

Great Sankey Parish Council

Community Projects Group

Minutes of the meeting held at 7:00pm on Thursday 16th July 2026 at Tim Parry Community Centre.

Present: Cllr Andrea Morley (Chair), Cllr Nikki Cotter, Cllr Steve Pennington, Cllr Peter Watson & Cllr Nigel Catlow.

1. Apologies for Absence

Apologies from Cllr Chris Wren.

2. Minutes of the Previous Meeting (4 June 2026)

The minutes of the meeting held on 4th June 2026 were approved, having covered the Great Sankey Fun Day and related actions, including those concerning a young volunteer and minor amendments to the event management plan.

Matters Arising: Boat Park

- An update was received on the Boat Park: Your Housing had made contact to arrange an inspection of the area, though their response time has been slow.
- A realistic timeline for opening was discussed, with September considered achievable.
- The quality and longevity of the existing play equipment was raised; a section of energy-absorbing floor surface needs replacing, and the possible reinstatement of spring swings was discussed.
- It was noted that a residents' association covering the area exists but currently lacks momentum.
- It was suggested that grant funding (e.g. National Lottery) be explored to support play areas or outdoor gyms, referencing the success of previous applications.
- Cllr Hussein agreed to chase Your Housing for a further progress update.

3. Review of the 2026 Great Sankey Summer Fun Day

3.1 Parish Office Operational Review

- The number of hay bales was increased from 40 to 55 (a 55% increase), which was well received.
- Additional seating and the use of trolleys to move hay bales were both noted as beneficial.
- More volunteers are needed to manage stalls, and sufficient space must be allocated for them next year.
- The financial summary showed a saving of approximately £1,205.51 against the previous year.
- No response has yet been received from ESAG, and no invoice has yet been issued by Warrington Borough Council for the event — understood to be linked to the Council's new finance system. The Council has, however, resumed invoicing for other events (e.g. football).
- More toilet provision is needed next year; this year's disabled toilet was reported blocked during the event.
- A formal safety checklist and attendance register are needed for future safety briefings, with a sign-in list recommended to confirm attendees understand their responsibilities.

3.2 Feedback from Stallholders and the Fairground Operator

- Feedback received was positive overall, including complimentary comments passed on via Lyn.
- It was suggested that the number of stalls be increased next year to offset a reduction in fairground activities.
- Better promotion of the event was recommended for next year, including through social media and local schools.

4. Fairground Income and 2026 Charitable Donations

The Committee noted the income received from the fairground and confirmed the recipient charities for the 2026 donation. A total of £880 was confirmed for distribution to local charities, including the Forget Me Not Cafe (Oak Centre) / Dementia-Friendly Warrington and Warrington Youth Zone. Payment method for each recipient is to be confirmed before funds are transferred (see Actions 5 and 6).

5. Christmas Tree for 2026

- An update was received (via Nigel) recommending that a local landscape company, David Platt, be engaged for the 2026 parish Christmas tree.
- The Committee discussed the cost of the tree and the purchase of new lights, including the option of remote-control/smart LED lights.
- It was agreed the cost of the town centre LED lights from last year should be checked to inform this year's budget decision.
- Paul Warburton's involvement in organising the tree switch-on event was noted.

6. Date of Next Meeting

The next meeting of the Community Projects Group was confirmed as Thursday 17th September 2026.

Action Log

No.	Action	Owner	Deadline
1	Chase Your Housing (via Mo) for a progress update on the Boat Park opening.	Cllr Hussain	By 17.07.26
2	Locate the missing Summer Fun Day safety checklist and attendance register and add to the parish office file.	Clerk	Before 17.09.26
3	Re-share SEN Hour session information across networks to encourage further sign-ups from families with children with SEN.	Committee	Ongoing
4	Confirm with the Forget Me Not Cafe (Oak Centre) and Dementia-Friendly Warrington how their share of the fairground income should be paid (direct vs. via the Oak Centre), and report back before funds are transferred.	TBC	Before 17.09.26
5	Contact Dave at Warrington Youth Zone to confirm preferred method of receiving their share of the fairground income and arrange transfer.	TBC	Before 17.09.26
6	Raise with the parish office and Warrington Borough Council that stallholders must use diesel generators only on council land; add this requirement to the booking form and confirm in writing with the Radio Warrington team.	Clerk	Before 17.09.26
7	Arrange hire of CO2 fire extinguishers and fire blankets for the 2027 Summer Fun Day, including a price comparison between hiring and purchasing, and confirm stallholders using gas equipment carry suitable fire-fighting equipment.	TBC	Before 17.09.26
8	Obtain a quote from ITP Hire for portable toilets, including disabled units, for the 2027 Summer Fun Day, reflecting this year's feedback on capacity and reliability.	TBC	Before 17.09.26
9	Update the 2026 Christmas Tree recommendation (David Platt landscaping, remote-control LED lights) and present the full package to Parish Council.	Nigel	September Parish Council meeting

10	Check last year's accounts for the cost of the town centre LED lights and share the figure with the Committee to inform the tree-lighting budget.	TBC	Before 17.09.26
11	Contact David Platt to confirm whether they can supply, install, store and fit the LED lights for the parish Christmas tree.	TBC	Before 17.09.26
12	Circulate these minutes to the relevant parish officer to hold pending formal approval.	Steve	ASAP

Minutes prepared from meeting notes; owners marked "TBC" should be confirmed and updated before circulation.