

**UNADOPTED
POLEGATE TOWN COUNCIL**



COMMUNITIES & TOURISM COMMITTEE

Minutes of the Communities & Tourism Committee meeting held on Friday 31st January 2025 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:15am

Present: Cllrs D Murray, M Piper, M Cunningham, A Wood, D Dunbar (5)

Not Present: Cllrs S Shing, D Watts, C Berry, A O’Kane, J Keen (5)

No members of the public present

Minute Number	Resolution
13725	Opportunity for Public None
13726	Apologies for absence Cllrs S Shing, D Watts, A O’Kane, C Berry
13727	Declarations of interest in any items on the agenda None
13728	Proposal for Polegate Town Council Beacon Lighting Event VE 80 Day – 8th May 2025 A discussion took place on the merits and costs of the various suggested events. Whether to invite dignitaries, cadets of different forces and whether to have a larger event and ask PADMEC for them to have train rides. It was also questioned what Polegate School would be doing for the day. A Councillor raised concerns over the overall costs in terms of austerity and whether the larger event should take place. It was agreed that the beacon lighting would be the smaller event running from 9-10pm only. The flag had already been purchased (under a different budget) and the flag raising could be advertised. Discussions on the entertainment (singer, music, war songs) and whether anyone would be free or halls may already be booked as attendees expected at the tea party were not likely to attend the beacon lighting. Grants and the staffing costs were discussed. The staffing budget, not general reserves, will be used to cover staff costs. <u>It was recommended to have a 9.00am raising of the VE Day flag at the council offices, a 9pm-10pm (finish) beacon lighting event at Brightling Road Recreation Ground and a tea party style event for VE day. Costs to be considered for approval by the Finance committee on 14th February 2025 estimated to be £2100 from general reserves. VOTE All in favour</u>

The meeting closed at 10:57am

Signed by _____ Chair of Communities & Tourism Committee _____ Dated _____

Report: Walking Festival – Considerations for Future Event

Introduction:

Walking festivals are popular community events that promote health, wellbeing, and exploration of the local area. They offer an opportunity to engage a wide range of residents and visitors, encouraging active lifestyles while showcasing the natural and cultural assets of the town. This report outlines the potential for hosting a Walking Festival and presents several considerations for how the community might proceed.

Purpose and Community Benefits:

Walking festivals are held across the UK and have proven successful in promoting physical activity, social engagement, and tourism. They typically feature guided walks, themed trails, family-friendly routes, and activities that highlight the local environment and heritage.

Such an event could:

- Encourage physical health and mental wellbeing.
- Bring people together from different age groups and backgrounds.
- Highlight local businesses, parks, and historic sites.
- Support local tourism and the economy by attracting visitors.

Considerations for Future Event:

This report is intended to spark discussion on whether to hold a Walking Festival in the coming year. If the decision is made to proceed, the Council will need to consider the following:

What type of activities should be considered?

Ideas for the Walking Festival could include:

- Organising guided walks of varying difficulty and themes (history walks, nature trails, family treasure hunts).
- Hosting health and wellbeing events alongside the walks, such as yoga in the park or outdoor fitness sessions.
- Partnering with local businesses (cafés, outdoor gear shops) for sponsorships, discounts, or walk start/finish points.
- Including accessible walks for people with disabilities or families with pushchairs.

What should the focus be?

The Council should consider whether the focus should be:

- Promoting physical health.
- Showcasing local heritage and environment.
- Building community spirit.
- Attracting tourists and supporting the local economy.

Suggested Timing:

There is no fixed national date for a Walking Festival. However, many similar events are held between April and October, with May (National Walking Month) being a particularly popular time. It is recommended that the Council consider scheduling the event during spring or early summer 2026 to take advantage of better weather and wider promotional opportunities.

Feasibility and Budget Considerations:

Once potential activities are suggested, it will be necessary to assess whether they are viable within the community's available budget. The town clerk will evaluate the proposed ideas once a decision is made about which activities to pursue.

Option to Remove from Business Plan:

If it is decided that organising a Walking Festival is not feasible or does not align with the Council's current priorities, there is the option to remove this event from the business plan for the year. This would ensure that resources are focused on other community priorities.

Conclusion:

A Walking Festival presents an opportunity to promote health, wellbeing, and community engagement. The decision on whether to host an event and what form it should take rests with the Council. It is now time for the Council to decide whether to move forward with organising a Walking Festival, and if so, to brainstorm potential activities that can be pursued, followed by an assessment of feasibility and budget.

Report: World Book Day – Considerations for Future Celebration:

Introduction:

World Book Day, celebrated annually on the first Thursday of the March, is an international event aimed at promoting literacy, encouraging reading, and celebrating the power of books. It offers a unique opportunity to engage the community, particularly young people, in the joy of reading. This report outlines the significance of the day and presents several considerations for how the community might celebrate World Book Day in the coming year.

Global Significance and Purpose:

World Book Day is celebrated across the UK and around the world, with events aimed at promoting reading, raising awareness about the importance of books, and supporting literacy. In the UK, the day is often celebrated with activities such as author visits, book-themed events, and costume competitions, which engage people of all ages in a shared love of literature.

The day also focuses on increasing access to books, particularly for children in underprivileged areas, and encourages individuals to discover new authors, genres, and stories.

Considerations for Future Celebration:

This report is intended to spark discussion on whether to hold an event for World Book Day in the coming year. If the decision is made to proceed, the Council will need to consider the following:

1. What type of activities should be considered?

Ideas for celebrating World Book Day could include:

- Organising community events that promote reading and literacy
- Hosting creative activities such as costume competitions or book-themed events
- Exploring possible partnerships with local businesses or authors for events or book giveaways
- Considering educational initiatives or workshops for children and families to improve access to books

2. What should the focus be?

The Council should consider whether the focus should be on engaging children and schools, encouraging community participation, or perhaps raising awareness about literacy challenges in the community.

3. Feasibility and Budget Considerations

Once potential activities are suggested, it will be necessary to assess whether

they are viable within the community's available budget. The town clerk will evaluate the proposed ideas once a decision is made about what activities to pursue.

Option to Remove from Business Plan:

If it is decided that World Book Day activities are not feasible or do not align with the Council's current priorities, there is the option to remove this event from the business plan for the year. This would ensure that resources are focused on other community priorities.

Conclusion:

World Book Day presents an opportunity to celebrate books and reading in the community. The decision on whether to host an event and what form that event should take rests with the Council. It is now time for the Council to decide whether to move forward with celebrating World Book Day, and if so, to brainstorm potential activities that can be pursued, followed by an assessment of feasibility and budget.

POLEGATE



Report to the Communities and Tourism Committee

Subject: Planning for Summer Festival 2026 – Brightling Road Leisure Ground (Main field)

Dear Committee Members,

We are pleased to inform you that planning is already underway for next year's Summer Festival, scheduled for Saturday, 4th July 2026, at Brightling Road Leisure Ground.

1. Festival Theme and Format

As part of the early planning stages, we are inviting your input on preferred themes for the festival. Suggestions so far include:

- Retro/Vintage
- Modern
- Best of British

We welcome further ideas from the committee and community to help shape a theme that resonates widely.

We are also considering the overall structure and content of the event, such as:

- Stalls
- Games
- Live events and entertainment
- Demonstrations
- Rides and family-friendly activities

Your feedback on which of these should be prioritised would be greatly appreciated.

Please note:

Improvement works at Brightling are expected to be underway by mid-2026. We are currently close to receiving final permissions, and once granted, works are likely to progress swiftly while the weather remains favourable. We must also account for weight restrictions on the bridges, which may affect certain types of equipment or vehicles on site. We kindly ask that the committee provide input on theme preferences and event format so we can begin more detailed planning.

2. Initial Festival Cost Breakdown

Below is a summary of the core costs required to deliver a basic version of the festival:

Item	Cost (£)
First Aid Provision	350.00
Portable Toilets (incl. delivery)	645.00
Temporary Events Notice (TEN)	21.00
Marquee Hire	2,000.00
Local Radio (Hailsham FM)	150.00
Haybales for Seating	350.00
Performers (singers, roaming acts)	500.00
Subtotal	4,016.00

3. Additional Costs to Consider

In addition to the core costings, the following supplementary items may be required depending on the scale of the event, anticipated attendance and risk assessments:

- **Security Provision:** To ensure public safety and meet insurance requirements.
- **Food and Refreshments:** Potentially via local vendors, with possible income offset.
- **Additional Staffing:** Event stewards, volunteers' coordination, and clean-up.
- **Contingency Allowance (10%):** £401.60 to cover unforeseen expenses or price variations.

Estimated Additional/Contingency Costs	Cost (£)
Contingency (10%)	401.60
Security, staffing, refreshments	500.00 – 2,000.00

4. Total Estimated Budget Range

Category	Estimated Total (£)
Basic Festival Costs	4,016.00
Additional & Contingency	901.60 – 2,401.60
Total Estimated Range	4,917.60 – 6,417.60

5. Recommendation

Committee members are asked to:

- Note the preliminary costings provided for a basic summer festival.
- Approve in principle the estimated total budget up to £6,500, pending final quotes.
- Agree to further planning and investigation into additional requirements (e.g. security, staffing).
- Consider exploring local sponsorship, grants, or in-kind support to offset costs.
- Note that the 2026 Summer Festival will be financed from general reserves and will need to go through the Finance Committee to be approved.

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