

QUEENS JUBILEE 2022 WORKING PARTY

DRAFT Minutes of the meeting of the **QUEENS JUBILEE 2022 WORKING PARTY** held at 10.00am on 13th January 2022, via zoom conferencing.

Present: Councillors C Diskin, (Chair), H Jones, S Wilson, P Windsor (Inspire All), P Glover.

Officers: P Evans (Council Manager), M Duong (Asst Manager), & S Heighton (Admin officer)

1. Welcome & Apologies

C Diskin welcomed everybody especially P Glover the new member who was involved in the last jubilee event, and P Windsor of Inspire All who will be partnering APC in this event.

There were apologies from S Khawaja, R Hopcroft (TabardRFC), B Starr & J Caplan.

2. Agree the minutes of the meeting held on 2nd November 2021.

These were agreed.

3. Update on actions agreed at last meeting

A report on this was circulated prior to the meeting.

- Use of Newberries Car Park for event – with HBC executive for a decision.
- Schools logo comp – completed – logo has been made up by Caprin and circulated – initial comments thought it lacked colour – **Action PE to scan in and circulate original.**

4. Plan the Beacon event – input from Peter Windsor

P Windsor has spoken to R Hopcroft and it is unlikely that the bigger fairground rides can access the car park. Only the smaller rides will be possible, it was suggested that a site visit is needed.

Action – Site visit with PW, PE, MD, CD & HJ 1pm on 18th Jan – meeting at Radlett Centre to look at both sites.

TabardRFC will open up the clubhouse for toilets as well as the bar, they may also provide a BBQ stall. RadlettCC also interested but do not know yet the Middx fixtures for 2022.

PW to source food stalls and traders – Gino Ice Cream, Kosher food, candy floss, sweets stalls.

QUEENS JUBILEE 2022 WORKING PARTY

Waste Management was discussed

PE – APC to supply black bins and bags

PW to ask HBC to supply large bins etc as they did for 100-year celebration.

How do we give the area a celebration appeal?

During the site visit – need to decide if stage can be installed. If this is ok, then this can be decorated with bunting etc.

J Amer to be asked if he can decorate his rides/stalls appropriately.

Also, if there is a screen – check if this can link to national event.

Beacon site – need to decide this at site meeting.

Then looked at the lighting part of the event and what is required

- **Who will light it – APC Chairman?**
- **Need a bagpiper – PE/MD to put on social media**
- **Need a bugler – PE to ask person who covers Remembrance Day**
- **Need a choir – PE/MD to put on social media and PE to contact local schools.**

Disabled toilets – what provision do we have on site – do we need to buy some in.

Ticketing – there was some discussion regarding this. If it is for income generation, this would be difficult as there are many entrances to KGV and a public footpath. It was agreed this was more to have an idea of numbers attending.

PW will circulate details of what Eventbrite offer. This will be available on APC website and link to Inspire All.

Parking will only be available for a limited number of blue badge holders. – **suggest that they are asked to register with registration number and ticket will be available from APC offices.**

Stewarding for car park entrance – **TabardRFC to supply – CD to check.**

Access to rides will be with wristbands only, again available upfront for disabled users prior to event from APC offices. – **PW to design how this can be done.**

5. Plan the Big Lunch – input from Peter Windsor

Again, a site visit will look at layout so can sketch this out. This includes where is stage going

QUEENS JUBILEE 2022 WORKING PARTY

Traffic – As HertsCC will not allow Watling Street to be closed for the event, the following needs to be in place;

- **Stewards/signage to slow traffic during the event – PW/PE**
- **Apply to HertsCC to close off slip road in front of shops and Newberries Car Park -- PE**
- **Barriers to protect pedestrians etc rides and tables**

Tables outside shops in Watling Parade – for hire from APC offices – decide cost. Bring your own food

Some food stalls to be provided – J Amer will do small fairground rides – **PW – PE to check if we can use area outside shops on the Shaketastic side (also if they will be open)**

MD to ask Red House Surgery if car park can be used on the day and what for.

PE mentioned that Hazel Ward (a local resident) had for the last Jubilee all the local schools made bunting flags and she machined them all together (over 800 I think she said). She also knitted all the bunting that was used at the Radlett Centre. There are a team of ladies who knit. She offered to do this again – **PE to meet Hazel and say thank you for the offer and what can we do to help.**

Look for singers etc for stage

6. Sponsorship ideas

- **Put 'Save the Date' posters in local shops – MD**
- **Put sponsor and other adverts in a programme**
- **Ask J Apthorp if he wants to provide wine etc for the tables as did in the last jubilee – MD**

M Duong had circulated questions from Debenhams Ottaway

7. Date of next meeting

Put how to sell table space on next meeting

Next meetings

3rd February 2022 – 10.00am – zoom

3rd March 2022 – 10.00 – zoom

31st March 2022 – 10.00am zoom.

There being no further business the meeting closed at 11.31am

Chairman Date