



Colchester City Carnival and Funfair 2026
1st Public Meeting
14:00 Saturday 14 March 2026
Studio 1, Firstsite, Lewis Gardens, CO1 1JH
Minutes of 1st Public Meeting

1. Welcome and Introductions: The Chair welcomed members and thanked everyone for taking the time to attend the meeting.

2. Apologies for Absence: The following members sent their apologies: Simone Grant, Muru, and Dragon Fly Lounge.

3. Approval of Previous Meeting - Minutes: There was no previous meeting.

4. Matters Arising from the Minutes, and updates on actions agreed at the last meeting: There was no previous meeting. However, lessons learned from the last Carnival and Funfair have been carefully considered.

5. Chair's Report

a. Date of Carnival and its location - Saturday, 18 July (Colchester City and Lower Castle Park).

b. Timings

(1) Friday, 17 July - 13:00 Set-up of tents, including stage and PA system. Zed Security Ltd will provide overnight security.

(2) Saturday, 18 July

(a). 08:30 - 12:00 Set-up to be completed, including food traders

(b). 12:00 - Rendezvous at Sir Isaac's Walk and Eld Lane for the procession and floats, and vehicles to assemble at Essex Street and Headgate, safety briefing at 12:30 at the junction of Sir Isaac's Walk and Head Street.

(c). 12:45 - 14:15 Procession of the city

(d). 14:15 - 19:30 Funfair

(e). 19:30 End of Carnival and Funfair

(3). Participations during the procession and funfair - The Chair went through the list of participants and personally contacted those listed. The majority have confirmed their participation. For those who could not be reached, messages were left requesting that they contact the Chair. The updated list of participants is attached.

(4). Event Registration Form and responsibilities - The Chair reviewed the Event Registration Form with the members. All participants were asked to submit their completed Event Registration Forms as soon as possible, and no later than 30 April 2026, the final date for registration.

(5). The Chair submitted the documents listed below to Colchester City Council and the Safety Advisory Group (SAG) at 08:51 on Wednesday, 4 March 2026, following a request from Samantha Satterley, Events Administrator, sent at 13:43 on Tuesday, 10 February.

(a) Carnival Management and Safety Plan

(b) Order of March during the procession.

(c) The Site Plan

(d) Noise Management Plan

(e). Safety, Security and Crowd Control Management Plan, Medical Plan and Volunteer Stewards Briefing Pack from Zed Security Ltd

(f). Carnival and Funfair Specific Risk Assessment

(g). Carnival and Funfair Full Insurance

(h). Rolling Road Closure by TMO Highways

(6) The Chair emphasised that those providing food must submit the following documents by Friday, 3 July 2026, to admin@cdcn.org.uk:

(a) Individual Caterer's Risk Assessment

(b) Individual Caterer's Full Insurance

(c) Individual caterer's Food Hygiene Certificate

(7) Stage providers, funfair providers, and those using vehicles and floats must also submit their Public Liability Insurance by Friday, 3 July 2026, to admin@cdcn.org.uk.

(8) The stage, music system, DJ, and portaloos have already been arranged and will be provided as required by Friday, 17 July 2026.

(9) Banners, flags and Hi-Vis vests

(a) Banner - The banner was shown to members, and their comments were noted and will improve.

(b). Flags - Communities may bring flags from the countries they originate from. Plastic-coated sticks will be provided to display the flags on both sides of the stage.

(c) Hi-Vis vests - Zed Security will provide these and must be returned after the event.

(10) Volunteer Safety Stewards from Rotary Club of Colchester - The Chair has secured 23 volunteers from the Rotary Clubs of Colchester to assist from 12:00 to 15:00 on Saturday, 18 July 2026. In return, we will support their 10K race in May. The Chair requested at least three volunteers each from AFiUK, Colchester Life in the UK, Shri Lankan Society, Colchester Indian Association, RAMA, and Colchester Nepali Society. The Chair will follow up with more details in due course.

(11) Sequence of events at the Funfair - The Chair will make this available by Friday, 10 July 2026.

(12) Litter pickers (two) from Zed Security Ltd throughout the day - Two young people from Zed Security will be detailed at Lower Castle Park from 12:00 to collect litter throughout the day. They have consistently kept the Funfair area clean until the event closes at 19:30. The Chair was so impressed that he personally gave them £10 each for their dedicated, excellent, and enthusiastic work at the last carnival and funfair.

6. Any Other Business (AOB)

a. Participating communities must nominate at least two safety stewards for the day. They should report to Gordon Evans from Zed Security at the junction of Sir Isaac's Walk and Head Street to Health and Safety briefing at 12:30 on Saturday, 18 July.

b. The following points were raised during AOB:

(1) Royal Mail may distribute leaflets at a minimum cost. The Chair will investigate.

(2) The Carnival and Funfair must be widely publicised in the town centre in early July.

(3) Primary schools, secondary schools, and colleges should be approached to help promote the Carnival and Funfair.

(4) Communities are encouraged to take CDCN membership, with a one-off payment of £100 to the CDCN account.

(5) Insurance - Food traders, vehicles, floats, and vintage cars must provide their own insurance. All other participants will be covered under CDCN Public Liability Insurance and Employer's Liability Insurance.

(6) Members informed that some schools and supermarkets do not allow posters to be displayed; the Chair will explore alternatives.

(7) Posters will also be circulated through the Essex Education Department, Yvonne Cook, and Beth from Firstsite, who run Weekend Breakfast Clubs at Firstsite.

(8) All committee members are encouraged to actively network and promote the Carnival and Funfair to as many people as possible.

(9) Posters should also be displayed at caravan sites and soft play areas.

(10) Posters will be promoted via social media, and Rudebone, a young musician, will help with publicity.

(11) The Chair will liaise with local radio stations, including British Forces Broadcasting Service (BFBS) Colchester, Hospital Radio, and BBC Essex Radio.

(12) "ENTRY FREE" must be clearly included on the Carnival and Funfair leaflet. The Chair will liaise with Rudebone regarding this.

(13). Carnival and Funfair T-shirts and badges will also be considered.

7. Closing Remarks - The Chair thanked everyone who attended the first public meeting. He appreciated the valuable ideas shared and encouraged members to continue attending future meetings and contributing their experiences and suggestions.

8. Date of Next Public Meeting - There being no further matters to discuss, the meeting closed at 15:10. The 2nd public meeting will take place at 14:00 on Saturday, 18 April 2026 via Zoom. It aims to finish by 15:30 at the latest.