



# EAST PRESTON PARISH COUNCIL

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## MAJOR EVENTS COMMITTEE

**MINUTES:** of the Committee Meeting held on Monday, 27<sup>th</sup> June 2022 at East Preston Infant School, Lashmar Road, East Preston at 19:00

**PRESENT:** Councillors Christine Bowman, Andrea Chapman, 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 19:49)

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The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSCC – West Sussex County Council.

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The meeting commenced at 19:02.

Following the Annual Meeting of the Council on 9<sup>th</sup> May, the membership of this committee was Cllrs Bowman, Chapman, Duff, Gander and Gunston. As Chairman and Vice-Chairman of the Council respectively, Cllrs Toney and Linton were entitled to attend and vote at meetings of this committee.

The following paper had been circulated in advance of the meeting and covered the first two Agenda Items:

## **Annual appointment of Chairman and Vice-Chairman**

**Committee is asked to consider the appointment of a committee Chairman for the council year 2022/23.**

**Committee is asked to consider the appointment of a committee Vice-Chairman for the council year 2022/23.**

Yesterday, members of the committee were asked to let me know if they wished to stand for either of these posts. Cllr Linton has said she would like to stand for Chairman again; at the time of writing, no member has offered to stand for Vice-Chairman again. But it's not too late.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> June 2022

The meeting AGREED Cllr Bowman could act as a second teller alongside the Clerk.

**546/22 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2022/23**

Cllr Linton was appointed unopposed.

Cllr Bowman confirmed all seven councillors present had voted.

**547/22 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2022/23**

Cllr Gander was appointed unopposed.

Cllr Bowman confirmed all seven councillors present had voted.

**548/22 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present.

**549/22 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

No Interests were declared.

**550/22 PUBLIC SESSION**

No members of the public were present.

**551/22 QUEEN'S PLATINUM JUBILEE WEEKEND – 2<sup>ND</sup> TO 5<sup>TH</sup> JUNE, 2022 – BIG JUBILEE LUNCH**

The committee AGREED the Big Jubilee Lunch event on 5<sup>th</sup> June had gone very well. There had been a concern on the morning of the event when a pre-booked generator failed to arrive, but two households in Willowhayne Cottages allowed the Festival Committee to hook up to their electricity. The sound system worked well, and the music acts were well-received.

Those involved felt it would be essential to have matters agreed in writing should the council and the Festival Committee choose to work together on an event again. The lack of written agreements meant there was confusion between the two organizations over some matters.

**552/22 HEYWOOD HARDY BLUE PLAQUE-UNVEILING, 2<sup>ND</sup> JULY, 2022**

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

**Heywood Hardy blue plaque, 2<sup>nd</sup> July, 2022**

**Committee is asked to finalize plans for the unveiling of the Heywood Hardy plaque on 2<sup>nd</sup> July, 2022.**

Cllr Linton to lead on this item.

The householders are happy for the unveiling / dedication to go ahead on 2<sup>nd</sup> July. I have started to invite people as per a list I have previously run past Cllr Linton. At most, there should be twenty people invited to the event, three of whom (Sioned Vos, David Sawers and Richard Standing) have already tendered their apologies.

Denise of Pebbles Catering has agreed to cater the post-dedication buffet. Cllr Toney is liaising with the British Legion as somewhere to hold the post-dedication buffet.

I am in touch with Sean at DART about the installation of the plaque on the morning of Friday, 1<sup>st</sup> July.

Cllr Duff and the Clerk had visited Forge House on the afternoon of the meeting and had discussed potential scenarios for the veiling of the plaque. As the plaque was considerably higher up the building than the other three already installed by the council, it may prove necessary just to dedicate the plaque rather than unveiling it!

The Clerk reported there had been a problem with a neighbour threatening that afternoon to stop the installation and unveiling going ahead but they had subsequently spoken and the situation appeared to be resolved.

Catering had been ordered from Pebbles. Guests had been invited including leading members of the Preservation Society, the Vicar and church warden of St Mary at Clymping and the householders. Graham Lewis of the Preservation Society had kindly drafted a speech from which Cllr Linton would forge her own speech for the unveiling or dedication.

### 553/22 EAST PRESTON FOOD & DRINK FESTIVAL, 27<sup>TH</sup> AUGUST 2022

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

## **East Preston Food & Drink Festival – 27<sup>th</sup> August 2022**

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

Cllr Gunston is the lead councillor for this event.

**Committee is also asked to consider traffic management measures on the day.**

Following last year's event, a resident of Sea Road complained to the council about what she considered to be poor traffic management on the day of the event, citing the combination of vehicles and pedestrians in Sea Road and vehicles making sudden turns to avoid the road closures. The member of the public was invited to meet with Cllrs Linton and Gander to discuss her concerns further, and was provided with a copy of the council's Risk Assessment for the event. Ultimately, the member of the public said she was no longer able to meet with Cllrs Linton and Gander and nothing further has been heard from her. Having heard her complaints, I asked other residents of Sea Road, near neighbours of hers, and all said they had not seen anything to be concerned about. That aside, we should still give the resident's concerns some consideration ahead of this year's event.

**Committee is also asked to set a date for an informal review of the event.**

The Major Events Committee's next meeting after this one falls in the week before the event takes place, after which its next meeting is scheduled for 24<sup>th</sup> October. In order not to miss any important comments those involved wish to make, an informal review is suggested for sometime in the week after the event.

Cllr Gunston had been working on a tasklist for the event. Mrs Roberts said there was a tasklist in the office already and she would share this with him. Once he had combined the two lists, he would circulate asking councillors to let him know for which tasks they would be available.

Cllrs Gunston and Toney said they would put out the signs on the A259 on 18<sup>th</sup> August.

Cllr Linton said she would happily leaflet vehicles in Sea Road with reminders not to leave cars parked on in Sea Road on the 27<sup>th</sup>. Cllr Gunston was also considering a letter-drop to Sea Road properties, and a different one to Sea Road businesses likely to be open on the day of the event.

Mrs Roberts reported three of the selected stalls were apparently no longer taking part. Two had not paid by a week after the closing date and one had vanished into thin air (not for the first time). Mrs Roberts was in touch with one possible

replacement. If no others appeared, the committee AGREED it would be possible to spread the other stalls out a bit without making the Village Green look bare.

All paperwork had been completed for the Cackle Street Cats to perform a half-hour show at 12:30, 13:30 and 14:30. Malcolm Bubblepop would provide children's entertainment from 15:00 onwards.

The committee considered options for improving traffic management at the event. Putting out cones was one suggestion, but these would not be enforceable. Cllr Bowman AGREED to raise this with Sussex Police Inspector Durkan at a meeting the day after this meeting. The committee AGREED the road closure could be changed to 08:00 if the marshals were available.

The committee AGREED to hold an informal post-event review on Thursday, 1<sup>st</sup> September at the Council Office at 10:00.

The Clerk reported he was still waiting for the Horticultural Society to confirm its agreement to a meeting about 2023 dates.

#### **554/22 FUNDAY SUNDAY, 9<sup>TH</sup> OCTOBER 2022**

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

### **Funday Sunday, 9<sup>th</sup> October 2022**

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

Cllr Gander is the lead on this event.

Following agreement at the last meeting to hold a *Funday Sunday* event in October, I contacted the Village Hall and committee members, and the best date seemed to be 9<sup>th</sup> October. Cllr Gander has contacted both Vintage Candy and Funky Fusion to ascertain their availability for that date. Vintage Candy would only be able to field Jay again; Funky Fusion has not replied at the time of writing.

Six attendees from the last event, representing at least 15 attendees, completed the survey after the event. Feedback can be found at Appendix A below. All interesting comments, but I would pick out the comments about butter on scones and info on music.

After a lot of hassle actually getting in touch with somebody useful at Sainsbury's, a full refund of £156 has been paid "as a gesture of goodwill".

Simon Cross – **Clerk to the Council**

13<sup>th</sup> June 2022

Cllr Gander reminded the committee how successful the April event had been, as evidence by the survey answers included as an Appendix to the meeting's papers.

The council had received a full refund of £156 from Sainsbury's. There was some money left in the budget line for this year, but not enough for a second event.

The committee AGREED a second event would be good, and AGREED to ask council for a further £500 from Reserves to enable a second event. This would allow the committee to book Funky Fusion again. The Village Hall had been booked provisionally.

The committee AGREED to increase the ticket price from £10 per head to £12 per head, a reflection of the increasing costs of everything these days. Four councillors voted in favour, three against.

The committee AGREED to a theme of Autumn Colours, and the Clerk suggested the event could perhaps end with 60s music as that seemed to be what appealed most to the audience.

#### **555/22 EAST PRESTON CHRISTMAS CELEBRATIONS, 26<sup>TH</sup> NOVEMBER 2022**

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

# **East Preston Christmas Celebrations – 26<sup>th</sup> November 2022**

**Committee is asked to consider any matters relating to this event.**

Cllr Linton is the lead councillor for this event.

At its December meeting, Full Council agreed to the council running a 2022 East Preston Christmas Celebrations event on 26<sup>th</sup> November (Minute 988/21, Resolution 1599).

With regards to music acts in the Conservative Hall, on Cllr Linton's behalf I watched East Preston-based act Music Express perform at a church hall in Goring on the first Saturday of Festival Week. I have subsequently asked the act some questions which will help the council determine whether or not we can use it this year.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> June 2022

Mrs Roberts reported the Village Hall was full. The time from which stallholders could leave the event would be changed to improve traffic management. To that end, there would no longer be hot food stalls in the car-park. These would either go on the road outside the Conservative Hall or in the southern part of the northern shops service road. Charity stalls would also go into that part of the northern shops service road. This too would help with traffic management by the Village Hall.

Cllr Bowman AGREED to visit all the shopfront businesses soon to encourage them to take part in different aspects of the event.

Asked about the judging of the Christmas Window Displays, the Clerk explained the judging team had always been Cllr Duff and her son (for the youth view), Cllr Toney (as incumbent Chairman of the Council) and the previous winner. This gave three votes out of 10, which the Clerk then added up and a winner was decided. Following some surprise at last year's winner, the Clerk had asked Alison Finch to join the judges as the donor of the winner's trophy.

The committee AGREED to have fireworks again as a good conclusion to the main event. The Upbeat Community Singers had AGREED to sing some carols near to the fireworks site.

Cllr Chapman asked whether the bottle tree could be sited at the library again. The Clerk said he doubted it but he would ask.

Mrs Roberts reported she had booked a coffee van for outside the Catholic church hall to keep parents and guardians entertained whilst their children were at Father Christmas's Storytime. Nick Cook would also be on-hand (and stilts) as either an Angel or a Toy Soldier. The committee AGREED he should be a Toy Soldier.

## **556/22 RETURNING BUSINESSES POLICY**

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

### **Returning Businesses policy**

**Committee is asked to consider a draft Returning Businesses policy for use in the council's events.**

At the last meeting, the committee asked Alison and me to draft a Returning Businesses policy. This would be used by the council at times when businesses were offended by the council not including them in a subsequent event, regardless of how successful they were deemed to have been previously.

Alison and I have so far come up with the following wording:

#### **Returning Businesses and Entertainments Policy for council events**

East Preston Parish Council reserves the right not to include businesses or entertainments which have taken part in previous events, regardless of how

successful that business or entertainment may feel its attendance at an event has been. This should, in no way, be taken as a comment upon that business or entertainment.

This is in order to ensure council events remain fresh and attractive for East Preston residents.

As you will see, we have applied it to entertainment acts as well as businesses. Although short, we did not feel the policy needed to say anything else.

If the committee is happy, this policy will be recommended to Full Council for official adoption.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> June 2022

After some debate, the committee AGREED to recommend to Full Council adoption of this policy.

Cllr Linton thanked the Clerk and Mrs Roberts for their work on this.

(Mrs Roberts left the meeting at the conclusion of this item.)

#### 557/22 END-OF-TERM PARTY, 14<sup>TH</sup> APRIL 2023

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

### **End-of-term Thank You party, 14<sup>th</sup> April 2023**

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

The committee has agreed to run an End-of-term Thank You party on 14<sup>th</sup> April, 2023. Current thinking is this event should be run along the same lines as the event held in April 2019.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> June 2022

Cllr Gunston said he had reviewed the draft attendee list kept by the council's officers and nobody had leapt out at him is being there without good reason or as missing from the list.

The committee AGREED there should only be one representative from East Preston Bloomers and one from East Preston Men in Sheds, in line with most other organizations invited to attend.

The Clerk confirmed the Infant School Library had been booked for the event. He would ask Andy Billups to provide background music again.

#### 558/22 TERMS OF REFERENCE

The committee carried out the annual review of its Terms of Reference. No amendments were suggested and the Terms of Reference were re-adopted unchanged.

#### 559/22 MINUTES OF THE MEETING HELD ON 25<sup>TH</sup> APRIL 2022

Draft Minutes had been circulated to all councillors on 3<sup>rd</sup> May asking for any comments or suggested amendments by 5<sup>th</sup> May. Cllr Gander had suggested a minor amendment to Minute 360/22, and that had been incorporated.

The committee AGREED the Minutes were a true reflection of the meeting held on 25<sup>th</sup> April. These were duly signed by Cllr Linton.

**560/22**    **MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

There was nothing additional to report.

**561/22**    **NEXT MEETING (22<sup>ND</sup> AUGUST)**

Nothing new.

*The Meeting closed at 20:11.*

Chairman: Cllr Elizabeth Linton    Date: **22<sup>nd</sup> August 2022**

(END)