

**Prestbury Parish Council**  
**Minutes of Events Committee Meeting**  
**Held Monday September 20th 2021**  
**In Prestbury Village Hall, SK10 4BW**

**Attendance**

**Cllr Peter Holes (Chair)**  
**Cllr Daniel Franks**  
**Cllr Valerie Herbert**  
**Cllr Arthur Dicken**  
**Cllr Marilyn Leather**  
**RFO Susan Dalrymple**

**Members of the Public**

**None**

**Minutes**

<b>1</b>	<b>Minutes of Meeting</b>
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No minutes of the previous meeting, held on 12<sup>th</sup> March 2020 were presented. The proposed Summer Fair 2020 was cancelled due to the COVID pandemic as reported to Council PPC 19-20/258 Committees.

<b>2</b>	<b>Review of Master Plan</b>
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The Master Plan for the Winter Fair was reviewed and discussed. The following points from within the Master Plan arise:

In accordance with the Winter Fair Plan, it was proposed and agreed that the Winter Fair would be held on 12<sup>th</sup> December, the road closures would be from 2pm to 8pm, with the fair held from 4pm to 7pm.

Cllr Holes ask the Clerk (Mark Wheelton) to agree the road closure with Cheshire East; this will require a Risk Assessment to be completed and needs to be finalised at least 6 weeks prior to the event. Cheshire East have recently issued a new procedure.

It was proposed and agreed for the Clerk (Mark Wheelton) to engage with Amberon to organise the road closure to include pre-event signage, and additional signs required on the day as listed in the Plan. A contract and price to be agreed.

Cllr Herbert advised that in prior years one of the emergency access routes has been via Bollin Grove but Bollin Grove is currently closed due to roadworks. It is also used to access the School Car Park for trader parking. This must be kept under review.

It was noted that volunteers will be required for the road closures and to monitor the emergency access via Abbey Mill. Signage for Abbey Mill to be included in Amberon plan. Cllr Dicken agreed to liaise with Abbey Mill.

It was discussed that St John's Ambulance has provided support for first-aid at the last fair, this cost £211. It was agreed that Cllr Leather to ask within Prestbury if any residents can provide this service.

It was agreed that an organiser station is to be set up, manned by volunteers and first aider. This will be set up outside the chemist and set-up before the roads are closed, i.e. prior to 2pm.

Cllr Holes to get a quote from Maximon Solutions for the hire of ten walkie talkies for the event.

The organising of the stalls was discussed. It was agreed that Cllr Holes will raise this with Lisa Cowley of Independent Street with the view to organising the stalls and also for the community organisations who like to attend the fair; the latter do not pay for their pitch. Agreement must be sought on number of stalls; where they are to be placed; types of stall as the aim is not to be in direct competition with the businesses at the fair; parking for stall holders; and to limit the level of advertising/media promotion to the local community as far as possible

It was discussed and agreed that Cllr Herbert to find the volunteers required from Prestbury's 'side' (except for the 1<sup>st</sup>-aiders) on the condition that Independent Street is hired to look after the stalls.

Cllrs Franks, Dicken and Leather to contact the businesses re the fair and if possible, to organise a meeting with them.

It was agreed Cllr Holes to purchase a new roof canopy for one of the gazebos which has disintegrated. It was agreed that Cllr Holes will investigate the purchase of some additional storage bags for the gazebos.

The hire of chairs to be discussed at a later date. The provision of tables for the community organisations to be discussed later.

It was agreed that Cllr Holes will contact ANSA for a quote to provide 10 waste bins same as previous fairs.

Cllr Holes will contact the following re availability and cost; Crewe Brass; Loose change; Thompsons Fairground; Canalside radio; James the balloon man.

Cllr Herbert to approach Prestbury church re participation.

Prestbury CoE Primary School will be contacted to provide parking on the day of the fair for stall holders as they did last time; this was very successful.

It was discussed and agreed that a Santa's Grotto will not be held this year due to the current situation as it is a small enclosed space with adults and children and the risks were deemed too high.

It was discussed and agreed that a Punch & Judy show will not be held for the Winter Fair, but hopefully for the Summer Fair 2022.

It was discussed and agreed that the Risk Assessment needs to include the contingency for masks & gels, per stall, on the day. To be discussed with Independent street.

The overall finances from the Winter Fair 2019 were presented to give indications of potential income and cost. A financial plan for 2021 will be developed as budgets and actuals become apparent.

<b>4</b>	<b>Timetable</b>
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It was agreed to hold the next two Events Meeting on Monday 4<sup>th</sup> October 2021 and Monday 18<sup>th</sup> October 2021, both at 3.30pm in the Village Hall.

Cllr Peter Holes  
Chair, Events Committee