

**GREAT SANKEY PARISH COUNCIL**  
**COMMUNITY PROJECTS Committee**  
Minutes of meeting held Thursday 23<sup>rd</sup> April 2026  
In Whittle Hall Community Centre

|                |               |           |
|----------------|---------------|-----------|
| <b>Present</b> | N. Catlow     | A. Morley |
|                | L.Brereton    | N. Cotter |
|                | P. Watson     | C.Wren    |
|                | S. Pennington |           |

**1. To receive apologies for unavoidable absence.**

No apologies received

**2. To approve the Minutes of Previous Meeting 26/02/26**

The draft minutes were moved and accepted.

**CPC/2026/41** *Minutes of the meeting held on 26/02/26 were approved.*

**3. To receive an update on the Heritage Board Project.**

The Deputy Clerk informed the committee that Tom Taylor's presentation for the history website has been postponed until after the Fun Day due to a full agenda and limited project progress.

The surveying company engaged by Northern Rail confirmed that Northern Rail has agreed in principle to the installation of the history board at Sankey for Penketh Station. All required permissions for the boards have now been received.

The next stage is a pre-planning application. An online submission form has been completed and sent to Planning.

It was advised that Alistair Johnston be contacted. Cllr A Morley will forward the relevant contact details to the Parish Office. It was also suggested that Cllr Steve Parish be approached for guidance on the procedure for applying for pre-planning advice.

**4. To receive progress on updates on actions agreed at the previous meeting.**

Actions from the previous meeting will be addressed later in the agenda. Recommendations for a replacement face painter for the event were discussed. Two potential contacts were identified and will be approached by the Deputy Clerk for quotations.

**5. Sankey Summer Fun Day – Planning 2026**

**5.1 To receive an update on Fairground arrangements.**

The fairground operator has been updated and has agreed to the removal of the inflatable in order to reduce costs. It was also confirmed that the event will finish at 4:00 pm, in line with previous years.

The Deputy Clerk asked the committee to confirm the process for checking the fairground's documentation for the event, including public liability insurance (PLI), risk assessments, and

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ADIPS certification. Cllr Morley requested that all documentation be submitted by email for review and approval by herself.

It was requested that the fairground be contacted to confirm their arrival time for set-up.

***CPC/2026/42** Fairground documentation (PLI, risk assessments, and ADIPS) to be submitted to Cllr Morley for review and approval*

**5.2 To receive an update on stall uptake and confirmations**

The stall list was noted by the committee. It was agreed that the pizza company be approached to establish whether a tab could be set up, with the Parish Council invoiced for volunteers' lunches.

It was noted that the Station CIC will have a stall at the event. As the original public consultation was undertaken in 2020, it was considered appropriate to carry out a further consultation to gather up-to-date views from residents. The Parish Council's 3m x 3m gazebo, purchased last year, will be made available for the CIC and positioned adjacent to the main checkpoint gazebo.

A stall application form will be sent to the charity Jump.

Waste arrangements were discussed, and bins have been ordered from WBC. It was queried whether pizza boxes could be recycled. It was agreed that the boxes could be collected, loaded into the van, and disposed of in the recycling bin at Whittle Hall Community Centre.

**5.3 To confirm arrangements with Bar Company, including bar location and TENS.**

Cllr Morley will check whether the bar has applied for the TENs licence. The bar name has been provided, and the Clerk will forward the stall application form so that setup instructions can be issued. The Parish Council's bank details will also be provided for payment of the £100 stall fee.

**5.4 To approve updated site plan (including bar area).**

The committee identified the proposed location for the bar on the site. The site plan will be updated accordingly and submitted to the WBC Licensing Department.

The site plan was also amended to include an accessible point of access for the Penketh Fire Crew in the event they are required to respond to an emergency.

A social media post will be issued advising attendees that they may bring their own chairs.

**5.5 To receive an update on volunteer recruitment.**

- **Confirmation of Councillor and public volunteers**

Six councillors from the Community Projects Committee have confirmed their availability to volunteer. Cllr Paul Warburton has also confirmed his attendance.

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Cllrs Watson and Morley will raise volunteer availability at the next full Council meeting.

Six members of the public have volunteered, which was noted as an excellent response; however, it was acknowledged that their attendance cannot be guaranteed.

Volunteers from previous years' dog show have kindly offered their assistance again.

- **Minimum age requirement clarification from insurer.**

The Council's insurer confirmed that there is no minimum or maximum age requirement for volunteers, provided that the Council's safeguarding policies and procedures are followed and that appropriate risk assessments and risk management measures are in place. It was advised that activities deemed inappropriate for young volunteers should be restricted in line with a draft Volunteer Age and Task Policy.

**5.6 To consider a draft Volunteer Minimum Age Policy and agree its adoption.**

The committee approved the Volunteer Policy and it was formally signed and adopted.

*CPC/2026/43 The draft Council Volunteer Age and Task Policy – Fun Day Events was adopted and signed off by the committee.*

**5.7 To receive and update on performances.**

The confirmed performances were received and noted. There remains a one-hour slot to be filled, and it was agreed to accept a request from a local dance school to perform.

Cllr Cotter has contacted Creative Adventures Choir, who may also be available to perform for the remaining slot.

**5.8 To receive an update on the dog show, including ;**

- **Insurance Quotes**

The dog show will run as in previous years and will be scheduled between group performances during 10-minute break slots. There will be four or five categories.

The Council's insurance company advised that it does not cover live animals, so at the last meeting the committee requested that alternative insurance quotes be obtained from companies identified through online searches which appeared to offer cover for all types of events. However, although initial online enquiries generated instant quotations and policies for purchase, the terms and conditions confirmed that live animals are excluded. Further clarification was sought by email, and both companies confirmed that they do not provide cover for live animals.

The committee agreed to proceed with the dog show, subject to all entrants signing a disclaimer on registration confirming that they hold private pet insurance and that the Council accepts no liability. It was also agreed that entrants must confirm their dog is not a banned breed; if applicable, such dogs must be muzzled.

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- **Agility Dog Proposal**

No further conversations have taken place with the company beyond the original discussion. The committee noted that if the company is unable to attend this year, it may be considered for future events. However, it was concluded that the dog show in its current format is well received and a popular part of the day.

*CPC/2026/44 A disclaimer is to be introduced for dog show entrants, to be signed upon registration confirming private pet insurance, acceptance of no Council liability, confirmation of no banned breeds, and agreement to muzzle if required.*

**5.9 To receive an update from ESAG and agree any required actions.**

The committee is awaiting a response from ESAG.

**5.10 To review and approve revised Event Management Plan (EMP), Risk Assessment, and safety briefing arrangements.**

The Event Management Plan (EMP) was updated to include the SEN hour, and the amendment was accepted.

SIA-licensed staff will be on site from 10:00am to 4:30pm; the EMP will be updated accordingly.

The updated safety briefing section was accepted, and it was confirmed that the briefing will take place at 10:30am; the EMP will be updated to reflect this.

The Risk Assessment was updated to remove the token system, as this has been replaced with a £1 per ride charge. The committee noted that crowd control procedures for the fairground area will be communicated with the operator and management team via radio. It was further noted that the £1 charge helped to slow queue movement in the area last year. Event control will issue announcements via the PA system if rides need to be paused to assist with crowd management.

The Risk Assessment states that 12 volunteers are required. The committee reviewed this figure and noted that the highest risk activity is the set-up and closing of the event, when vehicle movements are taking place on site. As the site is open and marshals must remain aware of members of the public during this period, a revised allocation was agreed. During set-up, two marshals will be positioned at the entrance gate controlling vehicle access, two further along directing vehicles, two further along the route, and two assisting with pitch allocation, totalling eight volunteers – for the activity of set-up and closing.

It was noted that five members of the Community Projects Committee will complete the online counter awareness training course as referenced in the Risk Assessment.

The amendments relating to the SEN fairground ride hour and volunteer arrangements were accepted.

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The safety briefing notes were accepted, subject to the inclusion of the dog show disclaimer and the requirement for vehicles to display hazard lights while moving on the field.

***CPC/2026/45** The EMP update to include the SEN hour was accepted. The inclusion of the SEN provision and volunteer section in the Risk Assessment was also accepted. The EMP is to be updated to reflect SIA staff attendance from 10:00am–4:30pm and the 10:30am safety briefing. The Risk Assessment is to be further updated to remove the token system, reflect the £1 per ride charge, revise crowd management procedures, and amend the minimum volunteer number from 12 to 8 for the activity of vehicle movement during set-up and closing of the event. Five Community Projects Committee members are to complete the counter awareness training course.*

*The draft safety briefing notes were accepted, subject to the inclusion of the dog show disclaimer and the requirement for vehicles to display hazard lights while moving on the field.*

**5.11 To review and approve written role descriptions for the Event Management Team.**

All written role descriptions were agreed and accepted by the committee.

***CPC/2026/46** All role descriptions were agreed and accepted*

**6. To receive an update on costings for an installation of a Christmas tree.**

Cllr Catlow will seek a quote from Julie Pickles, Clerk at Burtonwood Parish Council.

The Deputy Clerk brought back to the committee two quotes that had been received and presented to the Council in the previous year.

**7. Brentnall Boat Park – To review previous Working Group findings and consider next steps.**

Cllr Cotter provided an update on the project. It was noted that the matter been raised again at the Full Council meeting by Cllr Hussain, who reported that the park remains closed and that local residents have been making enquiries regarding its reopening, as it is currently locked and requires repairs. A briefing paper was received by the committee, outlining previous Council decisions and actions from the last meeting of the Brentnall Park Working Group held on 9 June 2025.

The committee requested that Parish Council maintenance staff visit the park to assess its current condition and provide a schedule of required repairs.

It was noted that a previous action of the Working Group was to request a recent inspection report from YHG detailing necessary repairs; this has not yet been received and will be followed up.

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The committee asked whether the Parish Office could provide a list of costs for playground equipment and repairs. This information has previously been submitted to the Council and will be reissued.

It was noted that Cllr Hussain advised there is a group of resident volunteers willing to open and close the park; however, it was acknowledged that this places responsibility on residents. The option of installing a combination lock was discussed.

The Deputy Clerk reiterated that Council staff could open the park during weekdays; however, they are unable to close the park as they do not work evenings or weekends. The opportunity had been communicated to staff, but no expressions of interest were received. This information has been fed back to the Working Group.

**8. To set time and date for next meeting.**

The date of the next Community Projects Committee meeting will be scheduled for 4<sup>th</sup> June 2026 at 7pm at Whittle Hall Community Centre.

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| <b>Action</b>  | <b>Assigned to</b> | <b>Date</b> |
|--|--------------------|-------------|
| Try and find a replacement Face painter  | Committee          |             |
| To let WBC licensing department know the location of the bar on the site plan                                  | Deputy Clerk       |             |
| Ask all Councillors at the next Full Council meeting to confirm if they can volunteer for the Fun Day          | Cllr Watson        |             |
| Advertise the SEN hour using the same targeted channels as last year   | Cllr Cotter        |             |
| Review and sign off all final documentation once amendments are complete                                       | Committee          |             |
| Complete the Protect UK online training  | Committee Members  |             |
| Invite Tom Taylor to the next CPC meeting  | Deputy Clerk       |             |
| Obtain Christmas tree costings from Burtonwood Parish Council  | Cllr Catlow        |             |
| Submit a pre-planning advice application once all permissions have been received for the history notice boards | 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  |             |