

**CHIGWELL PARISH COUNCIL – FULL COUNCIL MEETING  
OFFICERS REPORT TO THE PARISH COUNCIL  
COMMUNITY USE POLICY ASSESSMENT**

**Meeting Date:** 26/03/2026

**Event:** Vaisakhi Community Event

**Event dates and times:** 15 April 2026, 6pm

**Venue:** The Green

**Applicant:** Chigwell Vaisakhi Committee — Not-for-Profit Community Group (Primary contact: Mr. Ravi Bhanot MBE)

**Event Description:** Annual official switch on of the Vaisakhi lights, short speech, prayer, and light refreshments.

**Estimated Attendance:** Approximately 30 people

**Publicity:** Community networks, council notes, email to residents, word of mouth.

**Charges:** Free, no cost recovery required. All supplies purchased locally.

**Brief Summary (against assessment policy)**

- Eligible not-for-profit, volunteer-led, community-based organisation delivering a cultural, inclusive public event.
- Promotes cultural education, social inclusion, and cohesion. Annual event with long standing community value.
- A detailed risk assessment was submitted, covering trip hazards, electrical hazards, platform risks. Mitigation steps including monitoring lights, maintaining safe distance, use of step, control measures. Compliance with HSE guidance and relevant safety legislation.
- Lights monitored; equipment plugged into existing infrastructure; covered in Risk Assessment.
- Public Liability insurance £5,000,000 (meets policy recommendation of £5M or above).
- Meets Community Use Policy Criteria for responsible and safe use of Parish land.

**Financial & Staff Implications**

- Event is volunteer-led
- Minimal officer time required for coordination or verification compliance.
- Any exceptional operational requirement (if identified) to be agreed in advance.

**Conditions**

Approval subject to standard terms, including:

- Valid public liability insurance for duration of event.
- Provision of finalised risk assessment and safeguarding compliance.

- Stewarding of attendees around electrical cables and platform area.
- Removal of all waste from the Green (not using park bins).
- Notification of any incidents or damage immediately.

### **Recommendation**

That Council approves the Vaisakhi lighting event on The Green on 15 April, grants a 100% concession, and confirms applicant compliance with all standard conditions and documentation.

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Chigwell Parish Council