

Hixon Parish Council

15th October 2019

'Christmas Lights Switch On' REPORT – Item Ref 016/19

1 Purpose of Report

- 1.1 To recommend approval for the 'Christmas Lights Switch On' in accordance with this report.

2 Background Information and Key Issues.

- 2.1 Hixon Christmas Tree lights were first installed and lit December 2016. The lights were supplied by local firm, International Components, based in Church Lane. International Components also provided weatherproof connections. Andrew Hall, who lives in South View next to the Christmas tree, very kindly allowed the lights to be connected to his electricity supply at no cost to the Parish Council. The Switch-On event on 2nd December was relatively low-key; people were invited to bring their own drink and a mince pie. Christmas carols were played through a hastily put together sound system. About one hundred people turned out, some of them breaking into impromptu carol singing as they walked past the tree.
- 2.2 In December 2017, the Switch-On event was significantly enhanced with the introduction of a big video screen (supplied by Hixon Millennium Green Trust) allowing Christmas videos to be shown. The sound system was also improved but did not match the quality of the screen images. Because of concern over public safety on the highway, a road closure order was obtained from Stafford Borough Council. Pre-event publicity ensured good public awareness and about three hundred people turned out. Hixon Scouts were invited to take part and a 'grotto' for Santa was created out of a shed provided by County Fencing of Church Lane. Requests for donations of mince pies and mulled wine generated a great response and were served out of a gazebo. It was becoming clear the Hixon Christmas Tree Lights Switch-On was becoming a major date in the village calendar.
- 2.3 For the 2018 Lights Switch-On, Hixon Millennium Green Trustees were able to provide a much-improved sound system to match the images on the video screen. A road closure order was obtained. Once again, Scouts and Santa were involved in the

'grotto'. Generous donations of mulled wine, mince pies and sausage rolls were served from the driveway of 2, Sycamore Drive (Andy and Jenny Lovelace).

2.4 2019 Action Plan

Speak with Andy hall at South View to check electric supply will be available;

Agree date (Saturday 30th November at 6pm);

Check Lights are working and if additional string(s) are required;

Check and decide if existing lights need re-positioning. Might need Loadall);

Apply for road closure order;

Temporary Entertainment Notice;

Request Brendan, Susan and Jim use their expertise and access to audio-visual equipment to take charge of the event;

Initiate publicity campaign;

Agree budget.

3 Financial, Resource and legal Implications.

3.1 Financial:

HPC:

Road Closure £130.00

Temporary Entertainment Notice (SBC) £ 21.00

Leaflet £ 60.00

Entertainment License £ 23.59

(re-imburement to Jim Carmichael)

Review Lights & Additional Lighting £300.00

3.2 Resources:

Jim Carmichael, Brendan McKeown, Susan McKeown other helpers will be required.

3.3 Legal:

HPC: Road Closure, TEN, Insurance, Risk Assessment

JBS Production: HMGT has an Entertainment License for five events (£117.96).

4 Report produced by:

4.1 Susan McKeown, Jim Carmichael, Brendan McKeown

5 Appendices

5.1