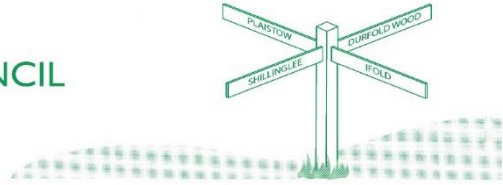


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 9th March 2022** at **19:30**, Kesley Hall, Ifold.

Please note: - These minutes are to be read in conjunction with the [Clerk's Report](#), which was published on the Parish Council's [website](#) with the [agenda](#) in advance of the meeting. The Clerk's Report provides all necessary background information for the matters considered at the meeting.

Present Cllr. Sophie Capsey (Vice Chair); Cllr. Nick Whitehouse; Cllr. David Ribbens; Cllr. Jerusha Glavin; Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Doug Brown; Cllr. John Bushell; Cllr. David Griffiths and Catherine Nutting (Clerk & RFO).

West Sussex County [Councillor Janet Duncton](#)* and [District Councillor Gareth Evans](#) were in attendance.

*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward.

Cllr. Evans was in attendance between 19.53 and 20:15.

No Members of the Public were present either in person, or via Zoom.

C/22/022 Apologies for absence & housekeeping

Apologies were received and accepted from Cllr. Paul Jordan (Chair); and Cllr. Nicholas Taylor.

Cllr. Angie Jeffery and Mr Jon Pearce (Co-opted Member of the Planning & Open Spaces Committee, no voting rights) were not in attendance.

C/22/023 Disclosure of interests

Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None received.

C/22/024

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 9th February 2022, which will be **SIGNED** by the Chair, via Secured Signing in accordance with Standing Order 9(d), as a true record and published on the Parish Council's [website](#).

Actions:
Clerk & Chair

C/22/025

Public participation

To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 9th March 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

None received.

C/22/026

To receive reports from [County and District Councillors](#)

District Cllr. Evans' report is appended to these minutes [at A](#) and County and District Councillor Janet Duncton's report is appended [at B](#). Both reports were published on the Parish Council's [website](#) in advance of the meeting.

In addition to Cllr. Duncton's report, the meeting heard:

- WSC Council tax rise will equate to an additional £5 for Band D properties.
- Queries regarding WSCC's response to the Ukrainian refugee crisis should be directed to Officer Emily King.
- Cllr. Duncton will pass on the Parish Council's thanks to Mr. Steve Hodd and his team at WSCC Highways for completing the road resurfacing works.
- Loxwood Clay Pit will be considered by the WSCC Planning Committee on 26th March.

The Parish Council expressed its disappointment at Chichester District Council's response to the Clay Pit application, which, in relation to the Environmental Impact Assessment, was decidedly neutral and unhelpful for the community.

C/22/027

Financial Matters

Actions:

For all items listed below, please refer to the details contained within the Clerk's Report.

Clerk

1. Order for Payments

[Appendix C](#)

It was **RESOLVED** to: -

- a. **NOTE** the expenditure listed.
- b. **APPROVE** the expenditure as set out in the Order for Payments.

2. Annual subscription to the [CAGNE](#) Aviation Town and Parish Council Forum

It was **RESOLVED** to continue to financially contribute £4 per annum towards the cost of CAGNE's virtual meetings and website. The expenditure is lawful under s.137 Local Government Act 1972. The Parish Council recognises that remaining a member of CAGNE (a forum which provides Councils with "*information and expertise regarding flightpaths and airspace changes*" ([CAGNE website](#))) is in the interests of, and will bring direct benefit to, the Parish area; especially if expansion plans at Gatwick continue. The Parish Council **NOTED** that CAGNE is not a lobbying group.

C/22/028

Village Design Statement (VDS)

Actions:

Please refer to the details contained within the Clerk's Report.

Clerk

The Parish Council **NOTED** as follows: -

- a. The update received from Chichester District Council (CDC) regarding the current progress of the VDS and answering questions raised by the Parish Council following its meeting on 09.02.2022; (please refer to minute reference C/22/015, pages 4 – 7 [here](#)).
- b. The absence of available grant funding to progress the VDS.
- c. Colin Smith Planning Ltd fee proposal and recommendations.

Members discussed that the VDS makes a public statement regarding what the community would like to see in term of development design, and it is important to reflect and represent the community's views. Although the VDS could be produced quicker than CDC's revised Local Plan and a

Neighbourhood Plan, it was recognised that VDS are not legal documents and are not referred to consistently by CDC. The National Planning Policy Framework and Local Plan are consistently used and provide considerably more protection.

The meeting discussed that to withdraw and amend the VDS would be expensive and would also require additional Clerk time. Members of the former Neighbourhood Plan Steering Group abstained from voting on the matter, as they agreed that the Neighbourhood Plan would have provided legal protection and represented value for money in terms of incorporating the VDS as a legally enforceable 'Design Code' paid for by the available £18,000 grant including additional off-set costs. The VDS will fail to provide the same degree of coverage and cost far more.

Considering the information received from CDC, the lack of grant funding, and the fee proposal and advice from Colin Smith Planning Ltd, it was **RESOLVED** to **WITHDRAW** the **VDS ONLY** and **NOT** to **AMEND/RE-SUBMIT**.

Voting

- Cllr. Colmer – Abstained from voting
- Cllr. Ribbens - Abstained from voting
- Cllr. Glavin - Abstained from voting
- Cllr. Whitehouse - Abstained from voting
- Cllr. Brown – In favour not to continue with a VDS
- Cllr. Bushell – In favour not to continue with a VDS
- Cllr. Griffiths – In favour not to continue with a VDS
- Cllr. Capsey – In favour not to continue with a VDS

The Parish Council **RESOLVED** to disband the Neighbourhood Plan Steering Group and formally thank Mrs Burrell for her time and effort.

C/22/029

Football field, Plaistow

Please refer to the details contained within the Clerk's Report.

Actions:
Clerk

The Parish Council considered the information provided within the Clerk's Report and **RESOLVED** to **APPLY** to **CDC** to **LIST** the **FOOTBALL FIELD** as an **ASSET of COMMUNITY VALUE**.

C/22/030	<p>Annual Assembly Please refer to the details contained within the Clerk’s Report.</p> <p>The Parish Council considered the information provided within the Clerk’s Report and RESOLVED to HOST the ANNUAL ASSEMBLY on 18th MAY 2022 immediately after the Annual Parish Council meeting. The community events scheduled in May and June are largescale. Therefore, this year’s Annual Assembly can afford to be modest and low key.</p>	<p>Actions: Clerk</p>
C/22/031	<p>Spring Newsletter The Parish Council NOTED note the minutes of the Newsletter Steering Group, which are appended to these minutes at D.</p>	<p>Action: Clerk Newsletter Steering Group</p>
C/22/032	<p>Queen’s Platinum Jubilee (QPJ) Please refer to the details contained within the QPJ minutes (appended below) and Clerk’s Report.</p> <p>The Parish Council NOTED the minutes of the QPJ Working Group dated 28.02.2022 (Appendix E) and 08.03.2022 (Appendix F) and resolved to: -</p> <ol style="list-style-type: none"> a. APPROVE the specified expenditure b. APPROVE the budget c. PURCHASE a beacon with an APPROVED budget of £500 (+VAT) d. FORMALLY INVITE the GUESTS OF HONOUR 	<p>Action: Clerk QPJ Working Group</p>
C/22/033	<p>Legionella Risk Assessment and Testing The Parish Council considered the information within the Clerk’s Report and RESOLVED to RATIFY the CLERK’S DECISION to INSTRUCT LEGIONELLA TESTING and RISK ASSESSMENTS of the WINTERTON HALL and PAVILION to ensure the Council is compliant with the law.</p>	
C/22/034	<p>Highway Matters The Council RESOLVED to report the remaining holes along Dunsfold /Dungate Road, Plaistow to WSCC Highways Department.</p>	<p>Actions: Cllr. Capsey</p>
C/22/035	<p>Correspondence The Parish Council NOTED that there was no formal correspondence to consider at this meeting.</p>	

The Parish Council **NOTED** as follows: -

1. Annual meeting dates for 2022/23 are published on the website [here](#) and the amended date for the Annual Parish Council meeting of 18th May.
2. The Ash tree outside the Winterton Hall was felled on 22nd February, during half term. The Parish Council will accept some oak tree saplings from Hascombe Parish Council and plant within the Parish area.
3. The Winterton Hall Committee has provided the Hall's Insurance renewal documents for 2022.
4. The delay in constructing the new timber bus shelters in Ifold and Plaistow, due to the further re-deployment of WSCC's Volunteer Team to continue the refugee resettlement work. The team are unable to state when they will be available. However, they have offered to house any materials purchased in advance of the project start date. Mrs Burrell is liaising with a local firm to ascertain quotes for the [oak timber frame for the roof](#).
5. The 'Tree Through Time' fencing work on the Plaistow village green will be undertaken the weekend of 12/13th March. The area will have a maintenance gap to allow a hand mover to enter the area periodically in accordance with maintenance guidance.
6. The Clerk is waiting on Redlynch to send through a draft design which will inform the Council regarding possible play schemes for the area and support the public consultation in terms of managing expectations. Upon receipt of the draft scheme, the Clerk will schedule a Playpark Steering Group meeting to move the project forward.
7. A site meeting with SW Transport Ltd is scheduled for 16th to progress the TRO applications within Plaistow.
8. Planning training will take place on 16th March.

The Parish Council **RESOLVED** to: -

1. **PERMIT** Plaistow And Kirdford School Association (PAKSA) to hold an Easter Egg Hunt around the Pond and on the village green.
2. **INCLUCDE** the hedge between the Winterton Hall and Plaistow shop for cut back within the Grounds maintenance contract.

The Parish Council **RESOLVED** to **ADOPT** the **RISK MANAGEMENT SCHEME** for all Council business. The Council **NOTED** that the Clerk will update the document.

C/22/037

Meeting Dates

Actions:

The Parish Council **NOTED** the forthcoming meetings: -

Clerk

- 15th March, Planning & Open Spaces Committee Meeting, 7:30pm – Kelsey Hall, Ifold
- 23rd March, Winter & Emergency Plan Committee Meeting, 7:30pm – Kelsey Hall, Ifold

There being no further business, the Chair closed the meeting at 20:53

C/22/026 – Appendix A – Cllr. Evans' report

District Councillor Report – March 2022

Local updates

Loxwood Claypit – The latest update that has been issued from WSCC Planning is that they are working towards this going to committee by 5th April 2022. Updates will be provided once it is known

Hyde Housing – Several residents have approached over concerns with the communication process and the quality of the housing stock. I am working with the Cabinet Member and CDC to apply pressure on Hyde over these issues. I have also asked a CDC officer to visit some of residents who have raised significant concerns and these visits will take place in the coming weeks,

Townfield – I am still liaising with the officer responsible for this application to ascertain which way determination will fall. The Water Neutrality issues are holding this application up

Lagoon 3 – the next progress review meeting between parish councils, CDC and EA takes place on 14th April at 10.00am

District Councillor Surgeries

Saturday 19th March 2022 – The Onslow Arms, Loxwood 12pm- 2pm

This is the final one of this round of surgeries and I will be publishing my next round shortly. If residents are unable to attend face to face or the meeting time does not work, I am happy to arrange visits, telephone calls or Zoom meeting. I can be contacted via email gbevans@chichester.gov.uk or telephone 07958918056.

Chichester District Council Updates

Levelling up – CDC has been awarded over £34,000 to provide extra support for victims of domestic abuse and their children. The funding, from the Department for Levelling Up,

Housing and Communities, will be used to deliver safe accommodation spaces and provide victims with vital support services.

£150 energy bills rebate 2022 - The Chancellor announced on 3 February 2022 that council taxpayers in properties in tax bands A to D will receive a one-off payment of £150 to support households with rising energy bills.

It was also confirmed that this rebate will not need to be repaid. CDC are still awaiting the guidelines from central Government as to how to administer this and CDC will process these rebates as quickly as they possibly can once they have received the detailed guidance. It should be noted that for residents who currently pay their Council Tax by direct debit it will be quicker for CDC to process their £150 rebate.

Financial help for residents – I have been asked to promote the following webpage to anyone who may benefit from financial support and/or checking that they are receiving everything due. This includes financial help, debt management advice along with a range of other services. For further information please visit <https://www.chichester.gov.uk/helpwithfinances>

Wellbeing – CDC's Weigh Better Life 12 week courses are restarting at the end of March in the north of the district. The course is free for anyone with a body mass index between 25 to 40. They will be providing virtual and face to face support including a weekly newsletter, video presentation and a printed handbook.

- o Tuesday 29 March 6.30 – 7.15pm Loxwood Microsoft Teams
- o Wednesday 30 March 11.30 – 12.30 The Grange, Midhurst
- o Thursday 31 March 10.15 – 11.15 Hampers Hall, Petworth

Special Council Meeting – Takes place on 8th March to debate the Budget

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C/22/026 – Appendix B – Cllr. Duncton's report

The main news for all residents is that the County's Council Tax increase is set for 2.99%. One percent of this is specifically for Adult Services. The other 1.99% for our other duties.

It's always trying to balance what you can do and what could be done differently, what must stay and occasionally what can we increase.

Well, the good news is that we have included an extra 21 million over the next 5 years on top of the Highways budget. Highways have got to tackle highways issues like the never-ending potholes situation to improve our road network and I am sure you wouldn't disagree. Not only potholes but general maintenance of the highways etc.

By far the largest budget is for Adult care, especially in our ever-increasing ageing population. Isn't it great that we are all living longer, but of course some as they age need more care than others and we must try and cater for this.

On top of this there has been over 2 years of pandemic and we have to say the Government have generously reimburse the majority of our outgoing on Covid. There is of course another side and that

is the extra work involved in, for instance, working with the NHS to see that those that could be taken out of Hospital have a suitable place to go.

We have also had to work with other Counties and the Government to provide accommodation for refugees and un-accompanied young people. We are not in this alone, but we are an active partner.

One last thing to cope with is of course having to make provision for the increase in National Insurance. This has all been taken into account.

Sorry it's all been about the budget but be assured it is a balanced budget which to be legal it must be and it's not going to get easier in coming years.

A quick note for the rest of County business.

Our Children's Services have continued to improve and once again there is no intention to take West Sussex Children's Services into a Trust. We still of course have an OFSTED in some months' time but feeling quite confident.

On a happy note, also one of our Social workers Vivian Okeze-Tirado won overall Social Worker of the Year and the Social Justice gold award at the national Social Worker of the year awards. I think we should all be proud of her achievements. She attended Council and we presented her with a bouquet and lots of praise. Huge achievement.

The Queens jubilee draws nearer, and most Parish's have made announcements with their plans. I do hope I will be able to attend some of them but for those I don't get to I hope your Plans are going well and please keep me informed so that I can visit at least some of my Parish's. I am sure you can appreciate that with 11 Parish's in my division it's not possible to be everywhere.

I am always happy to try and solve issues and just to refresh if you need help at either County or Chichester District level my county e-mail is janet.dunton@westsussex.gov.uk or jdunton@chichester.gov.uk.

Keep safe

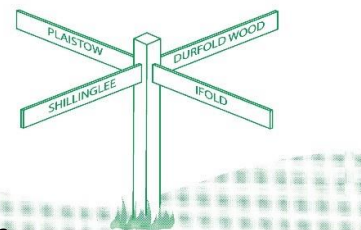
Janet Dunton

County Councillor Petworth division

Chichester District Councillor Loxwood ward

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PLAISTOW AND IFOLD PARISH COUNCIL



Schedule of receipts and order for payments for Feb- March 2022

To be approved at the Parish Council meeting on 09.03.2022

Agenda Item: 6(1)

The signed original document is filed in the Accounts file, YE 31/03/22

RECEIPTS

Date:	Payer:	Detail:	Cost Centre/Code	Amount:
09.02.2022	Anonymous by request	Donation received from member of the community towards the Queen's Platinum Jubilee celebrations (ring-fenced)	1000	£2,000
			Total	£2,000.00

LOAN REPAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
21.02.2022	United Kingdom Debt Management Office – PWLB lending facility	The PC has elected to pay loan repayments via Direct Debit. Payment date is 21.03.2022	First loan repayment plus interest (£310). Interest rate 1.240%	4701	£5,310.00
				Total	£5,310.00

PAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
12.02.2022	CAGNE		Annual subscription to the CAGNE Aviation Town and Parish Council Forum	4214	£4.00 <i>VAT not applicable</i>
25.02.2022	WSCC	Staff salary and oncosts including pension contributions, NI and PAYE	Salary for February 2022	4101	£2,806.70 <i>VAT not applicable</i>

26.02.2022	Miss A J Palmerton, Natural Gardens		Ifold bus stop regeneration project 12th Jan – 26th Feb 2022 including stump grinding	4700	£1,005.00 <i>VAT not applicable</i>
21.02.2022	Miss C E Nutting		PC annual subscription to Norton 360 Deluxe antivirus software paid via Clerk's personal bank account.	4135	£84.99 <i>VAT not applicable</i>
03.03.2022	Miss C E Nutting	Monthly Working from Home payment and Monthly subscriptions to Secured Signing; Zoom; BT phone bill. All paid via Clerk's personal bank account.	Expenses – monthly subscriptions for Secured Signing February 2022 Zoom 28.02 – 30.03.2022 BT phone bill February WFHA March 2022	4135 4117 4102 4310	£68.08
03.03.2022	Electronic Temperature Instruments Ltd		Industrial Thermopen thermometer surface probe for legionella testing at W.Hall and Pavilion		£66.00
				Total	£3,968.77

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting pursuant to 5.5 [Financial Regulation](#):

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail To comply with s.7(3) The Openness of Local Government Bodies Regulations 2014	Cost Centre/Code	Amount (gross) Specify when VAT <u>cannot</u> be recovered
17.02.2022	Miss Delia L Thornton trading as Valens Water		Legionella Awareness training for the Clerk	4103	£100 <i>VAT not applicable</i>
23.02.2022	Andrew Gale Tree Surgery Ltd		50% share of the invoice for felling the Ash o/s W.Hall	4308	£1,800
01.03.2022	BT	Continuing contract for WIFI at Winterton Hall, Plaistow.	Winterton Hall WIFI charges for February 2022	4201	£35.94
15.03.2022	Bankline (NatWest)	Monthly bank charges for online BACS payments paid	Monthly bank charges for January 2022	4140	£3.20 <i>VAT not applicable</i>

		via direct debit one month in arrears.			
				Total	£1,939.14

Total receipts **£2,000.00**
Total expenditure **£11,217.91**

Signed by Chair: Date:

Signed by Chair of
Finance Committee (bank signatory): Date:

Signed by Councillor: Date:
(Not a bank signatory)

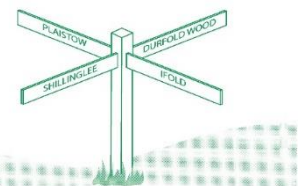
Signed by Councillor: Date:
(Not a bank signatory)

Signed by Clerk/RFO: Date:
(bank signatory)

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C/22/031 – Appendix D – Spring Newsletter

PLAISTOW AND IFOLD PARISH COUNCIL



Newsletter Steering Group

MINUTES of Plaistow and Ifold Parish Council’s Newsletter Steering Group Meeting held on 17th February 2022, 19:30 via Zoom.

Present Cllr. Jerusha Glavin (Chair of Steering Group); Cllr. John Bushell; Cllr. Nicholas Taylor;
Cllr. Doug Brown and Catherine Nutting (Clerk & RFO)

- To receive apologies for absence**
None.

2. **Declarations of Members’ Interests.**

None received from Councillors.

3. **Newsletter Terms of Reference document**

The Terms of Reference document was circulated to Members in advance of the meeting via email. Members will sign the document via Secured Signing, and it will be published on the Parish Council’s website.

4. **Content for the Spring 2022 Newsletter:**

The meeting discussed and agreed to include the following articles:

Action
Clerk

Articles	Drafted by...
Queen’s Platinum Jubilee celebrations	Cllr. Glavin
Tree Through Time	Cllr. Brown
Ifold bus stop conservation area	Clerk
Precept increase and work of the Parish Council	Clerk
Neighbourhood Plan update	Clerk
Traffic calming in Plaistow update	Clerk
Grants made by the Parish Council to local groups/organisations	Cllr. Glavin
Articles from local groups/organisations about their activities / work / service.	Cllr. Taylor – to make enquiries with the Plaistow football team Clerk – invite articles from Plaistow Preschool and Little Acorns Clerk – invite an article from BEAT
“Did you know” and “Stop press” section(s) covering the following articles:	Cllr. Bushell with support from the Clerk; Cllr. Brown (retirement article) and Cllr. Glavin (pictures of the litter pick and local

<ul style="list-style-type: none"> - Ifold playpark - Bus shelters - Spring litter pick - Cllr. Ribbens retirement - Local photographs ("Community in Action") 	<p>photograph request).</p>
<p>Quiz</p>	<p>Cllr. Brown</p>

5. Date and method of publication

Members will send the articles they are responsible for, to Cllr. Glavin by 1st March 2022.

Publication will be at the end of March. Members will agree the final layout via email.

Two (2) copies to be made available in the local shops as an example to allow residents who do not have access to email / the online copy can 'sign up' to receive a printed hard copy.

Three (3) printed hard copies for those who have requested them already.

Newsletter to be emailed to those who have signed up via the website and available via the website.

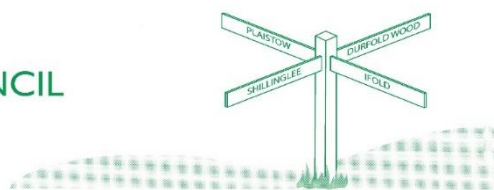
6. Date of next meeting

To be confirmed in advance of the autumn newsletter (August 2022).

There being no further business, the meeting closed at 20:05.

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PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Queen’s Platinum Jubilee Working Group** held on **Monday 28th February 2022** at **19:30**, via Zoom.

Present Mrs Sallie Baker – Meeting Chair (Winterton Hall Management Committee); Cllr. Jerusha Glavin; Cllr. Doug Brown; Cllr. David Ribbens (Scouts and Guides representative); Mrs Karen Burge (Ifold Freeholders and Residents Association); Mrs Jane Price (Durfold Wood Residents Association); Mrs Nicola Holben (Plaistow Preschool) and Catherine Nutting (Clerk & RFO).

Apologies Cllr. Angela Jeffery (Steering Group Chair); Cllr. Sophie Capsey; Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church) and Mrs Sara Burrell (History Society).

1. **Apologies for absence & housekeeping**

Apologies were received and noted. The Working Group appointed Mrs Sallie Baker as the meeting Chair.

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. **Minutes**

The Working Group approved the Minutes of the meeting held on 7th February 2022.

Action:
Clerk

4. **New Working Group Members**

The Working Group welcomed Cllr. David Ribbens who represents the 1st Ifold Scout and Guide Groups.

5. **‘Tree Through Time’**

The Working Group was informed that the Parish Council has instructed a

Cranleigh based firm called Tidy&Co to supply and erect birds mouth fencing on Plaistow village green, underneath the Sessile Oak, at a maximum height of 450mm (no more than 1 ½ foot). Of the three quotes obtained, Tidy&Co were the most competitive. The works will be undertaken as a matter of priority to allow the area to begin naturalising in advance of the Platinum Jubilee celebrations on 5th June.

A plaque of dedication will be commissioned. The Parish Council has successfully applied for a grant of £250 towards the plaque (and fencing) from Chichester District Council.

6. **The Queen’s Platinum Jubilee Beacons – Thursday 2nd June 2022, 21:45**

<https://www.queensjubileebeacons.com>

These minutes are to be read in conjunction with the nationally issued guidance appended at A.

The Working Group were in favor of pursuing this element of the national celebrations. Jane Price offered to lead this aspect of the preparations. The Working Group agreed to make enquiries with the Plaistow Village Trust (PVT) to see if one of their members could join the Working Group to support Jane with the organisation. Although a precedent was set in 2018 for a bonfire on the upper green (adjacent to Loxwood Road, Plaistow) to commemorate the 1918 Battles Over centenary; the Working Group agreed to recommend to the Parish Council that a lasting community beacon, situated on the lower green, would be more appropriate. Gas beacons can be purchased for £490(+VAT), and details of approved suppliers are provided in the nationally issued guidance for the event. However, the Working Group felt that a wood fire beacon would be more in keeping with the rural aesthetic and in the first instance enquires should be made locally to ascertain *if* a bespoke beacon can be built (within the timescales and cost bracket).

Invite a PVT member onto the Working Group to support Jane Price.	Sallie Baker to make enquiries
Beacon <i>Pages: 16 - 18</i>	Jane Price and Sallie Baker to make local enquires for the building (cost/timescales) of a bespoke beacon. <i>Note: the deadlines for ordering ‘off the shelf’ gas beacons are 18th and 29th April.</i>
Refreshments	The Winterton Hall has a bar, and the Cricket Pavilion could also be used. Suggestions included a Pimm’s stall and sherry to toast the HM The Queen. Money raised via suggested payment to be donated to a charity supported by the Queen.
Music	Jane Price to speak to Janice Taylor

Pages: 12 - 14	<p>regarding a bugle player and the Church Choir's interest in learning and performing a specially commissioned song for the occasion:</p> <p>A SONG FOR THE COMMONWEALTH</p> <p><i>'A Life Lived with Grace'</i></p> <p>Music by Vincent Atueyi Chinemelu from Nigeria</p> <p>Lyrics by Lucy Kiely from Australia</p> <p>The music can be downloaded here: https://www.commonwealthresounds.com/qpjb/qpjbchoirs/</p>
Scouts and Guides involvement	Cllr. David Ribbens to speak to both groups to find out if they would like to attend the event in uniform.
Beacon lighting officiant	To invite Mr. Jeremy Mudford, a highly regarded veteran of the community, to light the beacon. Clerk to draft a letter of invitation from the Parish Council.
Register for the event	The Clerk to officially register the Parish for the event. This will provide press/publicity material and other useful support and guidance materials.

8. **Update on preparations:**

Members of the Working Group provided updates on preparations to date:

Classic cars & Carriage and horses	<p>Update from Sallie Baker:</p> <p>IFRA & the Kelsey Hall Management Committee will take on the organisations of this aspect of the day. The cars will congregate at the Kelsey Hall and then make their way to Plaistow for the event's official opening at 12 noon.</p> <p>The guest of honor will be driven to</p>
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Actions:

See table for names

	<p>Plaistow in one of the cars.</p> <p>Sallie Baker is making enquiries regarding a military vehicle.</p> <p>The Lusitano Horses in Ifold have agreed to participate. Sallie Baker will pass on the details to Karen Burge to liaise further.</p> <p>Sallie Baker is visiting a local resident's classic car collection on 4th March and will pass on the contact details to Karen Burge.</p> <p>Sallie Baker is making enquiries to secure a coach and horses.</p>
<p>Guest of Honor</p>	<p>Update from Sallie Baker:</p> <p>Julie Walters has said that she would love to attend the event; however, she will not know her schedule until early April.</p> <p>Mr. Jeremy Mudford, a highly regarded veteran of the community, to be invited as a Guest of Honor. Clerk to draft a letter of invitation from the Parish Council.</p> <p>Sallie Baker will make local enquiries to ascertain other community members who have lived throughout the Queen's Reign and who would appreciate a special invitation to attend the event.</p>
<p>Live music</p>	<p>Update from Sallie Baker:</p> <p>Little White Blue are no longer available.</p> <p>Cllr. Jeffery has secured the local band Orange to play at the event – Quote £600.</p> <p>The following information to be ascertained by Cllr. Jeffery:</p> <ul style="list-style-type: none"> • Length and number of sets

	<p>played</p> <ul style="list-style-type: none"> • Type of music • What power supply do they require? • How much space do they need (marquee size)? • How much is the deposit and when is this payable? • Will they play other music in their break(s)? • Is the booking transferable (so the deposit is not lost)? <p>The Clerk will write a formal letter of instruction upon receipt of the information.</p>
Ice cream van & other catering	<p>Jane Price advised that T&M Icecreams in Balls Cross are available on 5th June and have indicated that they would be happy to attend.</p> <p>Cllr. Jeffery to update the Working Group regarding her enquiries with a local firm in Wisborough Green.</p> <p>The meeting discussed the need to invite food vans to the event for people who do not bring a picnic / want more food later in the day. The Working Group agreed that provided the vendor(s) understood that the event is predominantly a 'picnic on the green' and the expectation is that people will self-cater then if they wish to attend this would be fine. The meeting agreed that c.150 people could be in attendance.</p> <p>Nicola Holben to make enquiries with pizza and/or hog roast vendors and feed back to the group.</p>

<p>Refreshments and cake in the Winterton Hall</p>	<p>IFRA & the Church have already begun to rally volunteer support amongst their 'ranks'.</p> <p>The Working Group agreed to defer a full discussion and decision/recommendation regarding the application of any fundraising to a future meeting. National or local charity, or community support? This might include a community consultation.</p> <p>The meeting discussed the potential covid risks of home-made cakes and refreshments served within the hall. There are currently no restrictions, and the matter will be personal choice on the day. The Working Group will ensure all plans are compliant with government guidelines and amend the plans accordingly if required.</p>
<p>Bar</p>	<p>Sallie Baker will update the Winterton Hall Management Committee at their meeting on 1st March regarding running the bar.</p> <p>Drinks will be sold at a set price – to be confirmed at a future meeting.</p> <p>The Clerk will apply for a TENs license.</p>
<p>Platinum Jubilee Quiz (Winterton Hall)</p>	<p>Cllr. Brown advised that his royal and platinum themed quiz was well underway. It will take approximately ½ hour.</p> <p>The Working Group agreed that the quiz should be run on the village green, in between the band's sets, with the use of the PA system. This will allow multigenerational teams of family and friends to get together, without the need to leave their</p>

	<p>gazebos (or picnics and refreshments), which will make the quiz more enjoyable and accessible to everyone.</p> <p>Sallie Baker to source a PA system.</p>
Flower show	<p>Janice Taylor provided a 'remote' update that she was in the process of firming up an organiser for the flowers in the Church.</p>
Children's fancy dress and/or crown competition.	<p>IFRA to liaise with Little Acorns Preschool regarding crown making within the Kelsey Hall, prior to 12 noon, as the classic cars congregate in the car park.</p> <p>Nicla Holben to liaise with Little Acorns to organise a collaborative children's' royal themed fancy dress competition.</p>
Temporary Road Closure	<p>The application has been made for Sunday 5 June 2022, 12noon – 5pm.</p> <p>Roads to be closed are Loxwood Road, Plaistow Road from j/w Common House Lane and j/w The street and Dunsfold Road.</p> <p>The consultation with Police, Highway Authority, bus operators, and other public services concludes on 17th March. Thereafter the Parish Council will be informed of the results.</p>
Marquees x2 for band and bar	<p>This matter was deferred to the next meeting pending information from the band.</p>
Cricket Pavilion to be used for electricity and other amenity on the day.	<p>This matter was deferred to the next meeting pending information from the band.</p>
Save the date notice	<p>The Working Group approved the</p>

	<p>'Save the date' poster (appendix B). It will be updated and re-published as more details are firmed up.</p> <p>The Clerk will publicise this widely.</p>
Parking	<p>Clerk to speak to both landowners of land opposite the village green and the Plaistow football field.</p>

9. **Other ideas**

The Working Group considered the following matters:

First Aid	<p>BEAT is not insured to attend events on 'stand by'. They are insured by SEACAM for emergency response only.</p> <p>Jane Price to make enquiries with St John's Ambulance and Hannah and Matt Alsbury-Morris regarding their personal availability on 5th June and cost to provide First Aid.</p>
PR banners for Ifold and Plaistow	<p>The Working Group agreed that banners are a good idea as many people do not read circulars etc.</p> <p>Sallie Baker to ascertain costs and delivery timescales.</p> <p>Flyers and posters to be available at both shops.</p>
Flowers for the guests of honor	Deferred to next meeting.
Eco decoration 'wine & balls preparation party'	Deferred to next meeting.
Hand Bell Ringers	<p>Sallie Baker to liaise with Janice Talyor about hosting the Hand Bell Ringers in the Church and invite them to attend and perform on 5th June.</p>

History society	Clerk to liaise with Sara Burrell. Queried if a history display could be within the Church.
Charity Raffle	Deferred to next meeting.
Master of ceremonies	Sallie Baker to make enquiries regarding the cost/availability to hire a beefeater outfit for Howard Pullen, who has offered his 'services' in this role.
Bouncy castle	Cllrs Jeffery and Capsey to make enquiries. The Working Group agreed that the chosen 'castle' must come with official supervision.
Morris dancers	Nicola Holben to make enquiries and feed back.
Press coverage	Clerk to make enquiries with the Midhurst and Petworth Observer and West Sussex County Times.
Risk Assessment & Insurance	Clerk to prepare in advance of the event.
Car park officials	Cllr. Ribbens to ask the older Scouts and Guides if they could act as car park officials on the day.

10. **Date of next meeting**

The Working Group agreed that the next meeting needed to look at costs and budget in advance of the Parish Council meeting on 9th March for approval.

The next meeting will take place on **Tuesday 8th March 2022, 19:30 via Zoom.**

Action:

Clerk

The following matters to be added to a future agenda:

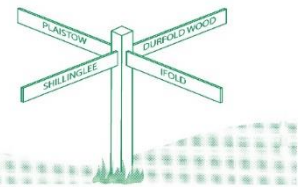
- Village green walkabout to draft a 'plan' where everything will be situated.
- Wet weather contingency planning e.g., ask the school and pub if their car parks can be used for the classic cars?
- Marshalls for classic car procession when it arrives in Plaistow.
- Use of donation / sale money (bar / cakes and refreshments / raffle).

There being no further business, the meeting concluded at 21:25

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C/22/032 – Appendix F – QPJ Working Group minutes 08.03.2022

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Queen's Platinum Jubilee Working Group** held on **Tuesday 8th March 2022** at **19:30**, via Zoom.

Present Cllr. Angela Jeffery (Working Group Chair); Mrs Sallie Baker (Winterton Hall Management Committee); Cllr. Doug Brown; Cllr. Sophie Capsey; Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Emma Pearce (IFRA/PAKSA/Guides); Mrs Jane Price (Durfold Wood Residents Association); Cllr. David Ribbens (Scouts and Guides representative) and Catherine Nutting (Clerk & RFO).

Apologies Sara Burrell (History Society); Karen Burge (Ifold Freeholders and Residents Association); Nicola Holben (Plaistow Preschool) and Cllr. Jerusha Glavin.

1. **Apologies for absence & housekeeping**

Apologies were received and noted. The Working Group appointed Sallie Baker as the meeting Chair, prior to Cllr. Jeffery joining. Sallie resumed the role after Cllr. Jeffery left the meeting at 21:09.

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. **Minutes**

The Working Group approved the Minutes of the meeting held on 28th February 2022.

Action:
Clerk

4. **New Working Group Members**

The Working Group welcomed Emma Pearce who will help represent Ifold Freeholders and Residents Association (IFRA), Plaistow and Kirdford School Association (PAKSA) and the Ifold Guides.

The Plaistow Village Trust (PVT) was unable to offer a member to support the beacon event. Bev Weddle (Winterton Hall Management Committee) has indicated her willingness to join the Working Group.

5. **Jubilee Beacon Event – 2nd June 2022:** <https://www.queensjubileebeacons.com>

- Beacon quotes

Enquiries have been made with two local artisans for a bespoke permanent wood fire beacon. The cost will be more than £2,000. Quotes for the metal basket alone were £700 and £980 (+VAT) before the oak post and installation costs are taken into consideration. The Working Group agreed that, whilst a permanent traditional beacon is preferred, this is an unrealistic cost to be recommended to the Parish Council. In addition, planning permission would be required as the structure is over 4m high. The meeting discussed the practicality of someone having to climb up to 'load' the basket and set alight.

Actions:
Sallie
Baker

Janice
Taylor

Emma
Pearce

Clerk

In contrast Freddie Goddard has indicated that he could make the Parish a potable beacon for around £400 subject to a final design being offered. There is enough time before the event to build the beacon. **Sallie Baker** will liaise with Mr Goddard.

The meeting agreed to recommend to the Parish Council to set a budget of £500 (+VAT) for the beacon. If a design cannot be agreed and/or the price increases significantly, an 'off the shelf' gas beacon can be purchased for £490 (+VAT) from two nationally approved companies.

- WSCC Highways
- Insurance
- Fire & Rescue

WSCC Highways have advised that the beacon must be 450mm away from the highway. The Parish Council's insurance will cover the beacon as an asset and in relation to public liability for the event itself. Fire and Rescue have not responded to the Clerk's request for guidance.

- Update regarding choir & bugle player

The Church no longer has contact with a bugle player. The PA system will be available on 2nd June for music. **Janice Taylor** will discuss the music with the Church choir and update the Working Group at the next meeting. It is unknown if Kirdford Parish Council intends to participate in the event and ask the choir to attend. **Emma Pearce** will make enquiries with the lady who led the 2019 'pop-up choir'.

- Update regarding the Scouts and Guides involvement

Cllr. Ribbens has contacted the leaders of the Guide and Scout Sections to ask them to assist on 2nd June.

- Register for the event

The **Clerk** will register for the event after the full Council meeting on 9th March.


6. **Update on preparations and their budgetary requirements:**



Members of the Working Group provided updates on preparations to date:



<p>Classic cars Military vehicle Horses Carriages Kelsey Hall morning preparations</p>	<p>Update from Sallie Baker:</p> <p>IFRA and Sallie Baker are making enquiries regarding the Classic Cars. The Clerk will issue a Facebook notice.</p> <p>Enquiries are ongoing regarding horse and carriages.</p> <p>The Lusitano Horses in Ifold have agreed to participate. Sallie Baker will pass on the details to IFRA to liaise further.</p> <p>The meeting agreed that, considering the current global outcry towards the war in Ukraine, it would be inappropriate to exhibit military vehicles.</p> <p>Emma Pearce will liaise with Little Acorns regarding their support at Kelsey Hall the morning of 5th June.</p>
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Actions:
 See table for names in bold



	<p>The Kesley Hall has been booked and the idea is to have an hour (10:30 – 11:30) engaging and inclusive family event whilst the classic cars assemble. The Working Group will ensure that the timings do not ‘clash’. The cars will arrive at Plaistow green for 12 noon.</p>
<p>Church service on the green</p>	<p>The meeting agreed that it would be fitting for the Church service to formally mark the beginning of the event. A period of reflection and prayer to remember <i>why</i> we are celebrating and to recognise the significant role the Church has played in the Queen’s life.</p> <p>The service will take place at approximately 12:15, once the cars have arrived, for approximately 20 – 30 mins.</p> <p>Janice Taylor to liaise with the Vicar and keep the meeting updated regarding the Service.</p>
<p>Guests of Honor</p>	<p>Update from Sallie Baker:</p> <p>Julie Walters has said that she would love to attend the event; however, she will not know her schedule until early April.</p> <p>All formal matters which the Guest of Honor will be asked to support, e.g., the unveiling of the Tree Through Time plaque and judging the children’s costumes, will be scheduled at the start of the event to allow the Guest of Honor to leave promptly if they wish.</p>



	<p>Mr. Jeremy Mudford, a highly regarded veteran of the community, to be invited as the Guest of Honor for 2nd June beacon event. Clerk to draft a letter of invitation from the Parish Council.</p> <p>The Parish Council (Clerk) will formally invite local veterans to attend the celebrations on 5th June. A list is being compiled by the Working Group and enquiries continue to be made.</p> <p>The meeting agreed to a VIP seating area to allow for cake and ‘bubbles’.</p> <p>Emma Pearce will ask the Guides regarding table service - ‘bubbles’ and cake.</p> <p>Sallie Baker to make enquiries regarding the (fruit) cake. A provisional budget of £100 was agreed.</p>
<p>Live music</p> 	<p>Update from Cllr. Angela Jeffery:</p> <p>The Ifold band Orange has been booked. The cost is £600. They require flat ground and power. They will play music between their two sets.</p> <p>The meeting agreed that the band should close the event at 5pm with God Save the Queen; therefore, the band start time should reflect this. The quiz will be held in the break between sets.</p> <p>The following information to be ascertained by Cllr. Jeffery:</p> <ul style="list-style-type: none"> ● Power requirements ● Space ● Deposit and when payable

	<ul style="list-style-type: none"> • Transferable booking
Ice cream van	<p>Cllr. Jeffery advised that she is still waiting to hear back from the Wisborough Green company.</p> <p>The meeting agreed to invite T & M Ice-cream from Balls Cross to the event as they have confirmed availability – Jane Price to follow up.</p>
Street food vendors	<p>Nicola Holben is still chasing the street food vendors.</p> <p>Cllrs. Jeffery and Capsey confirmed that previously people had forgotten to bring a picnic and therefore food vendors would be appropriate.</p> <p>Craig’s Coffee Cup would like to attend on 5th June. Cllr. Jeffery will invite attendance and ascertain if a % of the day’s profit could be donated to charity. Also, advise that teas/coffees/cake will be available in the Winterton Hall, and all takings will be for charity.</p>
Refreshments and cake in the Winterton Hall 	<p>IFRA and the Church are working together, and the matter is in train. Volunteers will make cakes. The Winterton Hall is fully equipped and 100% of takings will go to charity. A budget will be required for supplies e.g., milk / tea / coffee / sugar etc.</p>
Bar (Including prices and TENs license) 	<p>The WHMC are happy to run the bar. Alcohol can be supplied on a ‘sale or return’ basis. Extra volunteer support will be needed to run the bar from 12pm – 5pm.</p>

	<p>The meeting agreed that this will be a “low alcohol family event” which is important for medical cover and insurance. Many people will bring their own alcohol in their picnic.</p> <p>The event needs a strict end time of 5pm for the TENs license.</p> <p>The charge will be the same as the WHMC would sell the drinks at one of their own events and the profit will go to charity.</p> <p>The Clerk will apply for a TENs license.</p>
Quiz (including PA system)	Sallie Baker confirmed that the PA system will be available for both the 2nd and 5th June events.
Flower show 	<p>Church members have offered to put a flower display together within the Church.</p> <p>A budget will need to be set for the flowers and sundry items.</p>
Children’s fancy dress and crown competition. 	Nicola Holben updated that she has ordered two Buckingham Palace jubilee bears as prizes for the fancy dress competition winners.
Temporary Road Closure	<p>The application has been made for Sunday 5 June 2022, 12noon – 5pm.</p> <p>Roads to be closed are Loxwood Road, Plaistow Road from j/w Common House Lane and j/w The street and Dunsfold Road.</p> <p>The consultation with Police, Highway Authority, bus operators, and other public services concludes on 17th March. Thereafter the Parish Council will be informed of the results.</p>

<p>Marquees & pavilion use (for band / bar / bell ringers)</p> 	<p>The meeting agreed that the budget should include the cost of a marquee in case the weather is poor.</p> <p>Jane Price will contact a local company to ascertain sizes and prices.</p> <p>Sallie Baker will ask the Wine Group if the event can borrow their marquee.</p>
<p>Save the date notice</p>	<p>The Clerk will update and re-published the notice every 3 weeks on Facebook. It has been circulated widely within the community.</p>
<p>Parking (Including car park officials)</p>	<p>Both landowners of land opposite the village green and the Plaistow football field have agreed to their fields being used for parking on 2nd and 5th June.</p> <p>Cllr. Ribbens has contacted the leaders of the various Guide and Scout Sections to ask them to assist with Car Parking.</p> <p>The meeting agreed to add parking signage to a future agenda (Clerk).</p>
<p>First Aid (2nd & 5th June)</p> 	<p>Unfortunately, neither Hannah Alsbury-Morris nor St John's Ambulance can attend the events.</p> <p>Team Medic have indicated that they <i>may</i> be able to send two first responders on 5th. They have quoted £505 (+VAT) for 150 – 200 people.</p> <p>The meeting agreed that first aid is non-negotiable and required to be covered by insurance. Jane Price to book Team Medic and find out if they can cover the beacon event on 2nd June (50 – 100 people).</p>

<p>PR Community Banners</p> 	<p>Outside Ifold Stores and on Plaistow Village Green. £32.95 each (6x3 foot) Own artwork can be used.</p> <p>The meeting agreed to wait until April before ordering so that confirmed information can be printed e.g., guest of honor.</p> <p>Emma Pearce to ask PAKSA / Guides to do some artwork.</p>
<p>Eco decorations 'wine and balls preparation party'</p> 	<p>The meeting previously agreed to avoid unnecessary plastic waste e.g., balloons.</p> <p>Sallie Baker suggested paper decoration balls in red/white and blue to be hung via ribbon in the marquees. The meeting agreed that these can be purchased cheaply online. Emma Pearce and Jane Price to source.</p> <p>The meeting agreed that a pre-event meeting would be required where construction of the decorations could take place with refreshments.</p> <p>Possible meeting/ball 'party' date – Friday 3rd June. Action – book Winterton Hall.</p>
<p>Handbell Ringers</p>	<p>The handbell ringers have offered:</p> <ol style="list-style-type: none"> 1. A full team of 15 ringers, requiring a marquis and would perform a program of music for a set period. <p>Or</p> <ol style="list-style-type: none"> 2. 6 ringers providing background music

	<p>for as long as required (they play standing, with a music stand).</p> <p>The meeting agreed that the handbells could feature after the Church service at the beginning of the event.</p> <p>Janice Taylor to liaise with the leader of the handbell ringers and feedback regarding their preference.</p>
<p>History Society</p> 	<p>The History Society will organise a display of the Parish throughout the Queen's 70-year reign within the Church. They will need a modest budget for display materials.</p> <p>Display boards – ask Northchapel School and/or Cllr. Brown's school to provide.</p>
<p>Charity Raffle</p>	<p>The meeting agreed not to pursue this. It requires significant organisation and there are many raffle events coming up e.g., to support Ukraine / PAKSA events and Maypole Fete.</p>
<p>Master of Ceremonies (Including costume hire)</p> 	<p>Howard Pullen has agreed to participate.</p> <p>The meeting agreed to hire a Town Cryer outfit with bell - £120.</p> <p>Sallie Baker to book.</p>
<p>Bouncy Castle</p>	<p>Cllrs. Jeffery has spoken to the providers of a bouncy slide who are available on 5th June.</p> <p>The cost is £120 for 2 hours with supervision.</p> <p>The meeting agreed the time should be between 3pm – 5pm.</p>

	Cllrs. Jeffery will book and check ages of children who can use the slide.
Morris Dancers	Nicola Holben has contacted four Morris dancing groups who are all fully booked for the jubilee. The meeting agreed not to pursue Morris Dancers.
Press coverage	The Clerk to make enquiries.
Risk Assessment and Insurance	The Clerk to pursue these matters.

Current known budget required: £2,110.90

NB/. No allowance has been made for the sundry items which have no known cost against them at this time e.g., paper decorations, teas/coffees, cake etc.

The total available budget for the Queen's Platinum Jubilee celebrations is:

£3,000 – Parish Council

£2,000 – anonymous community donor

£5,000 total

7. **Fundraising**

The meeting agreed to defer to another meeting where there is more time to discuss this matter properly.

Action:
Clerk

8. **Other matters**

The following matters were deferred to be added to a future agenda:

- Village green 'walk about' to draft location plan
- Wet weather contingency
- Classic car marshals (when arrive in Plaistow)
- Parking signage

Action:
Clerk

9. **Date of next meeting**

The next meeting will take place on **Thursday 31st March 2022, 19:30 via Zoom.**

Action:
Clerk

There being no further business, the meeting concluded at 21:51

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