

EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent TN12 5BT

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Minutes of East Peckham Parish Council's Events Sub Committee Meeting held on Wednesday 13th September 2023 at 6.30 p.m. in the Meeting / Committee Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT.

Minutes

Present: Councillors L. Browning, D. Seal, M. Barton, M. Joannes, Parish Clerk

1 Apologies for absence:

Councillor D. Fairless

2 To approve the minutes of the meeting held on 28th June 2023.

The minutes were agreed as a true and accurate record.

Proposed: M. Joannes, Seconded: L. Browning, All in favour

3 Halloween event planning and budget approval (Saturday 28th October)

M. Joanne gave an update on the current arrangements to-date:

The adverts has been placed in the Village Magazine and will be posted online

The route has been confirmed as the same as last year. If the car park is out of action following the resurfacing that week, then will use the entrance by the gate as the starting point.

Asking businesses and Full Council if interested in volunteering to help man the event, along with a request on Facebook.

Extra lighting has been purchased

Each child will be given an empty bag at the start and items will be added as they complete the challenges on their way round.

M. Joannes will contact contacts from L. Browning regarding interest in sponsorship. Their logo can be added to posters, online adverts, the website and banners etc.

M. Barton to speak to the Newsagents to see if interested in doing a stall / samosas outside it. Budget is £250, with expectations of 50% refunded by ticket sales.

D. Seal has a contact for apples for the apple bobbing.

4 Christmas lights Switch On event planning (Friday 1st Dec)

- to include Lights review and Christmas Tree placement

L. Browning gave an update on the arrangements to-date:

There has been good interest in stalls – already have 11-12 booked. L. Browning to send out request for PLI and payment, office to log.

Food and drink options have been confirmed

Entertainment – EP Choir and EPPS are confirmed. A DJ is still required, advert has gone out.

A TENs licence is required – office to apply

A PRS event licence is required - office to apply

Road closure – office to apply, as per last year: 4-9pm

Bins – 2 extra to be ordered for delivery at the Methodist Church for the weekend

Walkie Talkies – L. Browning to research cost of new ones

Councillors to be asked to volunteer to help man the event

Light rigs – research into cost for hiring at least 2

Father Christmas – M. Piscina to speak to ask if he would be able to make an appearance as per last year's arrangements.

L. Browning to source gifts to be handed out.

SJM would like to be proactively involved, it was suggested they might like to do a game / run a stall at the event.

D. Seal to ask the W.I. and Evergreens if they would like a stall.

Electrics – L Browning to speak to the Methodist Church re using their supply in return for a donation.

Christmas Tree – Due to the rise in costs, EPPC will need to source its own this year. M.

Barton to look into costs, initial quote was £450 for 15ft high. It will be located in the same place at previous years.

Suggestion of holding a Community Tree Decorating event on Sunday 26th November at 3pm, use it as an opportunity to 'test' the lights.

Action to find out if the street lights could be switched on at the same time as the tree lights at the event – M. Barton.

5 80th Anniversary D-Day Celebrations (2024)

Currently no plans for a specific D-Day Celebration.

There was discussion held around potentially holding a Community Picnic at the Jubilee Hall / Playing Fields, but without formal entertainment and stalls, in the Summer 2024. Further discussion to continue at a later date.

6 Any other matters to be discussed at the next meeting.

Next meeting date – proposed date of 11th October 2023 at 6.30pm