

Flempton cum Hengrave Parish Council

Event Planning Procedure

The below outlines the formal process for organisers wishing to hold a community event in the parish.

The Parish Council supports the holding of village events, however, it has to ensure that the appropriate due diligence occurs to ensure a safe, properly organised and well executed event for the community.

For an event to be held on Parish Council land, the Parish Council requires the following information;

- a written request for permission, with a minimum of 3 months notice
- a proper outline or schedule of the event, to include items such as a description of the event, contact details for the organiser, detailed timings, location, access requirements, expected numbers, any food/drink/alcohol provision, use of 3rd party contractors, use of power, a plan for access to toilets and parking facilities etc.
- an appropriate risk assessment to be completed (help with this is available via West Suffolk Council)
- requests for a funding grant would require a cost outline

Once received, the Parish Council can make an informed decision and complete the necessary tasks to ensure that the event is fully covered under its insurance policy and, if requested, enable it to support the communication and advertising of the event in the parish.

Dates for all Parish Council meetings throughout 2025 are now published on the website. This allows event organisers to understand planning deadlines and how to submit a request as they can see at which meeting discussions would likely need to be held. Naturally, we welcome anyone to attend a meeting and present their proposals.

Any questions should be directed to the Parish Clerk, Justin Hook;

clerk@flemptoncumhengraveparish.gov.uk