



## LONDON COLNEY PARISH COUNCIL

To: Councillors MacMillan (Chair), Gardner, Pakenham, Pearl and Winstone

12 January 2022

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 18 JANUARY 2022, at 6.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**Emma Payne**  
Clerk

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### AGENDA

1. **APOLOGIES**  
To receive apologies for absence
2. **NOTIFICATION OF SUBSTITUTIONS**  
To receive any notification of substitute Members made to the Clerk.
3. **DECLARATION OF INTEREST**  
To receive members declarations of interest in items on the agenda.
4. **MINUTES OF PREVIOUS MEETING**  
To receive and approve the minutes of the previous meeting held on 16 November 2021 (attached).
5. **MATTERS ARISING FOR INFORMATION ONLY**
6. **EVENTS HELD**
  - 6.1 Christmas Lights Switch On – 28 November 2021
7. **FUTURE EVENTS**  
To receive an update on the following events:
  - 7.1 Community Awards – Friday 11 March 2022
8. **LARKS IN THE PARK 2022**  
To consider the parish council's involvement in this event.
9. **FIREWORK CONTRACT**  
To receive a report on the firework contract
10. **CHRISTMAS LIGHTS SWITCH ON EVENT 2022**  
To confirm the date for this event
11. **QUEEN'S PLATINUM JUBILEE**  
To consider a potential event and funding.

**12. NEWSLETTER**

To receive an update on the March issue and any articles for submission.

**13. WORK PROGRAMME**

To receive and note the work programme for this committee.

**14. DATE OF NEXT MEETING**

8 March 2022

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE  
TUESDAY 16 NOVEMBER 2021, 7.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

**PRESENT:** Cllr McMillan (Chair), Gardner and Winstone

**IN ATTENDANCE:** E Payne, Clerk  
A Wingate Martin, Events & Community Officer

**1. APOLOGIES**

Apologies were received from Cllr Pakenham (SADC meeting) and Cllr Pearl (received by email after the meeting).

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 21 September 2021 were approved as a true record of the meeting.

**4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

**4.1 Community Garden**

Cllr Gardner would like to defer this item to a future meeting once the planning application for the resurfacing of the car park has been decided.

**5. EVENTS HELD**

**5.1 Halloween Party – 31 October 2021**

The event had been a sell out and the bar takings had been over £500. Thanks to Cllr Gardner and Mr Osborne for helping at the event. Members asked for the catering for the children to be reconsidered.

**5.2 Fireworks – 7 November 2021**

Members received a breakdown of income vs expenditure and noted that the event costs had been under. Members noted the donations received via ticket sales had increased on 2019 with total donations of £3,827.54 less a deduction towards the cost of the event of £500. There is also Gift Aid that the charities can claim.

Members were advised that Officers have concerns about the safety of the event in relation to the entrance/exits to the site, and that additional marshals were needed to help with ticket holdings gaining entry to the site and to comply with insurance requirements. This will be discussed at a future meeting.

It was **RESOLVED** that the charity collection would be distributed as follows:

- a) *London Colney Scouts - £2,000*
- b) *St Peter's Church - £700*
- c) *The Peace Hospice - £527.54*
- d) *London Colney Hedgehog - £100*
- e) *Gift Aid would be split between The Peace Hospice and London Colney Hedgehog Rescue*

### 5.3 Remembrance Sunday – 14 November 2021

Members were pleased with the event which had been well attended by community groups and the public, including Mrs Marion Brown DL. For next years' service, there will be some minor amendments to the order of service to include announcing who is laying the wreaths to help people attending who could not see the war memorial. Letters of thanks will be sent to Mrs Brown, Rev Adrian Wood, and the Women's Institute for providing refreshments.

## 6. FUTURE EVENTS

### 6.1 Christmas Lights Switch On – 28 November 2021

Twenty stalls are booked at present. The Safety Advisory Group have queried some of the organisation including the location/format for Santa's Grotto. Cllr MacMillan asked for an event briefing prior to the event, and this will be arranged as a virtual meeting. It was suggested that a volunteer, who has been singled out for her help in the Good Neighbour Scheme could be asked to help turn on the lights. Members asked if the Halloween entertainer could be asked to attend to perform at the lights up event. **Post Meeting Note: this entertainer is not available for the event**

### 6.2 Community Awards – 11 March 2022

The form to nominate for the Community Awards is in the latest edition of the newsletter which will be also available electronically.

- Good Neighbour
- Business in the Community
- Service to the Community
- Chairman's Award

The closing date is the end of January and a panel short-listing meeting will be held on 24 February 2021. The panel will comprise of the sponsors and councillors. Mrs Marion Brown DL will be invited to attend and hand out an award.

## 7. NEWSLETTER

Members were advised that the latest edition of the newsletter is in the process of being edited and will be going to press shortly, with distribution from 1 December 2021.

Cllr Gardner reported that the Environment & Neighbourhood Committee would like a regular item in future editions of the newsletter on environmental and climate change matters including the planting of a permanent Christmas tree on Chester Gibbons Green.

**8. WORK PROGRAMME**

Members noted the forward work programme

**9. NEXT MEETING**

11 January 2021

The meeting closed at 1925.

Signed: .....

Date: .....

DRAFT

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE:           EVENTS & COMMUNITY**

**DATE:                   11 JANUARY 2022**

**REPORT BY:           EMMA PAYNE, CLERK**

**SUBJECT:              FIREWORK CONTRACT**

**1.       SUMMARY**

1.1     The parish council issues a contract for the delivery of the annual firework event over a three-year period and the current contract expired after the display in November 2021.

1.2     The contract was extended by a year after the event in November 2020 was cancelled due to Covid restrictions.

**2.       RECOMMENDATION**

2.1     Members are asked to agree the terms of the contract as outlined in the report so a tender document can be compiled for distribution to relevant contractors.

**3.       BACKGROUND**

3.1     At the Council meeting held on 9 December 2020, a resolution was passed to use silent fireworks or lasers at displays organised by the parish council. The reasoning behind the decision was the adverse effect of noisy fireworks on children/adults with autism, animals and wildlife and veterans with PTSD.

3.2     This decision was amended in May 2021 following further information from the contractor. They advised that there was a lack of availability of quieter fireworks, they were not the best type of fireworks for the nature of the display the parish council organises, which is predominantly aerial and that lasers were not suitable for the site.

3.3     The decision was deferred until the current firework contract expired.

3.4     Fireworks that are created to be silent or low noise contain much less flash powder (the chemical that produces the loud bangs associated with fireworks.) The reduction in flash powder means the bang is more of a pop or thud. It is likely that any display with quieter fireworks will be significantly different to those held in the past.

**4.       FINANCE**

There is an annual budget for the firework event and the tender amount for the display has been increased by 10% from £4,250 to £4,675 per annum.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective Four
Equalities	The display would be more inclusive with quieter fireworks.
Environmental/Sustainability	Not a sustainable event
Crime & Disorder	N/A
Financial	Contracting for 3 years enable efficient budget monitoring.
Resources (including workforce)	N/A
Risk Management	Contracting with a reputable firework contractor reduces the risks of running the event.

## Introduction

London Colney Parish Council recognises the harm that can be caused by excessively noisy fireworks to children, people with autism, animals and wildlife as well as veterans suffering from PTSD. It has therefore agreed that any firework event organised by London Colney Parish Council will consist of quieter fireworks.

It is appreciated that there is still a noise with quieter fireworks and that there is not the variety of products for quieter fireworks as for regular ones, which is why we have decided that our display will have a proportion of 50% of quieter fireworks. The other specifications for the display are set out below.

### 2.1 Specification

- 2.1.1 The services required comprise the provision of the annual Family Firework Displays to be staged by London Colney Parish Council (“the organisers”) at Morris Recreation Ground and on the dates below. Tenders will only be accepted for the whole of the works and services described. Partial tenders will not be considered
- Sunday 6 November 2022
  - Sunday 5 November 2023
  - Sunday 3 November 2024
- 2.1.2 Works required include the design, scheduling, musical programming, music and fireworks synchronisation, supply, delivery, storage, setting up, firing and clearance of fireworks from firing sites and surrounds.
- 2.1.3 All works will be carried out in full compliance with the Code of Practice and Health & Safety Executive Guidelines “Working Together on Firework Displays (1995)”, and revisions as appropriate, and within the terms of the Health & Safety at Work Act, 1974 and the Council’s Health & Safety Policy.
- 2.1.4 The successful contractor will be required to carry out and report on a full Risk Assessment and a Safe System of Work for each display firing site and complete an appropriate Health & Safety Plan for each event in conjunction with the event organisers.
- 2.1.5 Tenderers are required to satisfy themselves as to the accessibility of the firing site in respect of the setting-up of equipment, transport and personnel requirements etc
- 2.1.6 As per the provisions of the “Carriage of Dangerous Goods by Road Regulations 1996” & “Carriage of Explosives by Road Regulations 1996” the successful contractor will be responsible for the safe transportation of pyrotechnic materials.
- 2.1.7 The successful contractor will be responsible, at all times, for the appropriate storage and guarding of all explosive materials provided in connection with the displays.
- 2.1.8 Arrangements to view the display sites can be made by appointment by contacting Emma Payne on 01727 821314 or [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk)



2.1.9 The services and works required, each for 1 year & 2 provisional years, at each site and for each display will include the following, which is not intended to be an exhaustive or exclusive list. The tender evaluation process will place significant importance on the appropriateness of the theme, creativity, originality and innovation of the submitted programmes. This outline specification is intended only to illustrate the minimum requirements of the event organisers at each location.

## **2.2 Services required under this contract will include:-**

2.2.1 The provision of a themed, co-ordinated and structured fireworks and musical programme (synchronised where appropriate), featuring a combination of set pieces, ground-fired and aerial firework effects compatible with the scale, situation and viewing characteristics of each separate location.

2.2.2 The sourcing, supply, delivery, setting up and clearance, etc of all consumable materials required in connection with the fireworks displays and the obtaining of all necessary insurances, permissions, licences etc

2.2.3 At the time of tendering, potential contractors are required to submit a written statement for the 2022 display, detailing the overall theme, structure and format, the musical programme (titles and artists where appropriate). Details are required of the numbers, sizes, types, descriptions, firing sequence and country of origin (where available) of the fireworks intended for use. Detailed technical descriptions of the number, location, output and relevant features of proposed sound and lighting systems shall be included. It is anticipated that details of themes for 2023 & 2024 displays will be submitted by the contractor to the council for approval not less than 4 months prior to the relevant display date.

2.2.4 It is expected that displays will include a combination of fireworks up to and including category 4, all to comply with BS7114 (1988) or equivalent, and the successful tenderer will be able to exhibit competency in the use of all such categories intended for use. It is recognised that fireworks details may vary marginally in the event of supply difficulty etc., and equivalent substitutions will be permitted, if necessary, and subject to the agreement of the organiser's technical representatives. In any event, the quality and general nature of the original submission will be maintained.

2.2.6 Each display will consist of an opening piece, several distinct, intermediate sequences and an appropriate "grand finale" including a "Good-night" style set-piece to draw proceedings to an obvious conclusion, all to present a continuous and exciting spectacle.

2.2.7 The Fireworks content of each display will consist of approximately 25% ground-fired material and 65% to 75% aerial shells and rockets etc appropriate to the scale of the site. The display should last for 25 minutes. **50% of all fireworks should be quiet fireworks.**

2.2.8 Tenderers special attention is drawn to their responsibility to ensure the clearance of the firing site and the disposal of firework remains and waste following the display.

2.2.9 If the contractor cancels the event due to inclement weather the unused fireworks material costs will be deducted from the contractors' payment.

## **2.3 Duration**

2.3.1 The Contract duration will be from 6 November 2022 to 4 November 2024.

## **2.4 Value**

2.4.1 The estimated maximum value of the Contract is £4,675 per annum excluding VAT (£14,025 over the duration of the contract).

## Environment & Neighbourhood Work Programme 2021-22

<b>Date of Meeting</b>	<b>Matter for Consideration</b>	<b>Responsible Officer</b>	<b>Background Information</b>	<b>Source Document (if applicable)</b>
08/03/2022	Lunch Club Evaluation	Events Officer	to review the performance of lunch club to date	

### Future Meetings

Mar-23	Communications Policy			
Mar-23	Community Engagement			