



## PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

Minutes of the meeting of the Parish Council Events Committee held at the Pavilion, Plumpton on 11<sup>th</sup> May 2022 at 19.30.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council) – Minutes taken by Cllr Gardiner in the absence of the Clerk.

In attendance: Alison Gardiner, Nick Beaumont, Paul Burford, Lee Stevens, Rod Owens, Martin Gilbert and Sue Brown

### The AGENDA is as follows:

25. To accept apologies for absence  
Jim Smith, Anita Emery.

26. Declarations of pecuniary and disclosable interests in respect of matters to be discussed  
None

27. To approve the minutes of the meeting held on 16th March 2022  
Approved

28. Update report from PVS on Jubilee Celebration weekend (See appendix 1)  
The following was noted

- The Jubilee plans are now well in place with only minor details still to be sorted.
- Road closure for pageant has yet to be agreed by ES Highways but Cllr NB has intervened and is now hopeful that the application will be approved within a few days.
- The Village Hall will no longer be required to be open during pageant - Cllr AG to advise Jane Donovan
- The main challenge at present is to recruit enough volunteers for marshalling duties at the racecourse. PVS will be putting out a request for help via facebook and other channels.
- There should be sufficient entries for the soapbox race to go ahead. PVS will ask Dan Thomson of the racecourse if he would like to be the judge for this event and will also approach Rev. Anne and others about judging the pageant entries.
- There are no disabled toilets in the centre of the racecourse and it has proved impossible to hire a disabled portaloos for the event. LS has assessed the existing



## PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

facilities and established that they are wheelchair accessible (albeit with some challenges), but she will also ask the racecourse whether the disabled facilities in the stands might be made available if needed.

- The racecourse management previously advised PVS that they wanted to agree a contract with PPC in case of any damage caused during the event but to date have not made contact. No action will be taken unless they contact PPC to pursue this.
- PVS are drafting the publicity supplement for the June parish mag for submission by the copy deadline of 13 May. It was agreed that the Committee would not need to clear this.

29. To discuss action points from March meeting

All actions completed except 1 (Road closure) for which approval is expected shortly.

30. Risk Assessments

Risk assessments were agreed subject to minor drafting change ( substitute 'serious injury' for references to 'death' as considered more proportionate in this context) . PVS to forward finalised risk assessments to Clerk for records.

It was noted that written guidance will be issued to groups that are participating in the pageant as a further mitigation against risks in this area.

LS queried whether an additional risk assessment was required for activities taking place around the Village Hall on 2 June. It was noted that PPC's standing risk assessments in respect of use of the VH and green should cover most eventualities but PVS would advise village groups involved in providing entertainment or catering to be mindful of their own risks.

31. Update on income and expenditure

The schedule of income and expenditure to date was agreed. Projected expenditure ( including provision for post-event production of a souvenir brochure) is currently £40 below budget.

32. Items to be added to future PPC Events Committee agenda

- Review of the Jubilee Weekend events and learning points
- Review of final finances
- to consider if the Events Committee should continue beyond the platinum Jubilee

Meeting closed at 8.20pm

Date of next meeting 13 July 2022, 7.30pm



## PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

Appendix 1.

### PLUMPTON VILLAGE SOCIETY

#### QUEEN'S PLATINUM JUBILEE UPDATE 11 May 2022

##### **Agenda Item 28: PVS Jubilee Weekend Summary Report (for minutes)**

The programme of events outlined at the last meeting is progressing as planned. Neighbouring villages of East Chiltington, Streat, Hamsey, Offham and Cooksbridge have been invited to the Big Event at the Racecourse.

The programme was launched at the Pop Up Market on 9 April and those attending were pleased with the activities underway. The May Parish Magazine had a 4 page centrefold article of the planned events and since that time the following have occurred:

- Prior to the Weekend: The school have confirmed they will be doing a litter pick project to 'Clean for the Queen' a week before the Jubilee. The Station Partnership will be putting red, white and blue flowers in the planters just before the Jubilee weekend. The hoped for Plumpton 2022 Exhibition does not appear to be taking place.
- Thursday 2 June: A toast to the Queen alongside the unveiling of the jubilee tree is now in place, with sparkling wine donations, plastic champagne glasses and volunteers to serve in place. Any shortfall in wine donations to be covered by PPC.
- Query: The Village Hall activities on 2 June are by the Parish Council, Pantomime Society, Wings Youth Group, School Choir, Turning Pointe dancers, the Primary School Portrait of the Queen exhibition, the Camera Club book launch and refreshments by PVS and bar by Cricket Club. Clarity is sought on whether this co-ordinated event can come under the Parish Council's Public Liability Insurance and who should do the risk assessment.
- Friday 3 June: Jane King, the High Sheriff of East Sussex will now join Sara Stoner DL in the service of thanksgiving which will be led by the Archdeacon of Brighton & Lewes. Only Councillor NB and his wife, plus the College Principle have accepted formal invitations so far. Ladies from the church have agreed to run the 'Bake a Cake Fit for the Queen' competition on 3 June.
- Sunday 5 June:
  - o There are currently have 7 floats, 1 or 2 walking groups, 4 motorcycles and 15 cars for the pageant, with more to come. The road closure request is still progressing.
  - o Judging of the pageant entries is still to be finalised, with judges for the floats, motorcycles and cars required. If any Councillors would like to get involved, this would be welcomed.
  - o The Parish Council Public Liability Insurance requirements have been reviewed and 1 Marshall is required for every 100 attendees. 6 Marshalls (plus the Southern Rail personnel) will be in place for the Pageant with an expectation 300 will line Station Road. For the racecourse part of the day, there is an expectation that 1200 will attend and 800 at anyone time. With the racecourse timing from noon to 7pm (event ends at 6.30pm) that is 56 marshalling hours. We have sought volunteers by contacting our normal helpers and also putting in the magazine/posters a request for volunteers to help for 1 hour. Only about a



## PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

dozen have stepped forward to help so far. Clearly, the PVS Committee would like some time off duty during the day and this is our biggest challenge.

- The fairground booking has been confirmed supplemented with 8 local clubs and societies run stalls. Possibly more to come.
- The outside food refreshments vans/stalls are confirmed with the bar arrangements still under discussion with two concessions speaking to the Racecourse.
- There are no disabled toilets on the centre of the racecourse and all efforts to secure a disabled portaloo have not been successful as all are already booked out. We will review this with the racecourse later this week.
- The Soap box entries have increased, and a current update will be verbally provided at the meeting.
- The tug of war/friendship is proving difficult, so we will try to have an impromptu call for volunteers on the day. If a tug can be achieved that will be a bonus.
- The Band has been paid in full now (£1,199).
- Plumpton Racecourse. The Racecourse have been very accommodating in providing the venue for the Big Event. There is a verbal commitment to cover any out of pocket costs eg electricity consumed at the event (£50 in budget). The racecourse is now looking to put in place a formal agreement with PPC in case of any damage during the day.
- Post event publicity: The Camera Club have offered to take some photos over the weekend and work is underway to understand if there are any gaps in the weekend activities that still need to be captured. Mid Sussex Times/Argus are creating a special post jubilee supplement and we are in contact with them to include Plumpton celebrations. It is still the intention to

### Agenda Item 29: High Level Actions from March 2022 Meeting

1. Station Road closure from East Sussex Highways and Notice to National Rail – Approval still awaited.
2. Comms – Neighbouring villages invited to attend the Big Event, with East Chiltington invited in the Parish Mag article, Streat invited through a Streat led email to villagers and the Hamsey Spring Newsletter due to be issued around 26 May. The other villagers are doing their own events on Saturday 4 June, which fit in nicely with the Plumpton programme with a free day on 4 June.
5. Engagement with the schools at Plumpton and Chailey/PTFA's. Plumpton Primary School have thrown themselves fully into the Jubilee Celebrations. PPTFA are doing a Jubilee tea towel to raise funds. Chailey School are concentrating on the academic exams and therefore are unable to participate, but have publicised the Big Event for us.
7. To gain firm commitments from local organisations for Pageant and Stall entries and Soap Box entries – This has been achieved via online entry forms for the Pageant and Soap Box entries and stallholders by individual invitations and acceptances. More entries are likely in all categories.
8. The Parish Mag programme. This was signed off by PPCEC for the May issue. A standalone version of the programme has not yet been printed due to the movement in some areas conveyed in agenda item 28. This will be done shortly. The June edition will be a special Jubilee edition and issued a week before the Jubilee. The print deadline is 13 May and PVS are working on a punchier version of the May Programme, plus an



## PLUMPTON PARISH COUNCIL EVENTS COMMITTEE

article on what the school is doing for the Jubilee.

### **Agenda item 30: Approve final risk assessments**

The risk assessment for the Pageant has been submitted to Lewes District Council by Councillor NB, together with the controls working sheet and risk assessment formula (attached). This is currently going through review and challenge by Lewes Police and British Transport Police.

The draft risk assessments for the racecourse period and the soap box race have been updated since the last meeting and are submitted for final review and approval.

### **Agenda item 31: Update on Current Income v Expenditure to date**

The finances are being tracked by PVS Treasurer Sue Brown and a review of income and expenditure to 1 May is attached. Income is exceed by £40 due to extra funds raised from the April Pop Up Market and expenditure is running to budget.

### **Agenda item 32 – items for future PPCEC agenda**

Next meeting is proposed in August, with the following agenda items suggested

1. Review of the Jubilee Weekend events and to pick up any learnings
2. Review of final finances
3. To consider if the Events Committee should continue beyond the Platinum Jubilee

-----