



<b>Committee</b>	Assets & Services
<b>Month</b>	Sept 2023
<b>Report Title</b>	The Jubilee Hub update
<b>Report Author</b>	Colette Kerr – Events & Activities Officer
<b>Attachments</b>	9a Jubilee Hub Activity Programme July 2023

## Agenda item: 9

### 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 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.

### Current activity programme

Some of the activities and refurbishment costs are dependent on future funding bids. This includes all activities which require the kitchen as a main resource and workspace; currently it is out of service until funding has been secured.

The current 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. The programme includes; Pushchair pitstop, Singing for the Soul, Digital Buddies and Warm Welcome. The programme is still in its soft launch phase, but is developing week on week to offer more to the community; Building Buddies commences on Wednesday 27<sup>th</sup> September, 14.00 – 16.00 and still to come for the Autumn is; Stay safe, stay well – and Wellbeing Hub.

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](https://www.facebook.com/jubileehubsaffronwalden). Alternatively, an information board is situated by the front door of The Jubilee Hub (attached document 9a).

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. They have settled in well and have a daily presence within the Hub. Still to come for Autumn is: the community fridge, located in the lobby; produce for which will be donated from local stores; it 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.

### **Artwork on display at Jubilee Hub**

Saffron Walden Art Society have been commissioned to display its members work in The Jubilee Hub. The society is run for the benefit of all local artists, from professional to absolute beginners, two of whom will have their work on display at any one time. The first pieces were installed on 7th September and there will be a changeover of artists work every two months. Each artist will display a biography and description of their work and all of the paintings are for sale unless otherwise stated (from £30.00 - £300.00)

### **Private hire of Jubilee Hub**

Private hire of the space is available on weekday evenings between 18.30 – 21.30, and on Saturday / Sunday between 09.00 – 21.30. The rate is £25.00 per hour and would suit meetings or classes, and family parties. For charities and community groups booking a ‘support groups’ session on Tuesday afternoon or a ‘community groups’ session on Wednesday morning, the rate is reduced to £10.00 per hour.

### **Regular private hire revenue forecast; September – December 2023**

<b>Hirer</b>	<b>Day</b>	<b>Time</b>	<b>Frequency</b>
Pranic Healing	Monday	Evening	Weekly
Parkinsons UK Support group	Tuesday	Afternoon	Monthly
Accurro	Wednesday	Morning	Weekly / ad hoc
Community Church	Sunday	Morning	Weekly

*This is expected to realise an income of c£3000.00.*

### **Works carried out to date**

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

- Full fire risk assessment and implementation of findings; commissioned and carried out mandatory works.
- Full electrical fixed wire test and implementation of findings.
- Office space and fitout for UCAN's office base.
- Health and Safety compliance and documentation plans.
- 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.

This has completed the immediate works, and any further works are of a sizable nature and will require funding / income.

### **‘House’ – potential income generation**

The house adjoining Jubilee Hub presents various income generating opportunities, including rental, all of which are currently being investigated.

## **Financial Implications**

The substantial application to the National Lottery Fund for funding towards building works and new projects has successfully passed the 'expression of interest' phase, with the partnership now working on the full application. Prior to submitting, the partnership are meeting with the Funding Manager on 27th September, to fine tune its application. It will then be submitted, with the lead body being UCAN.

SWTC was successfully awarded £3,500.00 from UDC's Community Project Grant; this contribution will be made towards the cost of new windows where needed. UDC have recently conducted a conditioning report highlighting necessary repair works; this cites the fire door to be replaced by them.

## **Community survey**

Residents' views are important in planning future programmes and activities; The 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. Please share this link <https://forms.gle/abAaxkupkHD1bVMb6>  
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 Events & Activities Officer; [events@saffronwalden.gov.uk](mailto: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