



Report to:	<i>Community Engagement Committee</i>
Tabled on:	<i>Tuesday, 7th July 2020</i>
Agenda reference:	CE20/016 Community Events
Report by:	Liz Carroll-Wheat, Community Projects Officer

Overview:

This report outlines scenarios for the planning of future events during the ongoing Coronavirus situation. We are proposing a tiered structure, whereby celebration/commemoration can be guaranteed, in any given situation, including lockdown scenario. The Parish Clerk to have the authority to adapt events as required.

This will ensure that we do not disappoint participants and partner organisations and ensure that our community can have a sense of celebration and involvement, despite any necessary restrictions.

NBC, as landowner, and NCC as building owner, are both being consulted about proposed events. NBC Events Team are advising us of regulations around public gatherings. Outdoor Events will be risk assessed and organised in line with NBC requirements. Any event at Hunsbury Library will be organised in line with NCC requirements.

1.1 East Hunsbury Remembers – proposed outline:

- 30-minute event Sunday 8th Nov 11am – including laying of wreaths at memorial bench
- Poppy Cascade at Hunsbury Library – W.I. and other craft groups – install beginning Nov for a 3- week period. Permission required from NCC in respect of installation. Schools are being invited to make poppies – if they have the capacity to be involved
- Community Crosses – East Hunsbury W.I. have requested to make small wooden crosses, on behalf of local organisations – to be presented at the public event (as per W.I. cross in 2019). W.I. to lead on this aspect

In Table 1 below – outline for options for Remembrance Project and Community Commemoration Sunday 8th Nov at Grange Wood Park Memorial Bench:

Remembrance	Event	Poppy Cascade at Library	Promotion
Scenario 1 – No Covid impact	Event as per 2019: Community gather to hear a short speech, a reading and presentation of wreaths and community crosses (W.I. lead) at the memorial bench Prior to event W.I. workshops to create community crosses with local organisations (schools etc)	Poppy Project to create cascade at Library Building Prior to event – community workshops to make poppies at Hunsbury Library and other local locations	Promote as per 2019 to invite all community to attend



Scenario 2 – Covid ongoing	<p>Restricted Public gathering in line with Northampton Borough Council Outdoor Events Rules</p> <p>Work with NBC Events Team to determine size & nature of event</p> <p>Prior to event W.I. to create community crosses remotely – liaising with local organisations (schools etc). No public gatherings for workshops</p>	<p>Poppy Project cascade at Library as above</p> <p>Covid Risk assessment for installation, in line with government guidelines on Covid work practice</p> <p>Prior to project – workshops to take place with limited numbers as permitted and remotely by individual makers</p>	<p>Promote event, but stress social distancing rules</p> <p>Stewards to advice people of rules at the event, announcements and signage as required by NBC Events Team</p>
Scenario 3 – Covid Lockdown	<p>No public event:</p> <p>Install wreaths/community crosses in situ, risk assessment for installation</p> <p>W.I. community crosses to be installed at same time as wreaths</p>	<p>Install as per option 2 above in line with government guidelines on Covid work practice</p> <p>Prior to install – no workshops to take place – all poppies made remotely by individual makers</p>	<p>Take photograph and video of presentation of wreath and poppy cascade</p> <p>Share event on social media and website for community to witness</p>

1.2 East Hunsbury Christmas Celebrations – proposed outline

We have already begun to talk with Hunsbury Library, regarding options for this Christmas. As with Remembrance, we propose to have a range of options, to ensure that we can mark the period in some-way.

Any potential public event held at Hunsbury Library will obviously be operating under regulations as set by NCC as building managers. Meetings will continue and take place regarding East Hunsbury Christmas Fair. Updates will be brought to this committee.

Our Parish Council plans for installation of Community Christmas Tree and Chair’s Christmas Lights Competition will continue as per 2019, mindful of any public gatherings in respect of Covid.

In Table 2 below – outline for options for Christmas celebrations, including Christmas Fair & Community Christmas Tree:

Christmas Fair	What can happen – Christmas Fair	Christmas Tree and Lights Competition	Promotion
Scenario 1 – No Covid impact	<p>Event as per 2019:</p> <p>Christmas Fair, in partnership with Hunsbury Library as lead</p>	<p>As per 2019:</p> <p>Switch On event at end of Christmas Fair</p> <p>Lights Competition</p>	Promote as per 2019



<p>Scenario 2 – Covid ongoing</p>	<p>Restrictions likely – event will be run in line with NCC building regulations (one-way systems etc) but likely to be cancelled</p> <p>Hunsbury Library as lead partner will advise on any requirement to adapt event or cancel</p>	<p>As per Option one above, but Switch On event may need to be adapted or cancelled</p>	<p>Promote event – advising the public that details may need to change due to Covid</p> <p>Advise public to look at website and Facebook for up to date details</p> <p>Signage at event if cancelled</p>
<p>Scenario 3 – Covid Lockdown</p>	<p>No public event</p>	<p>As per Option one above – but with no public Switch on event</p> <p>Lights Competition can continue – any award would need to be presented in a safe manner – risk assessment</p>	<p>Clear promotion that there is no public Switch On</p> <p>Photographs of tree for our website and social media</p> <p>Promotion of Lights Competition as per 2019</p>