

# MARCH TOWN COUNCIL

## **Minutes of a Christmas Lights Working Party Meeting held in The Skoulding Suite at March Town Hall on Monday 20 January 2025 at 7.45pm**

<b>Present:</b>	Chairman	M Field
	Councillors	M Purser
		S Court
	Members	A Stimpson
		R Burry
		D Fortuna
		Town Clerk
		S Lemmon

### **Apologies:**

Apologies were received from Flt Lt R Kidger and G Christy.

### **Minutes**

The minutes of the meeting held on 18 November 2024 were circulated and approved and were signed by the Mayor at the main meeting of March Town Council on 2 December 2024.

### **Committee Administration**

M Purser proposed M Field to continue in his role as Chairman.

This was seconded by D Fortuna and carried by a vote.

M Purser proposed S Court to the new position of Vice-Chairman.

This was seconded by R Burry.

The Town Clerk would remain as Secretary to the committee.

### **Feedback from 2024 Event**

In the main, the event was hugely successful and people were very positive about it.

It was agreed that the C Brown Support Services (who managed the road closure and provided traffic management) were exceptional.

Issues to consider;

- People gathered in Broad Street near the tree could not hear the countdown for the switch-on. Speakers could possibly be connected to the van so that those in Broad Street could hear the countdown in future.
- The option of moving the trailer to Broad Street was also discussed, but this would take up too much room in Broad Street potentially. Both options to be fully explored.
- The stewarding rota would have to be amended in future to include Barclays Bank/Grays Lane.

- There were not enough high vis jackets, beanies or torches for all the stewards; All jackets to be returned to the office forthwith so that a full stocktake of jackets and equipment can be undertaken, and further items purchased, as required.
- More guidance/closer supervision may be required for the cadets helping on the evening.
- Stewards had reported that it was not possible to hear the radios, so they had resorted to using their 'phones/WhatsApp to communicate. The existing radios were not suitable in environments with high background noise.
- Itinerary of switch-on events to be prepared for 2025
- Issues with toilets and litter (see below)

## Preliminaries

March Town Council at its meeting in December 2024 approved the 2025/2026 budget prepared by the Clerk, subsequently ratified on 6 January 2025. The budget provided for the retention of the sum of £20,000 for Christmas Lights for 2025. It was agreed however, that in early 2025, once the bulk of the Christmas Lights-related invoices had been received, the Clerk would prepare a report for councillors regarding the total 2024 expenditure, which was likely to represent a significant over-spend. This report would inform the basis of a discussion as to the viability of continuing to fund the long-standing tradition of having Christmas Lights and a switch-on event in March, given the ever-escalating costs of erecting the lights and staging this event.

It has been suggested once again by some that the switch-on event be combined with the Christmas Market in a bid to reduce costs, as costs would be shared with FDC. However, this suggestion has time and time again been rejected for a number of reasons.

In terms of finances, fund raising and sponsorship/donations were significantly down in 2024;

**2023** Tesco collection £637.84, Lisa Hedges £500, Funeral collection £376.41, Octavius donation £2000, Bretts Transport £500 = £4,014.25.

**2024** Tesco (£828.76), Switch-on collection (£41.67), Xmas Market sales/collection (£178.37), donation of £250 from UK Towbars, Lisa Sharman – Hedges (£500), Just Giving (£510 – to be transferred, although there will be some commission to be deducted) = £2,308.74 (down over £1,700 on 2023 figures).

The cost of the event in **2023** was just over £16,000.

Projected costs for **2024** are £23,000 - £25,000.

Moreover, the cost of the event was likely to increase *dramatically* in future years for the following reasons;

- Wall bolt testing was previously only done every other year. This now needs to be carried out every year (over £1,800)
- Lights have never been PAT tested previously. This will now take place every year
- The switch-on is now a Tier 3 event. As such, a paramedic is required in addition to first aiders, so this more than doubles the SJA bill
- Private security is now required for the event

- Fire training is now required
- Full traffic management (in addition to a road closure) is now required for the delivery and installation of the tree in Broad Street
- The Council’s insurance premium has risen significantly by virtue of the new lights (valued at over £100,000)
- There is no budget for replacement/repair of the new lights – the £20,000 present was vandalised having been in situ less than 1 week.
- FDC have strongly indicated that the event will require additional toilet facilities at the switch-on event (another £1,000+)
- The entertainment/band costs have increased significantly (almost doubled)
- The PPL/PRS (music licence) for the event has risen 300% from £270 pa to £725.
- The cost of the unmetered [electric] supply has increased dramatically following a 49% increase in September 2023.
- The major issue is the erection/dismantling of the lighting. If we use a contractor in future, this alone could blow the entire Lighting budget (£20,000 - £30,000).  
If Balfour Beatty provide electrical supervision for every occasion that our team erect or dismantle lights, this would also prove to be too expensive as the team as the team have team have been out on 19 occasions relating to the 2024 switch-on!  
Alternatively, there is potential for some of the committee members working towards the necessary qualifications (NRSWA and G39), but this option is certainly not without its difficulties, complications or cost implications (willingness, numbers, availability, continuity, capacity, time, insurance, disjointed working).

The Committee agreed that it was **imperative** to increase fund-raising efforts and secure sponsorship opportunities to bridge the budgetary shortfall.

## Switch-on Event 2025

“Switch-on” date confirmed as Friday 28 November 2025.

## TRRO / Road Closure / Traffic Management

The Clerk will instruct C Brown Support Services to apply for the TRRO and complete necessary road closure application forms for submission to Cambridgeshire County Council (M Field to be named as 24-hour event emergency contact).

C Brown had supported our 2024 event most successfully.

The 2024 closures were;

B1101 Broad Street	14:00 – 23:00
B1101 High Street	16:00 – 23:00
Market Place	00:00 – 23:00
Elwyn Road	16:00 – 23:00

At a meeting on 2 December 2024, Cllr J French advised that the closing of Broad Street at 14:00 was too early and caused too much disruption for the rest of the town.

However, on that day there had also been an RTI and there were traffic lights in other parts of the town that had compounded the traffic issues.

Set up in Broad Street had started promptly at 14:00 and it was agreed that it would not be practical to close Broad Street any later than 14:00.

As such, timings for 2025 will be as per 2024.

Clerk to advise C Brown about the metal barriers at Barclays/Grays Lane.

## **Lighting / Permissions / Licenses / Compliance / Legal**

1. Clerk to apply for CCC Street Lighting License in due course. Last year CCC advised they only wished to see one application per town. Whilst the Clerk would normally apply for the Attachments License in January, the new columns in Broad Street had not gone through the accrual process and are yet to be adopted by CCC. As such, the Clerk would have to wait until this process was completed before applying to CCC for the licence.
2. Further to the issues experienced in 2024 with making the attachments licence [above] and in an effort to reduce costs, the Clerk had a further meeting with Balfour Beatty on 11.12.24. It was confirmed that if Dan (+ one other) achieved the relevant qualifications (the NRSWA “Signing and guarding” and G39), he and his team would be able to erect and dismantle the lights without Balfour Beatty’s involvement in the process. BB would only be required to assist to fix a faulty column, replace a faulty timer or if a new street light needed connecting for example. The Clerk wrote to Dan on 11.12.24 requesting he explore costings for the required qualifications. The Clerk spoke with Dan on 11.12.24; his initial findings were that there would have to be 2 x NRSWA & G39 qualified people – one at operative level and one at supervisor level. They cannot be the same person. This was confirmed to the Clerk by Balfour Beatty.
3. [Clerk to contact Balfour Beatty to ascertain whether they will again supervise electrical works since this is the only practical way the Committee can legally access CCC street lighting columns] (*if required*).
4. The Clerk had contacted Balfour Beatty in December, it having been reported that 2 street lights on the Bridge (card shop side) did not have any power and therefore the lights were not illuminated. Balfour Beatty were aware and advised that the small feeder pillar in Grays Lane that powered them had been wrongly removed by CCC/Octavius during the regeneration works. BB had found the old cables coiled up in the ground. The pillar would be reinstated in due course to restore power [no time frame provided].
5. Clerk to contact UK Power Networks in January regarding the unmetered supply certificate and advise the dates of the switch-on, and switch-off (16:00-22:30).

**Clerk emailed Rob Smith and the UMS team at E-On 28.1.25 for the UMS bill for 2024.**

6. In March 2024 Peter at Glomac advised that wall-bolting testing was recommended to be done every year (formerly we had this carried out bi-annually). Clerk to contact Glomac to arrange a date for a Sunday in September and liaise with Dan (with cherry picker) and Alan. The 2024 invoice was £1,854 (incl) paid in November 2024.
7. Clerk to confirm with FDC (Layna & Isabel) that the Market Place car park will be closed all day on 28.11.25 and that the toilets in town will be open until 22:00. There was

an issue in 2024 with the temporary toilets getting left open (the original toilets had a timer locking system) and the toilets were “trashed”. The same thing happened to the Town Hall toilets which are NOT public toilets and should not have been advertised as such. Contacts at FDC had indicated that the committee would need to provide additional toilets in future years due to the increased numbers attending the event.

8. PAT testing; Clerk to instruct Darren Biggs to PAT test all lights annually which was considered best practise. This would include the new lights. The cost was £317.26 in 2024. This will be more in 2025 given the additional Broad Street lighting acquired.

## Christmas Tree & Decorations

1. Elveden were able to supply a slightly wonky tree in 2024. In spite of popular demand, there had still been lots of negativity towards the wonky tree which was disappointing and unnecessary. As usual, and not surprisingly, the complaining keyboard warriors were not interested in assisting the committee.

The cost of the tree in 2024 was £3,240 (a 10% reduction on the 2023 given the publicity caused by the 2023 wonky tree).

Due to criticism on Facebook about the cost of the tree and a request by CCC, we will need to have a smaller tree in 2025.

Clerk to contact Elveden and quote for a 28-foot tree for 2025.

(Cllr K French had advised that Cobra would provide transport for the tree which would reduce costs and they had a suitable Hiab vehicle).

2. D Fortuna (Doctor Tree) to provide the Committee with a quote for the installation and removal of the Christmas Tree for 2025 once again. Traffic Management will be **essential** for this process. (Octavius had had to provide emergency TM on the day of the tree delivery in 2024). Quote received on 17.1.25 in the sum of £1,100 (+ VAT) for erection and removal of the tree, removal of arisings, road space bookings and Stop & Go traffic management.
3. Would the 2024 tree be sliced up as per the 2023 tree with a view to selling slices of the trunk to raise funds at events throughout the year? *Committee to decide.*
4. Many of our lights will be not be fit-for-purpose going forward and these can be re-purposed, sold or gifted, as appropriate. M Field, G Christy and D Fortuna prepared an inventory of our light stock and identify all those that can no longer be used on 17.12.24. The chairman would try to sell some of the lighting that could no longer be used. Whilst we had discussed *donating* lighting to surrounding towns and villages, it was now vital to raise additional funds to fund our own lighting and switch-on event.
5. FDC had agreed (Service Level Agreement dated 28.10.24) to provide the free usage of two storage containers at The Base in which to store the new lights. However, Russ at Octavius had advised Dan that anything stored therein would suffer water damage as the containers were not watertight. The Clerk contacted M Wright at FDC and an alternative location was identified and offered to the committee on 11.12.24 to use for storage (Station Road Chapel). Dan and Alan confirmed that the Chapel was ideal/fit for purpose.

6. The Clerk had contacted Zurich Insurance to acquire cover for the new lights (costing in the region of £100,000). The current sum assured for Christmas lighting was £72,783. An additional premium of £260.13 (for the remainder of the year only) was payable (which increased the sum insured to £160,000.00 and would cover the cost of the new lighting). Clerk to update the Council's asset register accordingly.
7. There have been many complaints about the Nativity not being installed in 2024, especially from "Churches Together".  
Could a suitable location be found for it in 2025?  
M Field would discuss with Budgens once again.
8. The "parcel" light was unfortunately vandalised, less than a week after the switch-on. Sadly, after thorough examination of CCTV footage, it was not possible to identify who caused the damage or when, and the police had not been at all helpful with the investigation. There is no budget to get this repaired.
9. Dan/Alan had advised the Clerk that they had been unable to erect any of our old lights on some of the columns in Broad Street. However, M Wright confirmed by email on 4.12.24 that *"the design installed was for the Christmas lighting that we brought to Town Council, we had no instruction that they wanted old lights to be re-used in those locations and as such the design does not reflect this. The new lights have their own timers built in as far as I'm aware but you won't be able to use the columns that are already hosting the new lights as the infrastructure was not installed as the brief was to install the new design"*

## **SAG / Event Management Plan / Health & Safety**

1. SAG paperwork to be completed at the earliest opportunity (M Field).
2. M Purser to complete the application for the Licence to Occupy the Market Place.
3. Clerk to apply to FDC Land Team for permission to use the Market Place once dates were confirmed for the erection/dismantling of the Christmas Lights. Notice and signage would be required for the closure of the Market Place. FDC will require copies of our liability insurance, Risk Assessments and Method Statement as well as the cherry picker licence.
4. Assistant Clerk to request St John Ambulance attendance at the event. In 2024 the switch-on event was deemed a Tier 3 event, so the SAG required a registered nurse or qualified paramedic attend in addition to 4 first aiders. This has significant cost implications.
5. M Field to arrange fire marshal training, extending the invite to non-committee members so that the training costs can be split (a new, additional cost for the event).
6. Clerk to request local press advertise the event (which would also satisfy SAG requirement to notify residents of possible noise/nuisance etc and would help to advertise the road closure so as to give residents, businesses, taxi firms and bus companies etc a heads-up about the timings of the road closures)
7. What Three Words app to be used once again in the event of emergencies on the night.

8. M Field to arrange private security for the switch-on event as per last year (another new, ongoing cost)
9. M Field to enquire whether there will be a police presence at the switch-on.
10. M Field/R Burry to request delivery of 15 extra wheelie bins for the event that will be emptied and collected on the Saturday morning.
11. There was an issue with litter in 2024. The event pre-application had clearly stated that stewards would litter-pick at the end of the night. M Field/R Burry to contact Dawn Rae at FDC to supply litter pickers for 2025. M Field would speak to Lisa re litter removal.
12. The wristbands for lost children would continue.
13. The information point (FACT bus) would remain located to Broad Street, near the Christmas Tree and people could get the labels from the FACT van to hang on the tree.
14. Those erecting the lights again in 2025 are to review and sign the Method Statement and Risk Assessments (to be circulated in due course).

## **Finance / Fund-Raising / Collections / Sponsorship**

1. 2024 Fund-raising; £2, 308.74 (less Just Giving commission, tbc)
2. March Town Council has committed £20,000 in its 2025/2026 budget for Christmas-related expenditure.  
  
In previous years a maximum of £7,500 has been paid out to helpers. All payments were subject to recipients signing a receipt acknowledging that they were responsible for their own tax and national insurance. All helpers to supply the Clerk with their timesheets for 2024 as soon as possible for payment before year-end. Clerk emailed a reminder on 13.1.25. Timesheet handed to Clerk to process payment in February. Tax & NI Statements emailed to erection team on 21.1.25 for completion and return to the Clerk for accounting purposes.
3. Clerk to contact Kelly Riddell at Tesco ([UK5657@tesco.com](mailto:UK5657@tesco.com)) regarding a Tesco collection in November.
4. G Christy to liaise with Lidl ASAP re the possibility of a collection/bag pack. This must be done early in the year to give the Army Cadets enough time to complete the necessary paperwork etc.
5. G Christy to purchase additional card readers now that the Friends of March Christmas Lights bank account had been set up and Money Laundering Policy and Procedure for Identifying Donors had been drafted. Committee to decide on number of additional units.
6. Any sponsorship opportunities must be explored for 2025. Sponsorship had been poor in 2024. Local businesses to be approached. Sponsors to be advertised on Facebook, ideally weekly.

7. The Just Giving page had been successful and would be set up again for 2025 and circulated widely and as soon as possible.
8. It is hoped that the Air Cadets would be able to support with the Tesco collection and stewarding duties at the switch-on once again in 2025. This was confirmed by email from Flt Lt R Kidger by email to the Clerk dated 15.1.25.
9. R Burry to liaise with Tracy Ranger to see if the Army Cadets are happy to help at the 2025 switch-on event.

## **Stewards**

1. Steward recruitment continues to be a priority for the event. More stewards must be sourced and available to help on the night to allow the event to run smoothly and safely. Facebook recruitment campaign to commence in the late Spring. M Field has taken over Facebook. Without additional stewards the switch-on event ***cannot*** happen.
2. All stewards will now be DBS checked.
3. Stewards to wear high visibility clothing – vests, hats, sashes and lanyards. The high-vis jackets must be collected from the Town Hall/MTC one week prior to the switch-on event.
4. Waterproof torches had kindly been donated by Wrights Tools in 2023. M Purser to ensure that these are all collected, in his possession and fully charged prior to the 2025 event.
5. The Event Manager must get a key for the Town Hall from Kathryn at 20Twenty/current Chairman of the March Civic Trust to be able to lock the Town Hall after the switch-on.
6. The Committee now have approximately 20 radios. There were a number of complaints following the switch-on event about the radios/headsets not working/messages not audible
7. Skoulding Suite steward refreshments; It was considered that tea and coffee would be sufficient.
8. R Burry to contact the Estafest stewards who volunteered in 2024 to see if they would be able to steward once again in 2025.
9. Stewards Briefing – to be arranged in due course.

## **Entertainment / Fairground / Catering / Refreshments**

1. Clerk to contact Lisa Hedges re fair rides and food stalls ( [REDACTED] ) and confirm the date of the 2025 switch-on.



2. John Whitehead ( [REDACTED] ) Clerk to contact John to see if he will be available for MC duties at the event once again this year.
3. Clerk to contact Tom Harlock regarding band availability (band only basis).
4. M Field to contact K Nightingale of 20Twenty Productions regarding its involvement in the 2025 event. There had been discussions in 2024 about a World-War-themed projector display on the Town Hall, if funding could be secured. This was deferred until 2025. Suggest contact is made with Kathryn about this soonest so that time doesn't run out again.
5. The Clerk to contact Derek Rutter (March Lions) regarding provision of a Father Christmas and sleigh.
6. M Field/R Burry to contact Gary Tustin re the pre-warm-up at 18:00.
7. New PPL/PRS licenses for Broad Street [and also West End Park] purchased by Clerk in December 2024. The licence has a start date of 1 November 2018 (and has no expiry date). The cost of this has tripled in one year.
8. The Committee resolved that Father Christmas would switch on the lights and the Mayor would be invited to attend the event.

## **Communications / Advertising / Social Media**

Facebook and social media communication usage/advertising must improve to raise awareness about the event, sponsorship and fund-raising activities, to share information and recruit/attract volunteers/stewards without which, the committee **would not be able to continue** to provide Christmas Lights or a switch-on event in the town.

The Chair and Clerk will write a press release raising awareness about the desperate lack of/need for stewards. If more stewards cannot be recruited on a volunteer basis, the event will not be able to go ahead and this would be incredibly sad for the town. Also mention spirally costs of providing lights and a switch-on event.

**Fund-raising and sponsorship must continue to be a priority for the Committee to deliver a 2025 event.**

## **Miscellaneous**

1. Clerk to contact Lynn McGhee, Branch Manager, of Ridgeons/Huwsgray regarding the loan of steps for the trailer once again in 2025 (662000).
2. Clerk to contact John Thomas (01945 450555) re the loan of a trailer once again in 2025 for the Market Place.

## **Date of Next Meeting:**

Monday 17 February at 7.45pm in The Skoulding Suite at March Town Hall.

There being no further business, the meeting closed at 9:55pm.

Councillor G Christy ..... 3 February 2025  
Mayor of March.