

GREAT SANKEY PARISH COUNCIL
COMMUNITY PROJECTS Committee
Minutes of meeting held Thursday 8th January 2026
In Whittle Hall Community Centre

Present N. Catlow A. Morley
 L.Brereton N. Cotter
 P. Watson
 S. Pennington

1. To receive apologies for unavoidable absence.

Apologies received from Councillor Wren

2. To approve the Minutes of Previous Meeting 16/10/25

The draft minutes were moved and accepted.

CPC/2026/18 *Minutes of the meeting held on 16/10/25 were approved.*

3. Sankey Summer Fun Day – Planning 2026

3.1 Update from Cllr Morley on action items from September meeting:

- Saturday event proposal - update on event company interest
- Children’s activity providers – sourcing and selection
- Volunteer marshals – update on numbers
- Introduction of alcohol bars – layout, licensing, and management considerations

Cllr Morley provided an update regarding the potential involvement of a local events company. It was advised that they would only be interested if the event could be extended to more than one day, which is unlikely to be feasible this year. It was noted that a cost analysis would be required and would demonstrate that this option is not financially viable. It was therefore agreed that this would not be pursued for this year’s event.

Cllr Morley advised that a suppliers list for children’s activities from the VPX event held at Victoria Park has not been produced. She explained that at that event, the activities were funded by the organisers and offered free of charge to attendees. It was noted that free sporting activities, such as rugby and football, are likely to be unavailable due to existing Sunday fixtures. However, Cllr Morley confirmed that she has a contact at the Youth Zone, who has previously provided cardboard-based activities at her events which successfully engaged children for extended periods. Cllr Morley agreed to contact the Youth Zone to explore this option.

It was noted that a Councillor questionnaire regarding the Fun Day was circulated by Cllr Morley last year, and that Councillors were also approached at a Full Council meeting to confirm their availability. Cllr Morley and the Deputy Clerk confirmed that no additional volunteers had come forward.

The Committee agreed that the volunteer opportunity should be advertised on the Warrington Voluntary Action website, as in previous years. It was noted that historically this has resulted in approximately one additional volunteer per year.

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Cllr Catlow agreed to contact a resident who acted as a marshal at the rugby event last year, as well as the Royal British Legion (RBL), to enquire whether any volunteers who assist with Remembrance Day marshalling may be interested in volunteering at the Fun Day.

The Committee acknowledged that Full Council had not appeared to fully support the introduction of alcohol at the event. However, the Committee agreed to proceed, noting that any profit generated from a bar could help offset event overhead costs. It was confirmed that Cllr Morley has a contact with a vintage, alcohol-licensed trader who will apply directly to WBC for the necessary licensing.

To manage risks associated with the introduction of alcohol at a family event, the Committee agreed that there should be a clearly defined drinking area. It was also agreed to obtain a quote for an additional 10–15 hay bales to support this arrangement and to ensure the presence of SIA-trained security staff. It was noted that three SIA staff were present at last year's event and that this number may need to be increased. A quote will be sought.

The Committee discussed charging the bar a £100 attendance fee plus a 10% share of profits. It was acknowledged that this arrangement would rely on an element of trust.

The Committee discussed the budget for this year's event and want to arrange an on-line teams meeting with the Fairground Company to discuss whether there may be any way to deliver the same service on the day while exploring options that could help the Council manage its overall budget. If no suitable alternatives can be identified, they will proceed this year on the same basis as already agreed.

CPC/2026/19 Agreed to proceed with the inclusion of alcohol at the event, subject to risk management measures.

CPC/2026/20 Agreed in principle to charge the bar £100 plus 10% of profits.

3.2 Fairground – to receive feedback from the fairground on whether the SEN hour can be integrated into the main event, and to decide:

- Whether to extend the event to 5:00 PM – Additional cost £1,5k
- Or alternatively use the SEN hour from 11:00–12:00 for the extension of the main event at the same cost as the previous year

It was confirmed that the event will not be extended to 5pm and will finish at 4pm, in line with previous years.

The Committee agreed that the SEN hour would not be integrated into the main event. It was noted that 19 children attended the SEN hour last year. Although the registration was capped at 35 children, Cllr Cotter advised that non-attendance is common due to the nature of SEN needs.

Councillors reported that feedback from families who attended on the day was positive and that families felt the experience was improved compared with previous years.

The Committee agreed to increase the registration limit for the SEN hour this year to 50 children, with carers required to pre-register. Cllr Cotter will advertise the SEN hour through the same targeted channels used last year, as these were considered effective.

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CPC/2026/21 *The event will not be extended to 5pm and will finish at 4pm.*

CPC/2026/22 *To continue with the SEN hour.*

CPC/2026/23 *To increase the SEN hour registration limit to 50 children.*

3.3 Event documentation required by WBC:

- Draft Event Plan
- Draft Risk Assessment
- Draft Site Plan

To make amendments or approve for submission with the WBC Event Notification Form

The Deputy Clerk advised the Committee on the ESAG submission requirements and potential feedback. Minor amendments were made to the Event Management Plan (EMP) and Risk Assessment (RA).

The draft alcohol policy was amended and approved by the Committee for inclusion in the EMP, and the management of alcohol was added to the RA. The Deputy Clerk advised that the SEN hour had not been included in the RA.

It was noted that the site plan had not been attached to the papers and would be forwarded. The site plan is the same as last year's, with now the addition of an alcohol bar.

The Committee agreed to submit the Event Notification Form with the draft supporting documents.

CPC/2026/24 *To submit the Event Notification Form and supporting draft documents to ESAG.*

3.4 WBC Event Notification Form – outstanding information required and timeline for submission

The Committee confirmed the decision to include alcohol at the event and confirmed the event finish time. These outstanding decisions enabled the Event Notification Form to be completed and submitted.

The Committee agreed to book the same providers as in previous years and requested that the Deputy Clerk obtain updated quotes.

It was agreed that additional pegs should be purchased for the gazebo.

Cllr Catlow agreed to contact Sainsbury's and the Chapelford Farm pub to notify them of the event.

Cllr Catlow also agreed to contact WBC to arrange the provision of litter pickers.

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The Committee requested an update on stall uptake for this year's event. The Deputy Clerk advised that stalls had not yet been advertised due to the event times not being confirmed. Now that this decision has been made, stall advertising will proceed.

CPC/2026/25 *Agreed to book the same providers as in previous years. Quotes to be sourced and agreed by the Committee.*

CPC/2026/26 *additional pegs should be purchased for the gazebo.*

CPC/2026/27 *stall applications to be advertised.*

3.5 Martyn's Law seminar – update from Cllr Watson and Cllr A. Morley on key points and any required actions for the Fun Day

Cllr Watson provided an update on key points regarding Martyn's Law. The legislation is not due to come into effect until April 2027. As the Fun Day is an outdoor, open-access event, it is not expected to apply to the day.

It was advised that ESAG will want referenced in the management plan, Protect UK online terrorism training, which is a free 30-minute course. All those involved with the event should complete the training, which must be renewed annually. The link to the training will be sent to all committee members. Martyn's Law applies to open-air events that are ticketed and have controlled access. The Fun Day is open access and falls below the exempt level: Level 1 applies to events with 200–799 attendees, and enhanced requirements apply to events with over 799 attendees.

Cllr Morley advised that her contact, Sarah Downie, in Warrington Town Centre delivers this training locally. Andrea will make contact to see if any spare places are available; these sessions are usually held midweek.

Cllr Morley also stated that she will send the Event Management Plan (EMP) for Sense Check review to ensure oversight.

CPC/2026/28 *To include in the EMP the Protect UK online terrorism training for all those involved in the event.*

4. Heritage Boards – Project Delivery Planning

4.1 Update on Delivery Options and Site Visit Outcomes

The briefing paper was noted, including updates on the board locations:

- WBC has confirmed that for Board 3, they own the land and Highways have no objection to the installation.
- Confirmation is still awaited for Board 6 from Northern Rail; their surveyor has been provided with the board dimensions.

The Committee agreed:

- To seek pre-planning advice at a cost of £268 once all permissions have been received.

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- To obtain quotes for the boards and lecterns from WBC suppliers.
- That Councillor Watson will liaise with the design company regarding the design of the boards.

A query was raised by Councillor Pennington regarding the budget and the possibility of producing half the boards in the current financial year and the remainder in the next financial year. Councillor Watson stated he would clarify this with the Clerk.

CPC/2026/29 *To seek pre-planning advice at a cost of £268 once all permissions have been received.*

CPC/2026/30 *To obtain quotes for boards and lecterns from WBC suppliers.*

4.2 Website Heritage Project – update on discussions with Consultant website content creator and consideration of developing interactive online content linked to QR codes on the boards.

The Committee would like to receive a ballpark estimate for the work, after which they will arrange a Teams meeting to discuss the project further.

5. To set time and date for next meeting.

The date of the next Community Projects Committee meeting will be scheduled for 26th February 2026 at 7pm at Whittle Hall Community Centre.

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Action	Assigned to	Date
Contact the Youth Zone regarding children's activities – Fun Day	Cllr Morley	
Advertise volunteer opportunities on the WVA Website – Fun Day	Deputy Clerk	12.01.26
Contact the rugby event marshal and the RBL regarding potential volunteers	Cllr Catlow	
Obtain quotes for 10–15 additional hay bales - Booked	Deputy Clerk	12.01.26
Obtain quotes for SIA-trained security staff (potentially more than three staff) – x 4 staff booked	Deputy Clerk	12.01.26
Contact licensed alcohol trader; trader to apply directly to WBC for alcohol licensing	Cllr Morley	
Contact Fairground Company to arrange an online meeting to be attended by Cllrs Watson and Morley – Meeting arranged 28.1.26	Deputy Clerk	12.01.26
Cllrs Watson and Morley and Committee members to meet on-line with Fairground Company	AM/PW/ & ANOTHERS	
Advertise the SEN hour using the same targeted channels as last year	Cllr Cotter	
Submit Event Notification Form with draft EMP, RA, PLI and site plan	Deputy Clerk	12.01.26
Obtain quotes from the same providers used in previous years – booked apart from Face painter – no longer operating	Deputy Clerk	12.01.26
Contact Sainsbury's and Chapelford Farm Pub to notify them of the event	Cllr Catlow	
Contact WBC to arrange litter pickers for the event	Cllr Catlow	
Advertise stalls	Deputy Clerk	12.01.26
Forward the site plan to the Committee	Deputy Clerk	12.01.26
Review the Risk Assessment and include the SEN hour	Committee	
Review and sign off all final documentation once amendments are complete	Committee	
Send the link for the Protect UK online training to all committee members	Cllr Morley/Watson	
Complete the Protect UK online training	Committee Members	
Contact Sarah Downie in Warrington Town Centre to check for spare places on Protect UK training sessions	Cllr Morley	
Send the EMP for Sense Check review	Cllr Morley	
Obtain a ballpark estimate for website history work	Deputy Clerk	09.02.26
Arrange a Teams meeting to discuss the project further once the estimate is received	Deputy Clerk	
Submit a pre-planning advice application once all permissions have been received	Deputy Clerk	
Obtain quotes for the boards and lecterns from WBC suppliers	Deputy Clerk	
Liaise with the design company regarding the board designs	Councillor Watson	