

Hardwick Party – Parish Council Report May 2021

1. Introduction

The Hardwick Party has been organised to take place on Saturday 11th September 2021. Having originally planned to hold the event in 2022, the Government announcement of January 2021 made us plan for a late Summer event this year as we realised it may be possible. The brief of the event is that we will only hold the event if a) we are legally allowed to hold the event and b) we deem it to be safe and responsible to hold the event. We do not envisage that COVID will cease being a concern in September, but the plan of the event does help in mitigating any risk (see point 3)

2. Governance and Planning

A planning team, representative of groups and demographics across the village has been formed to help plan the event. They are:

Robbie Thomson – Chair (also HEC rep)
James Wakeling – Pre-school rep
Sophie Browning Davis – PTA rep
Lisa Jolley – PTA rep
Anne Jones – WI / St Mary's rep
Jane Muncey – Scouts and guides rep
Chris Cracknell – Sports and Social club rep
Alison Berkeley – School rep
Jacqueline Allen – Local volunteer
Ruth Enge – Hardwick Network rep
Ackbar Joolia – Parish Council

The team has met 4-5 times over Zoom since January to plan the various elements of the event, with various people taking on different roles of responsibility.

The event is being planned with health and safety as a high priority. The following steps have been taken to ensure the safe and secure running of the event:

- Professional First Aid suppliers contracted for the duration of the event
- The event will be insured for public liability and all hired in equipment will be insured
- Conversations have been started with the Safety Advisory Group at South Cambs council and they seem warm to the idea (they are still to receive firmed up plans).
- Event Safety Plan on course to be finished by end of July 2021.
- Professional contractors used in high risk areas (marquees, power etc...)

3. Programme

The programme has been designed to fit around the Recreation ground in Hardwick. By focussing all the attention on the one space (compared to also using the school field or

playground) the event is easier to manage and also is a better event to attend as everything you need is one place.

The wider benefit to holding the event on the Rec is that it is predominantly outdoors, ensuring that we are mitigating whatever COVID risk exists at the time.

The event programme will run from 12pm until 10pm with some setup on the Friday evening and some pack down on the Sunday morning.

Whilst specific timings and activities of the event are still to be finalised, here is an outline of some of the events and activities planned:

- Kid's field:
 - o Bouncy castles
 - o Kid's stage – shows happening every half hour (magicians, music acts etc...)
 - o Ride on toy track
 - o Face painting
 - o Tractors and other farm machinery for photo ops with kids (in discussion with Weatherheads)
- Skate competition on the skate park
- Market Street (3mx3m stalls for local businesses, organisations and charities to come and show what they do)
- Bandstand marquee – Live music played all afternoon
- Cream Teas being served by the WI
- Barbecue being provided by the Scouts
- Open air cinema (in partnership with Star and Mouse Cinema)
- Village Dog Show
- Cookery, Craft and Produce Show (judged by local judges)
- Food vans
- Bar provided by the Sports and Social club.

All of these areas will require volunteers, so we will be contacting various groups of people soon to rally enough people to help on the day.

4. Advertising

The event has been advertised in both the Hardwick Happenings and the on the local village Facebook page. A separate Facebook page has been set up and posting will increase over the next few weeks and months as more programme elements are finalised.

5. Budget

At the Parish Council meeting in January, we asked for somewhere in the region of £3500. Below is a very simple breakdown of how I see that money being spent for the event:

Event Décor (flags, bunting etc...)	£250
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Toilets	£300
Insurance	£200
First Aid	£250
Cinema	£500
Haybales (only pay for ones they can't reuse)	£100
Marquees (1x 6m x 6m and 1 x 6m x 12m) and Scouts marquees)	£890
PA	£500
Power	£250
Furniture	£500
<u>Total</u>	<u>£3740</u>

We have written to a few businesses in the village to enquire whether they would consider sponsoring various parts of the event. We are yet to have any sponsors confirmed. I have also written to both the building developers in the village to enquire whether they would be interested in giving some money towards the event. I also have a funding enquiry outstanding with the South Cambs council.

The event is free so there will be no income from the event.

At the event we will be looking to hold a raffle, raising money for three local charities – Addenbrookes, Lisa Kent Trust and Joe's Buddy Line. We would be hopeful of raising a good amount of money for these charities with some really sought-after raffle prizes.

6. Next steps

The next steps for the event are as follows:

- Finalise the programme (middle of June)
- Contact SAG with firmed up details
- Start recruiting volunteers
- Advertise to the village in future editions of Hardwick Happenings, online on Facebook and on village notice boards etc...
- Finalise budget and send to Parish Council.

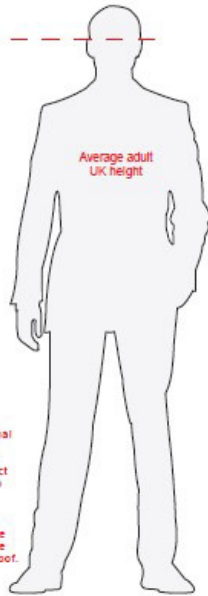
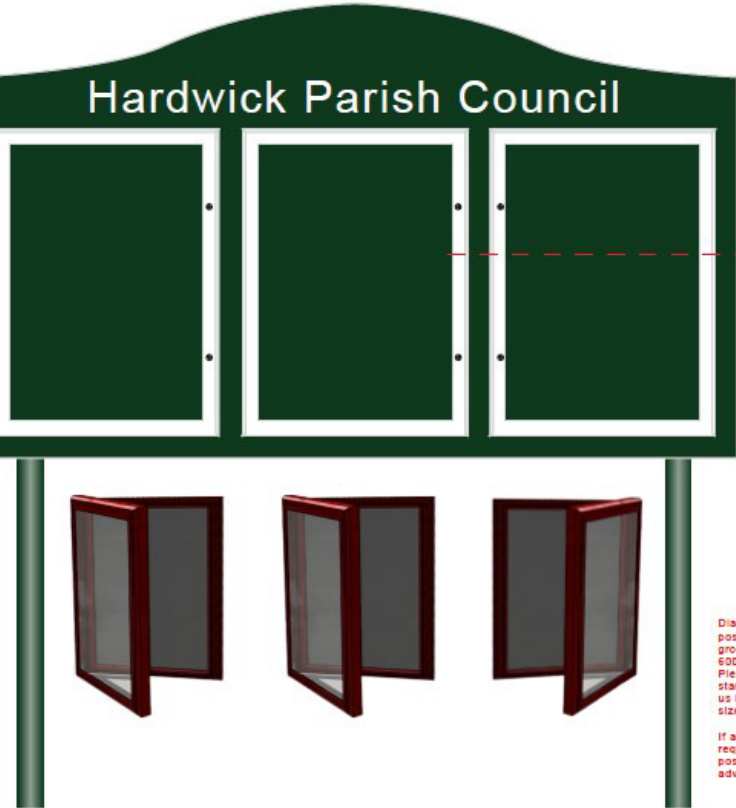
Robbie Thomson
May 2021

Artwork for noticeboard

May 2021

Option 2

Hardwick Parish Council



Average adult UK height

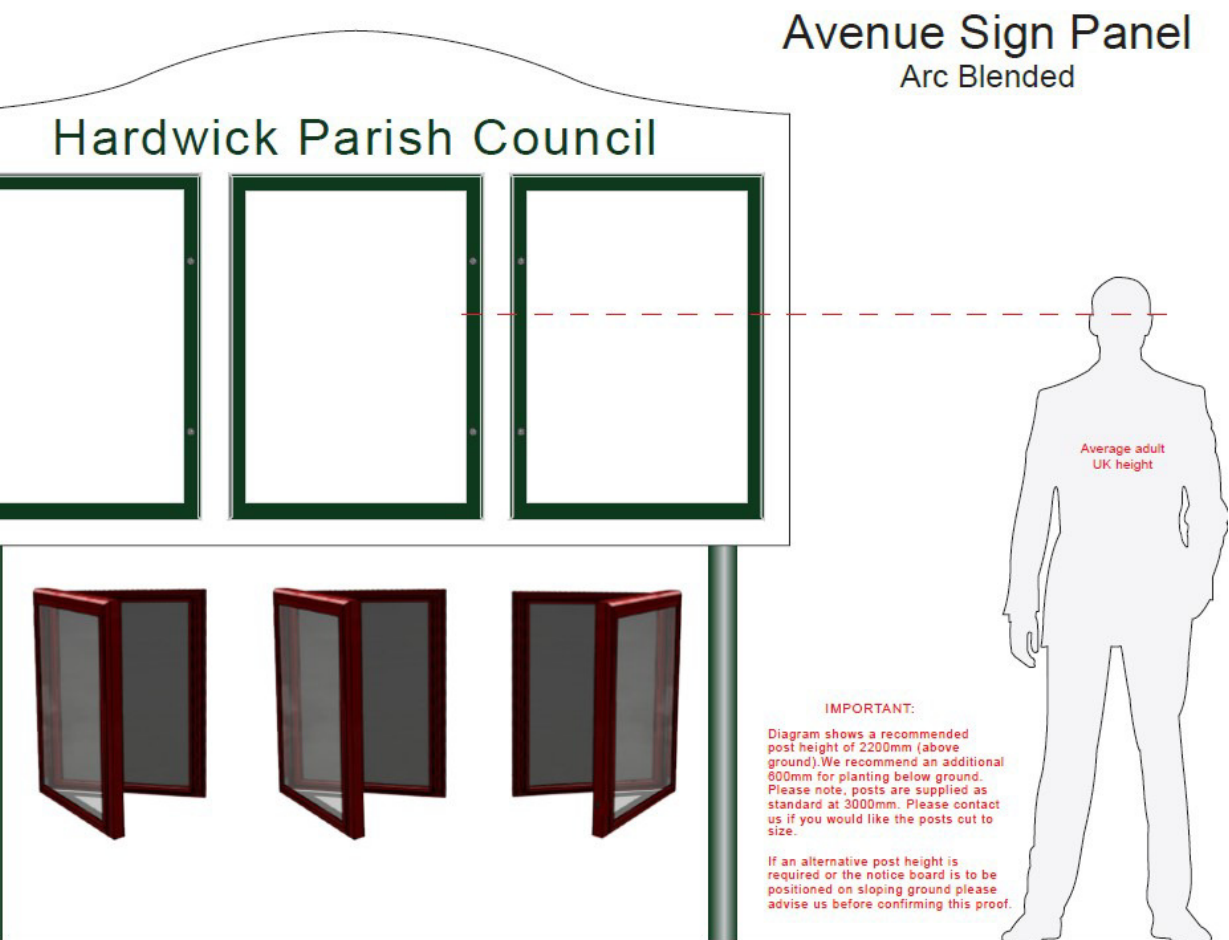
IMPORTANT:
Diagram shows a recommended post height of 2200mm (above ground). We recommend an additional 500mm for planting below ground. Please note, posts are supplied as standard at 3000mm. Please contact us if you would like the posts cut to size.

If an alternative post height is required or the notice board is to be positioned on sloping ground please advise us before confirming this proof.



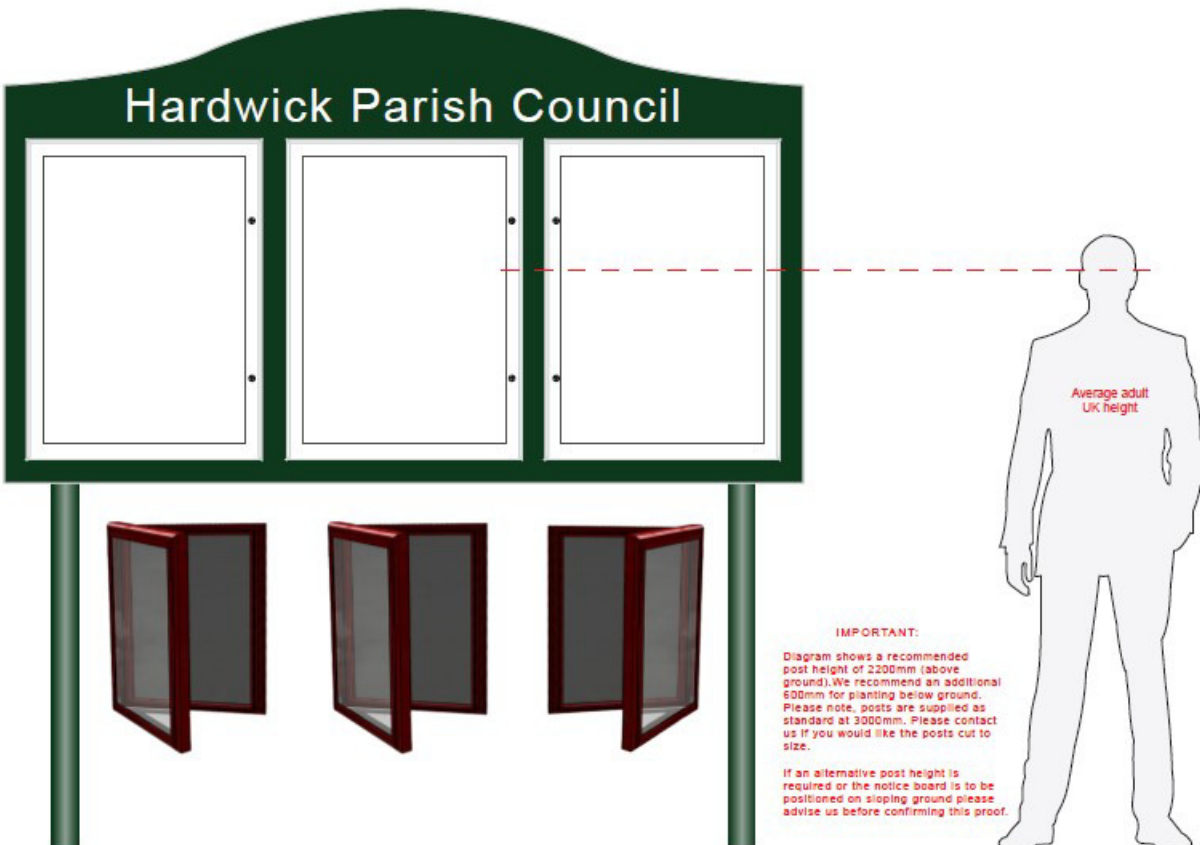
Same style: Above is Green, left-hand side is Dark-Green

REFERRED: It's cleaner, more modern looking; Board in white and borders in dark-green, post in dark-green

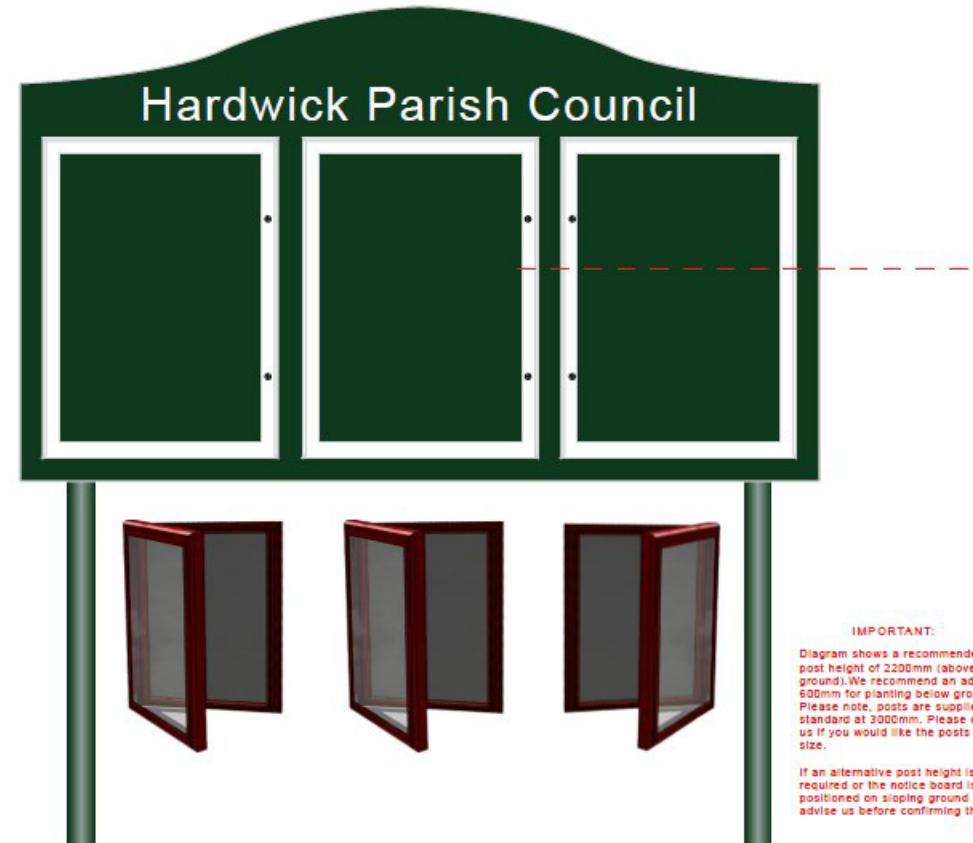


Same style: Blue will be replaced with Dark-Green

Option 1



Option 2



Dark-Green board, with the borders being in white; too dark looking, will blend in greenery