



Frodsham Town Council
Informal Meeting Notes – Events Working Group
31st March 2026

Attended by:

Cllr Bernie Wade
Cllr Helen Hayes
Cllr Richard Lofts
Brian Mellor – Dad’s Kitchen & Garden
Lisa Cowley – Independent Street Events Ltd

1. Food & Drink Festival

- **Who:** events will be organised and managed in partnership with Independent Street.
- **When:** events will take place on June 13th between 11:00 – 17:00.
- **Where:** events will take place in Castle Park
- **Activities:** Marquee with six food & drink demonstrations from our local Artisans, Punch & Judy show, small children’s fairground, face painting, musician, hot and cold food & drink stalls, Artisan market stalls, picnic area.

2. Castle Park Costs

CWAC requires an administration fee for using Castle Park for an event. The cost of £252 will be invoiced to FTC.

In addition, Castle Park Trust requires a fee for the use of specific areas within Castle Park. The cost of £500 for the use of the car park will be invoiced to Independent Street Events Ltd. The cost of £200 for the use of the green space in front of Castle Park House will be invoiced to FTC. The cost of £200 for the use of the green space adjacent to the car park will be invoiced to FTC.

3. Event Management Plan

An event management plan, site plan and risk assessment has been produced by Independent Street Events Ltd.

4. Temporary Events Notice

A TENS licence has been requested from CWAC by Independent Street Events Ltd.

5. Demonstration Marquee

A 10m x 12m marquee will host six local Artisans demonstrating their skills and expertise. Most, if not all Artisans will also provide discount tickets to be used within their shops / restaurants / bars for those attending their sessions.

The timings for the sessions are:

- 11.00am – tbc
- 12 noon – tbc
- 1.00pm – Dad’s Kitchen & Garden
- 2.00pm – H E Cowards (Man v Food Challenge)
- 3.00pm – tbc
- 4.00pm – Next Door

6. Punch & Judy

A Punch & Judy show will be available FOC throughout the event. This provision will be provided by James Arnott. The cost of £? will be invoiced to FTC.

7. Small Children's Fairground

A small children's fairground will be available throughout the event. This provision will be provided by ?. The cost will be invoiced to Independent Street Events Ltd.

8. Face Painting

Face painting will be available FOC throughout the event. This provision will be provided by ?. The cost will be invoiced to Independent Street Events Ltd.

9. Musician

A musician will be available FOC throughout the event. This provision will be provided by Victoria Lucy. The cost will be invoiced to Independent Street Events Ltd.

10. Requirements:

- Marquee, tables and chairs
- Demonstration backdrop
- Demonstration kitchen area
- Demonstration display (camera, screens etc.)
- Chalk boards
- PA system
- Compere x 2
- Hay bales x 30
- Gazebo, table and chairs
- 6 local artisans identified
- Punch & Judy provision
- Small children's fairground provision
- Face painting provision
- Musician provision
- First aid provision
- Portable toilets (4 & 1 x accessible)
- Waste collection
- Park & ride provision
- Traffic barriers
- Traffic cones
- Event marshalls
- 6 banners (6' x 2') - advertising
- 10 correx boards - advertising
- 4 correx boards – park & ride
- 1,000 flyers (A5) - advertising

11. Actions:

- Accept quote (£1,646) and hire marquee (The White Marquee Company) - LB

- Source quotation for demonstration backdrop (reusable) (Hawk publications) – LB + HH
- Source provision of demonstration kitchen area (Gabriel Kitchen Design) – HH
- Source quotation for hire of demonstration display – BM
- Source quotation for chalk boards - HH
- Source quotation for PA system (JBL EON712, Electro-Voice ZLX-12BT or Mackie Thump215) - LB
- Source comperes (Nathan James & Brian Mellor) – BW
- Source hay bales (Poplar Tree Farm) – HH
- Collect and erect gazebo, tables and chairs – HH +
- Source six local artisans – BW + HH
- Source quotation for Punch & Judy (James Arnott) – HH
- Source small children’s fairground – LC
- Source face painting – LC
- Source musician – LC
- Source quotation for first aid (Community Medics) – LB
- Source quotation for portable toilets (4 x standard, 1 x accessible) (Chelford Services) – LB
- Source quotation for waste collection (CWAC) - LB
- Request use of Helsby High School and Saltworks car park for Park & Ride service – BW + HH
- Source quotation for Park & Ride service – BW + RL
- Source quotation for traffic barriers (Blue Arrow Traffic Management) – LB
- Source quotation for traffic cones (Cheshire Police) – LB
- Source event marshalls – BW + HH
- Source quotation for banners (reusable), correx boards and flyers (design agreed) (Hawk Publications) - LB
- Dismantle gazebo tables and chairs – HH +

12. Date of next meeting – tbc