

Brixham Town Council (BTC) Project Initiation Document

Name	Linda McGuirk, Deputy Town Clerk
Agenda Date	26 th July 2021
Project Name	The Queens Platinum Jubilee
Committee	Community & Environment Committee.

Summary

In 2022, Her Majesty the Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old. This is the first time any British Monarch has reached this historic milestone. This important event will reflect on Her Majesty's reign, and her impact on the UK and the world since 1952.

On the 29th March 2021 the Community Services Committee considered whether the Town Council should hold an event to mark the Queens Platinum Jubilee. Members recognised the importance of this historic occasion and resolved to move forward with making plans for an event (Minute number 21019). This report has been compiled to kick start further discussions, consider our options and start planning. Research has been carried out to understand what other Town and Parish Councils are doing, at the time of writing this report there was little information available. The Palace has confirmed some of the events to be held across the UK and around the Commonwealth and advised that further information will be made available in the months to come. The four days of celebrations will include public events and community activities, as well as national moments of reflection on the Queen's 70 years of service.

Devon Association of Local Councils (DALC) encourages all Councils to light a beacon, plant a tree (see Queens Green Canopy Report) and come together for the Big Lunch by inviting people to share friendship, food and fun with neighbours.

The bank holiday weekend has been extended, from Thursday 2nd to Sunday 5th June. Some local events are already scheduled for this period including Torbay Air Show, Brixfest (not confirmed) and Brixham Future - who are hosting a four day event (and commissioning a life size statue of the Queen - subject to funding). Due to the volume of events planned, it is suggested that BTC concentrates on dressing the Town Hall and town in a red, white and blue theme and considers budgeting for a 'Jubilee Events Fund' to support Brixham community group events. However, if members decide to hold an event, it is suggested that an events company is engaged to facilitate the event.

Approximate cost to the Town Council for bunting and floral displays is £6,689.02. A breakdown of costs is included in this report.

Recommendations

The Community & Environment Committee recommends to Full Council, that Brixham Town Council:

1. Decorates the Town Hall with Union flags
2. Installs red, white and blue bunting in Fore Street, Middle Street and Bolton Street (subject to resolving the infrastructure issues).
3. Installs red, white and blue floral displays at the Town Hall, Fore Street and in the three K6 telephone boxes.
4. Budget Task & Finish group consider creating a Jubilee Events Fund to support Brixham community group events.
5. C&E Committee continues to investigate the lighting of a beacon to mark the occasion.

Further Information

Project Aims

What do you want the project to achieve?
How does it support the Council's Plan?

To encourage the community to share in an historic moment and feel a sense of pride in the town. All of which could be considered under the Community Recovery Plan categories for High Street Recovery, Tourism and Community.

Target

What area of the community is the target and what benefits will the project bring to them?

An inclusive and accessible community event, open to all. It is understood that some parts of the community will not want to engage with an event to celebrate the monarchy.

Research already completed

Please attach all research carried out so far.

Link to the official Palace Jubilee website: [Platinum Jubilee](#)

The Palace has announced the following schedule of national events:

Thursday 2nd June

The Queen's Birthday Parade (Trooping the Colour): Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

Platinum Jubilee Beacons: The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

Friday 3rd June

Service of Thanksgiving: A Service of Thanksgiving for The Queen's reign will be held at St Paul's Cathedral. Further events will be announced in due course.

Saturday 4th June

The Derby at Epsom Downs: Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

Platinum Party at the Palace: The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign. Members of the public will be invited to apply to attend this special event and details of the ballot for UK residents to secure audience tickets will be released in due course.

Sunday 5th June

The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community. People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event. [Big Jubilee Lunch](#)

The Platinum Jubilee Pageant: A pageant featuring over 5,000 people from across the United Kingdom and the Commonwealth will take place against the backdrop of Buckingham Palace and the surrounding streets. It will combine street arts, theatre, music, circus, carnival and costume and celebrate the service of Her Majesty's reign, as well as honouring the collective service of people and communities across the country.

Evidence of need

How do you know the project is needed?

Research has discovered established local events are already being planned, is there a need for BTC to duplicate an event? It's great to see the community making plans to recognise this historic milestone. BTC can offer support to community organisations and ensure the town is dressed for the occasion.

English Riviera Air Show [English Riviera Air show](#)

Brixham Future [Brixham Future](#)

Confirmed four day event.

Brixfest [Brixfest](#)

Contact has been made with Brixfest organisers to confirm whether they are holding an event in 2022. At the time of writing this report an official confirmation has not been received.

***Cost of Project**

Please detail all cost areas associated with this project. Please include actual costs if known. Please include revenue, capital and include estimate of Officer hours where possible.

**approximate*

Description	Cost of employment/ notes	Total Cost (net)
Decorating the Town Hall with Union Flags - BTC holds a stock of Union Flags, additional flags will be required.	Facilities Manager one day £105.00	£212.85
90m synthetic union jack bunting £107.85 Bunting		
Installation of red, white and blue bunting in Fore Street, Middle Street and Bolton Street. BTC holds enough red, white and blue bunting to decorate the identified locations. However, the infrastructure requires testing/repair.	Installation/removal £2,510.00 Testing £2,280.00 (quotes obtained in 2020)	£4,790.00
Red, white and blue floral displays Town Hall.	£1,142.00 (cost in 2021)	£1,142.00

Red, white and blue floral displays in Fore Street	Based on cost for 2021	£204.17
Red, white and blue floral displays for 3 x K6 telephone boxes.	Based on cost for 2021	£340.00
Total		£6,689.02

An alternative to bunting was presented to the Community Services committee in March 2021. The alternative display utilises BTC's tested Christmas lights infrastructure and negates the need for infrastructure repair costs whilst offering an innovative alternative to bunting.

Comparison cost for installation of alternative display

Description	Cost (net)
24 x *Bioprint marine themed decorations (other options/ colours available)	**£3,048.00
Installation and removal (utilises existing and tested Christmas lights infrastructure)	£1,794.00
Decorating the Town Hall with Union Flags - BTC holds a stock of Union Flags, additional flags will be required.	£212.85
Red, white and blue floral displays Town Hall.	£1,142.00
Red, white and blue floral displays for 3 x K6 telephone boxes.	£340.00
Red, white and blue floral displays in Fore Street	£204.17
Total	£6,741.02

*Please note the Bioprint decoration cost is based on installation in Fore Street only.

**Quotes received in March 2021

Benefits

Please detail all benefits including cost savings, efficiency savings

Benefits include community engagement and supporting partner organisations.
No cost savings.

Efficiency savings achieved through supporting community organisations.

Other Organisational Support

Do you think the Council needs to work with or take advice from other organisations? If so, who?

- Community Groups who are planning Jubilee events.
- DALC
- NALC

Timeline

What is the length of the project work and when will the benefits be realised? Are there any time constraints?

- Project length is approximately 10 months.
- Times constraints relate to budget setting and the date of the event.
- Benefits will be realised throughout the 2022 summer season.

Risks

Are there any risks associated with this project e.g. reputational risks for the Council or possible local sensitivities?

Very low risk to the Council, some potential for negative feedback.

Is the project a quick win?

i.e. does it meet all the following criteria?

a) Will cost less than £1,000

No

b) All expenditure can be met from an existing budget

No

c) Will take less than 5 hours of Officer time in total (including assessment, planning, working with partners, tendering / quotes) etc.

No

d) Is listed within the Council's Action Plan / Strategy

No

e) Does not pose any significant reputational or other risk to the Council or partners

Very low risk to the Council or its partners

Other Information

Is there any other information which you feel would help with the project assessment? Please include links to any best practise or similar projects.

Investigations have begun into lighting a beacon.

In 2018 Brixham Arts and Theatre Society (BATS) commissioned a beacon by Joff Hopper, a local Blacksmith artist. The Beacon was lit in November 2018 as part of the nation's tribute 'Battles Over' commemorating 100 years of remembering. After the event BATS donated the beacon to Lupton House. Included in the transfer of ownership document there is a clause stating the beacon must be made available for public celebrations. BATS have confirmed they will not be using it again.

An email has been sent to Lupton House to enquire if the Beacon is available for use by BTC in June 2022.

It is suggested BTC continues to investigate the lighting of a beacon to mark the occasion.