



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 <i>Pages: 12 - 14</i>	<p>Jane Price to speak to Janice Taylor 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 <i>'A Life Lived with Grace'</i> Music by Vincent Atueyi Chinemelu from Nigeria 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	<p>To invite Mr. Jeremy Mudford, a highly regarded veteran of the community, to light the beacon.</p> <p>Clerk to draft a letter of invitation from the Parish Council.</p>
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>
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Actions:

See
table
for
names

	<p>The guest of honor will be driven to 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>
Guest of Honor	<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>
Live music	<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 played • 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</p>

	<p>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>
Refreshments and cake in the Winterton Hall	<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>
Bar	<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>
Platinum Jubilee Quiz (Winterton Hall)	<p>Cllr. Brown advised that his royal and platinum themed quiz was well</p>

	<p>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 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	This matter was deferred to the next meeting pending information from the band.
Cricket Pavilion to be used for electricity and other amenity on the day.	This matter was deferred to the next meeting pending information from the band.
Save the date notice	The Working Group approved the 'Save the date' poster (appendix B). It will be updated and re-published as more details are firmed up. The Clerk will publicise this widely.
Parking	Clerk to speak to both landowners of land opposite the village green and the Plaistow football field.

9. **Other ideas**

The Working Group considered the following matters:

First Aid	BEAT is not insured to attend events on 'stand by'. They are insured by SEACAM for emergency response only. 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.
PR banners for Ifold and Plaistow	The Working Group agreed that banners are a good idea as many people do not read circulars etc. Sallie Baker to ascertain costs and delivery timescales. Flyers and posters to be available at both shops.
Flowers for the guests of honor	Deferred to next meeting.

Eco decoration 'wine & balls preparation party'	Deferred to next meeting.
Hand Bell Ringers	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.
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 befeater 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.**

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).

Action:
Clerk

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

