

## **CHRISTMAS CARNIVAL CO-ORDINATING GROUP**

**Venue: Town Hall, Moorgate  
Street, Rotherham.**

**Date: Thursday, 14 December  
2006**

**Time: 2.00 p.m.**

### **A G E N D A**

1. Apologies for Absence
2. Minutes of previous meeting held on 26th October, 2006 (Pages 1 - 4)
3. Matters Arising
4. Scrutiny Review - Christmas Lights
5. Switch on Evening - Debriefing Session
6. Any Other Business

**CHRISTMAS CARNIVAL CO-ORDINATING GROUP  
THURSDAY, 26TH OCTOBER, 2006**

Present: The Mayor (Councillor Wootton), Marie Hayes (in the Chair), Dawn Runciman, Bernadette Rushton, Margaret Baker (Rotherham Minster) and Elizabeth Bratley (Primark).

**68. WELCOME AND INTRODUCTIONS**

The Chair welcomed Margaret Baker and Elizabeth Bratley to the meeting and introductions were made.

**69. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Stuart Price, Rev. Jane Sinclair, Julie Roberts and Malcolm Wilkinson.

**70. MATTERS ARISING**

Lions Club

The meeting was informed that the Lions Club had agreed to be involved in the Christmas Parade but that a decision was awaited from the Police in view of a request from the Lions Club for a Police outrider to escort their sleigh through pedestrianised areas.

Agreed:- That Marie Hayes keep The Mayor informed on this issue.

Christmas Lights

The meeting was informed that a report on the Scrutiny Review into the provision of Christmas lights and trees in future years was presently being prepared for submission to the Regeneration Scrutiny Panel on 3<sup>rd</sup> November, 2006 and Cabinet Member, Lifelong Learning, Culture and Leisure on 14<sup>th</sup> November, 2006.

The recommendations of this report would be reported to the next meeting of this Group.

It was clarified that the policy for the provision of lights and trees for this Christmas remained the same as previous years.

**71. MINUTES OF PREVIOUS MEETING HELD ON 21ST SEPTEMBER, 2006**

Agreed:- That the minutes of the previous meeting of this Group held on 21<sup>st</sup> September, 2006 be received as a correct record.

**72. ALL SAINTS SQUARE - PROGRAMME OF EVENTS**

Christmas Carols/Songs

The Assistant Town Centre Manager outlined the current situation with regard to the transmission of songs and carols in the two week period leading up to Christmas.

Due to technical difficulties and licensing issues with regard to The Big Screen last year, this had not happened and although carols had been played through a separate system, the sound quality had been unacceptable.

In view of representations from a variety of sources, a meeting had been convened with relevant parties and a report on proposals for this year had been submitted to a meeting of the Cabinet Member, Lifelong Learning, Culture and Leisure held on 24<sup>th</sup> October, 2006. The report had set out a number of recommendations in addressing this issue.

Over fifty community groups and voluntary organisations had been involved in The Big Screen Project, including Summer events, and this had resulted in sporting and cultural events being shown.

The Town Centre Team had suggested that The Big Screen had a role to play in Christmas activities and could contribute to the Christmas Programme of events and add to the atmosphere.

Proposals in the report had included:-

- ❖ Traditional Carols and Songs
- ❖ Live Music with local musicians/schools
- ❖ Activities on the Screen

A number of schools have signed up to have nativity plays, music or carol concerts recorded, exhibitions of children's artwork and Christmas messages.

The "Get Sorted" Tuesday Club will be filmed singing Christmas songs. Other features could include archive Rotherham footage, photographic exhibitions, competitions and messages from local businesses, shoppers, the Pantomime cast, The Leader of the Council and the Mayor.

In addition, the Big Screen would be showing Christmas classics and children's programmes.

As the volume of the screen and the design had not necessarily been audible throughout All Saints' Square last year, it had been suggested that carols/songs be transmitted for two hours in the morning and three hours in the afternoon. Silent footage would be shown on the Big Screen at these times.

The meeting discussed the location of speakers and the need to seek permission from owners of town centre buildings prior to the erection of speakers.

**73. LIGHTS INSTALLATION**

The meeting was informed that lights are presently being erected.

The Eid light had been switched on to celebrate the end of Ramadan. This would be lit every night until the lighting system was dismantled.

Christmas trees would be erected on Sunday, 5<sup>th</sup> November, 2006 and would later be lamped in preparation for switch on evening.

There were catenaries with no lights in view of a request from South Yorkshire Police not to obscure the view of CCTV cameras.

**74. FORMAT - SWITCH ON EVENING**

Hallam FM had confirmed that Big John at Breakfast Team would be leading the switch on event. The name of the celebrity band and artiste was not yet known.

As a result of a joint promotion with Culture and Leisure's Commercial and Promotional Services and Community Arts Teams and Town Centre, Tourism and Markets teams, a Lantern Parade involving local school children would take place this year.

Workshops had taken place during the half-term break for children to make lanterns and to learn circus skills from Swamp Circus.

There will be four separate parades entering All Saints' Square from different areas of the town. Children from Meadowview Primary School would lead the Civic Party down from the Town Hall and there will also be fire jugglers once the lights have been switched on.

In addition, the meeting discussed:-

- timing of the parades
- stewarding issues
- the involvement of the Lions Sleigh

**75. TOWN CENTRE ACTIVITIES UPDATE**

The meeting was informed of a number of town centre activities and events, as follows:-

- Switch on Evening – 16<sup>th</sup> November, 2006
- Accessible Shopping Day - 30<sup>th</sup> November, 2006

Shopping day/evening focussing on the elderly, disabled and those with accessibility issues. Day marks the launch of the recently prepared Disability Equality Scheme document. Activities in All Saints' Square (including music, refreshments and information stalls) will be coupled with increased availability of community transport in specific areas across the borough.

- Craft and Collectables Market – 1<sup>st</sup> and 2<sup>nd</sup> December, 2006
- Reindeer Parade – 16<sup>th</sup> December, 2006 (winner of a competition in the local press will ride with Santa in his sleigh during the parade)
- Every Saturday in December – live music in town centre
- Saturdays in December – live music in town centre
- Santa's Grotto and Animatronics – various times from 16<sup>th</sup> onwards

Agreed:- That the Town Centre Management Team liaise with the Assistant General Markets Manager with regard to the timing of the Lion's Sleigh and the opening of Santa's Grotto after the switch on event, as discussed.

**76. ANY OTHER BUSINESS**

The Mayor expressed his willingness to take part in any Christmas activities/events throughout the Borough.

**77. DATE AND TIME OF NEXT MEETING**

Agreed:- That the next meeting of this Group take place on Thursday, 14<sup>th</sup> December, 2006 at 2.00 p.m.