

# Platinum Jubilee Working Party Meeting of Witney Town Council



**Thursday, 28th April, 2022 at 4.15 pm**

To members of the Platinum Jubilee Working Party Committee - J Aitman, O Collins, H Eaglestone, D Enright, A D Harvey and M Jones

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

## Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

As a Working Party this meeting will be held virtually via Zoom, a link will be sent to you before the meeting date. For further information or clarification regarding any meeting please contact the Democratic and Legal Services Officer at [democracy@witney-tc.gov.uk](mailto:democracy@witney-tc.gov.uk) Tel: 01993 226071

## Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

## Agenda

### 1. Apologies for Absence

To consider apologies and reasons for absence.

Working Party Members who are unable to attend the meeting should notify the Town Hall prior to the meeting, stating the reason for absence.

### 2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

### 3. Minutes (Pages 3 - 4)

To receive and consider the minutes of the previous meeting held on 17 February 2022.

### 4. Platinum Jubilee Programme of Events (Pages 5 - 10)

To receive and consider the report of the Communications & Community Engagement Officer.

### 5. Platinum Jubilee Legacy Project (Pages 11 - 20)

To receive and consider the report of the Project Officer.

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Town Clerk

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**PLATINUM JUBILEE WORKING PARTY COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Thursday, 17 February 2022**

**At 4.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor J Aitman (Chair)

Councillors:	O Collins H Eaglestone	D Enright M Jones
Officers:	Adam Clapton Polly Inness Simon Wright	Deputy Town Clerk Communications & Community Engagement Officer Democratic & Legal Services Officer
Others:	7 members of the public.	

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor A D Harvey

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **MINUTES**

The minutes of the meeting of the Working Party held on 18 January 2022 were received and adopted.

4 **PLATINUM JUBILEE EVENTS**

Consideration was given to the draft schedule of events for the Platinum Jubilee. The Chair welcomed representatives of a number of local organisations who were present to discuss events they were planning or how they may be able to help with Town Council events.

It was reported that the Jubilee website page was now live and had links to holding street parties and other events.

Members noted that the planned Voice Box event would be a free event with donations collected as people leave with Got2B as the charity that will benefit. The Town Council was requested to have the 1863 café/bar open to serve refreshments and have some outside chairs available. It was hoped other market side cafes would also join in. The plan was to perhaps have some bunting and invite the Witney Town Band and some cellists etc to provide music. Voicebox would meet with Witney Town Band to progress this and the Town Council would provide the contact at Oxfordshire County Council from whom permission would need to be sought.

The Coffee Shed was happy to stay open with mini golf and tennis free of charge on Big Lunch Day they would also take donations for Got2B

The Civic Service was confirmed for Sunday 5 June at 10.45am and the Town Council will provide information on Road Closures to the organiser.

The Town Council would be ordering tree plaques for some of the Queen's Green canopy trees. To begin with 2 stainless steel plaques with spikes @£43 each and one with no spike at £30.50 were being progressed.

The Project Officer had investigated a sundial and surrounding planting as the Legacy project for Unterhaching Park, and it was suggested that a sum of £1000 from the Jubilee budget be used towards this and the balance for the planting (£600) could come from the In Bloom budget.

The Working Party was updated on the proposed competitions and it was confirmed that Schools and Care homes have been contacted regarding these. Canvases would be given as prizes and this would cost £800 if everyone entered.

In respect of budgets it was noted that the subsidised letting for the Friday event would be £75 and for the Saturday would be in the region of £300. Other budget may be spent on plaques for the Queen's Green canopy planting and staff costs.

The Communications & Community Engagement Officer confirmed that the action plan would be updated to reflect the progress with events and would be circulated once more information was available.

The Chair thanked everybody for their attendance at the meeting.

**Recommended:**

That, £600 from the In Bloom budget be re-purposed for the planting in the Unterhaching Park Jubilee Garden.

**Resolved:**

That, the present position with regard to Platinum Jubilee events be noted.

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The meeting closed at: 4.30 pm

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Chair

## **PLATINUM JUBILEE WORKING PARTY**

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<b>Date:</b>	Thursday, 28 <sup>th</sup> April 2022
<b>Title:</b>	Platinum Jubilee Programme of Events
<b>Contact Officer:</b>	Communications & Community Engagement Officer - Polly Inness

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### **Background**

As the date for the Jubilee celebrations approaches it is important the Council starts promoting the programme of events and those activities organised by others that it has agreed to support.

### **Current Situation**

This is the final opportunity to make any last-minute additions to the programme and to finesse any details. In addition to those events already agreed by the working party, please find further additions and amendments below.

### **Chatterbox Senior's Coffee Morning (Thursday 2<sup>nd</sup> June)**

The organisers have said that they will be theming their Thursday 2 June meeting with The Queen's colours.

### **Beacon Lighting (Thursday 2<sup>nd</sup> June)**

The scheduled timing for this event is 9:45pm which seems very late for families with young children so the working party may like to consider an earlier slot. Although it will still be light the Town Council's beacons are fairly low key.

West Oxfordshire Academy of Performing Arts have agreed to perform at the Leys as part of this event. Could ask Park Run/Junior Park Run to do a baton relay run from their site at West Witney down to the Leys to hand over for the beacon lighting?

### **Children's Activity Day (Saturday 4<sup>th</sup> June)**

Cllr Liz Duncan has suggested an activity in the Corn Exchange on the Saturday afternoon along the lines of the popular annual Advent Fayre. Children could be encouraged to come in fancy dress. There is a budget of £250. Activities to include decorating crowns, corgi hunt, green canopy decorated paper leaves, photo props

### **Museum Artefacts**

Cllr L Duncan has supplied a contact at the Museum to discuss having an exhibition of some of their Royal Memorabilia in the Corn Exchange.

## **Legacy Project**

Please see the attached report from the Project Officer

## **Financial Implications**

Budget for the Children's activity day of £250 will come from the existing budget. There is currently a balance of around £250 remaining.

## **Environmental impact**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Any projects should be sustainable and have some lasting legacy impact where possible. Events should be climate friendly and not have single use plastic or lots of printed material involved.

## **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. By involving the community and supporting their projects there should be no big drain on resources at the Town Council.

## **Recommendations**

Members are invited to note the report and consider the following:

1. A change of time for the beacon lighting to make it more likely that families attend
2. That park run is invited to perform a relay torch/baton run.
3. Running a children's Activity Day on Saturday 4<sup>th</sup> June

# Platinum Jubilee Draft Programme of Events

## **Witney Town Council**

There is a designated page for information on the Town Council's website <https://www.witney-tc.gov.uk/the-queens-platinum-jubilee/> This includes a draft version of our Programme of Events and links to guidance for holding street parties from WODC so it has local knowledge relevance. Big Jubilee Lunch information is also included. Queen's green Canopy free tree giveaway through Woodland Trust is also highlighted, along with information on our town-wide jubilee planting scheme and our tree planting plans.

## **Witney Schools & Care Homes**

Witney schools and Care homes have been invited to create a Congratulations Card Competition. Each school will submit a winning design and an overall winning design will be made into a card and sent to Buckingham Palace, signed by the mayor on behalf of Witney. All schools will get their entry returned to them as a canvas to keep as a legacy reminder of the occasion. Closing date for entries is the first week of May.

## Programme

### **6<sup>th</sup> February** – Accession Day

The mayor carried out a low-key flag-raising event to mark the beginning of the Queen's Platinum Jubilee year.

### **11<sup>th</sup> March** – Tree Planting

To coincide with the National Association of Civic Officers, the Mayor planted a tree at the Queen Elizabeth II Recreation Ground at Burwell.

### **1<sup>st</sup> June** – Children's Play Day at the Queen Elizabeth II Recreation Ground, Burwell.

This free event is part funded by the Town Council and run by Oxfordshire Play Association.

### **2<sup>nd</sup> June** – Beacon Lighting at the Leys.

A Witney Town Council event. Time tbc- Refer to main report.

### **2<sup>nd</sup> June** - Chatterbox Senior's Coffee Morning

Refer to main report.

### **3<sup>rd</sup> June** – Afternoon Event at the Corn Exchange

A free event run by Witney Voice Box Choir, donations will be collected at the end. It will start between 2.30 and 3.30 and finish between 5 and 5.30. They have requested that 1863 be open to serve refreshments and to have some chairs available outside.

The town band and other musicians have been asked to perform in the market square following the performance (being progressed externally).

**4<sup>th</sup> June** – Children’s Activity Morning at the Corn Exchange

A Witney Town Council event. Refer to report for details.

**4<sup>th</sup> June** - Witney Round Table Beer Festival

Being held at St Mary’s Church and run by Witney Round Table.

**5<sup>th</sup> June** – Civic Service at St Mary’s Church at 10.45am.

All are welcome.

**5<sup>th</sup> June** - Platinum Jubilee Big Lunch

At the Leys, being organised by the Coffee Shed and Premier Tennis.

**2<sup>nd</sup> -5<sup>th</sup> June** – Corn Exchange Exhibition

An exhibition showing the winning entries for the Witney Congratulations Card being sent to the Queen and previous jubilee and coronation memories – social media request made for the memories and photographs.





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## PLATINUM JUBILEE WORKING PARTY

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<b>Date:</b>	Thursday, 28 <sup>th</sup> April 2022
<b>Title:</b>	Platinum Jubilee Legacy Project
<b>Contact Officer:</b>	Project Officer - Nicky Cayley

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### Background

The Platinum Jubilee Working Party requested a legacy project as part of the celebrations and identified Unterhaching Park as a suitable location. The Project Officer was asked to take this on and formulate a plan.

### Current Situation

The proposal for the legacy project is for a sundial to be placed in the middle of the circular paved area at the park (the slabs are not able to be removed easily). The paving will be pressure washed to freshen it up. The sundial will then be fixed in the middle of the paved area at the correct angle for it to tell the time. There is the opportunity to inscribe the sundial (see attached pictures) so the working party should consider what it would like the inscription to read.

A one-metre-wide section of turf will be removed from the surrounding area and will be planted. The Project Officer and the Operations and Estates Advisor met on site with two members of the Witney Horticultural Society who have very generously come up with a suggested planting scheme. The Operations and Estates Advisor has been able to secure some plants at no cost to the Council from the Council's Grounds Contractors. The attached plan is courtesy of Lindy Cripps of the Witney Horticultural Society. The remaining grass will be left as a border. Several paving slabs will be needed to make a pathway to the sundial across the flower bed – this will need to be 1m wide to comply with DDA regulations. The Maintenance and Environment Officer has confirmed that there are paving slabs available at the Council's depot.

The maintenance of the garden will need to be taken on by the Grounds Contractors.

### Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

There are no environmental risks associated with this project.

### Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. There are no risks associated with this project.

## **Financial implications**

Horizontal Roman Dial - £595.00

Roman Plinth in Cotswold Stone - £540.00

Total for Sundial - £1, 135.00

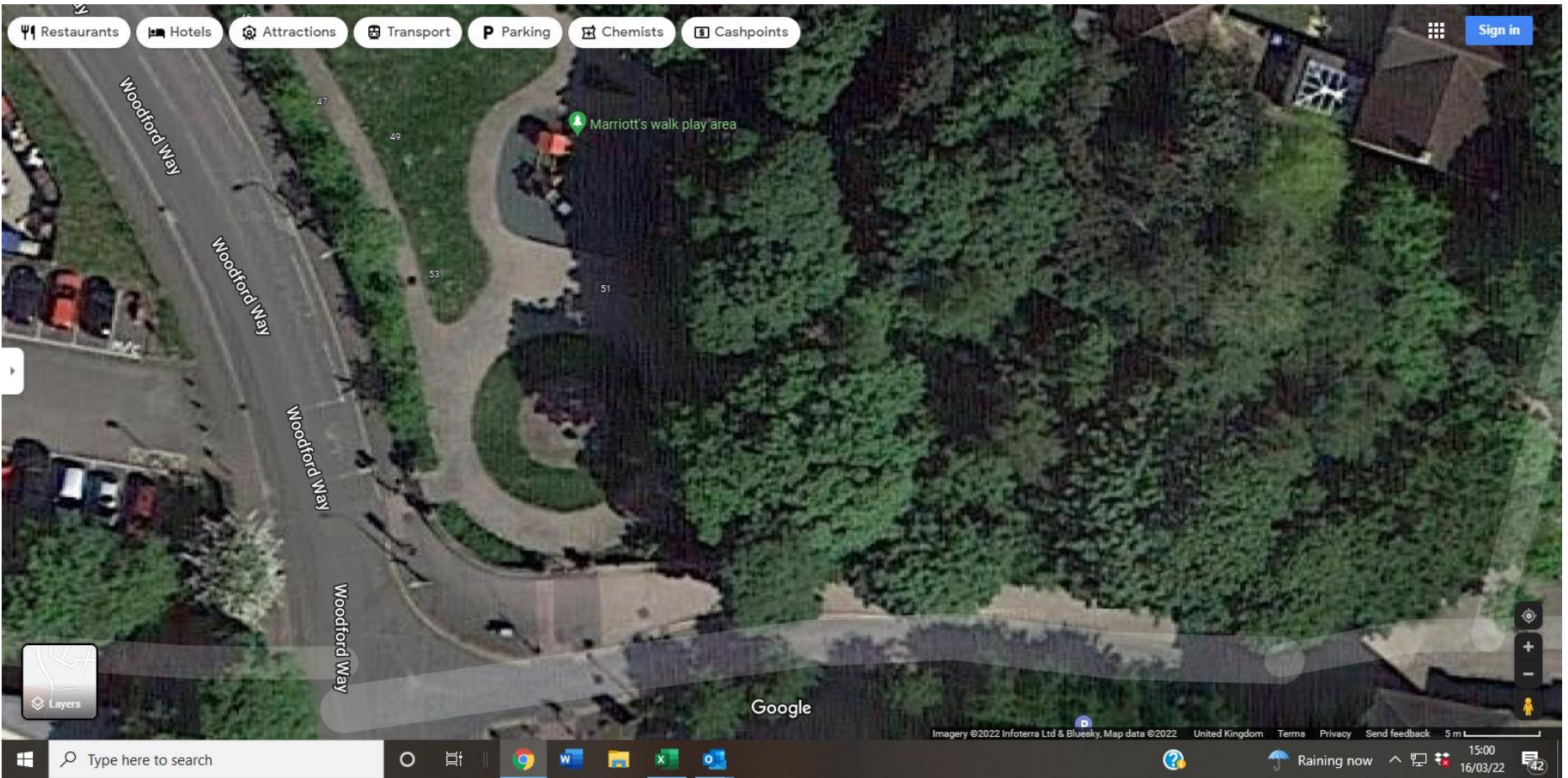
The plants are expected to be free of charge courtesy of the Council's Grounds Contractors.

There will be some internal costs for the Council's Work's Team to install the sundial and prepare the bed for planting. The planting itself may also be done by the Works Team of the Contractors.

## **Recommendations**

Member are invited to note the report and consider the following:

1. Whether to approve the project as presented;
2. To formulate some wording for the sundial (Line 1 – 40 characters, line 2 – 40 characters, line 3 – 30 characters, curved line – 70 characters). Not all characters need to be used.



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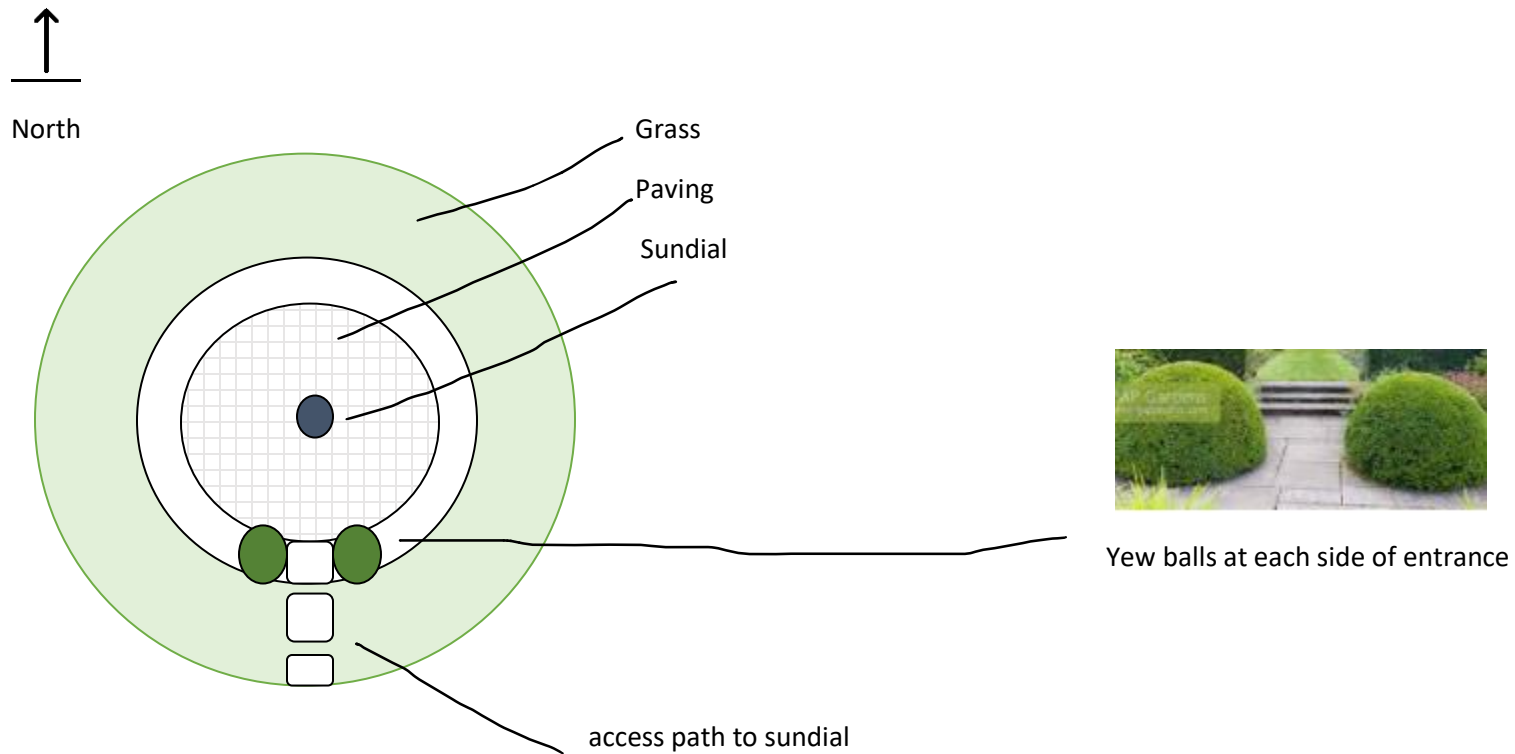






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## Queen's Platinum Jubilee bed for Unterhaching Play area 2022



Yew balls at each side of entrance

The grass area shown in green is to be kept so keeping planting cost to a minimum. Budget only £600.

Narrow border on inside of the grass to be dug about

1m wide.

Planting Suggestions: by Lindy Cripps on behalf of Witney Horticultural Society

## Planting suggestions

1. Daphne Eternal Fragrance, white flowers all summer long. Slow growing evergreen shrub with no maintenance but maybe too costly.



2. Lavender (Hidcote) – a simple circle of Lavender, flowers early Summer, trimmed early August. Thornless/low thorn Roses could have been added to this but cost may prohibit.



Option to add 6-8 Iceberg (low thorn) Roses or Rose Diamond Wedding (also low thorn).

3. Euonymus 'Emerald Gaiety' – a simple circle grown as a hedge.



4. Step Over Apples, Grown in a circle, Spring Flowers Followed by apples. Would need to have a circular frame to train the cordons on. So maybe too expensive.

