

Jubilee Event Working Group Meeting – Tuesday 26th January 2022 – 10am

Present: Cllr Dave Blackwell, Cllr Doreen Anderson, Cllr John Anderson, Cllr, Alan Acott, Cllr Elaine Harvey, Cllr Barry Palmer, Cllr Peter May, Elaine De Can (Town Clerk), Laura Gould (Community & Events Officer)

The working group was set up to discuss the upcoming Queen's Jubilee and the Town Council's event to celebrate this national event. It was discussed that a Jubilee picnic should be organised, using King George's Field or potentially Canvey Rugby club field. It was discussed that it should be a traditional village fete style with a theme of a big picnic which ties in with the national celebrations for the Queen's Jubilee "Big Jubilee Lunch". It was agreed that the timings for the event should be between 11am – 4pm.

The Community and Events Officer suggested that it should not be a commercial event, and that hot food vans would not be appropriate, however, ice cream and cold food stalls would be acceptable. It was discussed that the emphasis should be on encouraging attendees to bring a picnic, and that any food available would supplement this. It was discussed that there should be face painters and other attractions that are suitable for a family fun day.

It was agreed that the provision of toilets and first aid would need to be hired for the event. It was suggested that the pavilion hall be booked to be used as a potential first aid base. This would then also allow emergency access away from the site by three different points should this be necessary, and not have the potential hazard of having to travel through the event site.

It was suggested and discussed that team games between local organisations, companies, sports teams should be encouraged and invited to take part in traditional team games like tug of war, or relay races. It was discussed that, to keep within budget a stage should not be hired, however an activity area could be set out. It was discussed to invite local groups to perform, however, that this should be more focussed on groups that would require little equipment, for example majorettes, strollercise, pipe bands or ukulele bands. The Community and Events Officer said she would start to contact various organisations.

Potential parking issues were discussed, and it was suggested that both Oak Road and The Paddocks car parks are close for visitors to be able to walk. It was also suggested that a park and ride service could be operated from The Labworth car park, utilising the bus museum for this service as the Town Council has for previous events. Members of the working group agreed that residents of the roads that access the site should be contacted prior to the event regarding parking provision and potential loss of access around the event site. It was discussed and agreed that the access roads would have to be marshalled, to assist with residents entering and leaving, as well as stopping any through traffic.

It was agreed that there would need to be reasonable provision for the collection of litter and disposal of rubbish. It was agreed that trade bins should be arranged with Castle Point Borough Council to facilitate this. It was also discussed that a clean up of the area before hand should be arranged.

Members of the group suggested a fancy hat competition to be judged at the event, this would be advertised through schools, community groups and all other publicity channels. The Community and Events Officer will contact local businesses for sponsorship of prizes.

Members asked for entertainment such as Punch and Judy shows to be investigated, to ascertain if this could be provided within budget constraints. Members asked for local businesses to be contacted for the sponsorship of Jubilee/Union Jack themed giveaways such as handwaving flags and union jack hats.

Meeting ended at 11.30am