



**Burntwood**  
TOWN COUNCIL

BONEY HAY  
BURNTWOOD  
CHASE TERRACE  
CHASETOWN

The Old Mining College Centre  
Queen Street  
Chasetown  
BURNTWOOD WS7 4QH

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Our Ref: MD/jm

25 September 2017

**To: All Members of the Christmas Festival Sub Committee**

Councillors Stokes (Chairman), Mrs Conolly, Ennis and Mrs Tranter

**Copy:** Cllr Mrs Evans  
N Caine, Direct Services Manager  
C Pugh  
Mrs V Brostrom  
Pastor Lewis

Dear Committee Member

#### **CHRISTMAS FESTIVAL SUB COMMITTEE**

You are invited to attend a meeting of the Christmas Festival Sub Committee in the **Small Meeting Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Monday 02 October 2017 at 10.30 am** to consider the following business.

Yours sincerely

**Mary Danby (Mrs)**  
Chief Executive Officer

#### **AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To consider any declarations of interests and consider requests for dispensations.

3. **NOTES OF A MEETING WITH THE 1<sup>ST</sup> CHASE TERRCE SCOUT BAND (ENCLOSURE NO. 1)**
4. **NOTES OF A MEETING WITH BURNTWOOD LIBRARY (ENCLOSURE NO. 2)**
5. **CHRISTMAS FESTIVAL UPDATE**
6. **CHRISTMAS FESTIVAL (02 DECEMBER) - CAGE FOOTBALL**
7. **CHRISTMAS FESTIVAL (02 DECEMBER) - BANNER (BEACON COMMUNITY CHURCH) (ENCLOSURE NO. 3)**
8. **CHRISTMAS FESTIVAL (02 DECEMBER) - 1<sup>ST</sup> CHASE TERRCE SCOUT BAND**
9. **CHRISTMAS FESTIVAL (02 DECEMBER) – PCSO HUMPHREYS (ENCLOSURE NO. 4)**
10. **CHRISTMAS EVENT (28 NOVEMBER) - RESIDENTS LETTER (ENCLOSURE NO. 5)**
11. **CHRISTMAS EVENT (30 NOVEMBER) - RESIDENTS LETTER, SHOP OWNERS LETTER, OWNER OF CAR PARK LETTER (ENCLOSURE NO. 6A, 6B AND 6C)**

**NOTES OF A MEETING HELD ON  
TUESDAY 12 SEPTEMBER 2017 COMMENCING AT 10.30 AM**

**IN ATTENDANCE**

Councillor Mrs Tranter  
Councillor Mrs Stokes  
Councillor Stokes  
Councillor Ennis  
Ms J Minor, Senior Administration Officer (SAO)  
N Caine, Direct Services Manager (DSM)  
Ms L Procter, 1<sup>st</sup> Chase Terrace Scout Band  
Ms B Procter, 1<sup>st</sup> Chase Terrace Scout Band

**Christmas Event  
Thursday 30 November 2017  
High Street, Chasetown**

The Senior Administration Officer introduced the Councillors to Lisa Procter and Barbara Procter who were representing the 1<sup>st</sup> Chase Terrace Scout Band and thanked them for their attendance.

Ms L Procter said that there would be 20 band members in attendance at this event and that the instruments would be decorated with Santa hats and pretty lights.

Ms B Procter asked where could the band park and it was suggested that the car park to the rear of the shops could be used. It was pointed out by the SAO that there appeared to be no restrictions on the parking of vehicles on this particular car park.

It was **AGREED** that the band would be situated to the right of the Christmas tree.

It was **AGREED** that the band would perform three 30 minute slots; Ms L Procter would provide a copy of a carol/hymn sheet so that this could be photocopied and distributed to the public on the evening; Ms L Procter would provide hot chocolate and biscuits for band members and provide a risk assessment to the SAO.

It was **AGREED** that the Town Council's gazebos would be situated next to the wall in front of the retail area.

It was hoped that the car parking in front of the shops could be coned off and it was **AGREED** that a letter be sent to the owner of the car park asking for permission to do so. Councillor Stokes, if necessary would obtain the appropriate number of cones from Chase Plant Hire.

It was suggested by Councillors that a shop owners and residents letters would be needed and it was **AGREED** that the SAO would draft the letters and once approved Councillor Ennis would deliver them.

It was **AGREED** that three bins together with the appropriate number of black bags would be provided on site.

**Christmas Event  
Tuesday 28 November 2017  
Bells Lane, Boney Hay**

It was **AGREED** that the band would be situated at the back of the Christmas tree and the Town Council's gazebos to the left.

It was **AGREED** that Councillor Mrs Tranter would speak to Gemma Davis (Bromford Housing) with regard to obtaining the appropriate permission(s).

It was **AGREED** that three bins together with the appropriate number of black bags would be provided on site.

Ms L Procter said that there would be 20 band members in attendance at this event and that the instruments would be decorated with Santa hats and pretty lights.

With regard to parking for band members, the SAO confirmed that on this occasion the parking would be in the nearby streets i.e. Bells Lane, Longfellow Road etc.

It was **AGREED** that the band would perform three 30 minute slots; Ms L Procter would provide a copy of a carol/hymn sheet so that this could be photocopied and distributed to the public on the evening; Ms L Procter would provide hot chocolate and biscuits for band members and provide a risk assessment to the SAO.

It was suggested by Councillors that a residents letter would be needed and it was **AGREED** that the SAO would draft the letter and that these would be delivered at the appropriate time.

**NOTES OF A MEETING HELD AT  
BURNTWOOD LIBRARY, BURNTWOOD  
ON THURSDAY 14 SEPTEMBER 2017 COMMENCING AT 10.30 AM**

**IN ATTENDANCE**

Councillor Mrs Tranter  
Councillor Stokes  
Councillor Ennis  
Ms J Minor, Senior Administration Officer (SAO)  
Ms K Hutchings, Burntwood Library  
Ms P Chambers, Burntwood Library

Ms Hutchings mentioned that she had spoken to the Health and Safety Team regarding the Santa's grotto in the adult section of the Library and it was suggested that a gazebo would be needed. It was **AGREED** that Burntwood Town Council would provide a 3x3 gazebo with sides and that the gazebo would be dropped off at the Library on Friday 01 December at 9 am by the Direct Services Manager. The Senior Administration Officer asked if Ms Hutchings would need assistance in erecting the gazebo and it was **AGREED** that the Direct Services Manager would erect the gazebo and take down the gazebo following the event.

Ms Hutchings mentioned materials for decorating the gazebo and Councillor Ennis said that he had loads of off-cuts in his factory premises that could be used.

Ms Hutchings said that she would be decorating Santa's grotto in a North Pole theme and would be designing cardboard Christmas Trees. Councillor Mrs Tranter mentioned that the Town Council had plenty of battery operated Christmas lights which could be made available.

After due consideration and discussion it was **AGREED** that the Santa's grotto would be positioned in the Meeting Room for a more professional look. Ms Hutchings confirmed that the Library would still be providing tables and chairs and a post box just outside the grotto for children to write their letters to Santa and post them whilst waiting to visit Santa.

Ms Hutchings queried the queuing system and it was suggested that a "snake" like queue would be ideal for this. Ms Hutchings confirmed that she would look into obtaining the appropriate equipment. Councillor Mrs Tranter that the Christmas light switch on is at 4 pm and it was expected that Santa would start at 4.20 pm.

Ms Hutchings said that the craft fayre would finish at 6 pm as the Library needed to be closed at 7 pm and Ms Hutchings suggested that "finish time" signage was needed for Santa (Ms Hutchings to design and provide).

Ms Hutchings stated that her son and his girlfriend would attend as Santa's elves and that the Library would provide Christmas tracks. The Senior Administration Officer confirmed that the Town Council would hold a PPL Licence and PRS Licence.

Councillor Mrs Tranter asked if Ms Hutchings had managed to obtain the number for a balloon modeller. Ms Hutchings confirmed that she had been unable to obtain a number and it was **AGREED** that Spark (Mr Kirk) be asked if he would be prepared to undertake the balloon modelling task again this year for a donation of £50.

With regard to the Christmas Festival competition (programme) Councillor Mrs Tranter confirmed that an email had been sent to the schools on 04 September with a closing date of 06 October. Ms Hutchings said that she would encourage children to participate when undertaking the "class visits". With regard to the judging panel it was **AGREED** that a staff member from the Library would be on the judging

panel. Councillor Ennis mentioned having Peter Walker (the artist in residence at Lichfield Cathedral) on the judging panel due to his big following. It was **AGREED** that the judging panel would be discussed at a later stage.

The Senior Administration Officer mentioned that if there was too many stalls for the craft fayre for the Library to accommodate there was still room outside (£5 fee plus own gazebo, table and chairs).

Ms Hutchings mentioned the promotional side of the Christmas Festival and it was **AGREED** that Ms Hutchings would design the poster to include the Town Council's logo etc. Councillor Ennis said that if the poster was provided to him in PDF format he could produce "A0" sized promotional material.

Ms Hutchings said that she had a pat tested electric stove which she would provide for Santa's grotto.

It was **AGREED** that the Christmas presents on the day would be stored behind a screen next to the grotto and it would be the elves job to pass the box of presents to Santa. Ms Chambers said that the Christmas presents could be stored in a lockable cupboard in the Library before the event.

Ms Hutchings mentioned car park safety and Ms Chambers said that the side (pedestrian) gate would be open however, car park spaces were limited and these would be for staff first and foremost. Ms Chambers said that the lighting in the car park needed to be checked once the darker nights were upon us.

Ms Chambers stated that staff resources were very limited and the Library relied heavy on the Friends of Burntwood Library volunteers.

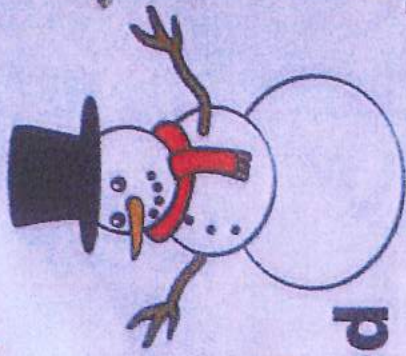
Councillor Mrs Tranter said that she was grateful for the partnership between Burntwood Library and Burntwood Town Council and hoped that this would continue. Councillor Mrs Tranter suggested a "film night" and Ms Hutchings said that she would look into the Film Festival Pilot Scheme which she believed was being undertaken in Wombourne.



# Christmas Festival

Saturday 2<sup>nd</sup> December

From 4pm until 7pm  
Sankey's Corner, Burntwood



**Jayne Minor**

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**From:** Chelsea Humphreys <Chelsea.Humphreys@staffordshire.pnn.police.uk>  
**Sent:** 07 September 2017 10:25  
**To:** Jayne Minor  
**Subject:** Christmas Festival Market

Hi there ,

I believe you are looking to organise a Christmas festival market on Saturday the 2<sup>nd</sup> December 2017 , I'm a new PCSO in Burntwood and would love to attend this. If there is anything you would like me to do I would be more than happy to help with this.

Thank You

PCSO 25559 Chelsea Humphreys  
Lichfield local policing team  
Ext: 101 5666

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**ENCLOSURE NO. 4**





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Our Ref: MD/jm

November 2017

Dear Resident

**CHRISTMAS EVENT  
TUESDAY 28 NOVEMBER 2017**

As you may be aware, Burntwood Town Council are holding a Free Christmas Event on the corner of Bells Lane and Longfellow Road on Tuesday 28 November from 6 pm until 8 pm.

The event will include switching on of the Christmas lights, several performances by the 1<sup>st</sup> Chase Terrace Scout Band, free mince pies and free mulled wine.

Some disturbance may be caused to you and I apologise in advance on behalf of the Town Council. It is hoped, however, that you will attend the event.

Yours sincerely

M. Danby

**Mary Danby (Mrs)  
Chief Executive Officer**

**ENCLOSURE NO. 5**



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Our Ref: MD/jm

November 2017

Dear Resident

**CHRISTMAS EVENT  
THURSDAY 30 NOVEMBER 2017**

As you may be aware, Burntwood Town Council are holding a Free Christmas Event on the corner of High Street and Edward's Road on Thursday 30 November from 6 pm until 8 pm.

The event will include switching on of the Christmas lights, several performances by the 1<sup>st</sup> Chase Terrace Scout Band, free mince pies and free mulled wine.

Some disturbance may be caused to you and I apologise in advance on behalf of the Town Council. It is hoped, however, that you will attend the event.

Yours sincerely

*MDanby*

**Mary Danby (Mrs)**  
Chief Executive Officer

**ENCLOSURE NO. 6A**



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Our Ref: MD/jm

November 2017

Dear Shop Owner

**CHRISTMAS EVENT  
THURSDAY 30 NOVEMBER 2017**

As you may be aware, Burntwood Town Council are holding a Free Christmas Event on the corner of High Street and Edward's Road on Thursday 30 November from 6 pm until 8 pm.

The event will include switching on of the Christmas lights, several performances by the 1<sup>st</sup> Chase Terrace Scout Band, free mince pies and free mulled wine.

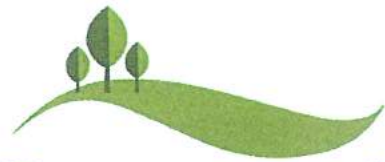
Some disturbance may be caused to you and I apologise in advance on behalf of the Town Council. It is hoped, however, that you will attend the event or perhaps keep your shop open as we are hopeful that this event will increase footfall to the High Street.

Yours sincerely

M. Danby

**Mary Danby (Mrs)**  
**Chief Executive Officer**

**ENCLOSURE NO. 6B**



**Burntwood**  
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Our Ref: MD/jm

02 October 2017

Beau Cheveux  
58 High Street  
Chasetown  
BURNTWOOD  
WS7 3XF

Dear Sir/Madam

**CHRISTMAS EVENT  
THURSDAY 30 NOVEMBER 2017**

As you may be aware, Burntwood Town Council are holding a Free Christmas Event on the corner of High Street and Edward's Road on Thursday 30 November from 6 pm until 8 pm.

The event will include switching on of the Christmas lights, several performances by the 1<sup>st</sup> Chase Terrace Scout Band, free mince pies and free mulled wine. It is hoped that the event will increase footfall to the High Street.

The Town Council was wondering if on this occasion you would allow the closure of the small car park to the front of the shops from 5.30 pm until 8.30 pm to allow free movement of pedestrians. We are of the understanding that the 1<sup>st</sup> Chase Terrace Scout Band will be bringing 20 children to perform on the evening and their safety must be of paramount importance. The Town Council will provide the cones.

Some disturbance may be caused to you and I apologise in advance on behalf of the Town Council. It is hoped, however, that you will attend the event.

Yours faithfully

**Mary Danby (Mrs)**  
Chief Executive Officer

**ENCLOSURE NO. 6C**