



MINUTES of a Meeting of the **Queen's Platinum Jubilee Working Group** held on **Monday 7th February 2022** at **19:00**, via Zoom.

Present Cllr. Angela Jeffery; Cllr. Sophie Capsey; Cllr. Jerusha Glavin; Cllr. Doug Brown; Mrs Sallie Baker (Winterton Hall Management Committee); Mrs Karen Burge (Ifold Freeholders and Residents Association); Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Mrs Jane Price (Durfold Wood Residents Association); and Catherine Nutting (Clerk & RFO).

Apologies Mrs Nicola Holben (Plaistow Preschool); Mrs Sara Burrell (Neighbourhood Plan Steering Group Chair).

1. **Elect a Chair**

The meeting was informed that any member could stand as Chair and that the Chair could either be elected for the duration of the Working Group's life, or the group could elect a new Chair for each meeting.

Cllr. Capsey nominated Cllr. Jeffery for the position of Chair. Cllr. Jeffery has lived in the community for 25 years and participated on numerous organising committees for a variety of local organisations and is well connected. The meeting was happy to accept this nomination and Cllr. Jeffery was consequently elected as Chair of the Queen's Platinum Jubilee Working Group.

2. **Declaration of interests by Working Group members in matters on the Agenda**

The meeting was advised that any member of the Working Group with either a financial interest or other interest in a matter on the agenda, which could give rise to a conflict of interest, must declare it.

None declared.

3. **Terms of Reference document & Code of Conduct**

These documents were emailed to members of the Working Group in advance. They set out the aims/objective/rules and expectations of the Working Group. The meeting was informed that all members must sign to confirm that they have received and read the documents and will adhere to them. The Clerk will arrange via Secured Signing.

Action:
Clerk

4. **Introductions and brief overview of the community groups represented**

Each member briefly introduced themselves and explained the organisation that they represent, where applicable. The organisations represented are detailed above against the name of the Working Group members present at the meeting.

5. **'Tree Through Time'**

Cllr. Brown explained the concept of the 'Tree Through Time'. The oak tree on Plaistow village green (situated adjacent to Common House Lane and to the right of the Lady Hope Playpark looking towards Plaistow Stores) has been dated around 1650. It is a Sessile Oak and therefore is affectionately known as 'Old Man Cecil'. Ground compaction around its root system is causing the tree to suffer. Therefore, the Parish Council's Arboricultural Consultant has advised that an area around its roots be 'fenced off' and allowed to naturalise to safeguard the tree for future generations. The Parish Council's community consultation (June 2021) demonstrated strong support for 're-wild' areas. Therefore, the Parish Council has resolved to erect a low fence and allow the area to 're-wild'. The area will be dedicated to Her Majesty The Queen as part of the Platinum Jubilee celebrations. The Parish Council has received a £250 grant from Chichester District Council to put towards the cost of a plaque of dedication. The original idea was to display a series of plaques along the fence highlighting some of the key moments in history that both the tree and Her Majesty have witnessed e.g., the moon landing and the first human heart transplant. However, the cost of c.70 plaques was prohibitively expensive. Therefore, a more modest plaque will be displayed in the area. It is anticipated that the area will be used by the schools for bug hunting and other art and natural science projects and enjoyed by the community. The national Charity Butterfly Conservation, who are working in the parish to support the rare Wood White Butterfly, is supporting the project. The area will be dedicated and officially 'opened' as part of the community celebrations in June 2022.

6. **Ideas & actions**

National four-day bank holiday weekend from Thursday 2nd to Sunday 5th June.

Members of the Working Group discussed their ideas for the community celebrations. The meeting considered the community's previous celebrations for Her Majesty The Queen's Diamond Jubilee (2012) and 90th birthday (2016). The meeting agreed that keeping the event relatively simple was important to ensure the organising volunteers were not unreasonably burdened. The meeting was informed that a generous local benefactor has donated £2,000 towards the cost of hosting the community celebrations. The Parish Council has also provisionally budgeted £3,000 for the event, including for the 'Tree Through Time'.

Actions:
See
table
on pgs.
3-4

The meeting agreed to recommended to the Parish Council that the event take place on **Sunday 5th June 2022, between 12 – 5pm on Plaistow Village Green**. This will avoid any ‘clashes’ with Kirdford Parish (Saturday 4th) and Loxwood Parish (evening event on 5th) and allow other personal celebrations to take place during the extended bank holiday weekend.

Sunday 5th June will host a family service at Plaistow Church in any event. Therefore, the Church community will consider rearranging the timing of this service so that it can mark the start of the community celebrations and, weather depending, will consider holding the service on the village green.

The meeting agreed that the bring your own picnic, seating and gazebo model worked very well previously (in 2012 and 2016) and therefore should be recommended as the foundation of this event. Members reminisced that people began to ‘set up’ on the green several hours before the events began and decorated their gazebos beautifully.

The meeting discussed that live music and a bar was essential. Some members have already been approached regarding hosting classic cars as part of the event and this has proved popular in the past.

The meeting agreed to recommend the following:

Classic cars & Carriage and horses	Sallie Baker to make enquiries Clerk to issue a Facebook notice
Invite Julie Walters as the guest of honor to open the event and dedicate the ‘Tree Through Time’	Sallie Baker
Live music	Cllr. Jeffery and Sallie Baker to make cost and availability enquiries, including power and room requirements, with two local bands: Orange and Little White Blue.
Ice cream van	Cllr. Jeffery to make enquiries with a local firm in Wisborough Green.
Refreshments and cake in the Winterton Hall	IFRA & Church to rally volunteer support and cake donations.

Bar	Sallie Baker to raise with Winterton Hall Management Committee regarding running the bar.
Platinum Jubilee Quiz (Winterton Hall)	Cllr. Brown to prepare a special quiz to be held within the Hall during the event.
Flower show	Janice Taylor to ask the Church PCC regarding holding this within Plaistow Church.
Children's fancy dress and/or crown competition.	
Loxwood Road, Plaistow closure	Clerk to organise with WSCC
Marquees x2 for band and bar	Subject to the requirements of the band the Working Group will decide if the Parish Council's marquees are sufficient, or if marquees need to be hired – tbc at the next meeting.
Cricket Pavilion to be used for electricity and other amenity on the day.	Clerk to ensure the Cricket Pavilion has up-to-date electrical, water, risk and health and safety assessments.
Save the date notice	Clerk to prepare and publish save the date information for social media, notice boards, website, Parish News, and posters.
Parking	Clerk to speak to the landowners of land opposite the village green and/or Plaistow football field.

7. **Date of next meeting**
Monday 28th February 7:30pm - Zoom

Action:
Clerk

There being no further business, the meeting concluded at 20:37