



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

**MINUTES:** of the Committee Meeting held on 26<sup>th</sup> April 2021 at 19:00 via the Zoom online meeting application.

**PRESENT:** Councillors Andrea Chapman, Christine Bowman, Lisa Duff, Patricia Gander, John Gunston, Elizabeth Linton (Chairman) and Steve Toney

**ALSO:** Simon Cross, Clerk to the Council

Alison Roberts, Receptionist / Admin Assistant to the Council (until 19:31)

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The meeting opened at 19:00.

The meeting was held in accordance with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* and the council's own *Protocol for Remote Meetings*.

### **325/21 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

### **326/21 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

No Interests were declared.

### **327/21 PUBLIC SESSION**

No members of the public were present.

### **328/21 EAST PRESTON FOOD & DRINK FESTIVAL, 28<sup>TH</sup> AUGUST 2021**

The following report had been circulated in advance of the meeting:

## **East Preston Food & Drink Festival – 28<sup>th</sup> August 2021**

**Committee is asked to consider any matters pertaining to this cancelled event.**

Cllrs Chapman and Gunston are leading on this event.

In response to a conversation I had had with Cllr Linton suggesting the committee consider dropping pitch fees as a way of thanking businesses for coming back to us, Alison has written the following:

“I don’t think that a reduction in pitch fees for the food and drink festival is necessary as our prices are already very competitive. None of the stalls that want to come back this year have asked how much we will be charging. Most of the stalls sell out on the day so they make a lot of money.

“East Preston Food & Drink Festival - £50 for hot food and bars, £35 for retail stalls for 4m x 4m pitches.

“Worthing Food & Drink Festival was charging £120 (£60 per day) about 8 years ago. It has possibly gone up since then.

“Floral Fringe Festival charges £135 (67.50 per day) for 3m x 3m pitch – early bird rate and £150 (75 per day) after the early bird date has passed. £210 (£105 per day) for a 3m x 5m pitch

“Goring Farmer’s Market £40 for a space under their gazebos (only enough room for a 1.8m table)”

The committee needs to consider and decide its pitch fees tonight.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> April 2021

Mrs Roberts advised twenty-three stalls were lined up for the Village Green proper and a further ten stalls for the car-park “marketplace” area. Only nine stalls on the Village Green currently were offering hot food. It may be good to get one or two more for a better balance.

After some discussion, the committee AGREED unanimously to keep the stall fees as they are for this year. An increase should be considered seriously for next year.

The committee AGREED to expenditure of approximately £170 for bales of hay to use as seating around the Village Green on the day.

Mrs Roberts confirmed children’s entertainment was all sorted. Circus skills would be provided by Nick whilst Ben was a magician. A different Nick and a different Ben would provide children’s fairground rides. These would be set up on Sea Road itself.

The committee AGREED unanimously to keep the provision of toilets the same as in previous years, two standard cubicles and one accessible. Officers would look further into the provision of hand sanitiser near the toilets. Mrs Roberts would also ask all stallholders to consider having hand sanitiser on their stalls. Many will have attended events this year before they get to East Preston and will have a good idea as to what works and what does not.

There was some concern expressed about how long queues at the event would be managed. The committee was not sure this should fall to the organisers nor were they sure this was for the stallholders to worry about. This would be discussed again at the next meeting.

Cllrs Duff and Linton both thanked Mrs Roberts for her work-to-date on this event.

### **329/21 OUTDOOR FILM SHOW, LATE SUMMER 2021**

The committee NOTED the following paper which had been circulated in advance of the meeting:

## **Outdoor film show, late summer 2021**

**Committee is to consider of any matters relating to such an event.**

I have no update from the last meeting. Alison has some information from an alternative company which possibly deals only with domestic screenings.

Simon Cross – **Clerk to the Council**

19<sup>th</sup> April 2021

Mrs Roberts reported she had found a company in Worthing which offered outdoors film shows, but aimed at the domestic market. She had contacted the company to see if they could offer anything suitable for what the committee was thinking.

The committee AGREED unanimously not to offer a film showing for the village this year, but to keep this under consideration for 2022.

**330/21 FUNDAY SUNDAY, 3<sup>RD</sup> OCTOBER 2021**

The following report was circulated in advance of the meeting:

**Funday Sunday, 3<sup>rd</sup> October 2021**

**Committee is asked to consider any matters pertaining to this event, currently scheduled for 9<sup>th</sup> May 2021.**

Cllr Gander is leading on this event.

Vintage Candy has confirmed its availability for the afternoon of Sunday, 3<sup>rd</sup> October and has agreed to an initial suggestion of upbeat, happy songs.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> April 2021

The committee AGREED unanimously to defer further discussion on this matter until the next meeting when the possibilities of the date may be better known.

**331/21 EAST PRESTON CHRISTMAS CELEBRATIONS – 20<sup>TH</sup> NOVEMBER 2021**

Mrs Roberts confirmed all music acts were confirmed, including Celebration Samba to lead a workshop again and the parade.

The Clerk confirmed the library service wanted to be involved again, including, he believed, Father Christmas.

Mrs Roberts said the Craft Fair element was selling more slowly than usual but she was certain this would sell out again as usual.

With nothing further to discuss, Mrs Roberts left the meeting at this point.

**332/21 URBAN FOOD FESTIVAL**

The committee NOTED the following paper which had been circulated in advance of the meeting:

**Urban Food Festival**

**Committee is asked to consider a proposal to run a Farmers' and Street Food Market in the village.**

Out of the blue, the council was approached on 2<sup>nd</sup> March as follows:

Hi there,

I would love to arrange a quick (zoom) call with you to chat about Urban Food Fest's street food trucks & markets at East Preston Village Green.

Urban Food Fest operates high-end street food markets and farmers markets, featuring trendy street food trucks, stalls, bars, vintage furniture and entertainment across the UK, including our Shoreditch High Street flagship market, Chiswick, Baker Street, Brunswick Centre and many more locations. Our website is [www.urbanfoodfest.com](http://www.urbanfoodfest.com) and Instagram: [@urbanfoodfest](https://www.instagram.com/urbanfoodfest)

Our markets are run in a very professional manner and we would like to work together closely with East Preston Parish Council and engage with the local community and local initiatives.

We would ideally be looking for a regular market opportunity (weekly or monthly) but are also happy to assist with any pop up events such as fundraisers or themed events.

As our markets are very bespoke to each site I think it might be a lot easier to talk through potential opportunities and also to tell you a bit more about Urban Food Fest.

Please do let me know when would be a good time to speak.

I look forward to hearing back from you.

Kind regards,  
Julia

Urban Food Fest

I replied, initially asking what the company knows about East Preston and the Village Green.

The reply on 3<sup>rd</sup> March:

About East Preston and Village Green we know that it is popular for hosting events in the local area, that's why we are interested in collaborating with you.

Since there have already been some markets and festivals in your area, we are sure to believe that the local community is interested in Urban Food Fest street food markets, which would not only bring attention and value to your area by the local community but also from surrounding communities.

At this point, I discussed this with Cllr Linton who agreed the Food & Drink Festival was very much a council baby it did not want to give up. The village might, however, be interested in a one-off Farmers' Market. I went back to Julia and asked for some idea of how much the company might charge for a one-off Farmers' Market.

The reply on 4<sup>th</sup> March:

Thanks for your email. In fact we would pay a rent for a regular market. I would be happy to set up a talk with you regarding a spring farmer's market in case you are interested.

I duly had a video meeting with Jessica on 5<sup>th</sup> March. It took a few attempts to get a clear answer as to why the company was especially interested in East Preston as it had become clear neighbouring councils had not been similarly approached. Jessica finally said a colleague knew East Preston and that was why they were approaching us.

Throughout the call, I said (when I could get a word in) we were not looking for a regular commitment, just an initial one-off to see how it went. Jessica thought the village could sustain a monthly or even weekly event, running over both days of a weekend. The call ended with Jessica agreeing to send us a proposal.

The proposal arrived on 23<sup>rd</sup> March, and is for a monthly farmers' and street food market as follows:

It was a pleasure speaking with you last week.

Following on from our conversation, please find attached our proposal for East Preston Village Green. Each market location is completely bespoke, we would work closely with you to provide as many ideas from our proposal as you would like or a select few.

We would like to bring a high-end, trendy and professional monthly farmers' and street food market operating on the last Saturday and Sunday of the month between 10am and 3pm each day, offering a delicious selection of takeaway produce and street food. We would be keen to start as soon as possible.

Our on-site Market Managers would manage the space from start to finish ensuring the site is left spotless. All our markets follow strict Covid guidelines and health and safety regulations, this is in addition to the high quality health and safety procedures which are followed as standard across all market sites.

In addition to following excellent health and safety procedures, all markets would have a queue management system in place to ensure social distancing is maintained throughout the market. For any larger markets or events SIA Security would be on-site at all times.

We would look to work very closely and engage with the local community and residents by offering discount codes or a free stall at the market as well as sponsoring charitable initiatives with Urban Food Fest hampers and prizes.

Please do let me know if you would be available for a call this week to discuss the attached proposal in further detail.

Kind regards,  
Jessica

The proposal was accompanied by a 12-page document / brochure, within which I have so far failed to find any financial details. I have emailed that around with these supporting papers.

I replied to Jessica on 6<sup>th</sup> April reminding her we had agreed for her to send through details for a single, one-off Farmers' Market. I have received no reply.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> April 2021

Committee members who had looked at the Urban Food Festival website AGREED the event did not seem well suited to East Preston. The committee AGREED unanimously not to engage with this idea any further.

### 333/21 EAST PRESTON VOLUNTARY SERVICE PARTY, 31<sup>ST</sup> JULY 2021

The following report was circulated in advance of the meeting:

## East Preston Voluntary Service

**Committee is asked to consider any matters pertaining to an event to celebrate the volunteers of the East Preston Voluntary Service.**

At the last meeting, the committee agreed to hold this event on Saturday, 31<sup>st</sup> July, running from 16:00 to 18:00.

I have asked East Preston Junior School if we can hold the event there, but the most recent response I received was, "I will have to double check, but I do not believe we are letting out our hall until the start of the autumn term in September. We are awaiting a meeting with the trust after the Easter Holidays at the earliest. Sorry. As soon as we have an update, I'll be sure to get in touch." I have heard nothing further since the beginning of the school holidays.

Cllrs Gander and Linton have been investigating food and drink options respectively.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> April 2021

The committee AGREED this event was another that was dependent upon the government's roadmap. Additionally, with the uncertainty over whether or not local authorities could continue to hold remote meetings in public after 6<sup>th</sup> May, the committee AGREED unanimously to form a Voluntary Service Party Working Party. The Clerk confirmed there was no requirement in Standing Orders for working parties to meet in public and therefore the group could continue to meet remotely. All committee members AGREED to be part of the working party.

When the time came, Voluntary Service coordinators would call round all their service users and volunteers to invite them personally to the party. It was hoped this would result in a higher take-up amongst service users and also a clearer idea of the number of attendees.

The first working party meeting would be held on 14<sup>th</sup> June at 19:00. The meeting would need to look at catering options and discuss the full format of the event. Drinks menu was likely to be wine, juices and sparkling water, no hot drinks.

The Clerk AGREED to contact Andy Billups to see whether he would be willing to provide some introductory music as he had for the End of Term Party in 2019.

### **334/21 MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> FEBRUARY 2021**

The committee AGREED the Minutes were a true reflection of the meeting held on 22<sup>nd</sup> February, and that Cllr Linton could sign them. The meeting further AGREED Cllr Linton could sign the Minutes when next passing the Council Office.

### **335/21 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

The following report was circulated in advance of the meeting:

## Updates from previous meetings

**Minute 185/21 – East Preston Festival, July 2021** – the company offering to run the World Market started to publicise the event on its website without agreement from either the Festival Committee or the council. At this point, it all felt very wrong, and Alison and I took the executive decision not to proceed with this event at this time. The Festival Committee felt the same.

To be fair to the organisers we have said we will visit one of their events when one is nearby. There is one taking place in Worthing this summer, but I cannot readily find the date. I will advise when I know it.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> April 2021

Nothing was added.

### **336/21 NEXT MEETING (28<sup>TH</sup> JUNE)**

Nothing new.

*The Meeting closed at 19.51.*

Chairman: *Cllr Elizabeth Linton* Date: **28<sup>th</sup> June 2021**  
Cllr Elizabeth Linton