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To: [Jan Rousell](#); [Mark Watson](#)
Subject: Sept Parish Council Meeting- Agenda Item
Date: 08 September 2026 08:20:49

Dear Jan can we add the following to the meeting agenda:

Request for the Use of Shepherdswell Recreation Ground for the Summer Fete

Submitted By: The Shepherdswell Fete Group

Summary

The Shepherdswell Fete Group formally requests permission from Shepherdswell Parish Council to utilize the Shepherdswell Recreation Ground to host a community-focused Summer Fete over the weekend of the 9th, 10th, and 11th of July.

Proposed Schedule & Operations

To ensure safe execution and prevent undue disruption to residents, we propose the following phased timeline:

- * Friday, 9th July (From 12:00 PM onwards): Managed site access for light infrastructure delivery, marquee erection, and perimeter boundary demarcation.
- * Saturday, 10th July (11:00 AM – 5:00 PM): Main event open to the public.
- * Sunday, 11th July (Completed by 4:00 PM): Comprehensive site takedown, waste collection, infrastructure extraction, and a final environmental sweep.

Activities & Scope

The event is intended to be family-centric activities.

Risk Management, Insurance & Logistics

The Shepherdswell Fete Group will adhere to local authority compliance expectations:

- * Public Liability: Full Public Liability Insurance (PLI) will be obtained. A copy of the certificate will be submitted to the Council Clerk prior to the event.
- * Health & Safety: A formal Event Management Plan (EMP) alongside individual activity risk assessments will be produced. First Aid and designated safety marshals will be active throughout the weekend.
- * Ground Protection & Waste: All refuse will be removed independently from the site. No permanent structures will be introduced, protecting the grass and turf.
- * Traffic Control: Dedicated marshals will coordinate necessary vehicle arrivals during setup and takedown.

Resolution Requested from the Council

We ask that the Parish Council resolve to:

1. Grant permission for the Shepherdswell Fete Group to use the Recreation Ground for the designated times.
2. Grant restricted vehicular access for event setup and logistical support vehicles under marshal supervision.

Kind Regards Sindy

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