



Full Council Meeting

Date: 20th January 2022

Number: FC171 - To consider events for the Queen's Platinum Jubilee weekend in June

1. Introduction

At the last ACE meeting held in November 2021, an agenda item to consider holding a Platinum Jubilee event within the village was discussed, and the Clerk was instructed to investigate the options further.

The Jubilee celebrations will run from Thursday 2nd June (when the beacon will be lit) through until Sunday 5th June.

Reviewing the guidance information available online ([Plans announced for The Queen's Platinum Jubilee Central Weekend 2022 | The Royal Family](#)) I have summarised below the items to be considered should it be decided to proceed.

2. Findings

Since 2009 The Big Lunch has encouraged communities to celebrate together and get to know one another more, so the Jubilee celebrations would be a great way to facilitate a larger scale event within the village to which residents are invited.

Location:

The event could be run as a street party which would require a road closure notice, or alternatively it could be held on Cuckfield Recreation Ground or even in the Queen's Hall garden (as a potentially smaller scale event). Another location to be considered is Whitemans Green, although this would be a less central location and there are no public toilets here.

Date:

The obvious date for this event is Sunday 5th June, at the end of the long bank holiday weekend. This would be in line with other Big Lunch activities taking place for the Jubilee.

Audience:

The capacity for this event will need to be carefully assessed and will likely vary depending on the location. It will be important to ensure the community of Cuckfield feel welcome to join the event, although there will no doubt be constraints on numbers.

The event will need to be ticketed to ensure insurance, licence and safety requirements can be met.

Format:

The following details regarding the format of the event need to be considered:

- What time will the event take place?
- Will it be a lunch or teatime event?
- What facilities will be provided, and what will be brought along by attendees? For example, tables and chairs, food and drink, shelter in case of bad weather? The Parish Council does have tables and chairs which could be used, however this may limit numbers. Alternatively, these could be hired for use, or attendees could be asked to bring their own.
- Should local food and drink providers be invited to sell items to attendees who decide not to bring their own supplies?
- Should the event be planned for the Queen's Hall garden (with special invites to the neighbours), meaning in the event of bad weather everyone could move into the hall? This would restrict numbers to approx. 200 based on the hall capacity.
- Toilet facilities will need to be considered.

Entertainment:

What entertainment will be provided, if any? Fun games can be arranged ([link to ideas Games room | Eden Project Communities](#)).

Live music could be planned by inviting local bands to play, it is unknown at this time whether there would be a charge for this.

Souvenirs:

Consider providing a commemorative item to all event attendees or, maybe to all children within the village?

3. **Costs**

Cuckfield Rec - £110 for 4 hours, £205 for multi session event (see appendix)

Temporary Road Closure - £25

This would be applied for no later than 6 weeks in advance of the event. A road diversion plan would be required to redirect all traffic.

Temporary Event Notice - £21

This would be applied for no later than 10 working days before the event. This would not be required if the event was held on the High Street as our own licence would provide cover. For more details regarding when a TEN is required see the following link [Regulated Entertainment Temporary Event Notice - Guidance Note \(midsussex.gov.uk\)](#)

Commemorative Mugs – prices start at £5.55+VAT & Postage [PLATINUM JUBILEE MUGS \(clerksandcouncilsdirect.co.uk\)](#)

Union Jack Hand Waving Flags – approx. £2.25 for pack of 5

Union Jack Hats – approx. £1 per item

Bouncy Castles – approx. £100-£200 per castle depending on specification

Event Waste removal – approx. £300+VAT

First Aid – approx. £200

Security & Marshalls – approx. £500

Advertising – approx. £200

Stage Hire (if bands are playing) – approx. £1,500

Materials for games/entertainment - £500

It may be possible to secure grant funding from the National Lottery towards the costs:

[Over £22 million of National Lottery funds to help communities across the country celebrate Her Majesty The Queen's Platinum Jubilee | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](https://www.tnlcommunityfund.org.uk)

4. Recommendations

Council needs to consider whether to proceed with an event and if so, what the scale of the event will be. Based on this, more detailed proposals can be prepared and costed.

It would be helpful to try and work with ISOC or Cucksoc or any other local organisation that may be relevant to put on this event, depending on the scale agreed.

A working group would need to be formed in order to commence the event planning. Liaison with MSDC will be required, their recommends event planning occurs at least 6 months in advance of the event ([Sussex Local Authority Resilience Partnership - Events \(midsussex.gov.uk\)](https://www.midsussex.gov.uk)). This also contains a lot of use advice and guidance regarding planning an event.

Name: Sam Heynes

Title Parish Clerk

Date: 11th January 2022

Appendix 1

MSDC documents relating to the hire of Cuckfield Recreation Ground:



Event 2022.pdf



MSDC Outdoor
Charges Leaflet 2021



Commemorative
Events.doc