



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

Tel: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

Dated this 17<sup>th</sup> July 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 **Wednesday 23<sup>rd</sup> July 2025 at 5.30pm – 62 The Strand, Walmer.**

**Roland Aldred**  
**Town Clerk**

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## **AGENDA**

### **1. WELCOME AND APOLOGIES FOR ABSENCE.**

### **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 their 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 17<sup>th</sup> June 2025.

Attach 1

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

**6. EVENTS BUDGET**

- i. To receive the Events Budget 2025-26.
- ii. To consider purchase of new communications equipment for events.

Enc 1

**7. CHILDREN'S FESTIVAL 2025**

- i. Post event review, including feedback received.
- ii. To agree provisional date for event in 2026.

**8. EVENT PLANNING BROCANTE 2025**

- i. To receive a verbal update from officer on event planning.
- ii. To review DDC ESAG response to event management plan.
- iii. To review / agree stallholder paperwork to be issued prior to event.
- iv. To discuss / agree volunteers for event.

Attach 2

Attach 3

Attach 4

**9. FUTURE/OTHER EVENTS.**

- i. To discuss the proposal for an annual community awards evening.
- ii. To receive other ideas for new events for 2026.

**10. DATE OF NEXT MEETING.**

Wednesday 20<sup>th</sup> August 2025 @ 5.30pm.



# **WALMER TOWN COUNCIL**

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## **DRAFT Minutes of the Events Committee held on Tuesday 17<sup>th</sup> June 2025 at No. 62 The Strand, Walmer at 5.30pm.**

Present: Cllr Tony Grist; Cllr Diana Richardson, Cllr Adrian Friend, and Cllr Elinor Crockford.

Officers Present: Roland Aldred – Town Clerk.

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

### **93. APOLOGIES FOR ABSENCE.**

Cllr Simpson and Cllr L Ludwig offered apologies which were accepted.

### **94. DECLARATIONS OF INTEREST.**

No interests were declared.

### **95. OPENNESS AND TRANSPARENCY.**

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

### **96. MINUTES OF THE PREVIOUS MEETING.**

Members considered the minutes of the meeting held on Tuesday 27<sup>th</sup> May 2025.

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

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 3      Against 0      Abstain 0

### **97. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.**

None.

### **98. EVENTS BUDGET.**

Members received the Events Budget for 2025/26.

**RESOLVED.** To note the budget.

Proposed by Cllr Friend

Seconded by Cllr Grist

For 3      Against 0      Abstain 0

### **99. EVENT PLANNING CHILDREN'S FESTIVAL 2025.**

- i. The officer provided a verbal update on the advertising for the event. Officers have met with Mr Hawkes, the DJ, for the event, who will make announcements during the event about performances due to start. Both Invicta Martial Art and Kooth will not be attending. A large bin has been ordered from DDC at a cost of £275.56. Cllr Grist made an appearance on Deal Radio To

advertise the event. For Health and Safety reasons cable covering will be required, we are attempting to borrow these, if not Walmer Town Council will need to purchase 18m of cover.

**RESOLVED.** Members delegated to officers to spend £120 on cable coverings should it be necessary to purchase coverings.

Proposed by Cllr Richardson

Seconded by Cllr Friend

For 3 Against 0 Abstain 0

- ii. Members reviewed the most recent version of the site plan and were happy with the layout.  
**NOTED.**

- iii. Members received an update on volunteers for the event.  
**NOTED**

Cllr Crockford arrived at the meeting

- iv. Members received a verbal report along with images and costings for the requested purchase of a branded gazebo.

**RESOLVED.** Members agreed to purchase a beige 3x3 extreme forty series gazebo from GazeboShop at a cost of £416 plus VAT.

Proposed by Cllr Richardson

Seconded by Cllr Crockford

For 4 Against 0 Abstain 0

**100. EVENT PLANNING BROCANTE 2025.**

Members received a verbal update from the officer on the planning for Brocante. All general pitches are now sold, and a waitlist has been started. There are two charity pitches remaining (one of which we are talking to an organisation about taking), any charity pitches not sold one month before will be offered to the waitlist. Two additional bins have been ordered from Dover District Council at a cost of £551.12. The Poster advertising the event has been sent to the Community Ads magazine for their July edition.

**NOTED**

**102. FUTURE/OTHER EVENTS 2025**

Further discussed ideas around a volunteer awards ceremony. Members felt that there should be 15-20 awards. The event should be a yearly program. Nominations should come from the public. Nominations should take place around Christmas time with the award ceremony in February, food should be provided, and entertainment should be looked at. There should be youth categories with the awards. Members asked officers to contact the Rugby Club for costs to hire their clubhouse, Cllr Richardson is also following up with Walmer Castle as another potential venue.

**103. DATE OF NEXT MEETING**

Wednesday 23<sup>rd</sup> July 5.30pm.

The Chairman closed the meeting at 19.15pm.

Signed .....

Date .....

**Admin - Walmer Town Council**

**From:** DDC Events <Events@DOVER.GOV.UK>  
**Sent:** 08 July 2025 10:16  
**To:** Admin - Walmer Town Council  
**Subject:** YOUR EVENT HAS BEEN REVIEWED BY ESAG - Brocante (25 August 2025)

**Categories:** For Action

Dear Lynne

The events safety advisory group have reviewed your event documentation and based on the information submitted in relation to this event the following advice and guidance has been put forward:

Health & Safety

Can see the Risk Assessment considers the potential trip hazard from Gazebo ropes. Would recommend the risk assessment is enhanced to reflect other hazards associated with Gazebos/Marquees (e.g. blowing down/collapse) and outlining the control measures to prevent this (e.g. securely fixed/weighted down, monitored throughout, not assembled in high winds).

Waste Services

Please note that all Trade Waste needs to be removed by a registered Trade Waste Contractor. Organisers need to make arrangements for the removal of all other waste.  
 If further information is required, please contact 01304 872428. Dover District Council is not responsible for arranging for the waste disposal at events.

If you have any queries, please do not hesitate to contact me on [events@dover.gov.uk](mailto:events@dover.gov.uk).

Kind regards.

Sandra

**On Behalf of the Events Safety Advisory Group**



**Sandra Killick**  
**Business Support Officer (Community & Tourism)**  
 Dover District Council  
 Tel: 01304 872061  
 Email: [sandrakillick@dover.gov.uk](mailto:sandrakillick@dover.gov.uk)  
 Web: <http://whitecliffscountry.org.uk> / <http://dover.gov.uk>

 Please consider the Environment before printing this email





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Dear Stall Holder

### **BROCANTE WALMER GREEN – Bank Holiday Monday, 25<sup>th</sup> August 2025**

Thank you for booking a pitch at our Brocante. In order that the day runs as smoothly as possible, please take a few moments to read through the following information and call the Walmer Town Council office if you have any questions.

- Access for stall holders will be permitted from **6.00 am to 7.45 am** 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 **07823882274**.
- 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 be patient during set up time; all our helpers are volunteers.
- The entrance to the site is via the tarmac pathway in the centre of the Green, you will then be directed to a space on the day as you arrive.
- No guns, knives, household electrical goods, new market stall goods or livestock should be on offer and no food and drink sold except by the official caterers on the site.

**ONCE ON SITE, NO VEHICLE MOVEMENT WILL BE PERMITTED (EXCEPT IN THE CASE OF AN EMERGENCY) UNTIL THE CLOSE OF BUSINESS AT 4PM**

- The Brocante will be advertised via local community publications, several online websites, shared locally on Facebook and with local businesses. I also enclose a poster which we hope you will use to help promote the event. As you can see, there will also be a Valuation Service available, through The Canterbury Auctions, on the Bandstand during the day. There will be a booking procedure and the number of items which can be valued are restricted to a maximum of three handheld items only.

...continued

- 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.
- **Anyone extending over their pitch size** (please ensure that your vehicle, gazebo, table and goods fit within) **will be asked to remedy the situation even if it means moving their vehicle to the car park before unloading.**
- In the event of bad weather, the organisers will decide at 6am on the day of the Brocante as to whether or not it can proceed. Every effort will be made to contact stall holders to notify them if the event is cancelled. However, no refunds can be given.
- **Photographs and/or video** will be taken at the event. By taking part in this event, you grant the event organisers full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. If you do not wish to be photographed, please inform an event organiser.

Please ensure that you have read our booking conditions: -

- **Food, guns, knives, electrical goods, new market stall goods & livestock cannot be sold.**
- **No non booked vehicles will be allowed on to the site at any time. They must be parked at the adjacent free public car park.**
- **All booked vehicles must remain on the pitch until the end of the event at 4pm.**
- **No refunds can be given in the event of cancellation.**
- **Aggressive or rude behaviour to staff or volunteers will not be tolerated.**
- **Bookings will not be accepted without payment.**
- **Dogs must be kept on a lead at all times.**
- **No vehicles will be allowed on site until 6.30am to allow our marshals to set up safely.**

...continued

- **Please do not arrive before 6.00 am as there is no waiting space and your vehicle may block the highway.**
- **Please ensure you measure your vehicle and book a pitch big enough to allow access to the boot.**

We look forward to what promises to be an enjoyable day!

Yours sincerely

**Roland Aldred**  
**Town Clerk**

## BROCANTE STAFF & VOLUNTEERS

### Monday 25<sup>th</sup> August 2025

Personnel	5.30am-8am	8am – 12pm	10 am – 2 pm	12pm - 4pm	4pm – 5pm
	Check-in Vehicles Directing Cars to pitches	Stall checks, Litter, Manning Hub in Bandstand	Oversee Canterbury Auction Galleries in Bandstand	Stall Checks, Litter, Manning Hub in Bandstand	Pitches close/move from site 4pm Clean up of site.
Roland					
John					
Lynne					
Tony Grist					
Louise Ludwig					
Adrian Friend					
Diana Richardson					
Mark Simpson					
James Murray					
Mike Eddy					
Peter Jull					
Sarah Waite- Gleave					
Trevor Bond					
Keith Lee					
Elinor Crockford					
Paul Ludwig					
Peter Findley					
Richard Blackwell					
First Aid x2					
Probe Security x2					
Roy Stone					
+ stewards					

#### Minimum Staffing Requirements for event

5.30am – 2 teams of 2 parking cars on green. 2 booking cars in.

Duration of event – 2 members based in WTC gazebo, 1 member supporting CAG 10am to 2pm. 1 patrolling/litter pick.

Car parking – 2 teams of min 4, ideally 5 to manage parking all day. AM team and PM team.

Additional radios required to support event.



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## **BROCANTE**

### **USEFUL NUMBERS**

#### **Event Managers (Radio or Mobile Phone)**

Event Manager - Roland can be contacted via Radio or 07823882274.

Chief Steward - Roy Stone via Radio or 07956225252.

Lynne can be contacted on 07985484091.

**When you arrive, please go to the Bandstand to record time of arrival and remember to sign out on departure. Collect your hi-vis jacket/radio as needed.**

**Bandstand** (This is a central base to provide focal point for all volunteers/stewards attending.)

The First Aiders will be located directly behind the bandstand.

At any time through the day Roland will be on site and will be the designated Event Manager. If Roland leaves site, a nominated deputy will be appointed.

### **Purpose of Stewards**

The main role of the stewards is to ensure the wellbeing, health & safety of all stallholders and attendees. Stewards are responsible for ensuring that a safe, well organised car park is always maintained and that a constant patrol of the stalls is undertaken. They also assist in the safe entry and dispersal of all stallholders, ensuring that at no point the road nearby becomes clogged up or affected by the movement of vehicles on and off the site. They are not to try to direct or control the traffic flow along The Strand, unless directed to do so by the Police.

### **TASKS**

1. Vehicle control on and off site – putting stallholders into location for event. Stallholders are then responsible for setting up their gazebos (if have) etc.
2. Two stewards to be stationed on The Strand to book in and direct vehicles onto site.
3. Representatives of the council stationed near Bandstand from 8am onwards – lost person/first aid point of contact/public engagement/ Canterbury Auction Galleries from 10am.
4. Walk around – ensure wellbeing, health and safety of all stallholders, volunteers and members of the public.
5. Litter collection.
6. Help in Car Park (all visitor parking is set-up and managed by DWKRA (Roy Stone), but as this is busy all day extra help will be required.
7. To support in event of site evacuation by directing all attendees to nominated assembly area(s).

## Incident Management Procedures

In the event of any incident an initial call should be made to the Chief Steward as a '**CODE 9**' call, with a follow-up call to ascertain the actual incident details. For all '**CODE 9**' calls the First Aid point will be put on standby until the second call. The First Aiders (based next to the Bandstand) will have an accident book for recording incidents.

If there is an incident, the DWKRA Chief Steward will make any decision regarding actions to be taken, in consultation with the Event Manager. Roy Stone will be appointed to that position for the day. A Senior Steward will be appointed to take over control in the unlikely event that the Chief Steward becomes unavailable to deal with any situation as required.

Type of Incident	Action to be Taken
Lost/Found	<ul style="list-style-type: none"> <li>The Bandstand is the designated Lost Person point.</li> <li>A message of "lost child/person" will be broadcast to the Chief Steward (CS) or Event Manager (EM). A description of any lost child will be gained and circulated as fast as possible.</li> <li>Stewards and helpers will be allocated search areas.</li> <li>Police will be informed after 30 minutes if not found.</li> <li>If a child is found unattended, then a similar broadcast message will be made and actioned.</li> <li>Once found/reunited with carers, all stewards will return to normal duties.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>Make initial "Code 9" call to Chief Steward/Event Manager with a location and brief, but precise, details.</li> <li>The Chief Steward will inform First Aiders, Police as required and will liaise with First Aiders should ambulance be required.</li> <li>Non-radio equipped persons should inform the Chief Steward or Event Manager in person as quickly as possible.</li> </ul>
Fire	<ul style="list-style-type: none"> <li>Make initial "Code 9" call to Chief Steward/Event Manager with a location and brief, but precise, details.</li> <li>If there should be any possibility of property near the event catching fire, the emergency services will be called at once (by the Chief Steward). A full evacuation of the immediate area will be required.</li> <li>At no point should untrained stewards handle any firefighting equipment, including extinguishers.</li> </ul>
Bomb Threat (suspect package or bag)	<ul style="list-style-type: none"> <li>Make initial "Code 9" call to Chief Steward/Event Manager with a location and brief, but precise, details of the threat. Do not approach a suspect package/bag or use radio or mobile within close proximity to it.</li> <li>Actions (inc full evacuation) to be decided by Chief Steward and Event Mgr.</li> <li>In event of an actual explosion the Chief Steward will announce an immediate evacuation of the area and a closure of the event via the PA system. The immediate area will be cordoned off by the stewards and all persons escorted away from the area.</li> </ul>
Crowd Control	<ul style="list-style-type: none"> <li>Make initial "Code 9" call to Chief Steward/Event Manager with a location and brief, but precise, details of the incident.</li> <li>No steward is to try to tackle any crowd control incident alone.</li> <li>The Chief Steward will proceed to location with security personnel to try to calmly bring the situation under control.</li> <li>If it appears to be getting out of hand, members of the public nearby must be evacuated swiftly from the area and the emergency services called.</li> </ul>
Emergency Evacuation	<ul style="list-style-type: none"> <li>All areas of the Green are emergency evacuation points, so all walkways and exits must be kept clear at all times.</li> <li>An Emergency Evacuation Assembly Area will be communicated to all by Chief Steward at the time of any major incident: one or two designated areas based on the size and place of the situation as it arises.</li> </ul>