



# 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, 20<sup>th</sup> April 2026 at East Preston Infant School, Lashmar Road, East Preston at 19:00
- PRESENT:** Councillors Christine Bowman, Andrea Chapman, Lisa Duff, Elizabeth Linton (Chairman), Rick McElroy and Steve Toney
- ALSO:** Simon Cross, Clerk to the Council  
Alison Roberts, Receptionist / Admin Assistant to the Council
- ABSENT:** Councillors Helen Hill

---

The following abbreviations may appear in these Minutes:

ADC – Arun District Council;

WSSC – West Sussex County Council.

---

The meeting opened at 19:05.

### **291/26 APOLOGIES AND REASONS FOR ABSENCE**

An apology and a reason for absence were received from Cllr Hill (holiday).

### **292/26 PERSONAL AND/OR PECUNIARY/PREJUDICIAL INTERESTS**

None were declared.

### **293/26 PUBLIC SESSION**

No members of the public were present.

### **294/26 FUNDAY SUNDAY, 19<sup>TH</sup> APRIL 2026**

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

## **Funday Sunday, 19<sup>th</sup> April 2026**

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

Cllrs Chapman and Duff are co-leading this event.

By the time of the meeting, this event will have taken place. 50 tickets have sold, plus two complimentary given.

Simon Cross – **Clerk to the Council**

14<sup>th</sup> April 2026

Cllr Chapman reported the event had gone very well with many punters making a point of saying so as they left.

The caterer had provided a wonderful range of sandwiches, but in some ways had overdelivered: some fillings were provided in both white and brown bread, some sandwiches were too full which made them great value but tricky to handle and sometimes prone to loss of filling. Everybody agreed when Cllr Duff said there had been lots of compliments on the sandwiches. As this was likely the caterer's last year of trading, Cllr Chapman said she had chatted to her kitchen teammates, Alison and Dawn, and between them they thought they could make the sandwiches next year; they would then be in control of fillings and quantity, and this would likely make their job easier.

The kitchen work well and was well organised again. Following the malfunction of the hot-water dispenser, the meeting AGREED it would be sensible to take a kettle as backup next year.

There was much discussion about when and how drinks should be served during the event. Cllr Chapman AGREED to take on board all comments made and to revise a timetable which could then be considered at the committee's next meeting.

Cllr Chapman said in future we needed to let Carol Feasey know for how many we need crockery. Carol had kindly provided her full range, but this had reduced the amount of space available around the hall. Also, Carol's cake-stands, lovely as they are, would no longer be needed, now the council had its own plastic cake-stands.

Some thought also needs to be given to table planning or, at least, to reserving spaces for larger bookings. This had happened in the past but did not happen this year which had resulted in one party leader being a bit upset initially, although this had sorted itself, possibly with some councillor intervention.

A decision about whether or not to run a *Funday Sunday* in 2027 would be taken at the committee's next meeting.

## **295/26 EAST PRESTON FOOD & DRINK FESTIVAL, 29<sup>TH</sup> AUGUST 2026**

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

### **East Preston Food & Drink Festival, 29<sup>th</sup> August 2026**

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

Cllr Chapman is lead councillor for this event and will be able to provide an update on any work she and Alison have undertaken for this event.

At the December meeting, committee agreed not to have a funfair at this year's event and to increase pitch fees.

Simon Cross – **Clerk to the Council**

13<sup>th</sup> April 2026

Cllr Chapman reported 14 cold food / take-home stalls had booked in, 11 hot food stalls and 3 drinks stalls, a total of 28 suppliers. A further four or five stalls could be fitted in. A few suggestions of what might be missing were made. As always, councillors were asked to get details for any potential stallholders they liked the look of at other markets.

The pitch fees had increased from £35 to £40 for a take-home stall and from £50 to £60 for a hot food stall. Alison confirmed these fees were still very competitive.

The council now had twelve chairs for use in the marketplace and at other events, with four tables due to be delivered later in the week.

## **296/26 AUTUMN BINGO, 4<sup>TH</sup> OCTOBER 2026**

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

## **Autumn Bingo, Autumn 2026**

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

The Junior School hall has been booked for 4<sup>th</sup> October; for the six hours from midday, the cost will be £90.

Do we have a lead councillor or councillors for this event?

Simon Cross – **Clerk to the Council**

14<sup>th</sup> April 2026

Cllr Duff AGREED to be the lead councillor for this event. She reported she needed to meet with the Clerk to discuss the prize structure for the event as from that would come details such as the entry price.

### **297/26 REMEMBRANCE SUNDAY, 8<sup>TH</sup> NOVEMBER 2026**

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

## **Remembrance Sunday, 8<sup>th</sup> November, 2026**

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

No updates from me.

Simon Cross – **Clerk to the Council**

14<sup>th</sup> April 2026

The Clerk reported he had heard nothing further about barrier hire from Nick Ward, and Alison reported she had heard nothing further from Ritchie Leccia.

### **298/26 EAST PRESTON CHRISTMAS CELEBRATIONS, 21<sup>ST</sup> NOVEMBER 2026**

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

## **East Preston Christmas Celebrations – 21<sup>st</sup> November 2026**

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

Cllr Linton is the lead councillor for this event.

On 26<sup>th</sup> February, I had a good meeting with Sarah Brand, Library Manager for East Preston and other libraries. We talked about the council's idea to freshen up the Christmas event. Sarah also quite liked the idea not to have an event this year, but committee has already decided to pursue the Village Hall only event. Sarah responded positively to the suggestion the library hosts some *Father Christmas's Storytime* type sessions, possibly outside normal opening hours in order to maximise the number of children who could attend. I have subsequently seen Graeme Page in East Preston library and he confirmed Sarah had been talking to East Preston library staff about what the library could offer and also talking to those in the library service who can advise on numbers and budgets and suchlike. If this council could help with some books for gifts, that would be much appreciated.

**Can we cancel our booking for Our Lady, Star of the Sea church now?**

Cllr Bowman has been speaking to local shopfront businesses and will update the meeting on those talks.

Cllr Linton summarised the committee had agreed to run a slightly different event this year very much focussed on the Village Hall including covering the Village Hall car-park with a marquee. The event would be much more of a Christmas market. The event would run from 11:00 to 16:00.

The Clerk said there was no update from the library. He clarified any library event would not take place on 21<sup>st</sup> November. It would be a distinct event. The council would be able to help publicise the event and maybe provide elves if any were needed. Cllr Chapman said she would be keen to be an elf if necessary.

Cllr Bowman said she had ascertained some interest from some of the northern shops to provide some entertainments for children. This might mean the southern part of the service road might need to be closed and Cllr Bowman was unsure how one business might react to this. Alison reminded the meeting any activities on the pavement or road involving money would require a trading licence which was unlikely to be cost-effective. Cllr Bowman responded she believed all the businesses she had spoken to would be thinking of free activities for children.

The committee said there would still be a window-dressing competition. This could incorporate a People's Choice Award voted for, somehow, by the public.

The committee AGREED unanimously to keep the booking for the church car-park. In reality, this meant keeping the booking for the church hall. The Clerk would write to the church to explain it would not need the church hall but would need the car-park. This would then be used by stallholders.

Alison explained the marquee supplier needed to set up from early on the morning of Friday, 20<sup>th</sup> November. This would definitely have an impact upon the Baytree Community Lunch Club but possibly also any other events booked into the Miller Barn and Warren Room (currently weekly U3A Scottish Dancing sessions, weekly U3A table tennis sessions and Dance Beat Studio dance lessons). The council would need to meet with Toni McElroy, Chairman of the Village Hall, and Carol Feasey, leader of the Baytree Community Lunch Club.

The Village Hall committee would like the council to provide some safety matting from the bottom of the escape ramp from the Miller Barn around to the Warren Recreation Ground car-park. This was to be considered by the Amenities Committee in due course. Should such a route be available in time, access to daytime events in the Village Hall on 20<sup>th</sup> November could be via that route. Similarly, stallholders on the 21<sup>st</sup> could access the Miller Barn via that route.

After some discussion, it was AGREED Father Christmas would not have a live presence at the event. Nick the stilts man would be approached to see if he was available, not necessarily to be on stilts but to be around in costume.

After some more discussion, it was AGREED unanimously to close Sea Road for the southern side of the junction with Vermont Drive south to the northern side of the junction with Two Acres. This would not be used for attractions but would give the public more room to move about should the event prove very popular.

## **299/26 ANNUAL PARISH MEETING, 11<sup>TH</sup> MAY 2026**

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

### **Annual Parish Meeting, 11<sup>th</sup> May**

**Committee is asked to consider the forthcoming Annual Parish Meeting to be held on 11<sup>th</sup> May.**

Previously this has been an opportunity for councillors to mix socially, after the meeting, with local residents. We have to remember not to serve anything with a risk of nuts in it, and to clear way all bottles at the end of the evening.

The Clerk added he had already arranged for a representative of this year's Chairman's Charity, Chestnut Tree House, to come and present to the meeting. Earlier in the day of this meeting, he had confirmed with her she was still willing and

able. District and county councillors would be invited to give a quick summary to the meeting. From a county perspective, this would just be a few days after the local elections, which may impact upon who would attend.

Cllrs Chapman and Linton would, respectively, provide nibbles without nuts and soft drinks, and wines and glasses. The Clerk would confirm the budget available.

The Clerk advised the Annual Meeting of the Council was scheduled to start at 18:00 although the council still only had access to the main hall from 18:00 as the after-school club had not yet moved into the former Youth Club building. He would try and negotiate on that. It would be possible to access the kitchen from 17:30 to do some prep.

### **300/26 THE TERRORISM (PROTECTION OF PREMISES) ACT 2025**

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

## **Terrorism (Protection of Premises) Bill**

**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.

There is a useful video on the government’s Protect UK website - <https://www.protectuk.police.uk/martyns-law/martyns-law-overview-and-what-you-need-know>.

No updates appear to have been printed since April 2025.

Simon Cross – **Clerk to the Council**

14<sup>th</sup> April 2026

Cllr McElroy and the Clerk both reported the government had issued statutory guidance on the act on 15<sup>th</sup> April. The Clerk had printed the 129-page guide; Cllr McElroy said that was just the first of four documents on the topic. He had started to read the statutory guidance and there was a lot to take in. Headcounts for the purposes of the Act included staff, volunteers, security staff and so on. Venues that never exceeded 200 people simultaneously were not party to the Act. Venues were then split into 200-799 and 800+. Cllr McElroy was considering the impacts in the legislation as council events sometimes attracted more than 200 people simultaneously. In response to a question, Cllr McElroy thought outdoors venues were definitely included although that had not been explicitly stated before. The earliest any legislation would be enforced would be April 2027, but if there was good practice which could be implemented for council events before then, the council would look at that. Cllr McElroy said a lot of the legislation at the 200-799 level was about documentation and record-keeping.

### **301/26 MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> FEBRUARY**

The draft Minutes had been circulated to all councillors on 19<sup>th</sup> February asking for any suggested amendments by 26<sup>th</sup> February. None had been received.

The committee AGREED unanimously the Minutes were a true reflection of the meeting held on 16<sup>th</sup> February. These were duly signed by Cllr Linton.

### **302/26 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS**

Committee NOTED the following report:

## **Matters Arising from previous meetings**

**Minute 1002/25 – Christmas Celebrations 2025 Fireworks** – I approached Michael Tidd, Headteacher of East Preston Junior School, to see if there was any event celebrating the school’s 75<sup>th</sup> anniversary at which the fireworks could be used. Mr Tidd took this suggestion to a Parent Teachers’ Association meeting and replied on 27<sup>th</sup> March, “Just following up after

the PTA meeting yesterday - and I'm afraid it's a no from them. I suspect for similar reasons to your difficulty in making use of them in the first place. They felt that the long days when we'll have our 75<sup>th</sup> anniversary would probably mean it would have to be too late - and there isn't an obvious event to add it to in the autumn.”

Simon Cross – **Clerk to the Council**

14<sup>th</sup> April 2026

**Minute 1002/25 – Christmas Celebrations 2025 Fireworks** – Cllr Linton reported she had been approached by a member of the public who would make a donation to the council in exchange for the fireworks which would then be released at a private party. The committee felt it needed longer to consider the implications of this. Cllr McElroy advised the member of the public sign a disclaimer absolving the council of any responsibility should an incident occur as a result of the fireworks.

**303/26    NEXT MEETING (22<sup>ND</sup> JUNE, 19:00)**

**End-of-term party** – the Clerk reminded the meeting the committee the end-of-term party was now less than a year away. He had reviewed term dates, and the Easter term started on Thursday, 25<sup>th</sup> March, the day before Good Friday. The summer term was scheduled to start on 12<sup>th</sup> April, leaving the council the choice of 2<sup>nd</sup> and 9<sup>th</sup> April to hold the end-of-term party, which the Clerk had assumed would again be held in the library at the Infant School. The committee AGREED the event should take place on 2<sup>nd</sup> April. Cllr Duff suggested an addition to the guest list and the Clerk reminded councillors to let him know of suggested attendees sooner rather than later.

*The Meeting closed at 20:38.*

Chairman: **Cllr Elizabeth Linton**    Date: **22<sup>nd</sup> June 2026**

(END)