



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

MINUTES: of the Committee Meeting held on Monday, 17th February 2025 at East Preston Infant School, Lashmar Road, East Preston at 19:00

PRESENT: Councillors Christine Bowman, Andrea Chapman, Lisa Duff, Helen Hill, Elizabeth Linton (Chairman), Rick McElroy and Steve Toney

ALSO: Simon Cross, Clerk to the Council

Mrs Linda Denton

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSCC – West Sussex County Council.

The meeting opened at 19:02.

150/25 APOLOGIES AND REASONS FOR ABSENCE

All committee members were present.

151/25 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

None were declared.

152/25 PUBLIC SESSION

Mrs Denton said she had nothing to raise at this point. The committee AGREED unanimously Mrs Denton could address the meeting at any time at the discretion of the chairman.

153/25 FUNDAY SUNDAY, 27TH APRIL 2025

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

Funday Sunday, 27th April 2025

Committee is asked to consider any matter pertaining to the Funday Sunday event on 27th April.

Cllr Hill is the lead councillor for this event.

On 16th October, I received confirmation from the Chairman of the Village Hall we have the venue for 27th April.

I have booked Carrie-Louise, half of Vintage Candy, to provide entertainment for the event.

We have loosely said the theme would be Spring, new beginnings. Will Cllrs Chapman and Duff be responsible for decorating the hall again and, if so, what do they think they need?

Cllr Hill needs to work with Alison on ordering the food for the event and any other logistical matters.

Tickets are now on sale. The event has been publicised in the Winter 2025 Newsletter. I will probably mention it in an e-newsletter for the first time in the week after this meeting.

Which councillors will be available for the duration of the event – 12:00 until 18:00 on the day?

Simon Cross – **Clerk to the Council**

11th February 2025

Cllr Hill said she was about to meet with Alison to agree the menu for the afternoon and suchlike. The committee AGREED Morrisons should again be the chosen main supplier of food for the event.

The Clerk confirmed Carol Feasey had agreed the council could borrow her afternoon tea crockery again. In return, Mrs Feasey would receive a complimentary ticket to the event which she had recently described as, “such a lovely event I shall look forward to it”.

Cllr Toney said he was unable to attend the event owing to a prior engagement with the Scouts for St George’s Day. Cllr Bowman added she was also not available on that day.

The hall would be available from 12:00 for Cllrs Chapman and Duff to decorate and for others to set up the tables and chairs. Mrs Denton said she was willing to help.

Cllr Hill agreed to ask her husband to provide an updated poster for the event and also for a small number of Men in Sheds to help set up the tables and chairs.

154/25 EAST PRESTON FOOD & DRINK FESTIVAL, 23RD AUGUST 2025

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

East Preston Food & Drink Festival, 23rd August 2025

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

Cllr Chapman is the lead councillor on this event.

Invitations has been sent to a select number of stallholders, most of last year’s with the exception of two who told us never to contact them again. Fifteen have accepted so far; confirmation by end of the month. Three have come back saying they are unavailable on the day, and Cllr Chapman and Alison are working on choosing replacements.

The Village Hall is available for hire for £378 for the whole day, should we wish to build in that contingency. If the forecast is rain, indoor would be all of the cold food and take-home food, approximately 24 of the stalls. Hot food could trade outside if they want. If the forecast is wind over 24mph, gazebo hot food stalls would not attend, but some vans might.

Marshals, toilets and hay bales have all been booked. Men in Sheds will be booked soon for assistance with hay bales. Alison is in the process of ordering two large feather banners to

identify the Marketplace area, i.e. the car-park. One will be at the entrance to the car-park, one on the green itself.

The Ukulele Apothecary, a duo, will be entertaining people, wandering through the event, three thirty-minute slots. Nick Cook will be on hand for circus skills, filling in where the ukuleles are not playing and maybe at times they duo is playing. The duo does not have a website, but the following write-up and photograph are taken from the Rye Festival 2024 website.

Are you at that tricky age between 1 and 100? Want to forget your troubles?

Come and get happy with The Ukulele Apothecary. Receive a full and hilarious medical diagnosis then let this vintage duo soothe your cares away with music and song before sending you on your merry way with a few ukulele skills of your very own.



Simon Cross – **Clerk to the Council**

11th February 2025

Cllr Chapman confirmed all was going well, bookings and payments were coming in steadily. Cllr Chapman explained how the wet weather plan could work, and the committee AGREED unanimously to spend the £378 to book the whole of the Village Hall for the whole of 23rd August. Last year's Christmas Celebrations event had shown how local residents were still keen to come out in any weather to support a local event, and how stallholders were also keen for events to go ahead in some form.

Cllr Toney suggested making the event two-centre if the Village Hall was going to be booked anyway. This suggestion was dismissed as other councillors felt that would weaken the event and not all customers would go to both venues which could reduce the sales for stallholders. Logistically, more marshals would be needed, more councillors would need to work more hours on the day to cover both venues and so on.

155/25 **AUTUMN QUIZ, 12TH OCTOBER 2025**

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

Autumn Quiz, 12th October 2025

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

Cllr Linton is the lead councillor for this event.

I have booked the Junior School hall for the afternoon of 12th October.

At the October meeting, it was agreed entry would be £2 per head and teams could be up to six people. Attendees would be expected to provide their own refreshments. People attending on their own would be found teams to be part of. There would be cash prizes and prizes donated by local venues too.

Simon Cross – **Clerk to the Council**

11th February 2025

Cllr Linton had spoken to Cllr Bradshaw and they had agreed it was better for the latter not to be quizmaster on the day as it could conflict with his own work bookings and could be seen as a little too cosy by members of the public.

Cllr Duff said she had a contact from Angmering who ran quizzes. The committee AGREED unanimously Cllr Duff should contact him.

Cllr Hill advised she would not be present at the event.

156/25 REMEMBRANCE SUNDAY, 9TH NOVEMBER 2025

There was nothing to report on this event. The British Legion would approach the council about road closures in due course, at which point the council would apply for these.

157/25 EAST PRESTON CHRISTMAS CELEBRATIONS, 22ND NOVEMBER 2025

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

East Preston Christmas Celebrations – 22nd November 2025

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

Alison will start inviting stallholders from 1st March.

Simon Cross – **Clerk to the Council**

11th February 2025

Cllr Linton stated she felt the photo-op snowman on the Village Green had been a great success.

Cllr Bowman said she was willing to relinquish management of the Village Hall on the day if someone else wanted a go.

Mrs Denton said she and others had always enjoyed the use of the Conservative Hall to provide musical entertainment on the day. With the future layout and availability of the Conservative Hall unknown at this time, the committee AGREED not to commit to providing such musical entertainment again, but would keep this in mind.

158/25 MARTYN'S LAW

The supporting paper as published in Minute 969/24 of the meeting held on 16th December was recirculated to committee members in advance of this meeting.

Cllr McElroy reconfirmed the legislation is currently only being aimed at indoor venues. The lowest bracket is for between 200 and 799 people in a venue, but it is unclear whether that includes staff and whether that number of people is simultaneously or cumulatively across a day. As landlord, the council might need to assist the Village Hall with additional security measures when such become necessary.

Cllr Bowman confirmed she has raised the imminence of the legislation at Village Hall Foundation committee meetings. Regarding East Preston Christmas Celebrations, Cllr Bowman and Alison were already reducing the number of stalls hosted in the car-park of the Village Hall. It was suggested counting clickers be used during this year's Christmas Celebrations event to see whether we can ascertain how many people can be in the Village Hall simultaneously during such an event.

Cllr Linton suggested this remain as a standing agenda item until the legislation becomes clearer and law.

159/25 MINUTES OF THE MEETING HELD ON 16TH DECEMBER

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 21st October. These were duly signed by Cllr Linton.

160/25 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There were no matters arising from previous meetings not already covered earlier in the meeting.

The council's Environmental Initiatives Working Party (EIWP) had started to plan a Green Day event for the 13th September. This would see a number of local and national groups and organisations invited to have a stall in the Miller Barn in order to promote their green principles and initiatives.

Cllr Linton said she was unsure whether the Environmental Initiatives Working Party was asking the Major Events Committee to oversee or run this event. Was this to be an official council event? Would other councillors and officers be required to help out on the day?

Cllrs Hill, Chapman and Duff explained the idea had come from members of the EIWP who would be willing to run the event if the committee did not agree to run it.

The Clerk reminded the committee the EIWP officially reported to the Community Engagement Committee and perhaps that committee would be the right committee to run or oversee the event. Received too late to be included on the Agenda for this meeting, Cllr Gunston had provided the following paper to the Clerk:

EAST PRESTON GREEN DAY.

13th September 10am - 3pm Village Hall. (Helen contacting Toni re availability)

Groups to be contacted about stalls in Miller Barn.

- EIWP
- Repair Cafe - (Run Sept Repair Cafe in Warren Room to help bring in residents.)
- Men in Sheds
- Yarnbombers
- Horticultural Society. (Linda Denton will contact them when date confirmed.)
- EP in Bloom
- KEPT
- Surfers against sewage. Zoe??
- Littlehampton Fridge
- WSCC Recycling Team. Contact waste.prevention@westsussex.gov.uk.
- Schools? Could EP Infants do something about being an Eco School?
- ADC - (Jon at ADC is aware that we are planning event and may be able to support in some way. Contact when event confirmed. jonathan.letendrie@arun.gov.uk)
- Scouts and Guides to do refreshments and keep donations.
- Local WI's - if they have voted for a national "green" campaign.

Focus on green issues.

- Each stall to bring something positive or an activity to engage the public eg KEPT to sign people up for a village litter pick - Yarnbombers to sign up volunteers to use donated wool to help create winter project - Men in Sheds to have a stall to sell hedgehog houses - EP in Bloom to have seed swap or sell cuttings etc.
- Opportunity to sign up new members and talk about their green activities.

2 speakers between 2-3pm in Warren Room after Repair Cafe. Suggested subjects -

- Composting.
- Solar panels.
- Southern Water. (Would be willing to talk - Unflushables team contacts - tim.easton@southernwater.co.uk has 1 hour talk + 30 minutes for questions. Also willing to provide copy for PC newsletter. If we wanted another topic covered contact yourwatermatters@southernwater.co.uk with details and they will try to help.)

Advertising. (Andrea and Michał to think about advertising with Alison.) Suggestions -

- Parish Council Autumn newsletter.
- Facebook.

- All About magazine.
- Local Groups to spread the word.

Food stalls.

- Alison has details of local Vegetarian and Vegan stall holders. 2-3 in car park.

162/25 EAST PRESTON CHRISTMAS CELEBRATIONS FIREWORKS

In the Winter 2025 newsletter, the council had asked residents for suggestions as to when the council could set off the Christmas Celebrations 2024 fireworks display. The following suggestions had been received.

Sue Hickey: “I suggest to mark the end of East Preston Festival on Sunday 15th June. To be include in the festival programme this would need to be agreed before March 1st, printing deadline.”

David Macdonald: “How about St George’s Day? Or, if midweek is impractical, how about Easter Monday which is close.”

The Clerk added it got dark very late in June, and for families perhaps Saturday 14th would be a better option.

Cllr Linton proposed the first day of Spring, 21st March, which was a Friday. Sunset on that day was due to be 18:16 in London so would be a bit later in East Preston, which suggested a 20:00 display time. The committee AGREED this was the best bet based upon the suggestions made by members of the public. The Clerk would confirm the Cricket Club still had no problem with this proposal. Councillors would need to be available between 19:00 and 21:00 to set up and dismantle safety barriers and to manage the crowds.

163/25 NEXT MEETING (28TH APRIL, 19:00)

Nothing new was suggested.

The Meeting closed at 19:54.

Chairman: **Cllr Elizabeth Linton** Date: **23rd June 2025**

(END)