

LEIGHTON-LINSLADE TOWN COUNCIL

PARTNERSHIP COMMITTEE

30 AUGUST 2012

CHRISTMAS WEEKEND 2012

**Friday 30 November 2012, Saturday 1 December 2012 and Sunday 2 December 2012**

The High Street and Church Square will be closed to traffic (residents will have access) from Friday 30 November 2012 at 12 noon until 1800 Sunday 2 December 2012.

- Thursday evening – set up of fun fair
- Friday - Street entertainment, Santa Float, Official Christmas lights switch on, fireworks, street organs, choir and fun fair.
- Saturday – Normal street market plus craft fair (marquee Church Sq), fun fair, Santa Jog (organised by the Leighton Fun Runners), Santa's Grotto and street entertainment.
- Sunday – Craft/gift market High Street and marquee Church Sq, Live music and dance, fun fair, Santa's Grotto, Reindeer, local artists Art show and street entertainment.

All Saints Church will be holding a Christmas tree festival over this weekend.

**Budget**

The agreed budget for this event is £12,000 plus £3,000 for staff overtime.

		<b>Available funds</b>
Deposit for stage	£655.50	£11,344.50
Outstanding payment for stage	£1,529.50	£9,815.00
Fireworks Display	£1,500.00	£8,315.00
2 way radios	£130.00	£8,185.00
Temporary Road Closure	£153.00	£8,032.00
Road Closure Signs	£102.00	£7,930.00
Overnight security dog handler (2 nights cover)	£288.00	£7,642.00
First Aid Cover	£200.00	£7,442.00
Temporary Event Licence	£21.00	£7,421.00
Additional Insurance cover	£100.00	£7,321.00
Reindeer	£1,400.00	£5,921.00
Marquee	£1,500.00	£4,421.00
Street Entertainment	£1,600.00	£2,821.00
500 x Santa hats (Santa's Grotto)	£250.00	£2,571.00
Santa Float	£50.00	£2,521.00
Publicity	£1000.00	£1,521.00
Costume Hire (to be decided)		

### **Staffing/Volunteers**

It is anticipated that Town Council staff will provide stewarding for the event on Friday with a fewer number of staff needed for Saturday and Sunday (I♥LB group are sourcing volunteers to support the event specifically on Sunday).

### **Transport**

It is proposed that there will be free of charge to passengers bus travel on the Saturday and Sunday (subject to budget approval). Dial a ride (Buzzer Bus) have offered to provide a service to its members on the Sunday (subject to volunteer availability). The Corporate Governance Manager has contacted Grant Palmer Buses, who has agreed to undertake this provision, as they have in previous years. Whilst no fares are charged on the bus, the driver is able to record, on the ticket machine, the amount the fare would have cost. An invoice is then sent at the end of the month for re-imburement, this could cost in the region of £1,000.

The same request has been made for the D1 service, Arnold White Estates have confirmed they will support this and will obtain figures and costs for the Committee's consideration, these are still awaited. Arriva has also been contacted regarding their inter Town journeys; again confirmation is awaited from them. A recent additional request has been made to Arnold White Estates to the possible use of the D1 service running on the Sunday of the event which includes a revised route to encompass Linslade.

At the last meeting, Councillor B Spurr was asked to look into the question of free car parking on the same dates, aimed at visitors from outside the town. It was anticipated that costs for provision of free parking and free bus travel would be provided to the Committee at its next meeting. Central Bedfordshire Council has been contacted, twice, regarding the possibility of free parking on the Friday. A response has yet to be received.

### **Publicity and Promotion**

Banners, back board of Dash Direct, leaflets/posters on Grant Palmer/Arriva buses, Website, News from the White House, retailers, schools, Experience Bedfordshire Website, Raring to Go (Marston Vale) and Primary Times.

### **Stalls**

All stall holders who attended the Canal Festival were approached as to whether they would be interested in attending the Christmas Event. A number of forms have been received and contact is being made by the I♥LB group. So far (9 August 2012), 9 stalls have confirmed their attendance (5 outside and 4 inside the Marquee)

**Retailers**

All retailers (independent and chain stores) will be encouraged to open on Sunday. Previously, independent retailers have stayed open late on Friday with the chain stores closing and on Sundays the independent retailers stayed closed whilst the chain stores opened. It needs to be recognised that during the current economic climate unless independent retailers feel confident that there will be an increase in footfall on the Sunday they may not wish to open.

**Recommendation to fund in principle the cost of free of charge to passengers bus travel on the Saturdays in December plus costs for one Sunday (2 December 2012).**

Report Author :  
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