



# LITTLE LUNCH



*Your guide to bring your community together  
and organise a little lunch today!*

**Look inside for details**



***Cherwell***  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**ONE** BICESTER  
WORKING TOGETHER FOR **ONE** COMMUNITY



## Little Lunch

### Bring your community together and organise a little lunch today!

The One Bicester team who organise Bicester's Big Lunch are working in partnership with Cherwell District Council and The Big Lunch (Eden Project) to support residents, community groups, charities and schools to organise their own little lunch event in your street or local neighbourhood.

A Little Lunch event can be as small or as big as you want, it's up to you and should reflect what your local community wants.

### A little lunch event can:

- Bring neighbours together
- Start new friendships
- Build new contacts
- Support everyone in your community
- Begin new opportunities

### Why not have a theme for your event?

- Sport/Olympics
- Retro games and recreation
- Photo gallery/competition
- Wildlife walk, community walk
- Down memory lane
- 1920s, 50s, 60s or 70s
- Come and craft
- Bake Off
- Swap shop - recycling and reuse
- Bring and pot planting session

### A Little Lunch event can be as big or as small as you want, it's up to you



Simple little lunch checklist to get you started:

- 1** Talk to your neighbours and pick a date and location
- 2** Invite the street and share out jobs
- 3** Book your kit and resources
- 4** Make some decorations and decide on music /entertainment
- 5** Promote the event
- 6** Plan the food
- 7** Get up and enjoy yourselves



If you would like to speak to a member of the Community Services team to find out more please call us on **01295 221980** or e-mail Community Services **[community.services@cherwellandsouthnorthants.gov.uk](mailto:community.services@cherwellandsouthnorthants.gov.uk)**



## How to

*Bring your community together and organise a little lunch today!*

### ■ Equipment

Available for use at your event are gazebos, tables and chairs. For larger events a PA system is available. Some equipment is subject to a hire charge (contact One Bicester team).

### ■ Little Lunch activity resource kit

Kits are available to borrow with a variety of games and sports equipment for use on your day. A deposit may be required and/or hire charge may be applicable (contact One Bicester team).

### ■ One Bicester team contact details:

OneBicester@gmail.com  
[onebicester.org.uk](http://onebicester.org.uk)

### ■ Permission to use a local park

Bicester Town Council  
[enquiries@bicester.gov.uk](mailto:enquiries@bicester.gov.uk)  
01869 252915

Banbury Town Council  
[info@banbury.gov.uk](mailto:info@banbury.gov.uk)  
01295 250340

Kidlington Parish Council  
[admin@kidlington-pc.gov.uk](mailto:admin@kidlington-pc.gov.uk)  
01865 372143

### ■ For more in depth information about organising a community event:

[www.edenprojectcommunities.com](http://www.edenprojectcommunities.com)

and

[www.gov.uk/government/publications/  
your-guide-to-organising-a-street-party](http://www.gov.uk/government/publications/your-guide-to-organising-a-street-party)

### ■ If your event extends to closing a road you will need permission for this

[www.cherwell.gov.uk/road-closures](http://www.cherwell.gov.uk/road-closures)

### ■ If your event is much larger you will need to apply for a Temporary Event Notice (TEN)

\* Allow ten working days for processing  
[www.cherwell.gov.uk/TENs](http://www.cherwell.gov.uk/TENs)

### ■ Assessing the risk

Take a look at [www.hse.gov.uk/event-safety](http://www.hse.gov.uk/event-safety)

### ■ Public Liability Insurance

As appropriate you should consider taking out Public Liability Insurance. For more guidance visit [www.streetparty.org.uk/  
insurance-street-parties.aspx](http://www.streetparty.org.uk/insurance-street-parties.aspx)

### ■ [www.cherwell.gov.uk/charitable-collections](http://www.cherwell.gov.uk/charitable-collections)

If you would like to speak to a member of the Community Services team to find out more please call us on **01295 221980** or e-mail Community Services **[community.services@cherwellandsouthnorthants.gov.uk](mailto:community.services@cherwellandsouthnorthants.gov.uk)**



## Sign up form – To be returned

*Please complete and return this form*

Name of group:

Contact e-mail / phone number:

Location of proposed Little Lunch event:

Date of event:

Over View of key activities to take place:

If you would like to speak to a member of the Community Services team to find out more please call us on **01295 221980** or e-mail Community Services **[community.services@cherwellandsouthnorthants.gov.uk](mailto:community.services@cherwellandsouthnorthants.gov.uk)**



## To do list



☐ Talk to your neighbours, pick a date and location

☐ Invite the street and share out jobs

☐ Book your kit and resources

☐ Make some decorations and decide on music/entertainment

☐ Promote the event

☐ Plan the food



If you would like to speak to a member of the Community Services team to find out more please call us on **01295 221980** or e-mail Community Services **[community.services@cherwellandsouthnorthants.gov.uk](mailto:community.services@cherwellandsouthnorthants.gov.uk)**



**Return to:**  
Community services  
Bodicote House, Bodicote,  
Banbury, OX15 4AA

## Evaluation

- Name of event:
- Number of attendants at event:
- Number of volunteers:
- Number of volunteer hours:

- Highlights from the event:

- What would you do differently if you ran a similar event?

- What additional support / resources do you feel may have benefited your event?

- Feedback from the community and the impact your event has had:

Send us your photos from the day  
(Please attach photo consent forms for each picture)

**community.services@cherwellandsouthnorthants.gov.uk**





**Come and join us!**  
**All welcome**

**When:**

**Where:**

**What to bring:**



***Cherwell***

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

