

**LEIGHTON-LINSLADE TOWN COUNCIL**

**PARTNERSHIP COMMITTEE**

**21 MARCH 2013**

**SUMMER SUNDAYS REPORT**

**1 Summer Sunday dates and themes have now been agreed**

- 1.1 Medieval Big Lunch Banquet 2 June 2013  
Children's Day 18 August 2013  
Steam Fair 22 September 2013

**2 Charter Event weekend and Summer Sunday**

- 2.1 Saturday 1 June – The official Handover of the Charter ceremony at Market Cross at midday. The Chairman of Central Bedfordshire Council will handover the charter to the Town Mayor. Light entertainment provided and display of the Market through the years.
- 2.2 Sunday 2 June will be the People's Charter Day in conjunction with the National Big Lunch. The event will be themed Medieval Days and will include seating for 800 people along the High Street with entertainment, music, craft stalls and workshops, hog roast, games and much more. The event will be from 1000 hours to 1600 hours.

**3 Plans for the Medieval Lunch**

- Currently sourcing costs for a number of medieval entertainment acts including Knights, Jesters, Minstrels plus musicians to supply a full programme of entertaining events throughout the day. Six quotations have currently been collated and a booking will be made in due course.
- The High Street will be closed and seating available for 800 guests at any one time.
- An Entertainment ring will be provided in the bus section of the High Street with appropriate seating to create a medieval entertainment space.
- A limited amount of fairground rides will also be available as added entertainment on the day and will include activity stalls.
- Craft fairs and medieval workshops will be erected in the Church Square area with a variety of work stations and themed crafts available.
- Music will also be available from the Market Cross area and there will be a puppet show throughout the day.

- Local cafes, pubs and restaurants will be encouraged to provide pre-ordered take out lunch packs or afternoon tea for visitors to pick up for their lunch. The local butchers will have a hog roast available on the High Street. An ice cream cart/van and donut stall will be invited to attend.
- A Marketing Campaign has been devised and will commence with effect from week commencing 11 March 2013 ensuring maximum exposure as the event will be ticketed as an idea of footfall. 1200 tickets will be produced and those with tickets will have priority over seating on the day and the tables will be stewarded to oversee this.
- A map of the High Street has been produced and a site visit will be planned with the events company that was selected. Risk assessment and health and safety matters will be checked.

#### **4 Costs and Budget**

An allocated £10,000 from the Summer Sundays budget will be used for entertainment, set-up, tables and benches and stalls. A further £5,000 from Portas Bid fund will provide staffing, health and safety, licenses, road closures, decoration, rubbish clearance, bus service and parking plus publicity and promotion. More information can be supplied once costs have been collated.

#### **5 Future Events**

- 5.1 The Children's Day will be an event focusing on the Children's Trail and will include an art exhibition of the art structures and information. The concept is to produce a number of themed children's events throughout the town and will encourage people into the town on the Sunday. However, the main event will finish in Parson's Close with a picnic in the park, inflatables, music and entertainment. Involvement from local schools will result in the creation of artwork which will come together to create one large piece of artwork.
- 5.2 The steam Event anticipates bringing in a number of steam engines and equipment displayed in the High Street with a number of themed activities to encourage people to take part and a display around the history of steam engines.

Report Author :  
Jo Martindale, Partnership Officer