

## Northstowe Town Council

Report to: **Events and Markets Committee**

Meeting date: **1st February 2022**

Report for agenda item:

### **57/21-22 QUEEN'S PLATINUM JUBILEE WEEKEND JUNE 2022**

- 1) To receive a report from Cllr Males on a proposal for Town Council's involvement in the Queen's Platinum Jubilee weekend celebrations.
- 2) To decide on instigating a temporary Jubilee Working Group to explore, initiate and provide a free-to-attend community celebration for this remarkable year along with a keepsake for all primary school aged children.
- 3) To have three Councillors to come forward to explore the event options alongside Cllr Males, and to ask for additional help from our newly appointed SCDC Community Development Officers.

Motion from: Councillor Males.

*This report: information compiled as part of the meeting pack; last updated: 27<sup>th</sup> January 2022; MN*

### **BACKGROUND**

Queen's Jubilee – 2022

This is a unique opportunity to come together as a new community to celebrate the Queen being the first British Monarch reigning for 70 years. Previous jubilees in 1977 and 2002 have involved many towns and villages hosting street parties, fetes, competitions and general celebrations. It would be a chance for much needed community building since the pandemic started and interrupted much of the community efforts.

Mark has kindly approached other local parishes to find out what they may be planning for the jubilee (see Appendix A). The main thread of the responses was that planning was only just starting (so we're not behind) and that the general theme revolved around an outdoor picnic or street party with some entertainment. One or two parishes are investigating the possibility of lighting a beacon – whether they are part of the official beacon lighting or not.

Previous jubilees have also seen memorabilia given to all primary school aged children by local parish councils. I believe we should look at what we could provide (see Appendix B).

A few photos from previous jubilees can be seen (Appendix C).

### **FOR THE COUNCIL'S CONSIDERATION**

I believe we should host something similar in Northstowe and think that NTC should lead – inviting community groups and individuals to join in making this a memorable event. I believe we should approach Northstowe Social, Northstowe Arts, Northstowe Horticultural, Sustainable Northstowe, Northstowe Foodies, schools and any other local groups who could make a contribution to a free for all celebratory event.

My suggestions are to keep it simple with :

#### **Event – Sunday 5<sup>th</sup> June 2022 – Join the Big Jubilee Lunch**

Street party – on the unused bus/cycleway . Playpark nearby. Toilets/Kitchen facilities/First aid base at the wing. People can bring and share food (or purchase if wished)– tables can be borrowed from the wing and then residents can bring more plus chairs.

Bunting/flags /decorations on lampposts/railings ( Northstowe Arts to lead ? Create some on the day ?).

Social may organise something like a treasure hunt in Pioneer Park.

Other possibilities : live entertainment ? big screen showing the procession in London? (another film later ?).

Evening – Northstowe Beacon (builders have plenty of fuel ?- Beth has a licence for fire – combine with another evening event – family ceilidh ? outdoor theatre? Film? At the waterpark ?#

**I propose that we set up a temporary Jubilee Working group to explore, initiate and provide a free to attend community celebration for this remarkable year along with a keepsake for all primary school aged children. My proposal would be for at least 4 councillors to explore this alongside asking for help from our newly appointed CDOs.**

**Budget – the event itself should require minimal budget and not too much effort. The cost of memorabilia is the main cost and I think the working group could explore how this is met.**

#### **RECOMMENDATIONS:**

**I propose that we set up a temporary Jubilee Working Group to explore, initiate and provide a free to attend community celebration for this remarkable year along with a keepsake for all primary school aged children. My proposal would be for at least 4 councillors to explore this alongside asking for help from our newly appointed CDOs.**

**Budget – the event itself should require minimal budget and not too much effort. The cost for memorabilia is the main cost and I think the Working Group could explore how this is met.**

## APPENDIX A: Information on what neighbouring parishes are planning for the Jubilee Weekend.

Information compiled by the Clerk.

PARISH	INFO RECEIVED in January 2022 (in <b>bold</b> highlighted by the Clerk)
BAR HILL	At present we are gathering ideas for the weekend from various sources. When we have more information the Clerk will get back to you with any ideas, I'm sure <b>street parties</b> will be involved with plans.
COTTENHAM	<p>A really good starting point is the <a href="#">platinum</a> jubilee website. For example, I had no idea that a special song had been composed for choirs to sing. So now I'm wondering whether the singing group who use our Village Hall might be interested or if I liaise with the neighbouring primary school to get their kids involved. Lots of options to discuss!</p> <p>The details are pretty vague from Cottenham at the moment I'm afraid and I <b>literally came up with some ideas last week so they've yet to be put the Council. Initial ideas are:</b></p> <p><b>Thursday 2nd June – beacon lighting on Cottenham Recreation Ground.</b> Will follow the general guidelines/timings for the event as published online. Just hoping we can get a piper because they'll be in short supply!</p> <p><b>Saturday 4<sup>th</sup> June – family disco in the Village Hall at the Recreation Ground</b></p> <p><b>Sunday 5<sup>th</sup> June – The Big Jubilee Lunch (picnic at the Recreation Ground).</b></p> <p>Trying to get village groups involved as a fundraiser i.e. running Pimm's stall, WI to sell cream teas, adult/junior football teams doing beat the goalie etc. We'll be running a bar from inside the adjoining Village Hall. Given that everyone is back to work/school the next day I don't envisage it going on beyond 7pm.</p> <p>One complication that we may run into is that at the end of June it's our Fen Edge Festival, a huge 3 day event. What I don't want is for volunteers/groups to get event fatigue so we're going to have to be careful. I'm hoping that the Lunch will be pretty easy to arrange – we provide a big empty field and residents rock up with their picnic blankets/gazebos etc. Beyond that anything else is a bonus.</p>
HISTON AND IMPINGTON	<p><b>Friends of Histon and Impington, a village Charity are working with the Parish Council to host a Jubilee weekend and big marquee on the Recreation Ground. Events include a concert, tea party, family day and much more.</b></p> <p>These have not been finalised yet, but I am more than happy to keep you in the loop.</p> <p>We are also likely to <b>decorate the Village Green with some bunting</b> etc.</p>
LONGSTANTON	<p>Previous correspondence with the PC Chair – note that a follow-up request with Interim Clerk has not resulted in any further, specific details, as of yet:</p> <p>It's absolutely an opportunity for our connected communities to work together on this and to celebrate together. If we are sensible we could quite easily stage some quite large events - especially the "community meal" and perhaps tie it in with early summer events - as the focus was on the Royal's and their environmental foundations, we could do litter picking, tree planting, all sorts of things are possible!</p> <p>I mentioned us working together, as we have shared interests, shared spaces, and shared communities and it would be a shame to let those communities think that we aren't a joined up group of folks working for the best interests of our residents!</p>
OAKINGTON AND WESTWICK	<p>The Parish Council hasn't made any plans for Jubilee Weekend.</p> <p><b>(We have planted some trees on the Rec ref the Queens Green Canopy and I'm about to order a commemorative plaque)</b></p>

	<p>Our Community Association has decided to hold our annual village day on its 'usual' (pre-Covid) weekend which is 25<sup>th</sup> June.</p> <p><b>I understand that Oakington &amp; Westwick Neighbours (OWN) may be planning to have their annual village picnic on the afternoon of Saturday 4<sup>th</sup> June but that's unconfirmed.</b></p>
<p><b>OVER</b></p>	<p>Over PC are not planning anything too costly. <b>They thought about a "bring your own picnic" on the Green and perhaps mugs for the primary school children.</b></p> <p>Did you attend the Operation London Bridge webinars as we were cautioned to take it easy on planning costly celebrations in June in case anything happens to the Queens health. We were told that as she ascended to the throne on the 6<sup>th</sup> February that events could officially be organised any time after this date. You have left it a bit late to try to organise a big event in June as things like bands, temporary toilets, rubbish removal, finding volunteer stewards, food, drink etc could already be booked up.</p> <p><b>Over do have a beacon and will probably light this as well but they will not join the official programme of events as this demands certain time frames that the PC cannot manage.</b></p> <p>I hope that this helps you and I am sorry to sound so negative but it may be prudent to err on the side of caution.</p>
<p><b>SWAVESEY</b></p>	<p>At the moment Swavesey PC hasn't anything organised for the Jubilee and I am not aware of any community arrangements either yet. In the past local residents have formed community groups and organised celebratory events, which I remember from the Millennium, Silver Jubilee, VE Day and other similar celebrations.</p> <p><b>However we have a PC meeting next week and I have spoken to the Chairman about whether the PC should put something out into the community to say that if there is a group of residents or an organisation or group of, which might like to arrange a community event for the Platinum Jubilee then the Parish Council would be able to support it and provide grant funding if required. Our initial idea being perhaps a Community Picnic on the Recreation Green over the bank holiday weekend in June, along the lines of a street party but on the Green.</b></p>
<p><b>WILLINGHAM</b></p>	<p>Thank you for your email. <b>The Council haven't decided yet what they may or may not want to do. It is on the agenda for the February meeting</b> and I am happy to update you after the meeting. Likewise I would be grateful if you could share any information you do receive or decide to do yourselves.</p>

## APPENDIX B: Possible Jubilee Memorabilia that could be considered.

Information compiled by the Clerk.

<b>Company</b>	<b>Website</b>	<b>Can do</b>
Queen's Platinum Jubilee	<a href="http://queensplatinumjubilee.co.uk">The Queen's Platinum Jubilee 2022 (queensplatinumjubilee.co.uk)</a>	Various, including Jubilee Mugs; Coins; Pens; Bookmarks; Teddy bears; Rulers
Insignia	<a href="http://online-catalogue.net">Platinum Jubilee Merchandise :: Insignia Ltd (online-catalogue.net)</a>	Jubilee Mugs; Coins; Pens; Bookmarks.  The company states that it has been granted permission to produce the official Platinum Jubilee design on all of the 100,000 products in their range.
Clerks and Councils Direct	<a href="http://clerksandcouncilsdirect.co.uk">PLATINUM JUBILEE MUGS (clerksandcouncilsdirect.co.uk)</a>	Jubilee Mugs
Royal Mint	<a href="http://The Royal Mint">The Queen's Platinum Jubilee   The Royal Mint</a>	Jubilee Coins
Dash	<a href="http://dashuk.co.uk">Personalised Platinum Jubilee Mugs (dashuk.co.uk)</a>	Jubilee Mugs
Etsy	<a href="http://Jubilee   Etsy UK">Jubilee   Etsy UK</a>	Range of items for sale e.g. mugs; bunting; etc

**APPENDIX C: Photos from previous Jubilees.**

Information compiled by Cllr Kathy Males.



# **Report by Events and Markets – Market Development Working Group**

**Report for:** Events and Markets Committee

**Meeting date:** 1<sup>st</sup> February 2022

**Report for agenda item:**

## **60/21-22 ACTION PLAN: COMMUNITY ENGAGEMENT SURVEY FOR MARKET PILOT**

- 1) To receive a report from the Committee's Market Development Group containing a recommended action plan for implementing a community engagement survey in relation to the establishing a pilot market in Northstowe
- 2) To discuss the recommended action plan.
- 3) To approve the recommended action plan for carrying out a community engagement survey towards piloting market in Northstowe
- 4) For Councillors to come forward to assist in taking this action plan forward especially in relation to non-digital aspects of the survey

### **Background information:**

Following discussion and resolutions from agenda item 13/21-22 of the Events and Markets Committee held 15th September 2021, a Working Group on Market Development was convened to work towards piloting a market in Northstowe early in 2022. In that meeting, it was suggested to hold a survey with residents to understand better what they would like to see in a market.

### **Issue for consideration:**

The Working group recommends the following Action plan for a community engagement survey towards piloting a market in Northstowe.

The aim, characteristics, timeline dissemination (online and in person) and list of questions are provided below.

**Aim:** gather the community general appetite for a market, and information on preferences mainly in relation to:

- Types of products in the market
- Frequency, day(s) of week and timing of the market
- Location of the market and side facilities

The results of the survey will guide the Town Council, working via the Events & Markets Committee, to pilot a market that is appropriate for Northstowe residents with the view to establishing a regular market..

### **Characteristics:**

- Maximum 10 questions to avoid fatigue and increase response. See questions on page 6 of this report.
- Survey to be carried out in a mixture of digital and non-digital form:
  - Digital:

- SCDC offers to manage survey using MS Forms on behalf of the Committee. This is because NTC Cllrs and Town Clerk do not have access to the MS 365 suite. All edits to survey texts will be implemented by SCDC Officers as requested.
  - Non-digital (i.e. paper):
    - Text in non-digital survey is identical to text in digital survey. The need for this is to allow for residents who prefer this option to participate.
    - To be distributed alongside Northstowe News March/April issue (1200 copies) **OR** to be made available at the Community Wing and community events. Printing costs to be considered.
    - Collection box at Community Wing.
    - Cllrs to volunteer to input replies received in paper form.
- Survey validity.
  - Committee to receive guidance from SCDC on procedures and number of replies (as a proportion of town population) for survey to be considered valid and representative of the Town's wishes with respect to markets.
  - If not enough replies have been received by 28<sup>th</sup> March, the Committee may put a recommendation for new Council/Committee to run consultation again.
- Language barriers
  - Digital survey in MS Forms can be translated into any language by most internet browsers. SCDC officers to offer translation in events.
  - Non-digital survey to be in English, costs for translation and printing likely to be high and number/choice of languages in community difficult.
- Promotion: printing costs to be considered (25 waterproof A3 posters – approx. £65)\*\*

## Timeline

*(Consider pre-election period 28 March- 5<sup>th</sup> May 2022)*

Date	Action	Who
1 Feb 2022	E&M Committee meeting – approval of proposal (with amendments if relevant)	E&M Committee
1 Feb 2022	<ul style="list-style-type: none"> <li>- Send Northstowe news short piece introducing plans for market survey and with link &amp; QR to survey (for March/April issue)</li> <li>- Liaise with Northstowe News if survey can be distributed alongside the issue.</li> </ul>	Town Clerk Cllr.
7 Feb 2022	Finalisation of survey questions/article	E&M Committee – Working Group SCDC
8 Feb 2022	Send survey and promotional posters for printing	Town clerk
15 Feb 2022	Survey goes live	SCDC
15 Feb to 25 Mar 2022	Promotion of survey in digital form through social media (see details below)	Clerk SCDC Cllrs
15 Feb to 25 Mar 2022	Promotion of survey in non-digital form in community events (see list below), Northstowe News and/or Community Wing	SCDC officers Cllrs
27 March	Survey is taken offline	SCDC



28 March	Survey replies (paper) are collected from the Wing	Cllrs
28 March to 8 April	Survey replies (paper) are entered in the system	Cllrs
April	Survey results summarised and presented at E&M	SCDC Working Group

**Dissemination of online survey**

<u>Facebook</u>	<u>Dates</u>	<u>Responsible</u>
Northstowe Community		SCDC
Northstowe Pioneers		
I <3 Northstowe		
Northstowe Social		
Sustainable Northstowe		
Northstowe Town Council		Clerk
Northstowe Foodies		
Northstowe Community Wing		
Northstowe News		
Longstanton, Oakington and Willingham		
<u>Twitter</u>		
Northstowe Town Council		<u>Clerk</u>
Northstowe Town		
Northstowe News		
Pathfinder Church Northstowe		
Youth in Northstowe		
<u>Instagram</u>		

Northstowe Foodies		
Northstowe Town		
<b><u>Website</u></b>		
Northstowe Town Council	15 <sup>th</sup> February	<u>Clerk</u>
<b><u>Online events</u></b>		
Northstowe Community Forum	23 <sup>rd</sup> March	Town Clerk/Mayor
Northstowe Community Networkers meetings	9 <sup>th</sup> February 9 <sup>th</sup> March	Cllr Oluwasanya Cllr Males

#### Dissemination of survey – in Person

Cllrs/Clerk to liaise with SCDC development officers and business dev to update list of events.

<b><u>Event</u></b>	<b><u>Date(s)</u></b>	<b><u>Who</u></b>
Community Wing Baby /Play Group		SCDC Cllrs
Community Wing Coffee Morning (Pioneers Café)		SCDC Cllrs
Schools (drop off and pick up) <ul style="list-style-type: none"> <li>- Pathfinder School</li> <li>- Pathfinder pre-school</li> <li>- Hatton Park (Longstanton)</li> </ul>		SCDC Cllrs
Longstanton Play/baby group		SCDC Cllrs
Park and Ride		SCDC Cllrs

Super Sustainable Saturdays & Food trucks	19 <sup>TH</sup> February 19 <sup>th</sup> March	SCDC Cllrs Bros Sabria
...		

**Print (with [QR Code](#) link to survey)**

<u>What</u>	<u>Date</u>	<u>Costs</u>	<u>Who</u>
<a href="#">Northstowe News Magazine</a> Article with QR code with link to survey)	Submission deadline Feb 1st (for March/April issue)	None	Working Group
Survey – separate leaflet	10 <sup>th</sup> February	1,200 copies (to be distributed with NN)= approx. £153  Or  200 copies (leaflets in Community Wing, schools and other key community venues/events) = approx. £45	Clerk to print  NN to distribute/  Cllrs & SCDC to assist in distribution and promotion
Posters (with QR code with link to survey)	10 <sup>th</sup> February	Approx. £65	Clerk to print  Cllrs to distribute in key community venues and spaces
Banners	(not foreseen)		
Leaflets	(not foreseen)		

\* Survey printing costs considering Recycled paper, 90 gsm, A4, double sided printed. Single sided would be cheaper (£115 or £35 respectively).

\*\* A3, Waterproof material PVC 170 mg

Quotes from:

<https://www.helloprint.co.uk/>

## Community Survey intro text and questions

Northstowe Town Council are looking at establishing a regular market within the Town. We would like to hear from you, and your thoughts on what you would like to see from a regular market. If you could take a minute to complete the survey below.

1. Would you like to see a regular market run in Northstowe?
  - Yes
  - No
  
2. What type of market would you like to see? Please complete the 'other' box if you have any further ideas
  - Farmer market providing daily basics such as bread, fish, vegetables, honey, cakes etc
  - A market that sources local produce/goods, and aims to sell a range of sustainable products
  - A market that sells household goods, clothes, DIY etc.
  - A market that sells flowers and plants
  - A market that sells craft, gifts and jewellery
  - A mixture of all of the above
  - Other
  
3. Would you prefer an indoor or outdoor market?
  - Indoor
  - Outdoor
  - I don't mind
  
4. How frequently would you like the market to run?
  - Once a week
  - More than once a week
  - Once a month
  - Other
  
5. What day/s would you prefer the market run?
  - Sunday
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
  
6. What time of day would you prefer the market to be held?
  - Morning
  - Afternoon
  - Evening
  - Don't mind
  
7. Would you like to see refreshment and hot food for sale whilst the market is open?
  - Yes

- No
  - I don't have a preference
8. Would see like to see some child friendly activities available at the market such as arts and crafts, bouncy castle, face painting, etc . Please use other box if you have any further ideas
- Yes
  - No
9. If you have any further comments and/or ideas on a market, please do provide some detail below:

Thank you!