



EAST PRESTON PARISH COUNCIL

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MAJOR EVENTS COMMITTEE

- MINUTES:** of the Committee Meeting held on Monday, 18th August 2025 at East Preston Infant School, Lashmar Road, East Preston at 19:00
- PRESENT:** Councillors Christine Bowman, Lisa Duff, Elizabeth Linton (Chairman) and Steve Toney
- ALSO:** Simon Cross, Clerk to the Council
- ABSENT:** Councillors Andrea Chapman, Helen Hill and Rick McElroy

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSCC – West Sussex County Council.

The meeting opened at 19:03.

641/25 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were received and accepted from Cllrs Chapman (away) and Hill (family illness).

A retrospective apology and reason for absence was received from Cllr McElroy (short-notice work commitment).

642/25 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS

None were declared.

643/25 PUBLIC SESSION

No members of the public were present.

644/25 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.

Cllr Chapman and Alison have worked out the layout of stalls for the day. As previously reported, marshals, toilets and hay bales have all been booked. Men in Sheds will be booked soon for assistance with hay bales. Cllr Chapman and Alison have published the task list for the event. Slips for cars are ready to be distributed. Flyers are ready if anyone has somewhere to place some; each stallholder has been sent 15 paper flyers and an electronic version.

Feather banners have been delivered for use in better identifying the Marketplace area. Festival bunting has been left up until after this event.

According to the Village Hall's website, the Village Hall is booked for us for 23rd August, as a back-up venue in case of poor weather, but we have not received any confirmation nor invoice for this. All cold food, take-home food can fit inside. Some hot food stalls would be able to trade outside, but others, those under gazebos, might not be able to trade if winds are high.

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.

Just a reminder, at the last meeting the committee agreed a go / no-go decision would be taken at midday on Wednesday, 20th August. This meeting needs to finalise the practicalities of that decision.

Simon Cross – **Clerk to the Council**

11th August 2025

Cllr Linton said she was a bit in crisis as the signs by the roundabout had not gone out. The event plan said they should have gone out last Thursday, but Cllr Toney said the wording on the signs was This Saturday and therefore the earliest the signs could have gone out was Sunday. He would collect them from the office and put them out on the day after the meeting. The Clerk said he would cross-check the wording with the event plan timings.

The Clerk reported the Village Green grass had been cut earlier on the day of the meeting.

Cllr Toney said he had access to spray paint if needed.

The committee AGREED the Go / No Go meeting would be at 13:00 in the Council Office, Cllr Linton with Alison and Simon, Cllr Chapman if she was available, and Cllr Toney by telephone.

Asked whether drinking water had been ordered for stallholders, the Clerk said he imagined Alison would have done this by now.

645/25 **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 on 12th October 2025.

Cllr Linton is the lead councillor for this event.

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

Cllr Duff's contact, Simon Tooley, has been booked to run the quiz and other entertainment on the afternoon. As the event is for the Chairman's Charity for 2025, Air Ambulance Charity Kent, Surrey and Sussex, Simon has said he will not charge the council, but he would appreciate two reams of A4 paper for the printing he will do for the event.

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 (1st - £60, 2nd - £40, last - entry fee back) and each of those three teams would also win some sweets.

Posters have been produced and are in the noticeboards.

Whilst we officers appreciate the offer of councillors sitting in the Council Office to sell tickets, we are not sure this would work and Alison would be happy to set up online booking for those who want to book that way.

Simon Cross – **Clerk to the Council**

11th August 2025

Councillors AGREED to hand out flyers for this event at the Food & Drink Festival.

Cllr Linton regretfully explained why councillors acting as a box office in the Council Office was simply not possible.

Cllr Duff AGREED to contact Simon Tooley to confirm he was still all happy for 12th October.

646/25 **REMEMBRANCE SUNDAY, 9TH NOVEMBER 2025**

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

Remembrance Sunday, 9th November, 2025

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

Ritchie Leccia has met with Alison and they have updated the paperwork accordingly. There is a committee meeting at the Legion tonight which will confirm whether or not the paperwork is ready for submission to ADC. If yes, Alison will do that this week.

Simon Cross – **Clerk to the Council**

11th August 2025

The Clerk confirmed Alison had submitted the paperwork on behalf of the Royal British Legion.

647/25 **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.

All indoor stalls have been booked plus a couple of outdoor stalls and two food gazebos. Five charity stalls on Sea Road. Applications are still coming in.

Nick and Ben will provide fairground rides.

The committee needs to start working on other matters.

Simon Cross – **Clerk to the Council**

11th August 2025

The Clerk confirmed Father Christmas had confirmed his attendance. His grotto would likely be put together by Cllrs Gunston, Wilkinson and Toney. Cllr Toney would acquire a van for transporting the parts of the grotto.

Cllr Bowman asked for help with setting up the Village Hall on the morning of the event.

Nearer the time, the council would approach the cricket club for use of its pavilion for children's activities again. Cllr Toney would reserve one of the Scouts' 6m x 3m gazebos for use outside the pavilion as a buggy park, waiting area.

Cllr Toney said he would also reserve the Scouts' kites if they were available.

The committee AGREED unanimously to buy another three-minutes fireworks display to add on the 2024 three minutes. The Clerk would ask the supplier whether there was a way he could link the two displays. The committee felt a second display was necessary in case the first display failed because it has been sitting around for too long. Cllr Toney said he would ask Richard Cruise to be another responsible Fireworks Officer for the event; Richard is another retired fire officer.

648/25 FUNDAY SUNDAY, 19TH APRIL 2026

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

Funday Sunday, 19th (or 12th) April 2026

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

Only a couple of matters to consider at this time. Firstly, which councillor would like to lead on this item? The past two Funday Sundays have been led by Cllr Hill. Secondly, which music act would we like for the event?

Additional teaspoons have been bought.

A booking request for 19th April was submitted on 24th June with 12th April as our fallback date. Having received no confirmation, I resubmitted the booking request today.

Simon Cross – **Clerk to the Council**

12th August 2025

The Clerk confirmed the Village Hall Foundation had now confirmed receipt of his booking form for 19th April. Cllr Toney said he believed that would allow him to attend as St George's Day was likely the following Sunday.

Cllr Duff expressed a desire to co-lead this event with Cllr Hill, if the latter was willing.

As an aside, the committee started to discuss some other ideas, particularly thinking of something for the 20-50 age group. The committee AGREED to discuss this more fully at the committee's next meeting.

649/25 EAST PRESTON FESTIVAL, 5TH TO 14TH JUNE 2026

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

East Preston Festival – 5th to 14th June 2026

Committee is asked to agree to the hosting of a mini-golf event on Tuesday, 9th June.

This discussion is on behalf of the Community Engagement Committee.

There is a Brighton-based company, [Globetrotters Bar & Golf Ltd](#), and I have received a quotation from them and have discussed the options with Cllr Linton. We favoured The Beacon package, because it included a lighthouse which we thought was sea-related. Nick from Globetrotters recommends a nine-hole course which he says he can fit onto the Village Green and which should take 15-20 minutes to get round.

For £495, we would be able to provide a three-hour event, so 16:00 to 19:00. Included in the £495:

✓ Up to 3 hours of playing time

This can be adjusted if necessary and we are happy to try and work to your schedule. We can also provide hire that extends over the whole day but an additional charge may apply.

- ✓ Set-up, breakdown & unlimited play with putters, balls & scorecards
- ✓ Optional event attendant ready to hand out equipment, keep the course tidy and make sure everyone is having a good time!
- ✓ Optional use of our sturdy steel-framed gazebo in the event of poor weather
- ✓ £5M public liability insurance

“The course can be set up on pretty much any surface including grass, hard standing, tarmac but it is important that it's a fairly level playing surface.”

There were a number of options we could pay for such as branded golf balls, branded scorecards, but with the known risk of poor weather, we felt those were unnecessary.

The company has been very easy to work with so far.

I have contacted Cllr Moore as the only member of the Community Engagement Committee not on this committee. David is supportive of the proposal and has said it “will give the PC a good idea about how popular it is, and whether it's worth having in future Festivals.”

Simon Cross – **Clerk to the Council**

11th August 2025

On behalf of the Community Engagement Committee, the committee AGREED unanimously this would be a good, fun, intergenerational, family event. The Clerk would confirm the booking with the company. The event would run from 16:00 – 19:00 on Tuesday, 9th June.

650/25 **MARTYN'S LAW**

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

Martyn's Law

Committee is asked to receive any updates relating to the implementation of “Martyn's Law”, The Terrorism (Protection of Premises) Bill.

Cllr McElroy is the council's lead on anything related to The Terrorism (Protection of Premises) Bill.

The latest [factsheet](#), available on the government's website, is dated 22nd April 2025, and includes the following:

When will the legislation come into effect?

The Act received Royal Assent on 3 April 2025 and it is expected that the implementation period will be at least 24 months.

Whilst those that fall within scope of the Act may wish to begin considering the requirements, they should note that there will be no legal requirement to comply until the legislation comes into force. The Home Office will publish statutory guidance during the 24 month implementation period. This guidance will assist those responsible to understand the requirements set out in the legislation. It is being designed to be easy to follow, needing neither particular expertise nor the use of third-party products or services.

The council has set up an earmarked reserve but the final sentence above may suggest that was unnecessary.

Simon Cross – **Clerk to the Council**

11th August 2025

In the absence of Cllr McElroy, nobody had anything to add to the above report.

651/25 **MINUTES OF THE MEETING HELD ON 23RD JUNE**

The draft Minutes had been circulated to all councillors on 24th June asking for any suggested amendments by 1st July. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 23rd June. These were duly signed by Cllr Linton.

652/25 **MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

Committee NOTED the following report:

Matters Arising from previous meetings

Minute 162/25 – East Preston Christmas Celebrations 2024 Fireworks – the fireworks remain stored in the shed in the garden of the Council Office.

Simon Cross – **Clerk to the Council**

11th August 2025

Minute 162/25 – East Preston Christmas Celebrations 2024 Fireworks – Cllr Linton reminded the committee, it needed to keep a close eye on the fireworks stored in the council's new shed behind the Council Office. Damp could do very funny and dangerous things to fireworks.

653/25 **NEXT MEETING (20TH OCTOBER, 19:00)**

Nothing new was suggested.

The Meeting closed at 19:35.

Chairman: Cllr Elizabeth Linton Date: 20th October 2025

(END)