

BID meeting regarding Dickensian 2018, at the Bedford Hotel at 6.00pm.

Directors present – Janna Sanders. Robin Rich. Andrew Baker. Nigel Eadie. Valerie Davenport. Penny Samuels. Cllr. Paul Williamson. Kevin Hailey.

Apologies – Mandy Ewings

1. Road closures – Temporary Traffic Regulation Order (TTRO)/Special Events closures A £200 send form with cheque to Devon County Council

- Detailed discussion regarding road closures from 3.00pm. until midnight
- Call 'Roads department' to enquire about Traffic Management plan and signage to enable us to enforce the closures
- Inform TTC of road closures – they will put up the notices and cone the roads on the day – JS to check with Wayne re. Marshalling and light switch on – ensure he honours the costs from 2017
- Letter to be 'hand delivered' to residents to inform them of road closures (Directors cover areas close to them) – JS contact businesses requiring deliveries (esp. Pharmacies etc.) to let them know of road closures
- **JS to provide a map/plan of road closures**

2. Temporary Event Notice (TEN) – Do we need one? – never had one before – check with Lisa – PW said they cost £25.

3. Licences – What permissions/licenses are required that we need to apply for? - stall holders apply for their own licenses – Stall holders food safety licenses need to be checked that they are in order by BID on the night

4. Insurance – This document is produced by Neil Foley – AB will forward the document from last year for JS to contact him.

5. Health and Safety – Do we need a Health and Safety Officer?

- SSG report given to Wayne – need to meet to check this – RR will speak to him tomorrow (2nd August)
- Need to take SSG steer reference Health and Safety Officer – Wayne is qualified for TTC cover
- Need to meet with SAG group – Fire, Police Emergency Services etc.
- Need to book St. John's Ambulance ASAP – need contact details to do this
- Stewards provided by TTC – chapter 8 accredited – 12 stewards in following positions – 2 – bottom of West Street. 2 top of West Street. 2 top of Duke Street. 1 bottom of Brook Street. 1 bottom of Russell Street. 4 floating.
- In event of Fire or emergency, the public will be moved left or right and to the available side streets – Stewards will be briefed prior to the event on what to do in an emergency
- Activities within market perimeter – Town Hall and within the Church itself (including public waiting to enter the Church) do not fall within the organisation of the event

6. Lighting – discussion regarding when lights should be switched on – Directors felt that Dickensian evening was too late coming up to Christmas – Decided to switch on lights at 6.00pm. on Friday 16th November as part of the Winter Festival – perhaps Carnival Princess to switch on – children from local schools make lanterns? – lights to be switched on each day at 8.00am. and switched off at 11.00pm. – JT Greaves does TTC lights, will work with BID and invoice for maintenance etc. Advertising on Radio – ask shops to stay open on switch on night until 8.00pm. Need stage.

7. Bedford Square – Main stage –

- Need to arrange Compere for the main stage – speak to Town Crier?
- Barry Lowton provides staging and sound engineer for both Bedford Square and the stage outside the Rest Rooms - this is confirmed – speak to Barry regarding cabling this year, that it needs to go on ground with matting or cable road crossings
- Need to arrange safety rail for stage
- Children from schools to switch on lights? – Father Christmas on stage before lights on, also Rev. St. Eustachius
- No wheel in Bedford Square last year – awaiting contact details from Lisa to arrange
- Peddlers Licences – glow sticks, Terry usually comes along and will give some of his profits to a charity box in return for being there – he stays in the same place – we have the right to move any others every 10 minutes

8. Entertainment Zones – there is potential for bottle necking so ensure that Entertainment Zones are allocated appropriately

- **Brook Street** – outside Hairbliss in parking lines
- **Paddons Row** – only performers in 5 or less
- **Duke Street** – outside Rest Room – children’s choirs – contact each school to check who wants to participate
- **West Street** – outside Newell’s
- **Market Street** – outside Timpson’s
- **West Street** – outside (what was Kountry Kit – Jack Chams – now Robey Trust steam organ?)
- Performers are given time slots and locations – Morris Dancers (Lodestone and Wreckers Border Morris) – Choirs – check which Schools want to sing – Musicians –Uke Band (check to find out who this is)
- Other entertainment – Robey Trust – steam engines – not in Bank Square this year because of animals – 1 - Natwest, 1 – Coop 1 – organ in West Street – 1 other
- Face painting – Judy Lowton
- Child fairground ride Rowlands, outside Clintons – public liability to be provided plus hand-held fire protection
- Glow show – in Churchyard – need more information on this
- Stilt walkers – not using???
- Story telling tent – speak to The Edge or Entertainingly different?
- Magician – Dan the Hat – Bedford Square
- **JS to provide a timetable of entertainment times and locations**

9. Stalls – Who provides these and sets them up? Each vendor is responsible for their own stall.

- Need to check which shops are going to be open before deciding on stall allocation – stalls cannot go outside an open shop
- All stalls need - 1)risk assessment - 2) public liability - 3) hand-held fire protection specific to stall requirements – these to be given to the event organiser in advance of the event
- All stalls positioned within white lines of parking bays to allow access of emergency vehicles if required
- All stalls that need licensing must apply for these directly but give a copy to the event organiser
- **Brook Street – Round Table** – outside Hair Bliss or Fulfords
- **Duke Street – Countryman Cider** – outside Boots (he needs to go here for licensing purposes) – **Downings Hog Roast** – outside old Coop Bank – **Lions BBQ** – outside Natwest – **Hogs Bottom** – end of Pepper Street
- **West Street – Stannary Brewery, Christmas puddings (Kevin Hart), Julie Edmunds, Lamerton School and St. Johns Ambulance** – opposite Pasty House – **Rotary Father Christmas** – outside old Pet Shop – **Huskies** – outside Abode – **Dartmoor Rescue** – outside FatFace

- Bank Square – Elf station (not use this year) – **SW Equine Trust (already in contact)**
- **Decided to try to keep animals together on Bank Square (reindeer, huskies, SW Equine Trust etc.) – ask Robey Trust to provide ‘steam organ?’ for top of West Street (to replace reindeer)**
- **JS to provide a map/plan of stalls - Directors to help to monitor stalls – going up from about 2.00pm?**

10. Competitions/Awards – Directors felt that not enough was made of this - present awards –

- Best Dressed team/runner up
- Best Dressed window/runner up
- Best Dressed Charity shop/runner up
- Best dressed market stall/runner up
- All judged in advance, with the exception of the team, which is just by the Mayor of West Devon on Dickensian night
- Both Mayors need to be invited to Dickensian

Needed shaking up – categories not quite fair – Directors to think about different categories – perhaps Best newcomer? Best inventive? Best creative? – Tavistock Times should be doing more regarding photos in the paper.

11. Marketing – 15,000 flyers to give out at Goose Fair – one side Dickensian the other Winter Festival - £25 last year, also to go in Tavistock Times magazine

12. Park and Ride – Operating from Morrison’s – need sign at Morrison’s advising Park and Ride – TASS provide this – need several buses not just one.

13. Budget – Request budget from AB and check allocation for 20218, including winter festival – AB passed around sheet showing expenditure on 2017 Dickensian.

14. Other questions? –

- Folk music tent for musicians to come and jam – up by Chams instead of reindeer
- More animals in Bank Square car park plus reindeer
- Additional stalls for levy payers?
- Additional stalls/pop up shop in Paddons Row to compensate for empty shops
- Combined use of Butchers Hall for Father Christmas – Becky launching their Winter Market on Dickensian

15. Any other business – VD concerned that no mention has been made of litter – need extra bins for the evening and need to be cleared before business the next day. JS to speak to Cathy Auberton.

Discussion regarding RR wishing to stand down as Chairman/Director of BID from the next meeting, he agreed that he would give some thought to reconsidering staying on as Director. Heidi had given notice that she was standing down as she now has a full-time job. JS said that Amy from Beehive was interested – Directors suggested that JS should consider someone as she had to work with them.

Meeting closed at 8.30pm..