



# EAST PRESTON PARISH COUNCIL

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## **MAJOR EVENTS COMMITTEE**

- MINUTES:** of the Committee Meeting held on Monday, 27<sup>th</sup> February 2023 at East Preston Infant School, Lashmar Road, East Preston at 19:00
- PRESENT:** Councillors Christine Bowman, Andrea Chapman, Lisa Duff, John Gunston, Elizabeth Linton (Chairman) and Steve Toney
- ALSO:** Simon Cross, Clerk to the Council
- Alison Roberts, Receptionist / Admin Assistant to the Council
- Nick Ward, Chairman, East Preston & Kingston Royal British Legion (until 19:25)
- Three members of the public (all until 19:25)
- ABSENT:** Councillor Patricia Gander

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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 19:00. Cllr Linton welcomed the four members of the public to the meeting.

### **168/23 APOLOGIES AND REASONS FOR ABSENCE**

The committee ACCEPTED an apology and a reason for absence from Cllr Gander (unavailable).

### **169/23 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

No Interests were declared.

### **170/23 PUBLIC SESSION**

As all members of the public present were there for one item only, the meeting agreed to consider that item first.

### **171/23 REMEMBRANCE SUNDAY, 12<sup>TH</sup> NOVEMBER, 2023**

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

## **Remembrance Sunday, 12<sup>th</sup> November, 2023**

At the committee's last meeting, Nick Ward, Chairman of the British Legion Branch, sketched out his committee's thoughts for changes it would like to see to the running order of the event. The committee asked Nick to provide a final proposal it could consider at this meeting. Following a meeting with Reverend Perry at St Mary the Virgin, Nick has provided the following:

Hi Simon,  
We have now finalised our plans for the parade.  
Changes:  
Church service will now be 10am - 10.30am.  
March from church to war memorial 10.40.  
Arrive war memorial 10.50.  
11am 2 minutes silence.  
Service at war memorial until 11.15.  
Dispersal.  
There will now only be rolling road closures from 10.40 - 11.15.

This plan ticks many boxes and cuts down on amount of disruption to road users and safety of volunteers manning barriers as we will only march one way.

Kind regards,  
Nick Ward.

As this proposal is considerably different from that discussed at the committee's November meeting and much closer to what has been in place in the past, I have not spoken to Nick about ensuring the proposal is the will of the membership.

**Committee is now asked to agree to oversee the 2023 event, with support and input from the Legion Branch.**

**Committee is also asked to agree to take organisational responsibility for the event until further notice.**

Mr Ward will attend this meeting.

Simon Cross – **Clerk to the Council**

17<sup>th</sup> February 2023

Mr Ward explained the latest proposal most importantly met the veterans' request to come into line with most of the rest of the country by holding the two minutes silence by the village war memorial. He had reached agreement on this with Fr Andrew Perry and other interested parties.

Mr Ward advised a benefit of this would be a shorter period of road closures, causing less disruption, and a shorter distance for participants to march, nine minutes he believed.

Mr Ward said the proposal had been made by veterans to the Branch Committee which had voted in favour of the proposal.

Cllr Linton invited the other members of the public present to comment upon the proposal.

Mrs T said the same number of marshals and barriers would be required for the road closures, so there was no cost saving there. The veterans would still need to travel to the church. Mrs T believed the club would lose income as she believed band members were more likely to park at the church, so would want to head back to the church after the laying of the wreaths and that would reduce the number going to the club, buying drinks and raffle tickets. Mrs T described the logistics for the band as horrendous. Mrs T said the change of timings would affect all the dignitaries who attended the current two minutes silence at midday.

Cllr Linton said she believed the arrangements for Remembrance Sunday were for the British Legion to specify and the council was happy to support and implement where it could.

Mr Ward said Remembrance Sunday was all about the war dead and had been since 1920, and nationally had been marked at 11:00, from royalty down.

Mrs L said the church service had been at 11:00 for as long as she could remember. The two minutes silence had originally been marked in front of the triptych as the War Memorial had not been commissioned until 1991. Mrs L said she could see no reason to adjust the timings, "If it ain't broke, why fix it?". Mrs L asked whether Kingston Parish Council had been informed of any impact upon the timings for the laying of wreaths at the Kingston War Memorial. Had the membership of the British Legion be asked to comment? Could a special meeting be called by the Branch committee for members to have a say?

Mr Ward said a special licence would be required to enable the club to open earlier than usual, but as this was only forty minutes difference, he did not see that would be a problem. He understood the timings would have an impact upon dignitaries, and he would be informed Sir Peter Bottomley's office as soon as a final decision had been reached.

Cllr Toney asked Mr Ward whether the Branch had balloted its over-600 members.

Mr Ward said the Branch committee had not balloted the membership, but had considered and decided following a proposal from the membership. He would, however, go back to his committee with the misgivings he had heard during this meeting. In response to a question, he advised he would be present for Remembrance Sunday this year.

Cllr Linton suggested those with an interest in the British Legion agreed amongst themselves the format for Remembrance Sunday and provided a final timetable to the committee by 14<sup>th</sup> April, in time for the committee's 24<sup>th</sup> April meeting.

Cllr Toney asked when Full Council would be asked to make a final decision and the Clerk said it would be the June meeting.

Mr Ward praised the council's Warm Spaces initiative which had been running in the British Legion on Mondays since mid-January. Mr Ward mentioned there was a British Legion Community Support budget and he believed this could be accessed should the council wish to run the initiative again next year.

(All four members of the public left the meeting at this point.)

#### **172/23     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. To that end, I have booked the Infant School library for that afternoon and evening and Andy Billups has agreed to play gentle guitar whilst the guests arrive.

I have edited the guest list again and, at the time of writing, it is now up to 131, some of whom I could say now will definitely not attend, either for geographic or health reasons.

Denise Whisson has said Pebbles can cater the event.

Committee needs to finalise the following matters, at least, at this meeting:

- Catering numbers
- Drinks arrangements
- Decorations

I will circulate the current guest list for you to check your own thoughts against. Please bring any additions or removals to the meeting for discussion.

Simon Cross – **Clerk to the Council**

17<sup>th</sup> February 2023

Cllr Linton advised she would contact Majestic about the supply of wine and glasses, for delivery to the Infant School on Thursday, 13<sup>th</sup> April. Cllr Gunston AGREED to buy orange juice and sparkling water for the event.

The meeting AGREED Pebbles should be asked to cater for 100 people. The Clerk will ask Pebbles to provide something directly corresponding to the 2019 party.

There was £250 allocated to event decorations within the Major Events budget for 2023/24.

The committee AGREED to do at least some of the setting up of the school library on Thursday, 13<sup>th</sup> April.

The committee said it would quite like to use the Festival Committee's red carpet provided the weather was favourable. Alison agreed to ask if it was available.

Councillors will wait on the guests during the party. Cllrs Bowman, Toney and Chapman and the Clerk AGREED they would not drink during the event, in case of emergency. Councillors felt Cllr McElroy could be asked not to drink too.

The meeting AGREED the three chairs of the East Preston WIs should be added to the list, and the man who had helped fix the net on the Warren Recreation Ground tennis court. Girlguiding should be represented too.

The Clerk explained that if the council was advised on 5<sup>th</sup> April there was to be a contested election in May, then any speeches made during the event must not include any reference to any council achievements over the past four years, but must focus only on the achievements of the community's volunteers and organisation leaders. Should the council be advised there was to be an uncontested election in May, it would be legitimate to mention council achievements too. Cllr Toney said he understood.

#### **173/23     FUNDAY SUNDAY, 23<sup>RD</sup> APRIL 2023**

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

### **Funday Sunday, 30<sup>th</sup> April 2023**

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

Cllr Gander is the lead on this event.

Publicity is out and about and 19 tickets have been sold so far – 12 in person and 5 online. Further publicity is due in the March issue of *All About East Preston and Kingston*, due this week, and the poster was included in the Winter 2023 Newsletter.

Simon Cross – **Clerk to the Council**

20<sup>th</sup> February 2023

Cllr Gander was not at the meeting, but Alison reported ticket sales were already in the mid-30s and therefore there was no obvious reason why the event would be cancelled.

There was some discussion about decorations on the theme of Spring. Cllr Toney suggested mini chocolate eggs could be provided for each table. Alison AGREED to investigate this idea.

#### **174/23     CORONATION OF KING CHARLES III, BIG CORONATION LUNCH, 7<sup>TH</sup> MAY 2023**

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

### **Coronation of King Charles III, 6<sup>th</sup> May 2023**

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

The date for the coronation of King Charles III has been set as Saturday, 6<sup>th</sup> May 2023. Committee has already agreed to host a Big Coronation Lunch on the Village Green on Sunday, 7<sup>th</sup> May. Rightly or wrongly, I am assuming Cllr Linton to be the lead for this event and, as such, Cllr Linton will provide the meeting with an update on any matters relating to this event.

**Committee is also asked to consider matters relating to any other Coronation matter (relevant to this specific committee.)**

Cllr Duff has been in touch with some southern businesses about what they might be able to contribute to the Big Coronation Lunch day.

This Agenda Item is not to discuss any presentations the council will make to local schoolchildren – that remains the responsibility of the Community Engagement Committee.

Simon Cross – **Clerk to the Council**

21<sup>st</sup> February 2023

Alison confirmed the food vans which would be present and also that no alcohol would be for sale on the Village Green itself.

Entertainment was being provided by two sets by local band The 360s with a long slot from Disco Girl (?) who provided interactive entertainment for children whilst the crowds would enjoy the records she played.

Alison AGREED to put in a road closure request whilst also ascertaining whether there would be marshals available to staff those closures. The roads needed to be closed only between 10:00 and 18:00.

Toilets were arranged; big bins needed to be arranged.

The meeting AGREED no publicity should be put on the A259 as this was mainly to be a village event.

**175/23    EAST PRESTON FOOD & DRINK FESTIVAL, 25<sup>TH</sup> AUGUST 2023**

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

**East Preston Food & Drink Festival – 26<sup>th</sup> August 2023**

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

Cllr Chapman is leading on this event, with support available from Cllr Gunston.

This year, in a change to what we have done in the past, Cllr Chapman agreed a wishlist of suppliers for the event, and these have been invited. This is a rather more targeted approach than in the past. That approach will likely continue once we know which of the wishlist of suppliers is willing and able to take part.

Simon Cross – **Clerk to the Council**

17<sup>th</sup> February 2023

Alison and Cllr Chapman explained they had drawn up a wishlist of stalls, and had targeted them first. This had worked well and most had agreed to attend although a couple had gone out of business since they had last attended. Together they were working on filling any gaps.

Hay bales, bin, toilets and marshals were all sorted.

**176/23    EAST PRESTON CHRISTMAS CELEBRATIONS, 26<sup>TH</sup> NOVEMBER 2023**

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

**East Preston Christmas Celebrations – 25<sup>th</sup> November 2023**

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

Which councillor would like to be the lead for this event? Other councillors, which areas of responsibility would you like this year?

Cllr Linton explained the Conservative Hall was not available as a Craft Fair had beaten the council to the booking, the same Craft Fair which had allegedly beaten the council to a booking in 2021. The meeting AGREED it was not necessary for the council to arrange music venues, but just for the music venues to know the council would advertise any acts they did have on that day. Cllr Toney's suggestion to move the event one week in either direction was considered and DISMISSED by the committee. As the hall became available from 14:00, the committee AGREED to ask Upbeat Singers to do a turn, and then the Littlehampton Sea Cadets band to play before leading the children's procession.

The Village Hall and Our Lady, Star of the Sea halls had both been booked.

Cllr Linton AGREED to be overall lead for the event. Cllr Bowman said she would oversee the Village Hall, Cllr Chapman Father Christmas's Storytime and Cllr Duff lanterns and badges in the cricket pavilion. Cllr Gunston was looking for inspiration for what guess-the-number-of competition the Environmental Initiatives Working Party could run this year. The idea of bras had already been discounted.

Cllr Toney would liaise with 1<sup>st</sup> East Preston Scouts to get the kites here again.

#### **177/23     MINUTES OF THE MEETING HELD ON 19<sup>th</sup> DECEMBER 2022**

Draft Minutes had been circulated to all councillors on 21<sup>st</sup> December asking for any comments or suggested amendments by 31<sup>st</sup> December. None had been received.

The committee AGREED the Minutes were a true reflection of the meeting held on 19<sup>th</sup> December. These were duly signed by Cllr Linton.

#### **178/23     MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

There were no items from previous meetings not covered by earlier Agenda Items.

#### **179/23     NEXT MEETING (24<sup>TH</sup> APRIL, 19:00)**

Nothing new was suggested.

*The Meeting closed at 20:25.*

Chairman: Cllr Elizabeth Linton     Date: **24<sup>th</sup> April 2023**

(END)