



Committee	Assets & Services
Month	June 2023
Report Title	The Jubilee Hub - update
Report Author	Colette Kerr – Events & Activities Officer
Attachments	The Jubilee Hub Soft Launch Activity Programme April 2023

Agenda item: 5

Background Summary

This report is provided to Committee to inform and provide an update on The Jubilee Hub / Partnership in relation to progress to date; partnership identity, current activity programme, works being carried out, funding activity and live community survey.

The Jubilee Hub Partnership comprises Saffron Walden Town Council, Enterprise East Group CIC and Uttlesford Community Action Network. Working together, its aim is to shape activities and services to meet the needs of the community whilst providing a community space.

The Jubilee Hub (formerly The Garden Room) opened its doors in April following the announcement on 15th March of the signed lease agreement between Uttlesford District Council and Saffron Walden Town Council for a 10-year tenancy.

Partnership identity

Logo themes and ideas have been developed to create an identity for the Partnership. UCAN have lead on achieving this outcome. There are agreed protocols on how we use each version of the logo, for example social media use.

Current activity programme

Some of the activities and refurbishment costs are dependent on future funding bids. The Jubilee Hub's soft launch community activity programme is supported by both UCAN and EE and offers a (warm), safe space for people to meet and socialise, although most sessions to date are primarily driven by a specific event or activity. Warm Welcome Hub sessions previously Monday and Friday have continued but are now on Thursday afternoons and co-ordinated by UCAN volunteers. The programme is still in its soft launch phase, but is developing week on week to offer more to the community; the latest being 'Pushchair Pitstop' to be part of Meet Up Monday - starting on Monday 3rd July.

All current activity sessions are open to all the community on a drop-in basis – there is no need to book. Further details of the weekly programme can be found here: www.facebook.com/jubileehubsaffronwalden. Alternatively, an information board is situated by the front door of The Jubilee Hub – soon to be populated.

With the primary focus of The Jubilee Hub being community support, UCAN have an office base within the venue for their Saffron Walden volunteering activities, and to manage the community fridge, located in the lobby; produce for which will be donated from local

supermarkets – this is coming soon, and will operate on weekdays only between 09.30 – 16.00.

The kitchen will be the responsibility of EE. Activities where the kitchen is to be used, will only be provided by EE. At all other times this area will be locked and unavailable to other users of the space. However, the servery space, comprising counter, fridge, water boiler, microwave and sink will be available to all other activity sessions and private hirers.

Private hire of the space is available on weekday evenings between 18.30 – 21.30, and on Saturday / Sunday between 09.00 – 21.30. This would suit meeting or classes, and family parties.

Works carried out to date

Since acquiring the lease in March, The Jubilee Hub has already received some extensive and necessary works.

To date the following has been carried out:

- Full fire risk assessment and implementation of findings; commissioned and carried out mandatory works - for example; new door fire stops, and refurbished fire alarm system which is now in full working order.
- Full electrical fixed wire test and implementation of findings; commissioned and carried out mandatory works.
- Worked carried out to create office space and fitout for UCAN's office base.
- Health and Safety compliance and documentation plans – engaged and taken advice from SWTC's H&S advisors and started to implement these practices.
- UDC have carried out basement works to secure the ground floor in the house.
- General maintenance, safety checks and deep clean / regular cleaning schedule are being carried out by SWTC's Operations team.

Financial Implications

Grant funding is being sought: a substantial application to the National Lottery Fund for funding towards new and innovative proposals is to be submitted immanently by the Partnership, with the lead body being UCAN.

Unfortunately, a recent application made to the Shared Prosperity Fund was unsuccessful.

Community survey

Residents' views are important in planning future programmes and activities; A community survey has been produced to find out what activities would be of interest - and on which days / time of day? The community survey can be found here:

<https://forms.gle/abAaxkupkHD1bVMb6>

The findings of the survey will help to inform future activities and form a fundamental part of the National Lottery bid and any other grant funding applications.

Officer Recommendation

- a) Encourage residents to complete the short on-line survey. Assistance with completing this is available on Friday mornings at The Jubilee Hub where the 'Digital Buddies' session takes place every week between 10.00 – 12.00.

- b) Direct all enquiries and expressions of interest in hiring the space to Colette; events@saffronwalden.gov.uk and these will be considered in line with the survey findings and current activity programme.

- c) To note the contents of this report