



62 The Strand, Walmer, Deal, Kent, CT14 7DP

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Dated this 18th March 25

To Councillors: Tony Grist, Adrian Friend, Louise Ludwig, Diana Richardson, Mark Simpson, Elinor Crockford

You are hereby summoned to attend a meeting of the EVENTS COMMITTEE to take place on Tuesday 25th March 2025 at 5.30pm – 62 The Strand, Walmer.

Roland Aldred
Town Clerk

AGENDA

1. WELCOME AND APOLOGIES.

2. DECLARATIONS OF INTEREST.

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Where a member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a member becomes aware that they have a DPI in the matter, they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Where a member is declaring an 'Other Significant Interest' (OSI), they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared an OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions, or giving evidence relating to the matter. In the latter case, the Member may only participate on the same

basis as a member of the public and cannot participate in any discussion of or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

3. OPENNESS & TRANSPARENCY.

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This into the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast meetings of the Council or a committee is responsible for any claims or other liability from them so doing.

4. MINUTES OF THE PREVIOUS MEETING.

To approve the minutes of the meeting held on Tuesday 28th January 2025. Attach 1

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.

6. EVENTS BUDGET

- i. To receive the Events Budget 2024-25. Enc 1

7. EVENT PLANNING CHILDREN'S FESTIVAL 2025

- i. To receive an update report from officer. Attach 2

8. EVENT PLANNING BROCANTE 2025

- i. To receive an update report from officer. Attach 3
- ii. To review communication paperwork and agree date for pitch sales to commence. Attach 4

9. CHRISTMAS CAROLS & CLASSICS EVENT 2025.

- i. To discuss and agree way forward for 2025 event.

10. FUTURE/OTHER EVENTS.

- i. Volunteers' presentation event (Cllr Ludwig).
- ii. Walmer Castle VE 80 day event Thursday 8th May 2025.
- iii. Discussion future (new) event ideas.

11. DATE OF NEXT MEETING.

Tuesday 22nd April 2025 @ 5.30pm.



WALMER TOWN COUNCIL

62 The Strand, Walmer, Deal, Kent, CT14 7DY

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

DRAFT Minutes of the Events Committee held on Tuesday 28th January 2025 at No 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist (Chairman); Cllr Diana Richardson, Cllr Mark Simpson, Cllr Louise Ludwig and Cllr Elinor Crockford.

Officers Present: Roland Aldred – Town Clerk.

Cllr Crockford was not present for the start of the meeting.

480. WELCOME AND APOLOGIES FOR ABSENCE.

Cllr Friend offered apologies that were accepted. Cllr Crockford offered apologies as she would be late.

481. DECLARATIONS OF INTEREST.

No interests were declared.

482. OPENNESS AND TRANSPARENCY.

The Chairman reminded those present of the terms of openness and transparency.

483. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Tuesday 3rd December 2024.

RESOLVED – That the minutes be taken as a true and accurate record.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

For 4 Against 0 Abstain 0

484. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.

None.

485. EVENTS BUDGET.

- i. Members received the budget and current financial position vs the budget for 2024/25.

- ii. Members received the budget for 2025/26.

RESOLVED – Members noted the budgets.

Proposed by – Cllr Simpson

Seconded by – Cllr Grist

For 4 Against 0 Abstain 0

Cllr Crockford arrived.

486. CHRISTMAS CAROLS & CLASSICS EVENT REVIEW.

Members discussed feedback from the Christmas Carols and Classics event in December. Members discussed whether DDC policy would mean looking at alternative locations, various small issues that had been noted and that they would like to see more community involvement. Members requested that an item be placed on the agenda for the next meeting to discuss what to do for the event in 2025.

487. EVENT PLANNING CHILDRENS FESTIVAL 2025.

- i. To receive an update from the officer.

Members received an update on the planning for the Children's Festival.

RESOLVED – To book applause touring acts "Caspian the Crab" and "Aquanauts Adrift" for the Children's Festival.

Proposed – Cllr Richardson

Seconded – Cllr Grist

For 5 Against 0 Abstain 0

Members asked the officers to talk to Applause about the requirements they would have for the day, and to look at any potential solutions that may be required. Members further discussed the idea of a hydration station, information provided by the officers suggested that the outdoor solutions would be too large and expensive to provide value.

RESOLVED – To agree to hold the prices for vendors from 2024/25 for the Children's Festival.

Proposed – Cllr Ludwig

Seconded – Cllr Grist

For 5 Against 0 Abstain 0

Members discussed additional catering options and asked the officers to reach out and see if there was interest.

- ii. To discuss quotes received for hire of portable toilets.

Members received a written report from the Events Officer on the pricing of two options for providing portable toilets.

RESOLVED – To accept the quote from Environmental Services

Proposed – Cllr Ludwig

Seconded – Cllr Simpson

For 5 Against 0 Abstain 0

- iii. To agree quote obtained for first aiders.

Members received a quote for a First responder and Emergency care assistant.

RESOLVED – To accept the quote from Wantsum Medical.

Proposed – Cllr Simpson

Seconded – Cllr Ludwig

For 5 Against 0 Abstain 0

488. EVENT PLANNING BROCANTE 2025

- i. To receive an update on actions.
Members noted progress on actions.
- ii. To agree pitch sizes and prices.
Members received a written report on pitch sizes and prices.
RESOLVED – To hold prices on single pitch sizes and remove discount for doubles. Pitch sizes to remain the same as 2024.
Proposed – Cllr Ludwig
Seconded – Cllr Crockford
For 5 Against 0 Abstain 0
- iii. To agree quote for portable toilets.
Members received a written report from the Events Officer on the pricing of two options for providing portable toilets.
RESOLVED – To accept the quote from Environmental Services
Proposed – Cllr Ludwig
Seconded – Cllr Simpson
For 5 Against 0 Abstain 0
- iv. To agree quote for first aiders.
Members received a quote for a First responder and Emergency care assistant.
RESOLVED – To accept the quote from Wantsum Medical.
Proposed – Cllr Simpson
Seconded – Cllr Ludwig
For 5 Against 0 Abstain 0

489. FUTURE/OTHER EVENTS

- i. Marke Wood open day.
Members discussed how Walmer Town Council could get involved in the potential Marke Wood open day that DDC has suggested may occur for the opening of the play park. Members asked that the officers get in touch with DDC officers to find out more details.
- ii. Volunteers' presentation event.
Members discussed having a joint Walmer in Bloom and volunteers thank you event. Members asked that more information was provided, and further discussion will take place.
- iii. Discussion future new event ideas.
Members were asked to think of idea for additional events they would like to see.

490. DATE OF NEXT MEETING

Tuesday 25th March 2025 @ 17.30pm.

The Chairman closed the meeting at 18.50pm.

Signed

Date



Item: Children's Festival Update 2025
 Date: 18/03/2025
 Meeting: Events Committee meeting Tuesday 25th March 2025
 From: Lynne Simmons

Please find below an update on all areas of planning for the Children's Festival in 2025. The most recent updates on all activities listed in the tables below, have been presented in italics for easy reference.

1. Update on Activities, Bookings & New Activities for 2025

Paid for Activity/ Organisation	2025 Cost	Update
Applause Rural Touring	£650	<i>Booked for event. Caspian The Crab Aquanauts Adrift</i>
Urban Displays	£800	Booked and deposit paid. <i>Richard Smith has asked if they are able to set up a merchandise stand alongside their display. "It's a great place for people to come and chat after the shows as we sign and give out free posters to the children."</i>
Junk Orchestra	£895	Booked for event – price held for 2025.
Circus Sensible	£420	Booked for event – the usual drop in "circus skills workshops".
Anna's Face Candy	£225	Booked for event.
Bizzie Lizzie's Face Painting	£225	Booked for event. A local face painter who has worked alongside Anna in other events.
Volunteer Organisations:		
Kent Kite Flyers	Confirmed: date in diary – no charge to WTC for 2025.	
RNLI Walmer	Confirmed: date in diary for 2025.	
Walmer Castle & Gardens	Confirmed: date in diary for 2025.	
Kent Fire & Rescue	Online request submitted – confirmation of request received.	
DAPA	Confirmed: date in diary for 2025.	
Carnival Court 2025	Confirmed: date in diary for 2025.	

New Activities for 2025

Organisation/ Activity	Update
Goodwin Sands Trust	Confirmed: date in diary for storyteller to attend.
Family Picnic Area	Internal action only required.
Deal Pirates	Confirmed: date in diary. <i>David Lister has confirmed they will be setting up their branded Pirate gazebo and all volunteers will be dressed as pirates. They will be bringing along a selection of games for the children (and adults alike) – more details on these are expected over the coming weeks.</i> <i>David has asked if they could have permission to have a couple of “donation buckets” on display supporting the Pirate Charity of the year for people to donate (no obligation basis). Their charity of choice from 1st May 25 is yet to be confirmed but they will share this with us prior to the event for our approval.</i>
Deal HM Coastguard	<i>The Station Officer has confirmed they are very happy to come along to support on the day. They will bring along a vehicle, lifejackets for trying on, rope activities and handouts/education for the children.</i>
Kent Police	Kent Police – Dover Junior Cadets confirmed. Awaiting email response from Sophie Bramble.
Deal First Responders	<i>Deal First Responders have confirmed their attendance with ER van. They have requested a table, chairs and a tent so they can do demonstrations of CPR at the event.</i> <i>They have also advised that as they will be on duty they need to be able to exit the green quickly in the event of a callout.</i>
Community Roots Van	Confirmed: date in diary for both Community Roots Van and speed cage. (Both subject to DDC priority events eg, Dover Regatta.)
Children’s Centre	Now renamed Family Hub and operates from centre next to Tides. Confirmed: date in diary and welcomed involvement in our community event.
Additional Live Music	The rationale for this is that the music played prior to the first bike stunt display show started to draw the crowds towards the beginning of the 2024 event and that the event would benefit from music at certain points in the programme to add to the ambience. DJ (David Hawkes) has confirmed he is happy to support the event.
New - Deal Radio	<i>Deal Radio have approached the office expressing an interest in their involvement. A meeting is scheduled to take place on Tuesday 18th March to discuss this and a verbal update on this meeting will be provided by the officer on 25th March.</i>

Members to discuss and agree the following:

1. To respond to Urban Display’s request for the set up of a merchandise stand alongside their display.
2. To approve Deal Pirates’ request for “no obligation donation buckets” to be used at their gazebo in support of the Pirates Charity of the year, subject to our approval of their Charity of choice.

2. 2025 Poster Design for Approval

Members are asked to approve the following design for the 2025 poster for circulation:



3. Food and Drink Vendors plus pricing for Children's Festival 2025

Vendor Category	Childrens Festival 2025
Ice cream van & other small value items (eg sweets/cakes)	£50
Hot food, snacks and drinks	£100

It has previously been agreed that 6 vendors would be the optimum number of food vendors for the Children's Festival in 2025 and that pricing would remain at the same level as 2024.

The following catering vendors have now been confirmed for the event:

Tonibell (ice-cream)
Solleys (ice cream)
Godmersham Grills
Rich Aroma 21

Hog & Bean are not available.

The new pizza restaurant in Deal (Holy Dough) has been contacted. The owner replied to advise that as their pizza ovens are electric, they would need a power supply for the event.

Crumbly Monkey has been emailed several times with no response received.

Members are asked to consider whether the four vendors now confirmed, along with the new addition of a designated family picnic area for 2025 is sufficient for the event.

4. Site Plan and Car Parking

The car parking plan for Walmer Green referred to in the 2024 DDC Events Policy has not yet been received despite requests.

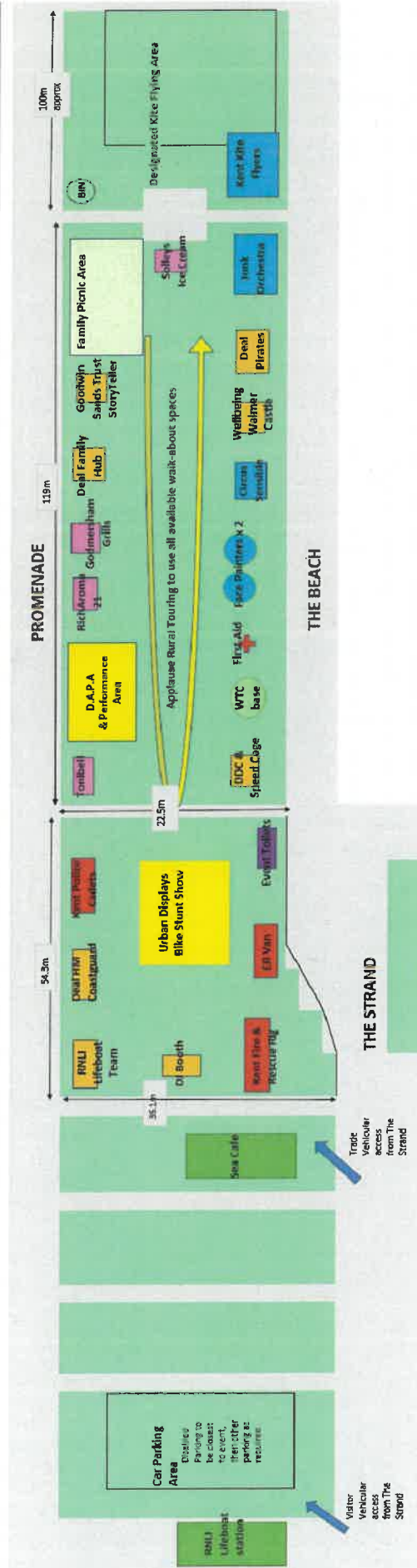
The event management plan (including the site plan) for this event will need to be submitted to DDC a minimum of 12 weeks before the event (latest date for submission is 12th April 2025).

The draft site plan is shown in the next page for inclusion with the event management plan. This details the area of Walmer Green we are proposing to use for car parking, which is the same as for the 2024 event. In the absence of any further information this should be sufficient for approval to be given

Members are asked to consider the draft site plan for approval and submission in April 2025.

CHILDREN'S FESTIVAL SITE LAYOUT 2025 (not to scale and subject to measuring out spaces required for each activity)

Kites set up for flying on beach





Item: Brocante 2025 Planning Update Report
 Date: 18/03/2025
 Meeting: Events Committee meeting Tuesday 25th March 2025
 From: Lynne Simmons

Please find below the list of further actions agreed on Tuesday 19th November 2024 following the review of Brocante in 2024. The most recent updates for all actions are presented as appropriate in italics.

Agreed Actions	Update
To confirm with DDC the permissions for car parking on Walmer Green and to establish any constraints which will be put in place under the new DDC Events Policy.	Emailed DDC (Rebecca Dyer) 20/1/25. Response received 21/1/25 advising that the site plan is still being worked on, and they will look to share this with us by the end of the month. <i>No further update received.</i>
To discuss with John Trickey the possibility of having additional trained volunteers from Deal Carnival for support with car parking and whether additional radios could also be borrowed from Deal Carnival for the event.	<i>Verbal update to be provided by officer at meeting.</i>
To identify what the requirements are with regards to the provision of security personnel for the event. Following this, to set out what different options there may be to achieve this.	Emailed events team DDC 21/1/25 for clarification of requirements and guidance from the HSE Purple Guide. <i>See separate update below.</i>
To confirm with DDC the schedule for cleaning of the public toilets at Marine Road and how peak periods are managed effectively.	<i>A response has been received from the DDC Asset Management team:</i> <i>Marine Road toilets are serviced daily with no different schedule in place for peak summer periods. A request for an additional clean to support the Brocante would be an agreement between Monitor Services (the contractor) and Walmer Town Council and would be an additional charge.</i> <i>Monitor Services have been contacted for charges with no response yet received.</i>



Event Planning: Stewards & Security

The event management team at DDC have confirmed via email that they do not believe there is any requirement for SIA trained staff at the Brocante. They have signposted us to their online "Events Toolkit" which provides further information on Stewards & SIA Staff, which I have copied into this document below.

Members to decide how they wish to move forward to source stewards and/or SIA staff for the event.

Event Planning: Stewards

Stewards are essential to the success of any event and provide a link between the public and the event management team. For any event you must provide an appropriate number of stewards for the security and control of the site and the attending public.

If you are running a licensed event where you may be controlling access or selling alcohol you may be required to use specifically trained and qualified SIA (Security Industry Authority) security staff. These can be hired from SIA approved contractors. You can find more information at www.the-sia.org.uk. Any SIA qualified staff should produce and display their badge at all times. If your event is going to be a large public event consideration should also be given to special security measures necessary for the attendance of VIPs or celebrities.

The number of stewards needed may be calculated by considering each of the separate tasks to be covered (examples; staffing entrances and exits, controlling access to attractions/activities, general crowd control, patrolling public areas, security unauthorised areas, securing hazards, car parking duties).

A good rule of thumb for an adequate number of stewards is:

- 1-100 participants = at least 1 steward per 10 participants and 1 per venue.
- 101-above = 1 steward per 30 participants plus 2 per venue (to a maximum of 50)

If the event is to last several hours, extra stewards should be available to allow others to take meal breaks etc.



All stewards must know their duties & responsibilities

They must

- Be fit, active and aged not less than 18
- Be suitably trained and competent to carry out their duties effectively
- Receive a written statement of their duties and, where appropriate, a checklist and a layout plan showing the key features of the site
- Receive a final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency
- Be easily identifiable by wearing jackets or tabards
- Know the layout of the site and be able to assist the public by giving information about the available facilities
- Be aware of the location of the entrances and exits in use on the day, first aid posts and firefighting equipment
- Know the ticketing arrangements and be aware of the routes in/out for performers
- Be provided with torches where the event is likely to go on beyond dusk
- Test any equipment issued to them prior to the event
- Know how to address issues of public disorder

Stewards must patrol their allotted areas

- Noting any potential hazards (such as pinch points) near their location
- Ensuring that overcrowding does not occur in any part of the site
- Preventing the public from climbing fences, barriers, lighting/sound towers, equipment, etc
- Ensuring that circulation areas and exits, including entrances and exits for emergency services, are kept clear at all times (this can be particularly important at indoor events where visitors may well park their cars outside halls, across exit doors/routes from the building)
- Stewards must know, understand and have practised their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of coded messages.



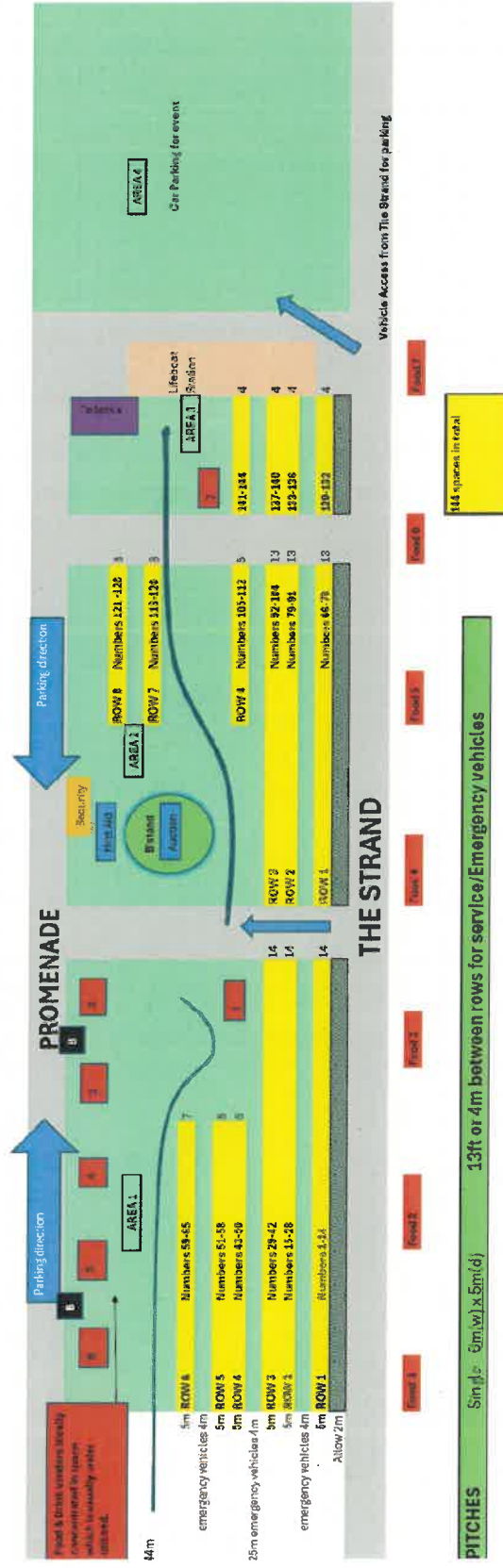
Brocante Draft Site Plan 2025

The draft plan below is a copy of our 2024 site plan submitted to DDC.

Given that car parking on Walmer Green is currently under review by DDC, consideration should be given to expanding the current plan for the car parking area (AREA 4) for additional clarity, to also include proposed traffic movements within the area.

Members to decide on the need for an additional car park plan, plus if there any other changes they wish to make to the site plan for 2025.

BROCANTE LAYOUT 2025: PITCH SIZE 6M WIDTH (NARROWER) X 5M DEPTH (ALMOST DOUBLE FROM 2023)



Item: Brocante 2025 Communication re Sale of Pitches
Date: 18/03/2025
Meeting: Events Committee meeting Tuesday 25th March 2025
From: Lynne Simmons

Overview

Every year an "early notification" email is sent to all individuals who have either booked pitches previously or who have expressed an interest in booking a pitch. Facebook and our website are also used for communication of the key dates. The following text is proposed for the initial communication which should be published during w/c 24th March 25 in readiness for the pitches to go on sale in early April.

1. FACEBOOK / EMAIL TO ALL TRADERS /WEBSITE ETC

Book a pitch for The Brocante on Walmer Green for Bank Holiday Monday 25th August 25.

Pitches for the event will be available to purchase online from 9.00am Friday 4th April 25.

We will once again be using Eventbrite (register via link below) to make all bookings for the 2025 Brocante. Payment will only be accepted via Eventbrite (no cheques or cash payments).

The pitch size for the 2025 event will be **6m wide x 5m depth (19.6ft x 16.4ft)** which will be available to book for **£50.00 each**. Please ensure that your vehicle/gazebo/table and goods all fit within this space as no items will be permitted to encroach into the aisles between pitches. Two or more single pitches can be purchased as required. Please ensure you book the space you need as you will not be able to purchase additional pitches at a later stage or on the day.

Please follow link below which will take you to the Eventbrite link and further information.

We hope to see you there.

2. TEXT FOR EVENTBRITE BOOKING SYSTEM

BROCANTE (ANTIQUES, COLLECTABLES FAIR) Bank Holiday Monday 25th August 25.

About this event

The pitch size for the 2025 event will be **6m wide x 5m depth (19.6ft x 16.4ft)**. These are now available to book for **£50.00 each**. Please ensure that your vehicle/ gazebo/table and goods all fit within this space as no items will be permitted to encroach into the aisles between pitches. Two or more single pitches can be purchased as required. Please ensure you book the correct number of pitches for the space you need, as you will not be able to purchase additional pitches at a later stage or on the day.



* Please display your booking information on your windscreen on arrival so that we can quickly allocate you a pitch.

* Access for stall holders will be allowed from 6.30am to 7.45am to set up. Please do not arrive before this time as queues of waiting cars obstruct the highway and could jeopardise the possibility of holding future events. Anyone not checked in by 8.00am may be refused entry but should you have problems or be delayed on the morning then please contact us on mobile 07823 882274.

* The entrance to the site is via the tarmac pathway in the centre of the Green, you will be directed to a space on the day as you arrive.

* Please note that we are unable to allocate stalls in a specific position. If you would like to be next to another stall holder, we suggest that you arrange to meet up beforehand and arrive together at the site.

* Please let us know on arrival if your vehicle door only opens on one side so we can allocate you the correct pitch location.

* Please note that all items of equipment must fit within the pitch size booked, no items will be permitted to encroach into the aisles between the pitches.

* No guns, knives, household electrical goods, new market stall goods or livestock should be on offer, and no food and drink can be sold except by the official caterers on the site.

* Please note that you are responsible for providing all the equipment you need on the day, namely tables and chairs and any rain cover. Please note that anything erected on the site must be properly secured. In the event of any safety risks, we will require items to be removed. You are, of course, responsible for your own goods.

* Walmer Town Council advises you that it is your responsibility to ensure you have suitable public liability insurance in place for the event. In most cases this will be included as part of your personal home and contents insurance. Please check your policy or phone your insurance company for more details.

* Please ensure that all unsold items and all rubbish are taken with you at the end of the day.

* In the event of bad weather, the organisers will decide at 6am on the day of the Brocante as to whether it will proceed. Every effort will be made to contact stall holders to notify them if the event is cancelled. However, no refunds can be given.

Helpful hints to note when purchasing a pitch via Eventbrite: - Put 'NA' in the charity box (if not relevant) and ensure you fill in all boxes.



3. CHARITY PITCHES AT BROCANTE.

The existing arrangement is that if a Charity would like to attend and not sell anything this is free of charge – in 2024 the number of charities were limited to a maximum of 4.

All charities who attended in 2024 sold items and therefore were charged £10 for a charity pitch.

Members to agree wording of communication and key dates for event notification and Eventbrite.

Members to agree pricing for pitches for 2025.

Members to decide if changes are required to Charity Arrangements.