

Council February 2022

Item 8 – Jubilee celebrations on Parish Council Land

Background

The Parish Office and Cllr Kelly have been contacted by residents asking whether WPC is doing anything for the Jubilee.

The Jubilee Weekend is 2-5 June and there is an event called the Big Jubilee Lunch initiative across this weekend, predominantly on 5 June.

To follow are some ideas as to how WPC could support the community to commemorate and celebrate the Jubilee through the Gas Lamp, a tree (Queen's Green Canopy) and making the recreation areas available for picnics

Staffing & Resources

This would be on the basis of Parish Office staff being involved in actions prior to the events and Councillors being present/undertaking actions during events taking place at WPC land. It would be helpful for Council to agree a group of councillors to undertake that role parish-wide.

Budget – there is £800 in 4102 'Queen's celebrations' This is currently set aside for the Gas Lamp, if there are any monies left over they could be used for the other items/events listed below.

Council is asked to consider...

- ***A group of Councillors to help facilitate the below events and be present at them parish-wide***
- ***Use of monies from budget 4102 left over after Gas lamp installation for a Queen's Green Canopy plaque + other requirements linked to events***
- ***Use of Groombridge Recreation Ground for a Big Jubilee Picnic***
- ***Use of Teasley Mead recreation Area for a Big Jubilee Picnic***
- ***Use of Balls Green Community Space for a Big Jubilee Picnic (should residents require)***

Gas lamp

- To be repainted and installed on parish council land (Newton Willows) prior to June celebrations – Stephanie arranging
- Plaque to be agreed (Cllr Kelly to provide wording?)
- Weld Done to confirm costs (from budget 4102) to identify any monies left

Queens Green Canopy

- Lord Abergavenny has contacted Cllr Kelly to ask whether WPC is planting a tree for the Jubilee and to encourage us to do so.
- WPC has purchased a walnut tree for Newton Willows which needs to be planted over the next couple of weeks.
- Suggestion: identify this tree as one planted for the Queen's Green Canopy by installing a plaque, this was recommended by lord Abergavenny's office: <https://rbli.shop/products/queens-green-canopy-plaque> £145 including stakes and tax, + shipping

Groombridge Recreation Ground – Big Jubilee Picnic

- To be advertised as recreation Ground being made available for residents to bring their own picnic
- WI keen to provide teas and cakes
- Groombridge Village Hall has offered toilet and kitchen facilities free of charge

WPC would need to...

- Undertake risk assessment prior to the event (Clerk)
- Identify if a Temporary Events Notice is needed (Clerk)
- Advertising via posters, magazine, newsletter and social media (Assistant Clerk)
- Councillors present on the day (coordination, dynamic risk assessments throughout the day, First Aid provision)
- Budget required? Based on the above, no

Teasley Mead Recreation Area - Big Jubilee Picnic

- Resident has asked if they can hold a picnic there
- To be advertised as recreation area available for residents to bring their own picnic
- Anything more than a picnic should be put in writing to Clerk for agreement
- Toilets not required as residents can return to their homes easily

WPC would need to...

- Undertake risk assessment prior to the event (Clerk)
- Identify if a Temporary Events Notice is needed (Clerk)
- Advertising via posters, magazine, newsletter and social media (Assistant Clerk)
- Resident to be responsible for dynamic risk assessment throughout the day (her work involves H&S)
- Councillor to be present on the day (assist with coordination, dynamic risk assessments throughout the day, First Aid provision tbc)
- Budget required? Based on the above, no

Balls Green Community Space - Big Jubilee Picnic

- A councillor to ask residents whether use of this space might be wanted for a Big Jubilee Picnic
- To be advertised as community space available for residents to bring their own picnic
- Anything more than a picnic should be put in writing to Clerk for agreement
- Toilets not required as residents can return to their homes easily

WPC would need to...

- Undertake risk assessment prior to the event (Clerk)
- Councillors to be present on the day (coordination, dynamic risk assessment throughout the day, First Aid provision)
- Advertising via posters, magazine, newsletter and social media (Assistant Clerk)
- Due to space available a Temporary Events Notice is unlikely to be needed
- Budget required? Based on the above, no