



# EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

01903 770050

<http://eastpreston-pc.gov.uk>

Email: [clerk@eastpreston-pc.gov.uk](mailto:clerk@eastpreston-pc.gov.uk)

## **MAJOR EVENTS COMMITTEE**

- MINUTES:** of the Committee Meeting held on Monday, 21<sup>st</sup> October 2024 at East Preston Infant School, Lashmar Road, East Preston at 19:00
- PRESENT:** Councillors Andrea Chapman, Christine Bowman, Lisa Duff, Helen Hill, Elizabeth Linton (Chairman), Rick McElroy (from 19:03) and Steve Toney
- ALSO:** Simon Cross, Clerk to the Council
- ABSENT:** Alison Roberts, Receptionist / Admin Assistant to the Council

---

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSCC – West Sussex County Council.

---

The meeting opened at 19:00.

### **772/24 APOLOGIES AND REASONS FOR ABSENCE**

All committee members were present. An apology and a report had been received from Mrs Roberts.

### **773/24 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

None were declared.

### **774/24 PUBLIC SESSION**

No members of the public were present.

### **775/24 EAST PRESTON FOOD & DRINK FESTIVAL, 24<sup>TH</sup> AUGUST 2024**

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

## **East Preston Food & Drink Festival, 24<sup>th</sup> August 2024**

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

Cllr Chapman was the lead councillor on this event.

As committee members will be aware, this event was cancelled on the morning because of heavy rain and no let-up in the forecast.

At the informal review of the event, it was agreed all stallholders should be offered a 25% refund upon their pitch fee, very much as a goodwill gesture as the Terms and Conditions do not guarantee a refund upon cancellation. That meeting agreed the Terms and Conditions regarding cancellation needed to be re-written ahead of the 2025 event. The meeting agreed cancellation should always be by 12:00 on the day before the event – this would lessen the loss experienced by less savvy businesses. The decision to cancel would rest with the event lead, the Clerk and the council’s administrator.

**Committee is asked to agree to hold a Food & Drink Festival in 2025. The proposed date is 23<sup>rd</sup> August.**

Simon Cross – **Clerk to the Council**

15<sup>th</sup> October 2024

Cllr Linton stated there was nothing to add to the Clerk’s report. The committee AGREED unanimously to hold a further East Preston Food & Drink Festival on Saturday, 23<sup>rd</sup> August 2025. The committee AGREED unanimously Cllr Chapman should again be the lead councillor for the event.

**776/24 EAST PRESTON YARBOMBERS, POPPY CASCADE DAY, 26<sup>TH</sup> OCTOBER 2024**

(Cllr McElroy joined the meeting at the beginning of this item.)

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

**East Preston Yarnbombers poppy cascade “P-Day”, 26<sup>th</sup> October, 2024**

**Committee is asked to consider any matters related to the public “unveiling” of the East Preston Yarnbombers’ poppy cascade on 26<sup>th</sup> October.**

Cllr Linton is the lead councillor on this event.

An updated list of dignitaries is:

The Deputy Lord-Lieutenant of West Sussex, Rev Rupert Toovey, DL. Fr Andrew has agreed to make a parking space available on his driveway.

Dr Beccy Cooper MP has been invited. Sir Peter and Lady Virginia Bottomley have put the date into their diaries. I have chased all three and received no further confirmation.

The chairmen of Angmering, Kingston and Rustington Parish Councils have accepted their invite.

Fr Tom Treherne will represent Our Lady, Star of the Sea church, accompanied by Deacons Allan Veness and Tony Kinal.

The ADC Military Covenant Champion, Cllr Mark Turner, has accepted an invite and will be accompanied by the ADC Military Covenant Officer, Cathryn French.

Nick Ward, Chairman of the East Preston & Kingston branch of the Royal British Legion, has accepted an invitation. He was asked to include Richie and Jane Leccia in this, and Valerie Sharp believes he has.

Michael Tidd, Headteacher of East Preston Junior School has accepted his invitation; East Preston Infant School will be represented by Mrs Jo Rickard.

As Chairman of East Preston Film Society, Paul Amoo has accepted his invitation.

We have invited the Blind Veterans UK charity, now based in Rustington, to send representation. This invite has been acknowledged, and further information has been provided.

Stagecoach South will be represented by Rob Vince, Business Development Manager.

Elaine Hammond will represent the Littlehampton Gazette and its family of newspapers.

Cllr Linton and Mrs Valerie Sharp, representative of East Preston Yarnbombers, have been to Waterstones in Rustington and have chosen some books to be used for children's "guess the number of poppies" competitions. We have written officially to Waterstones but have received no reply.

The Yarnbombers have invited the BBC to attend.

Several councillors and officers have agreed to bake cake for the day.

I have let Sussex Police and Stagecoach South know there may be increased traffic around the church for the duration of the unveiling.

Valerie is liaising with Michael Tidd about the Junior School choir.

Valerie has created a timetable for the day, with the church being open to guests from 10:15. Designated yarnbombers will be on hand to escort dignitaries to their reserved seating. Guests will head outside from 10:45 ready to be in position for Fr Andrew's welcome address at 11:00. Karen Toney will give a short speech about the Poppy Appeal and then someone will place the last poppy within the cascade. The British Legion will then oversee the lowering of the Standard, a minute's silence and the raising of the Standard. Attendees will then be invited back into the church for refreshments whilst being free to look around the churchyard at other poppy installations.

Simon Cross – **Clerk to the Council**

15<sup>th</sup> October 2024

All committee members, with the exception of Cllr McElroy, said they would be present at the event in some capacity or other.

Cllr Linton read from a timetable provided by Mrs Valerie Sharp of the East Preston Yarnbombers. There was a feeling there may be a lot of helpers standing around unused, but better too many helpers than too few. Various timings had been published, and some committee members had now been told the church would be open to the public from 10:00. The Clerk had been advising dignitaries to arrive between 10:15 and 10:30.

Cllr Toney confirmed the cascade was being installed on Wednesday, 23<sup>rd</sup> October, regardless of the weather. That was the only day the West Sussex Fire & Rescue Service was available to help.

The meeting AGREED unanimously councillors and officers should wear their official council badges.

#### 777/24 REMEMBRANCE SUNDAY, 10<sup>TH</sup> NOVEMBER, 2024

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

### Remembrance Sunday, 10<sup>th</sup> November, 2024

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

Alison has submitted the road closure requests.

Simon Cross – **Clerk to the Council**

15<sup>th</sup> October 2024

Cllr Linton said she had received the official timetable from Ritchie Leccia of the British Legion. This was the same as 2023, i.e.:

09:45 - 10:15: Church Service in St Marys Church

10:15 - 10:30: Parade forms up outside the Church ready to march to the East Preston War Memorial.

10:35 - 10:40 (No later than 10:40) Remembrance Parade leaves the Church and marches to the East Preston War Memorial, The Street, East Preston.

11:00 2 Minutes Silence and Wreath laying at the East Preston War Memorial

11.45 Remembrance Service at the Kingston War Memorial, Sea Lane, Kingston

12 noon 2 Minutes Silence and Wreath laying at the Kingston War Memorial

The Clerk had received confirmation of the road closures.

There was nothing further to add.

## **778/24 EAST PRESTON CHRISTMAS CELEBRATIONS, 23<sup>RD</sup> NOVEMBER 2024**

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

### **East Preston Christmas Celebrations – 23<sup>rd</sup> November 2024**

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

East Preston & Kingston Village Hall, the cricket pavilion and Our Lady, Star of the Sea hall have all been booked.

Everything else is under control. Inside the Village Hall is fully booked, and there are four stalls outside. Various food and drink outlets have been booked too.

Celebration Samba will lead the children's procession.

Fireworks to a value of £500 including VAT have been ordered.

Father Christmas has been booked.

Cllr Bowman has started her annual canvass of all shopfront businesses.

Interestingly, a couple of businesses have already come to us and told us what they will be offering on the day.

The French Market have continued to try to book the Village Green for a market on 22<sup>nd</sup> November, but we have rejected their offer.

Simon Cross – **Clerk to the Council**

16<sup>th</sup> October 2024

Cllr Bowman reported the Village Hall was sorted and that her interactions with the shopfront businesses had generally been very positive with several businesses willing to take part in the window-decorating competition or lay on other attractions. There seemed to be a more concerted effort to bring attendees to the southern end of the village earlier than for the fireworks.

Cllr Linton said she would work with Alison on issuing a timetable for what councillors and officers needed to do and when. Cllr Linton said she would not do this until after the unveiling of the poppy cascade.

Cllr Bowman asked for as much help with setting up the Village Hall as possible.

The Clerk advised he had arranged for Cllrs Toney, Wilkinson and Gunston to build Father Christmas's grotto on the Friday afternoon, after which Cllr Chapman and her team would decorate it on the Friday evening and Saturday morning. The Clerk advised the dismantling of the grotto could begin at about 16:00 on the Saturday, but would have to pause whilst the 18:00 Mass took place in the church.

The committee ACCEPTED Cllr Toney's offer of the 1<sup>st</sup> East Preston Scout Group illuminated kites to fly from the Warren Recreation Ground from about 16:00 on the day. The committee also ACCEPTED Cllr Toney's offer of a Scout Group gazebo for outside the cricket pavilion if space inside was at a premium. Nobody was sure whether or not a face-painter had been booked.

Someone would need to check the availability of tables at the Village Hall and whether any needed to be borrowed from another venue.

The Clerk advised the Baytree Lunch Club had turned down the opportunity to do the catering at the Village Hall this year. Instead, Alison had arranged for the Lighthouse Café to offer the catering.

Celebration Samba will hold a workshop session at 16:15 on Sea Road near the Conservative Hall before leading the children's procession to the Village Green and fireworks.

Cllrs Linton and Hill would be floating and would be available to cover other councillors' breaks.

Cllr Toney AGREED to ask the Explorers whether any would be available to help with the children's activities. Help would be needed from approximately 11:45 to 16:00.

#### **779/24 FUNDAY SUNDAY, SPRING 2025**

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

### **Funday Sunday, 27<sup>th</sup> April 2025**

**Committee is asked to begin consideration of a Funday Sunday event in Spring 2025.**

On 21<sup>st</sup> August, I submitted a booking request to the Village Hall for Sunday, 27<sup>th</sup> April. At the time of writing, I have received no confirmation and have chased.

Which musical entertainment should we be looking at? We need to get someone booked in.

Which councillor would like to lead on this event?

Simon Cross – **Clerk to the Council**

16<sup>th</sup> October 2024

The Clerk reported he had now had confirmation of the council's booking for 27<sup>th</sup> April.

The committee AGREED the Clerk should approach both Vintage Candy and Silhouette for a price and availability for the event.

Cllr Hill AGREED to lead the event again, and thanked all councillors who had supported her at this year's event.

#### **780/24 AUTUMN QUIZ, OCTOBER 2025**

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

### **Autumn Quiz, October 2025**

**Committee is asked to begin consideration of an Autumn Quiz event in October 2025.**

This matter has been referred to this committee from its originating committee, Community Events. That committee wanted to host an autumn event to balance *Funday Sunday* but maybe targeting a slightly different audience. Now the council has a Chairman's Charity each year, the quiz could raise funds for that charity.

I have suggested two dates to Cllr Bradshaw, as he is the council's resident quizmaster supreme. The two dates are 5<sup>th</sup> and 12<sup>th</sup> October. Once he has picked one of those, I will book the Village Hall. If that is not available, we will choose an alternative venue.

Which councillor would like to lead on this event?

Simon Cross – **Clerk to the Council**

16<sup>th</sup> October 2024

The Clerk reported Cllr Bradshaw had stated a preference for 12<sup>th</sup> October.

The committee discussed venues and AGREED the Junior School hall was the right venue for this event. The Clerk would attempt to book it from 12:00 to 18:00 with the quiz officially starting at 14:00. There was little need for decorating the hall.

Early discussions were teams should be of up to six people at £2 a head; participants should bring their own refreshments; there should be cash prizes for the winning teams with many some other form of prizes donated by local businesses. Most importantly, publicity should make it clear people could attend on their own and would be placed with a team upon arrival. The event was open to all ages.

#### **781/24 MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> AUGUST**

The draft Minutes had been circulated to all councillors on 22<sup>nd</sup> August asking for any suggested amendments by 29<sup>th</sup> August. None had been received.

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

#### **782/24 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

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

### **Updates from previous meetings**

**Minute 623/24 – East Preston Food & Drink Festival, 24<sup>th</sup> August 2024** – Cllr McElroy has given Mrs Reid and me refresher training on basic banksman skills.

**Minute 623/24 – East Preston Food & Drink Festival, 24<sup>th</sup> August 2024** – Cllr Hill successfully arranged for several East Preston Men in Sheds to attend the Village Green on the day to unload and later reload hay bales, but as we know, sadly they were not needed.

Simon Cross – **Clerk to the Council**

16<sup>th</sup> October 2024

Nothing was added.

#### **783/24 NEXT MEETING (16<sup>TH</sup> DECEMBER, 19:00)**

Nothing new was suggested.

*The Meeting closed at 19:55.*

Chairman: *Cllr Elizabeth Linton*

Date: **16<sup>th</sup> December 2024**

(END)