



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

Tel: 01304 362363

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

Dated this 15th July 2026

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

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to take place on **Wednesday 22nd July 2026 at 5.30pm – 62 The Strand, Walmer.**

Roland Aldred
Town Clerk

AGENDA

1. 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 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 Wednesday 17th June 2026.

Attach 1

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

6. EVENTS BUDGET.

- i. To receive the Events Budget 2026-27.

Enc 1

7. CHILDREN'S FESTIVAL 2026.

- i. To conduct post event review, including feedback received.
- ii. To agree provisional date for event in 2027.
- iii. To agree which organisations should be contacted re quotes/bookings for 2027.

8. BROCANTE 2026.

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

Attach 2

Attach 3

Attach 4

Attach 5

9. FUTURE/OTHER EVENTS.

- i. To receive an update on Outdoor Gym opening 2026.

10. DATE OF NEXT MEETING.

Wednesday 19th August 2026 @ 5.30pm.



WALMER TOWN COUNCIL

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DRAFT Minutes of the Events Committee held on Wednesday 17th June 2026 at No. 62 The Strand, Walmer at 5.30pm.

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

Officers Present: Lynne Simmons – Deputy Clerk.

106. APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Ludwig.

107. DECLARATIONS OF INTEREST.

No interests were declared.

108. OPENNESS AND TRANSPARENCY.

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

109. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Wednesday 27th May 2026.

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

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

None.

111. EVENTS BUDGET.

Members received the Events Budget for 2026/27.

NOTED.

112. CHILDREN'S FESTIVAL 2026.

- i. The officer provided an update on all previous actions, planning and preparation work currently underway for the festival.

The Downs Sailing Club have very kindly offered use of the facilities in the sailing club for changing purposes for the Applause performers.

NOTED.

A total of 1,000 children's wristbands for use across our summer events have now been ordered.

NOTED.

All posters and banners have been distributed. A Facebook event has been set up and the budgeted spend of £30 for a Facebook boost has been actioned. Early statistics available on the event are promising with 170 overall responses and 4,128 views.

NOTED.

Members reviewed an A5 flyer detailing butterfly species present at Hawkshill Common for handing out at The Butterfly Show.

NOTED.

RESOLVED. Members approved a proposal to issue food & drink vouchers of up to £20 each to volunteers.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 3 Against 0 Abstain 0

- ii. The officer reported that the site plan has required updating due to the removal of two organisations who are no longer able to attend on the day. Members reviewed the updated plan and noted the changes made to the layout.

NOTED.

- iii. Members discussed the roles of the volunteers and the timings of the day. Attendance of staff and councillors at the event were confirmed and are shown within Appendix 1 attached. Cllr Grist kindly offered his support on Friday 3rd July for pitch marking if required.

NOTED.

113. BROCANTE 2026.

- i. The officer updated members on the one charity pitch which remains unsold, the numbers on the waiting list for pitches and confirmed that the event management plan has been submitted to DDC.

An application has been made for the required Street Trading Consent Licence and DDC have confirmed final numbers will be required 7 days prior to the event.

Members actioned the officer to obtain a further explanation from DDC Licensing department regarding the determination of the charges to be applied, ensuring this meets the criteria as set out within the Fees section of the published guidance notes.

NOTED.

114. FUTURE/OTHER EVENTS 2026.

- i. The officer reported that the start date on site has been moved to Thursday 2nd July as we continue to wait for the Compound Licence to be issued by DDC Legal dept. In light of this we are not yet able to set a formal opening date for the gym.

The Outdoor Gym working party will continue to move forward with plans for an opening ceremony as soon as practicable following the completion / handover of the gym, followed by a series of organised, user specific training sessions led by qualified personnel.

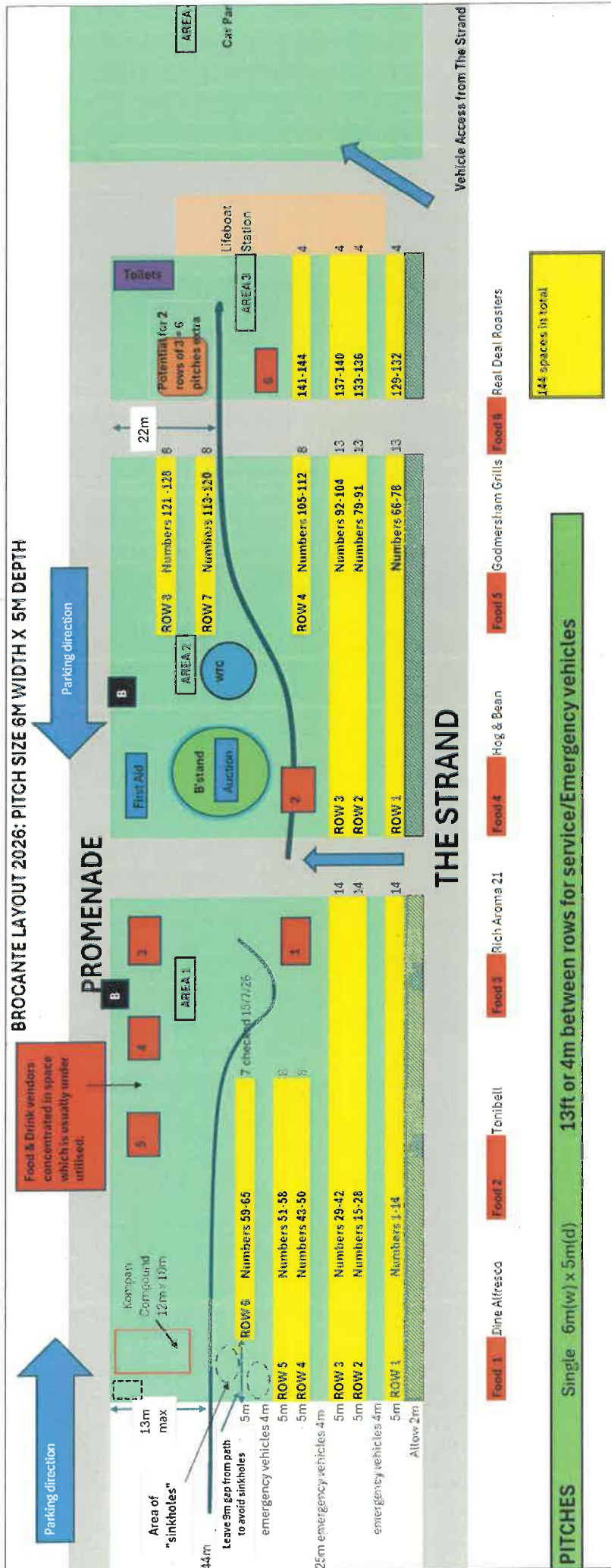
115. DATE OF NEXT MEETING

Wednesday 22nd July 2026 @ 5.30pm.

The Chairman closed the meeting at 18.32pm.

Signed

Date



Admin - Walmer Town Council

From: DDC Events <Events@DOVER.GOV.UK>
Sent: 06 July 2026 12:32
To: Admin - Walmer Town Council
Subject: YOUR EVENT HAS BEEN REVIEWED BY ESAG - The Brocante (31 August 2026)

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

I can see you are planning on using a code word to communicate an incident/First Aid situation. Would advise ensuring that everyone involved using a radio is well versed in what this code 9 means - to avoid any confusion or delay in responding. If this is not achievable, plain English is advised. (Earpiece accessories can be used if there is a concern of attendees overhearing radio traffic).

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.

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

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, 31st August 2026

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.
- For safety reasons, NO additional cars will be permitted on Walmer Green either to offload or at any other time during the day. The only vehicles permitted on site for the event will need to remain on site after arrival and fit into the designated, booked pitch space. Vehicles will not be permitted to move off site until after the end of the event at 4pm.
- 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 Auction Galleries, 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.
- 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.**

Please note the pitch size for the 2026 event is 6m wide x 5m depth (19.6ft x 16.4ft). 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.

- 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. In the event that Walmer Town Council cancels the Brocante due to adverse weather conditions, a refund of 50% of the pitch fee will be issued.
- **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 by pitch holders.**

- **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 6.00am to allow our marshals to set up safely.**
- **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 31st August 2026**

ATTACH 5

Personnel	5.30am-8am	8am - 12pm	8am onwards	10 am - 2 pm	12pm - 4pm	4pm - 5pm
	Check-in Vehicles Directing Cars to pitches	WTC gazebo Stall checks, Litter	Public Car Parking	Oversee Canterbury Auction Galleries in Bandstand	WTC gazebo Stall checks, Litter	Pitches close/move from site 4pm Clean up of site.
Roland	Y	Y	Y (& patrol)		Y	Y
John	Y		Y (& patrol)			Y
Lynne	Y	Y			Y	Y
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						
Roy Stone / 2 parking marshals	Y		Y			Y (RS only)

2025 Rota & Minimum Staffing Requirements

AM Set Up : 5.30am: 2 teams of 2 parking cars on green. 2 booking cars in on arrival.

Team 1 car parking *PL/DR*, Team 2 car parking *RA/MS*, Meet/Greet *TG/LS*

Floating /set up car park with *RS – AF & JM*. Gazebo set up after car park set up & stall holders arrival.

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

Car parking: min 5 to manage parking at all times.

RS – chief steward and 2 agency staff (all day with breaks)

Dedicated support from WTC – *AF/JM/DR/PL*. Rota basis between *RA/TG/DR* for breaks etc. **Schedule below refers to 2026 at this point, staff TBC for 2026.**

Name	8am	9am	10am	11am	12pm	1pm	2pm onwards & closedown
Roland	Patrol/cover	Car Park	Patrol/cover	Car Park	Break	Car Park	Patrol/cover
John	Car Park	Gazebo/Patrol	Car Park	Gazebo/Patrol	Car Park	Break	Car Park 3pm -4pm
Lynne	Gazebo/Patrol	Gazebo/Patrol	Gazebo	Break	Break	Gazebo/Patrol	Patrol/litter
Tony	Gazebo/Patrol	Car Park	Bandstand	Break	Break	Car Park	Gazebo/Patrol
Lou				Bandstand	Bandstand	Bandstand	
Adrian	Car Park	Break/Car Park	Car Park	Gazebo	Break	Break	Car Park 2pm-4pm
Diana	Oversee Parking	Oversee Parking	Car Park	Gazebo/Patrol	Break	Break	Car Park 2pm-3pm
Mark	Car Park						
Paul	Car Park	Car Park					
Peter J				Car Park	Gazebo		
Rick						Car Park	Gazebo until 3pm
Sarah						Gazebo	Gazebo until 4pm
Roy	Car Park	Break/Car Park	Car Park	Break/Car Park	Car Park	Break	Car Park
Agency staff x2	Car Park	Car Park	Break/Car Park	Car Park	Car park	Break (30 mns ea)	Car Park to 4pm
Mike (via Roy)				Car Park	Car Park	Car Park	
Car Park cover	7	7 (cover for breaks)	6 (cover for breaks)	6 (cover for breaks)	5	5	5 (drop to 4?)
Gazebo cover	1	1	1	1	1	1	2
Patrol/litter	2	1	1	1	1	1	3
Bandstand	0	0	1	1	1	1	0

Car Park team numbers front loaded to help with busy am period and breaks.

Car park team to take breaks as needed/suggested – Roland available to cover if needed. Gazebo/Patrol teams to organise breaks as needed.

End of day tidy up & litter pick: *RA/JM/TG* (gazebo take down & tables/chairs back to Bandstand shed), *LS/DR/LL* Litter picks, *RS/AF* (plus *JM/RA*) car park.

Roland to be a floater / trouble shooter if needed – safety checks around site, cover for car park team as required etc.