have space to work in the Skoulding Suite on 12.9.23. Emailed latest draft of EMP to them on 19.9.23.

l) Clerk to apply for CCC Street Lighting License. Emailed Alan Hitch at CCC on 25.1.23. Online application submitted on 31.1.23. Application reference CCC482515944 approved on 9.2.23.

m) Clerk to contact UK Power Networks regarding the unmetered supply certificate and advised the dates of the switch-on and off and reduced illumination times as per 2022 (4:00-10:30). Bill requested on 25.1.23. Npower have requested the 25.11.22 – 06.01.23 bill to be raised. Chased again on 1.3.23. Received on 2.3.23 for payment on 6.3.23. Letter from npower Business Solutions received on 2.8.23. The unmetered supply (UMS) tariff has increased by almost 50% as of 1 September. This will greatly increase the cost of lighting to MTC. Consider further reductions on the timings of the lights.

n) Clerk emailed Richard Hircock at Ringway on 25.1.23 to ask for attendance at 2023 event for traffic management purposes [request cancelled].

Chris and Natalie Moore of March-based CNM Highways Ltd were invited to the meeting on 21.8.23 (and 18.9.23) following a successful meeting with representatives of the company, the Clerk and Cllr J French on 27.6.23 regarding the provision of traffic management for both the “switch-on” event and Remembrance parade. Unfortunately, CNM were unable to attend either meeting. CNM can provide an enhanced service at a much-reduced cost to the committee. Additionally, they can also erect the lighting at a very competitive price. Given that amazing “volunteers” have hitherto been paid to help erect lights, it would perhaps be better to pay professionals going forward. SL, GC & MF had meeting with CNM on 24.8.23. SL spoke with Natalie on 12.9.23 and sent through the Highway Event Application/road closure documentation to CNM who will progress the application now. *Due to circumstances beyond our control, regular volunteers will*

erect the lighting again in 2023. This commenced on Sunday 8.10.23. CNM will quote for 2024.

5. March Town Council has committed £27,750 in its 2023/2024 budget for Christmas-related expenditure.
6. In previous years a maximum of £7,500 has been paid out to helpers. All payments were subject to recipients signing a receipt acknowledging that they were responsible for their own tax and national insurance. Payments made to 2022 volunteers (A Stimpson, N Bright & D Fortuna) on 6.2.23. Tax and Insurance certificates/declarations had been duly completed.
7. All cross-street wires and wall bolts were tested (by Glomac) during 2022. Tests are due bi-annually, so will not need testing again until 2024.
8. S Lemmon received quotes for new PPL/PRS licenses on 9 November 2022 for Broad Street [and West End Park]. Renewal quotes expected end of October.

Discussion/Action points:

1. Works/improvements to Broad Street would not be completed until Summer 2024. In future years, the Christmas tree would likely be located in Broad Street, although it would need to be located on the Market Place once again in 2023. There would be new street lighting in town upon completion and the Clerk would seek to ensure that FDC provided appropriate street furniture and digital timers. When positioned in Broad Street, there would be more space to enable the tree to be fenced off, thereby allowing lighting to be strung much lower than when situated on the Market Place.
2. SAG paperwork should be completed at the earliest opportunity.
3. MP to complete the application for the Licence to Occupy the Market Place. Permission letter received from Isabel on 21.2.23. MP and MF meeting on 23.6 to progress the SAG. MF circulated a draft to committee members on 21.8.23. L Hedges to provide details of stalls and Showmans Guild number. Information such as stewards would not be able to be completed until nearer the time. SAG meeting of 14.9.23 postponed due to outstanding information required for the EMP. MF to contact Michelle Bishop (FDC) regarding a collection license (if required). MF to attend. *Comments received from SAG on 9.10.23 – circulated to Cllrs Christy and Field. SL removed herself as primary contact for the EMP. 10.10.23 MF circulated an updated draft of the EMP. Next meeting scheduled for 2.11.23.*
4. Rachel Burry and Stuart Rayner would remain in the joint roles of Head Steward (See also 26, post).

5. Steward recruitment continues to be a priority for the event. More hands-on-deck were needed to manage the event comfortably. M Purser had had positive discussions with members of the Kick Boxing Club who had expressed an interest in helping with stewarding duties. All stewards/volunteers to be DBS checked. Standard and enhanced volunteer applications are free of charge. Following discussion with CPCA, GC advised that we would need to use a registered agency to undertake the DBS checks (£16 admin fee per DBS). *Core members of the committee/stewards to get checked soonest.*
6. The Committee agreed that the Christmas Best Dressed Shop Window competition would be suspended for 2023.
7. Decision to be made regarding the continuance of the “Best Decorated House” competition. Decision made to discontinue due to lack of interest and rising cost of living/energy prices.
8. It was agreed that the grotto should not be re-instated for 2023. At a meeting of March Town Council on 3.7.23 Cllr French enquired whether this was a permanent decision.
9. The Committee now have approximately 19 radios. These will be tested for efficacy in noisy locations in due course and must all be in full working order prior to the 2023 event. Testing to be completed. MP confirmed that following the Summer Festival broken radios and headsets were disposed of, leaving 16 complete sets. More holsters had been purchased. *MP to organise radios and headsets into individually packaged units.*
10. Refreshments - M Purser happy to organise along with Ruth Johnson.
11. Sponsorship opportunities should be better explored. A generous donation of £500 had been received from Bretts Transport. MP tasked with applying to Tesco to take part in the Bags for Help.
12. M Purser is researching the purchase of card reader machines for fund-raising purposes. GC to set-up a dedicated [CIC] bank account. GC confirmed that he had drawn up a committee constitution in order that a bank account could be set up (circulated to all committee members). The Friends of March Christmas Lights bank account is now open and all documents, card and reader were received w/c 11.9.23. Documentation and card reader etc handed to Cllr Christy on 18.9.23. *In order to set up the account, GC had drafted an Anti-Money Laundering Policy for Small Donations Collection, a Procedure for identifying givers of donations to Friends of March Christmas Lights, and a Products and Services Statement.*
13. It is hoped that the Air Cadets would be able to support the collections and possible stewarding duties at the switch-on once again in 2023. Email received from Flt Lt R Kidger on 20.2.23 advising that the Cadets would continue to support the event with

stewarding and collections etc. The air cadets will attend Tesco on Saturday 18.11.23. R Burry confirmed that the Army Cadets would also be happy to support and would contact them formally. R Burry contacted Kelly Summersell (March Army Cadets) by email on 1.3.23. Kelly will attend the 20 March meeting [Kelly did not attend the meeting]. Kelly was unable to attend the 22.5.23 meeting. RB to make contact with the army cadets *and arrange a meeting on a day other than a Monday. RK had spoken to the Army Cadets. They need 8 weeks' notice of events.*

14. The wristbands idea for lost children was agreed as being a good one, although it was decided that the system should be better communicated and advertised with proper signage. G Tustin kindly offered to provide an event “warm-up” from 6:00pm when many families with children would start to arrive so that he could explain the lost child procedures as well as helping to build up the event to the actual switch-on. Facebook can be used to provide information about the wristbands and lost children procedures etc. GC confirmed that a banner would be approximately £70.00. Banner to be designed to include Lost Children, First Aid and Information Point. Banner sorted.
15. R Burry suggested that stewards wear high visibility hats as well as jackets to distinguish them from members of the public and others wearing high visibility clothing. M Purser had purchased a selection of high-vis hats, sashes and lanyards. MP has ordered high-vis hats with lights. Costings for high quality, waterproof torches for stewards to be sought. *Check with SR re quote for torches.*
16. All vehicles to be escorted whilst the road closure is in place.
17. Consider offering the Scouts and Cadets a stall at the switch-on. It seemed unlikely that the Watermans Club would host a stall in future, but would be asked, of course. R Burry to offer the Cadets a stall. Location cannot yet be determined. It is unclear whether the Town Bridge can be utilised at this stage. *RB advised that the Scouts were interested in potentially running a tombola stall (Clinton Elkin to confirm). RB confirmed that the Scouts did not want a stall next year but would be interested in 2024.*
18. With the majority of Broad Street unavailable this year, consideration was given to having more food stalls and attractions in the High Street towards Iceland. The Clerk to discuss this with L Hedges who provides the fun fair, which would need to be on a smaller scale in 2023, hopefully returning to normal in 2024. Confirmed with Lisa on 25.1.23. Lisa would carry out a site visit later on in the year to assess the options. The SAG could then be updated accordingly.
19. Facebook and social media communication must improve to raise awareness about the event and share information and potentially attract volunteers/stewards. R Phipps would set up a Facebook page. Live streaming the switch-on event was discussed and using a drone to get some good advertising footage (once the Broad Street works were completed in 2024) for marketing purposes. *MF offered to assist with Facebook.*

RB to contact Clinton Elkin to share the page and add new admins. RB to advertise for volunteer stewards and contact all existing and former stewards via WhatsApp.

20. The Committee to decide on a suitable person to switch on the lights in 2023. The Committee were in favour of Father Christmas switching on the lights to support the Mayor, who had agreed to be in attendance. S Lemmon would contact Cllr K French who had taken over from Cllr Purser as Mayor of March for the remainder of the 2023/2024 mayoral term to check her availability for the switch-on. Attendance confirmed on 21.8.23.
21. A Stimpson advised that there were issues with the lamppost nearest to Iceland and that adjacent to the former Georges public house. The timers do not work. It is believed that these lampposts are owned by FDC and this needs to be investigated and remedied. SL emailed Garry Edwards at FDC on 31.5.23 to ascertain ownership of the lampposts. They do belong to FDC who will assess the operation of the solar timers and replace as necessary. Cost to be borne by March Town Council. SL chased Garry & Lisa at FDC for a response on 10.7.23. The Assets teams at FDC advised that they'd received an update from CTL who had attended on 20.6.23 and found all lights to be functioning. SL questioned this and advised A Simpson to check again when possible. Garry Edwards at FDC promised that if there were continuing issues, they would get CTL back out on site. On 2.8.23 G Edwards clarified that the contractor had fitted commando sockets to the top of the columns and solar timers into the base compartment for Christmas light use. We have permission from FDC to check again. *A Stimpson to re-check and report to SL.*
22. K Nightingale of 20Twenty Productions was invited to the meeting of 19.6.23 to discuss involvement in the switch-on event. Whilst it was decided that 20Twenty's Winter Wonderland could not be relocated from the library to the Skoulding Suite due to the venue being required by the committee as the switch-on control centre and base for stewards and first aid etcetera, 20Twenty would like to be involved at the beginning of the evening (6-7pm during G Tustin's warm-up) to sing some Christmas songs or production numbers. 13.9.23 KN confirmed that a group of youngsters would sing from 6-6:20pm on the Market Place prior to D Partington's slot. 20Twenty will share information about the event on their social media platforms. 20Twenty would perform on an area in front of the stage. KN advised on 19.9.23.
23. Consideration was given in future years to the possibility of combining the switch-on event with the Christmas Market. This would arguably enhance both events and reduce costs. The logistical viability could be explored more fully at a future date. At a meeting of March Town Council on 3.7.23 Cllr J French advised that this had been explored in previous years but was not considered safe or practicable because of the movement of the market traders. Additionally, shops would be unlikely to open on a Sunday to allow access to the timer switches. G Tustin noted that based on the results of a facebook "poll" respondents were mostly in favour of keeping the events separate in any event.

24. N Spencer advised that the “Purple Guide” be used to assist with the SAG/EMP. The Guide covers every element of an event to be considered and covers lost children as well as risk assessments. He will circulate a link to the free-to-download, web-friendly version. Link emailed on 20.6.23 and duly circulated.
25. *S Lemmon advised that Matt Wright from FDC would be coming to the next meeting to discuss designs for the new lights in Broad Street.*
26. S Rayner will remain Chairman of the committee for now, but will be stepping down shortly from this role.
27. SL emailed local newspapers to run an article advertising the switch-on event. S Cliss agreed to run an article this week. This will satisfy the SAG requirements re alerting residents to possible noise/nuisance/disturbance from the event. *SL to chase, as no committee members had noticed any newspaper coverage.*
28. The Stewards’ pre-meeting will be held on Thursday 16.11.23. *RK to contact The Ship to book the back room.*

Date of Next Meeting:

Monday 20 November 2023 at 7.45pm in The Skoulding Suite at March Town Hall.

There being no further business, the meeting closed at 8:45pm.

Councillor K French 6 November 2023
 Mayor of March.

TESCO Christmas Lights Collection Rota

18 & 19 November 2023

Times	Saturday 18 November	Sunday 19 November
10-11	S Rayner	M Purser & S Rayner
11-12	S Court & D Doe	M Purser
12-1	M Field	M Field & R Phipps
1-2	M Purser & R Burry	G Christy & R Burry
2-3	R Burry & G Christy	G Christy & R Burry