

Rotary Club Village Fete

Event date and time: Sunday 10 May 2026

Venue: Station Green

Applicant: Rotary Club (local branch)

Event: Community fundraising fete with stalls, family activities and displays

Estimated attendance: 500+

Publicity: Local promotion with wider circulation via social media and Rotary networks

Stall charges: Set and collected by the organiser; proceeds to Rotary charitable purposes

Brief summary (assessment against policy)

- Open-access, volunteer-led, not-for-profit community event.
- Scored the maximum in all Community Use Policy criteria except educational outcomes (no defined learning component) and capacity to reach underserved groups in Chigwell (targeted outreach limited).
- Overall rating: Highest band (excellent evidence/impact) therefore policy supports a 100% fee reduction.
- Operational: as per previous Rotary fetes on Station Green, Parish provision of waste bins is appropriate

Financial and staff implication

With a 100 per cent concession the hire and land use fee is waived. Any extraordinary costs beyond standard provision will be agreed in advance and, if required, recharged at cost. The precise capacity of any provided waste management needs to be agreed with organisers. Mowing required beforehand

Conditions

Approval subject to standard terms including public liability insurance, risk assessment and Event Management Plan, compliance with health and safety and electrical safety requirements for all installations, appropriate stewarding and neighbour considerations where needed and adherence to Council terms of use.

Recommendation

That Council approves the Rotary Club's use of Station Green on Sunday 10 May 2026 with a 100% concession (fee waived) under the Community Use Policy and authorises the provision of parish waste bins as previously, subject to standard conditions (public liability insurance, risk assessment/ Event Management Plan, compliance with H&S and terms of use; any extraordinary costs beyond bins to be agreed and recharged if applicable).

Diwali Lights and Switch On Ceremony

Event dates and times: Illuminations from 1 to 31 October 2025. Switch on ceremony on 13 or 15 October 2025 in the evening, time to be agreed with the Clerk.

Venue: Station Green.

Applicant: Diwali Celebration Organising Group, not for profit.

Event: Month-long Diwali illuminations with a community switch on ceremony.

Estimated attendance: 30 to 50 at the ceremony.

Publicity: Local promotion and community networks, inclusive to Hindu, Sikh and wider community.

Charges: Free community event.

Brief summary (assessment against policy)

- Long-standing open access volunteer-led community event of more than ten years
- Higher score for educational outcomes through cultural learning and heritage.
- Not maximum in every criterion yet overall score meets the highest policy band.
- Qualifies for a 100 per cent concession under the Community Use Policy

Financial and staff implications

With a 100 per cent concession the hire and land use fee is waived. Any extraordinary costs beyond standard provision will be agreed in advance and, if required, recharged at cost. The waste management needs to be agreed with organisers. Any mowing beforehand is weather dependent

Conditions

Approval subject to standard terms including public liability insurance, risk assessment and Event Management Plan, compliance with health and safety and electrical safety requirements for all installations, appropriate stewarding and neighbour considerations where needed, no open flames and use of LED candles or lanterns, and adherence to Council terms of use.

Recommendation

That Council approves the Diwali illuminations on Station Green from 1 to 31 October 2025 and the switch on ceremony on 13 or 15 October 2025, grants a 100 per cent concession so fees are waived, confirms applicant will remove rubbish from Green and not place in existing litter bins and requires the standard conditions and documentation.

LFCG Tabletop Sale

Event date and time: Saturday 6 December 2025 from 12.00 to 16.00

Venue: Victory Hall

Applicant: Limes Farm Community Group, not for profit

Event: Community tabletop Christmas sale running alongside the Parish Christmas tree lighting ceremony

Estimated attendance: about 100

Publicity: Locally promoted via social media with involvement from local businesses

Charges: Free entry for the public; stall fees set and collected by the organiser; proceeds to LFCG

Brief summary (assessment against policy)

- High score for efficient use of the hall due to use ahead of Parish lighting ceremony
- Strong community engagement and evidence of innovation through partnership with local businesses and a linked parish event
- Handling of waste managed by the organiser without reliance on parish bins
- Not maximum score in some criteria, but overall score meets the threshold for a seventy five per cent concession under the Community Use Policy

Financial and staff implications

The Saturday commercial rate for Victory Hall is £130 per hour. The booking is four hours, a total full rate of £520. With a seventy five per cent reduction, the charge is £32.50 per hour, totalling £130. Incremental staffing is minimal as the hall would be cleaned after the Parish ceremony in any case.

Conditions

Approval subject to standard terms including public liability insurance, a risk assessment and Event Management Plan, compliance with health and safety and venue terms of use, and coordination with the Parish ceremony lead for access, set up, and take down.

Recommendation

That Council approves the Limes Farm Community Group Tabletop Christmas Sale at Victory Hall on Saturday 6 December 2025 from 12.00 to 16.00 with a 75% concession on the Saturday commercial hire rate, resulting in a hire charge of £130, on the basis that the organiser manages its own waste and subject to the standard conditions and documentation.