

## MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.  
Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

Monday 11<sup>th</sup> June 2012

### **Present:**

Cllr. James Bunn  
Cllr. Andrew Newland  
Cllr. Gill Orford  
Cllr. David Potter  
Cllr. Joanna Symons  
Cllr. Mark Durham (in attendance from 8.30pm to close)

Others: Jacky Bannerman (Parish Clerk)

Sarah Sapsford (in attendance until 9pm)  
Cllr. Henry Bass (in attendance from 8.30pm – 10.10pm)  
Cllr. Penny Channer (in attendance from 8.30pm to close)

Public: 1 (in attendance until 9.05pm)

**702. Welcome** Cllr. James Bunn welcomed those present.

**703. Apologies For Absence** Received and accepted from Cllr. Peter Warren and Priti Patel MP. Cllr. Mark Durham had offered his apologies that he would be late as prior to this meeting he would be attending the NW Area Planning meeting).

**704. Register of Members Interests** Cllr James Bunn submitted his form which was duly signed and filed. Cllr. Mark Durham to submit his form as soon as possible.

**705. Reviews & Adoptions** Outstanding reviews and adoptions continue to be addressed. Clerk to do ¼ly backup of documents onto memory stick.

**706. Register of Declared Interests** There were no interests declared and the register was duly signed.

### **707. Public Forum**

There was 1 member of the public present, Mr James Neale was attending the meeting as the applicant of planning application HOUSE/MAL/12/00357 Chamberlain Cottage. He explained the plans and was able to answer councillor questions.

**708. To approve the Minutes Of Parish Council Meeting Held On 14<sup>th</sup> May 2012.** The minutes were approved as a true record of the meeting and duly signed.

### **709. Matters Arising from Minutes of 14<sup>th</sup> May 2012**

709.1 Village Footpath Map (443.1) Cllr. Bunn informed that a draft version of the map is being examined and detailed with errors and suggestions. Cllr.'s Bunn and Warren will then arrange a meeting with John Kay.

709.2 Noticeboard – Cllr. Bunn informs that one of the wooden posts is rotten. The posts either need cutting or replacing and setting in met posts and the whole thing needs a coat of wood preservative. Cllr. Orford to ask Henry Lee.

### **710. Sarah Sapsford – RCCE (Rural Community Council of Essex)**

Ms Sapsford explained that the RCCE is an independent charity helping people and communities throughout rural Essex create a sustainable future. They work with local community groups, Parish Councils, Village Halls and Community Buildings across Essex. This means helping communities come together to identify their own needs and priorities, and provide them with advice and support in developing practical solutions.

Her role is not to promote Community Led Plans but to provide information for councillors to make decisions.

None of the plans are mandatory. There are 3 types of Community Led Plan: The existing **Parish Plans** and **Village Design Statements** and the new type, **Neighbourhood Plans**. See Appendix 1 with these minutes for a summary of the different plans.

There then followed a question/answer session and discussion.

- The cost of Community Led Plans varies considerably. The biggest cost for producing the plans is the printing, including questionnaires as well as hard copies of the final document. The minimum spend would be in the region of £2000 for a small community to produce a VDS or PP but Neighbourhood Plans are much more costly estimated between £10,000 and £100,000 including the cost of a referendum. There are grants available from various sources.
- It may be that for many rural villages a Neighbourhood Plan is not relevant or applicable as it is a pro-growth document.
- Changes to the National Planning Policy may mean that PP and VDS have less impact.
- Local authorities deal with VDS in different ways some council's do use them for material considerations in the planning process.
- Most local authorities including Maldon District do not currently have a LDP. Maldon are in the process of developing this which is due for public consultation in the summer.
- Parish Council would be custodian of plan and there would need to be an on-going process of monitoring.

There are links on the RCCE website to information and examples. Sarah Sapsford will email clerk information regarding completed plans in the Maldon District.

Councillor's Mark Durham, Henry Bass and Penny Channer arrived at 8.30pm during Sarah Sapsford's presentation and the question/answer session.

Cllr. Bunn thanked Sarah Sapsford for her helpful presentation and discussion, she then left the meeting room at 9pm. Cllr. Bunn asked the clerk to include Community Led Plans as an agenda item for discussion at the next meeting. All councillors to consider the information over the next few weeks.

#### 711. Planning – APPLICATIONS

711.1 HOUSE/MAL/12/00357 Chamberlain Cottage, Little Baddow Road  
Demolition of existing garage and erection of double garage barn.

Councillors raised no objections to the plans but seek a condition on any planning approval offering assurance that the roof space is for storage only and will not make a habitable room space.

Mr Neale left the meeting room at 9.05pm

#### 712. Planning - DECISIONS

712.1 FUL/MAL/12/00197 Albany Orchards, Old London Road **REFUSED (NW)**

Change of use of land to form new residential driveway and gates.

*"The proposed development represents an inappropriate use of land within a rural area, visually intrusive to and overbearing upon the character of the local landscape contrary to policies S2 and CC7 of the Adopted Maldon District Replacement Local Plan"*

Councillor David Potter commented that it was regrettable that the officer opinion was to approve this application and he welcomed the decision of the NW Area Planning Committee who had rejected the officer recommendation and refused the application.

#### 713. Other Planning Matters

713.1 Whitegates – Clerk reported that MDC Planning Officer, Yee Cheung's report is available on line. Clerk gave Cllr. Newland the file for review.

713.2 West Bowers Bungalows – it was noted that this application was determined by the NW Area Planning Committee and was approved.

714. **Payments** The following payments were authorised and cheques duly signed.

714.1 e-on –Monthly DD

714.2 A&J Lighting Solutions – Monthly DD

714.3 Douglas Tonks Ltd - Monthly DD: Mrs J Bannerman – re: Clerks Salary/Mileage re: EALC course/Monthly Allowance/HMRC and Douglas Tonks Ltd re: Payroll services

714.4 Mrs J Bannerman Expenses (inc. Wine for internal auditor/Bell Meadow Padlock and Miscellaneous Diamond Jubilee expenses)

714.5 Mrs J Symons - Expenses (Diamond Jubilee)

714.6 Mrs J Newton/Woodham Walter Womens Club (Diamond Jubilee)

714.7 Running Imp International Sports Ltd £868.80 (Diamond Jubilee – Mugs/Medals etc – including school and tadpoles mugs which will be reimbursed to parish council in due course)

714.8 Woodham Mortimer Village Hall £10 (Diamond Jubilee - table hire)

714.9 Woodham Walter Women's Club £30 (Hire of hall for Diamond Jubilee meetings)

714.10 DW Maintenance (Grass Cutting) £125

714.11 CPRE (Campaign to Protect Rural England) (Annual Membership) £29.00

714.12 RCCE (Annual Membership) £40

#### 715. Other Financial Matters

715.1 Summary of Accounts to date

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
<b>Business Reserve A/C</b>				
14-May-12	Balance			11248.79
06-Jun-12	Interest Received	0.96		11249.75
11-Jun-12	Transfer to Community Account		600.00	10649.75
<b>Community A/C</b>				
14-May-12	Balance			1385.33
30-May-12	Party Tent (Balance - Shrimpton)	35.00		1420.33
30-May-12	Donation re: Diamond Jubilee Event	20.00		1440.33
07-Jun-12	Party Tent (Balance - Lane)	30.00		1470.33
07-Jun-12	Woodham Walter Primary School PTA (Diamond Jubilee Mugs)	239.70		1710.03
07-Jun-12	Party Tent (Full - Maranca)	75.00		1785.03
11-Jun-12	Transfer from Business Reserve	600.00		2385.03
11-Jun-12	June Debits		1863.67	521.36

715.2 Quarterly Budget analysis - clerk issued paper copy, Appendix 2 with these minutes. Councillor's to review and raise any queries with the clerk.

715.3 Grass Cutting Contract – It was noted that the strip of grass in front of the green at Rectory Road was omitted from the Tender Document. DW Maintenance have submitted a quote which was accepted by councillors. Clerk to contact and arrange. Clerk will also request that the Bell Meadow hedge is cut now and again before Bell Meadow Day. The height will then be reduced in October.

#### **716. Report Of The District Councillor**

Cllr. Durham reported that the Draft Local Development Plan is due to be submitted as the Preferred Option on 21<sup>st</sup> June. It will then come to the Parishes soon after for Parish Briefings and public consultation. It will probably be necessary to have a separate meeting in order to discuss as it will be a significant topic.

Cllr. Bass reported that the rubbish collections after some initial teething problems are now running more smoothly. Residents are reminded that rubbish needs to be presented at the front boundary of properties by 7am.

Cllr. Durham reported that NAP (Neighbourhood Action Panels) are likely to be disbanded but the police will be encouraged to attend more parish council meetings.

#### **717. Highways**

717.1 Ref: 1634088 Footpath, Rectory Road. Clerk and Cllr. Warren met with Moat Housing representative who accepted that the path is in need of maintenance and will progress but there are budget constraints and it may take some time to achieve. Cllr. Durham to investigate further and speak with colleagues in Maldon. There is great concern that the footpath represents a Health and Safety risk as elderly residents use this footpath.

717.2 Ref: E-1639609-1R Vehicle Activated Sign. Clerk continues to chase.

717.3 Road flooding at Ulting Lock – await response

717.4 Parking Adjacent to School – await response.

717.5 Restricting HGV traffic – Await response re: Sat Nav companies and signage.

717.6 MDC – letter re: Highways Panel changes

717.7 Cllr. Durham has reported the pothole near to Wood Corner. Clerk to make a report as the pothole is considered very dangerous.

#### **718. Local Issues**

718.1 **Bell Meadow/Playground.** The book was duly signed, there were no reported incidents.

Clerk is due to meet with Colin Warner in the next week re: Bell Meadow trees which need lopping below 8ft.

It was noted that the Clerk has purchased a new combination lock for Bell Meadow gate.

718.2 **Footpath Officer Report** Cllr. Warren reported 1) The wet weather has resulted in most paths becoming very overgrown, 3 or 4 virtually impassable. He has been informed that WW paths are due to be cut in the next fortnight weather permitting. Cutting has been delayed this year by the poor weather and we are still trying to catch up despite more rain. 2) A small tree brought down in the winds blocking FP37 to Blue Mill Lane has been cut up and removed.

(Update re: Minute Ref: 698.2) Response received from Nicky Coleman re: permissive path signs. "...The permissive route does not replace the current Definitive line it merely offers an alternative route, the Definitive line is to remain open and accessible to walkers at all times..." Councillors ask clerk to write and ask how permission has been agreed with the landowner.

Cllr. Orford asked the outcome of the enquiry regarding barbed wire near Orchard Bungalow. Clerk to ask Cllr. Warren.

718.3 One Place On Wheels - Woodham Walter. It was noted that the next visit including mobile police vehicle – Friday 15<sup>th</sup> June 1pm-2pm.

718.4 **School Report** The school newsletter has been forwarded to councillors.

718.5 **Allotments Report** No information to report.

718.6 **Queen's Diamond Jubilee** Cllr. James Bunn offered his congratulations and thanks to Cllr. Symons and Clerk for their efforts in making the Diamond Jubilee Celebrations such a success. There have been several very positive comments and notes of thanks summarised by Anne Rushton's email: *"I trust ours will be amongst very many messages you receive expressing thanks for a truly memorable day celebrating the Jubilee today.*

*Congratulations are due to everyone involved; to Jacky and Joanna for their wonderful organisation (we know just how much very hard work goes into these things), to the Parish Council for supporting the enterprise, to the Women's Club and all others who provided such fabulous food and cake, cake and more cake and for the Neales and associates who arranged the wonderful activities, fun and games at the village school. We should all feel privileged to be part of this community and we are very fortunate that through the vision and enormous hard work of a few, we are able to come together to mark such a special occasion. Congratulations and thanks to all involved."*

Cllr. Symons reported that the event had been a great success thanks to the huge support received from many local residents. Councillors approved a souvenir magazine for distribution in Woodham Walter with the July Parish Magazine. There are lots of lovely photographs of the occasion which Cllr. Symons is going to collate into a Village Archive. It remains to be decided how this can be made available for people to view. Clerk to investigate putting photographs on a website with password protection.

Cllr Symons submitted a formal report (Appendix 3 with these minutes) and clerk submitted draft accounts from the event (Appendix 4 with these minutes).

The Minutes of the meeting of the Queen's Diamond Jubilee Event Committee on 21<sup>st</sup> May 2012, were received. (Appendix 5 with these minutes).

718.7 **Village History Project** – Cllr. Durham informed that regrettably he is unable to progress with this project due to other commitments. It was suggested that Colin Warner, Claire Robinson and Paul Clark be approached. It was suggested that there could be a village history stand at Bell Meadow Day with a scanner in order to save village photos or other memorabilia. Cllr. Durham to raise at Bell Meadow meeting.

718.8 **Community Speed Watch** Sessions should commence again weather permitting.

718.9 **Litter** No information to report.

718.10 **Broadband** Awaiting repeater transmitter to be fitted which should bring further areas of the village under the coverage of Fibrewifi. Mark Durham is due to meet with Gary Disley in the next week. Rumours that BT are laying fibre optic cables to the village to be investigated. Cllr. Orford reported increasing her broadband speed from ½ to 2½ by ringing BT.

**719. Correspondence**

719.1 Aon – confirmation that Insurance policy has been renewed.

719.2 Open University – Taster session being held at Essex Record Office.

719.3 Armed Forces Day – 30<sup>th</sup> June 2012. Clerk to forward information to Cllr. Bunn.

719.4 Maldon Art Trail – request for funding declined as the trail does not visit Woodham Walter.

719.5 Flower Festival – request for sponsorship declined as Parish Council provides grant funding to the Church building already.

719.6 MDC Area Planning Committees – Terms of Reference. Clerk to forward to councillors.

719.7 Audit Commission – Consultation on appointment of external auditor for 1012/13 and future years. There were no objections.

**720. Points of Information**

**721. Date of Next Parish Council Meeting:** Monday 9<sup>th</sup> July at 8pm, Women's Club Room, Top Road.

Signed

Dated

**Meeting ended at 10.30pm**

RCCE work with local communities to plan for their future, by supporting parish councils and community groups in the production of Community Led Plans.

The different types of Community Led Plan are:

**Parish Plans**

**Neighbourhood Plans**

**Village Design Statements**

RCCE have a dedicated team of Community Engagement Officers can provide [direct support](#) by attending meetings, advising on funding and how to involve everyone in the project. [Information Packs](#) are available to help you through the process and you can see [completed examples](#) from other communities.

RCCE can also put you in touch with other communities who have completed Community Led Plans and shaped their own future. See information about the [Community Led Planning Network](#)

The characteristics of Community Led Plans are:

They are produced by the community at a very local level, thereby representing the parish as a whole;

They enable local community groups to become actively involved in the decision making process affecting the future of their parish;

The process of producing a Community Led Plan establishes local needs and aspirations, highlights issues and priorities, and develops a vision for the future of the community.

**What is a Parish Plan?**

A Parish Plan determines the future of your community, and how it can change for the better.

It is a document that sets out a vision for the future of the parish and outlines how that can be achieved in an Action Plan.

The Parish Plan process may include:

- A Village Appraisal – a household questionnaire to assess needs and aspirations of local people
- Participatory Appraisals – hands-on interactive workshops
- Business Surveys
- Creation of an Action Plan

**What is a Village Design Statement?**

A Village Design Statement provides an opportunity for your community to describe how they feel the physical character of the parish can be enhanced.

It is a document that identifies what is special, unique and distinctive about the character of the parish.

It provides design guidance to influence change and improve the physical qualities of the area.

**What is a Neighbourhood Plan?**

The Localism Act introduces a new right for a parish council or a neighbourhood forum to produce a 'neighbourhood development plan' setting out policies against which traditional planning applications could be judged. These policies could cover:

- planning objectives for the neighbourhood;
- the broad planning context (e.g. transport connections), local facilities, services;
- key neighbourhood projects and infrastructure priorities;
- development management policies on housing, economic development, environment;
- site-specific policies on housing, economic development and environmental issues;
- changes in the coverage of some planning designations.

(Source: Supporting Communities and Neighbourhoods in Planning Prospectus - Appendix 2)

Neighbourhood Planning initiatives will be additional to, and not a replacement for, the existing planning system in England. The plans will be allowed to accommodate more housing than proposed by the local authority's development plan but they will not be able to provide for less. Provided a neighbourhood development plan is in line with national planning policy, with the strategic vision for the wider area set by the local authority, and with other legal requirements, local people will be able to vote on it in a referendum. If the plan is approved by a majority, then the local authority will bring it into force.

	<b>Parish Plan</b>	<b>Neighbourhood Plan</b>	<b>Design Statement</b>
<b>Purpose</b>	Assess current and future potential issues and set out an action plan to tackle the issues.	Assess physical (spatial) assets and set out what should be protected and where future development should go.	Assess character and set guidelines to influence what future development should look like.
<b>Status</b>	<p>A business plan for the community, adopted by the parish council to take forward in partnership with other organisations.</p> <p>Part of the Local Development Framework evidence base (<i>NOTE: Some local authorities have also approved as a material consideration in the determination of planning applications</i>)</p>	<p>Part of the local authority development plan (subject to an independent examination and support by local referendum)</p> <p>Might also result in a 'Neighbourhood Development Order' which (subject to an independent examination and support by local referendum) will set out development proposals without the need to seek planning permission.</p>	<p>Sits outside the local authority development plan as 'a material consideration in the determination of planning applications' or 'planning guidance' (subject to local authority approval)</p> <p><i>Some authorities have adopted VDS as Supplementary Planning Documents to make them part of the Local Development Plan</i></p>
<b>Document</b>	<p>Description of the services and facilities and their strengths and weaknesses.</p> <p>Views and opinions on all matters affecting quality of life and aspirations for the future.</p> <p><b>Action Plan</b> outlining projects, timescale, costs and organisations involved.</p>	<p><i>Expected to include:</i></p> <p>Audit of land use and infrastructure.</p> <p>Views and opinion about local need and aspirations for conservation and development.</p> <p><b>Policies</b> on objectives for the area, infrastructure priorities, and a map outlining open space of community importance, assets of community value and locations for development.</p>	<p>Assessment of the character of the built and natural environment.</p> <p>Views and opinion about various elements of character and aspirations for the future.</p> <p><b>Guidelines</b> about the design of future development (including an attempt to influence permitted development).</p>

More information is available on the RCCE website: [www.essexrcc.org.uk](http://www.essexrcc.org.uk)

Minute Ref: 715.2  
Quarterly Budget Analysis

Appendix 2:

<u>WOODHAM WALTER BUDGET 2012/13 With Actual to 11th June 2012</u>		Actual Spend	ACTUAL SPEND			
	<u>2011/2012</u>		<u>2012/2013</u>	<u>2012/2013</u>		
<u>ITEM</u>		Notes	<u>BUDGET</u>	<u>2012/2013 to 11 June 2012</u>	<u>expected/paid</u>	Notes
EALC SUB	151.02		155.00	160.08	160.08	
DENGIE HUNDRED	15.00		15.00		15.00	
CAMPAIGN TO PROTECT RURAL ENGLAND SUB	29.00		29.00	29.00	29.00	
SOCIETY OF LOCAL COUNCIL CLERKS SUB	83.00		83.00		83.00	
NALC - LCR SUBSCRIPTION	15.50		15.50	15.50	15.50	
RURAL COMMUNITY COUNCIL OF ESSEX SUB	40.00		40.00	40.00	40.00	
NATIONAL SOCIETY OF ALLOTMENT & LEISURE GARDENERS LTD	55.00		65.00		55.00	
Membership & Subscriptions		388.52				
WOMEN'S CLUB (Community Buildings)	140.00		147.00		147.00	
VILLAGE HALL (Community Buildings)	190.00		200.00		200.00	
PARISH CHURCH (Listed Buildings)	180.00		189.00		189.00	
PARISH MAGAZINE	147.00		154.00		154.00	
SILVER THREADS (Entertainment & Arts)	225.00		236.00		236.00	
ESSEX WILDLIFE (Common & Pastures)	100.00		105.00		105.00	
BELL MEADOW EXPENSES (Entertainment & Arts)	500.00		500.00	1055.63	1055.63	Jubilee Event
Grants to local organisations						
HIRE: MEETING ROOM	162.00	(additional mtg at village hall)	120.00	25.50	120.00	
PUBLIC LIABILITY	313.94		315.00	315.30	315.30	
STREET LIGHTING	335.21		500.00	131.46	500.00	
PARK & OPEN (HEDGE/GRASS ETC)	1908.36		3050.00	334.04	1950.00	
CLERK'S SALARY	3612.02		2900.00	980.01	3900.00	
CLERKS MONTHLY ALLOWANCE & EXPENSES	184.60		156.00	61.73	156.00	
HMRC	919.53		660.00	245.29	900.00	
PAYROLL ADMIN FEES			171.00	42.75	171.00	
GENERAL ADMINISTRATION EXPENSES	384.69		250.00	151.84	300.00	
TRAINING COURSES	210.00		100.00	43.00	240.00	
AUDIT FEES	135.00		135.00		135.00	
SCHOOL PLAYGROUND MAINTENANCE	58.00		400.00		400.00	
POPPY WREATH - LEGION	30.00		30.00		30.00	
COUNCILLORS EXPENSES	15.71		0.00		0.00	
ANNUAL PARISH REPORT			250.00	157.25	250.00	
COMMUNITY SPEED WATCH					200.00	
<b>ADDITIONAL ITEMS</b>						
CONTINGENCY			750.00		750.00	
	96.25	Engraved bowl/Hip Flask/Signage)		250.00	250.00	Grant for computer
	687.50	Party Tents - BMVA			0.00	
ELECTIONS - CONTINGENCY	63.24				0.00	
INCIDENTAL REPAIRS AND RENEWALS			500.00		500.00	
MISCELLANEOUS	144.18	Cancelled cheques				
<b>GRAND TOTAL PAYMENTS (EXC VAT)</b>	<b>11130.75</b>		<b>12220.50</b>	<b>4038.38</b>	<b>13551.51</b>	
<b>PRECEPT</b>	<b>10449.00</b>		<b>8882.00</b>	<b>8882.00</b>	<b>8882.00</b>	
INTEREST DEPOSIT	4.38		3.50	0.96	3.50	
GRANT MONEY	0.00		0.00		0.00	
VAT REFUND (from previous year)	176.84		250.00		321.33	
HIRE OF TENTS	225.00		300.00	270.00	525.00	
WAYLEAVE	14.14		7.75		7.75	
CREDIT FROM CANCELLED/UNCASHED CHEQUES	144.18	HMRC re: 1/4ly payment not monthly	0.00		0.00	
DIAMOND JUBILEE (REPAYMENT OF MUGS PURCHASE)			0.00	239.70	336.60	
DIAMOND JUBILEE (DONATIONS)			0.00	170.00	170.00	
REPAYMENT FROM BELL MEADOW VILLAGE ASSOC. (PARTY TENT PURCHASE)	687.50		0.00		0.00	
REPAYMENT OF LOAN FROM ALLOTMENT ASSOC.	250.00		250.00	250.00	250.00	
<b>TOTAL INCOME</b>	<b>11951.04</b>		<b>9693.25</b>	<b>9812.66</b>	<b>10496.18</b>	
CURRENT DEPOSIT				4966.79	4699.79	
TOTAL OPENING BALANCE	5123.96		5622.92	5622.92	5622.92	
<b>OPENING BALANCE + INCOME</b>	<b>17075.00</b>		<b>15316.17</b>	<b>15435.58</b>	<b>16119.10</b>	
PAYMENTS	11130.75		12220.50	4038.38	13551.51	
VAT TO CLAIM BACK	321.33			226.09	300.00	
<b>TOTAL PAYMENTS INC. VAT</b>	<b>11452.08</b>		<b>12220.50</b>	<b>4264.47</b>	<b>13851.51</b>	
<b>EXPECTED FINAL BALANCE</b>	<b>5622.92</b>		<b>3095.67</b>	<b>11171.11</b>	<b>2267.59</b>	
<b>ACTUAL BALANCE</b>	<b>5622.92</b>			<b>11171.11</b>		

## The Woodham Walter Diamond Jubilee Event

As dawn broke on Monday 4<sup>th</sup> June, I lay in bed hardly daring to look out of the window in case what greeted me was more of the same from the day before – namely torrential rain and wind! Weather that had caused the power to go off several times during the night and that had seriously challenged the organisers of the Thames River Pageant the day before despite years of careful planning!

Fortunately when I eventually plucked up the courage to look outside, I was greeted by a slightly more encouraging scene. It wasn't raining, and although cloudy, it did seem warmer. The reason for my trepidation was of course, that this was the day of the Woodham Walter Diamond Jubilee Event – an event that Jacky Bannerman and I, plus a dedicated team of people on the Diamond Jubilee Committee, had worked for weeks to plan and organise. We had been determined that 'rain would not stop play' but of course had hoped against hope that the weather would be reasonable.

However on arrival at Top Road, our worries started to fade as the weather brightened up a bit, and dedicated villagers were already getting stuck in to putting up the 5 party tents on loan from the Parish council. Everyone was cheerful and in good spirits, and in no time the tents had been erected and would give good protection from whatever the weather was likely to throw at us! Top Road had been closed to traffic from 9am, and everywhere looked wonderful with homes, the Womens' Club, and the school and pub all decked out with bunting and flags.

Tables and chairs started to arrive from various locations like the school, our Village Hall and the Woodham Mortimer Village School, and straw bales were delivered and put in place. Before we knew it, everything was taking shape and once the bunting was put up in the tents, it began to look really fir for a party!

The ladies from the Womens' Club had arrived early and were literally surrounded by piles of wonderful sandwiches, which they had all come in specially to make the day before. Today they were putting them all together and receiving a steady stream of visitors armed with the most beautiful red, white and blue cakes, which they had all kindly donated for the party, and which must have taken them hours to make.

Finally the tables were laid out with Union Jack cups, plates and serviettes and Jane Weedon arrived with the most beautiful red, white and blue flower arrangements which she put on every table. Everything looked really splendid and I think everyone involved at that point, felt a bit of a sigh of relief that it had all come together so well, but also felt really excited and proud that all this had been achieved by such a super bunch of volunteers. The cakes, crisps and sandwiches were laid out, and we were more or less ready for the off. Wally Hicks' organ had arrived from the Cats pub, and was playing merrily outside the shop, and Angela Beighton went down to the church to ring the bells and we were ready to begin. However with 10 minutes to go until the guests would start to arrive, the sky darkened and the heavens opened. Visions of the waterlogged Pageant began to flash before our eyes, but by some miracle the rain only lasted a short time, and by the time the guests had arrived and taken their seats, the sun had miraculously come out! Everyone had taken the patriotic dress code very much to heart, and red, white and blue was very much in evidenced with some impressive outfits to be seen.

Cllr James Bunn, the Chairman of the Parish Council, welcomed everyone to the event, noting that it was nigh on impossible for any of us present, young or old, to ever again witness a Diamond Jubilee, and speculated on what the celebrations might have been like in the village for Queen Victoria's Jubilee back in 1897!

Everyone stood and sung the National Anthem, and then got stuck into the important task of making a dent in the huge piles of sandwiches and cakes.

There was a real sense of friendship and community spirit allowing people to catch up with new friends and to meet new people. It had all been made possible by the grant from the Parish Council and generous donations of food, flowers and trophies received from other village organisations, businesses and other individuals.

A book was passed round for everyone attending to sign, which would provide a permanent record for the future, and many people took photos, the best of which would be included in a commemorative scrap book that I intend to put together for future generations in the village.

When everyone had finished eating Cllr Bunn presented the younger village children with a specially printed Diamond Jubilee mug. The sun really began to shine and then everyone crossed over the road via the splendid 'Yeoman Warder' crossing, to Woodham Walter Primary School, where Angus and Sue Neale had organised lots of fun races including the egg and spoon, child leading the blind-folded parent and the dressing up race. Graham Bannerman proved as splendid ongoing commentary as each race took place and as the winners of each race were presented with their Diamond Jubilee medals. There were competitions for fancy dress, best portraits of the Queen, Best Decorated Buckets and Wheelbarrows and House. Tadpoles staff proved ongoing face painting and crown making in the School Hall, and there was an exhibition of Royal memorabilia with various books and other articles from the Queen's 60 years on the throne.

The event came to a close with a treasure hunt around the school field, and the sun continued to shine right through to the very end of the event.

Tents were by that time, almost dismantled in Top Road, and the Womens' Club looked as if nothing particularly significant had happened at all!

I would like to pass on sincere thanks from Jacky and myself to absolutely everyone who was involved in any way with helping to make the event such a special, happy and successful day for the village and its inhabitants. It did show what a very special community we have here in Woodham Walter, and how lucky and privileged we are to live in such a very special place.

Had she been free to pop in, I have no doubts that Her Majesty would have fully approved of the way that everyone in the village had got together to celebrate her very special anniversary.

Cllr Joanna Symons  
15<sup>th</sup> June 2012



**Diamond Jubilee Budget**Last updated: **11/6/12****Expenditure**

	<b>Original Budget</b>	<b>Updated Budget</b>	<b>Expenditure (exc.VAT)</b>
Memento for children (parish council)	£250.00	£223.25	£223.25
Memento for children (school)		£239.70	£239.70
Memento for children (tadpoles)		£96.90	£96.90
Cups, Plates & Serviettes	£50.00	£50.00	£72.90
Hats & Flags		£50.00	£48.72
Hire of Hall for meetings		£30.00	£30.00
Medals, Trophies, Prizes	£40.00	£104.53	£104.53
Food & Drink	£130.00	£130.00	£132.43
Misc (black bags, blue tac, sellotape, stationery etc)		£30.00	£48.70
Table Cloth Roll	£30.00	£30.00	£14.99
Printing		£33.42	£36.10
Woodham Mortimer Village Hall (Table Hire)			£15.00
<b>Total Expenditure:</b>	<b>£500.00</b>	<b>£1,017.80</b>	<b>£1,063.22</b>

**Income**

Parish Council Grant	£500.00	£500.00	£500.00
Donation		£150.00	£150.00
Donation			£20.00
Woodham Walter Primary School (Mugs)		£239.70	£239.70
Tadpoles Nursery (Mugs)		£96.90	£96.90
Donations on the day			
Income from sale of 30 "spare" mugs @£3.40 each		£95.20	£102.00
<b>Total Income:</b>	<b>£500.00</b>	<b>£1,081.80</b>	<b>£1,108.60</b>

<b>Balance</b>	<b>£0.00</b>	<b>£64.00</b>	<b>£45.38</b>
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**MINUTES**

Minutes of meeting of  
Woodham Walter Queen's Diamond Jubilee Committee  
Held at 8pm in the Women's Club, Top Road, Woodham Walter  
**Monday 21<sup>st</sup> May 2012**

Chaired by Cllr. Joanna Symons

**Present**

Cllr. Joanna Symons  
Sue Dodd (Woodham Walter Primary School)  
Lisa Carter  
Charlotte Rushton  
Sarah Merrick (Tadpoles)  
Paul Clark  
Jean Newton (Womens' Club)  
Angela Beighton (Womens' Club)

Jacky Bannerman  
Kim Meter  
Diane Lodge  
Pam Seear (Tadpoles)  
Viv Clark (Womens' Club)  
Angus and Sue Neale  
Cathy Barber

42. **Welcome** Joanna welcomed everyone to the final meeting of the Diamond Jubilee Committee.

43. **Numbers attending and offering help with food and setting up**

Jacky reported that 40 people had offered to provide food, and 118 adult tickets and 42 childrens' tickets had been given out, although it was likely that not everyone with tickets would actually turn up on the day, and some without tickets would! Plenty of people had offered help with the setting up and taking down, and we were confident that there were enough volunteers for this.

44. **Timing schedule for the day**

Jo and Jacky ran through the proposed time schedule for the day and it was hoped that there would not be too much deviation from this. Helpers were being asked to assemble in Top Road by 9am, and tables and chairs were to be delivered after the tents were erected. The tables and chairs were coming from the school, the Village Hall and Woodham Mortimer Village Hall. It was noted that more chairs could be made available from Tadpoles if required. Twenty straw bales were also being loaned to us for the day.

45. **Food**

Womens' Club members were most probably going to assemble to make the sandwiches the day before, due to the large quantities required (30 loaves were being ordered!). Angela's friends had offered to donate 200 small Lindt Easter eggs, which could be put out on tables. Cake makers were being asked to bring their donated cakes from 11am to the Womens' Club on the day of the party, in labelled boxes. 24 people had offered to provide cakes and it was felt that this would be more than enough. Extra cups of tea would be provided for anyone staying on in Top Road after the party had ended – it was felt that some of the older residents may welcome this. 400 portions of free ice cream would be available on the school field, and 11 litre bottles of Robertsons sugar free juice was also being donated for the party.

46. **Competitions**

Chairman of the Parish Council, James Bunn, will be judging the various competitions and will hand out the prizes on the field before races begin. More people are being encouraged to decorate their house for the 'Best Decorated House Competition. Graham Bannerman will be announcing the races and will close the event.

Jacky showed everyone examples of Jubilee merchandise that had been purchased, including flags, hats, medals rosettes and trophies. She mentioned that 30 Jubilee mugs were available for purchase to anyone interested.

A family quiz with a Royal theme was to be devised to keep everyone amused during the party – one for children and one for adults.

47. **Sports Events**

Angus and Sea Neale were happy to take on full responsibility for organisation of the sports events, and would be providing all the equipment necessary. It was envisaged that the races would commence about 3.15pm.

48. **Parish Memories**

An exhibition of Royal memorabilia obtained from villagers and from Joanna's Royal collection was to be displayed in the School Hall. Joanna and June Chandler would set this up the Thursday before, so that school children could benefit from them at their own Jubilee event on the Friday.

Joanna mentioned that she would be putting together a scrap book of the event for future village generations, and thought will be given to where this should be kept.

49. **Allocation of duties**

Jacky will arrange rotas of 'who is doing what' including names of those setting up, taking down, marshalling and first aiders. It was noted that more marshals are likely to be required, as two would be need to be on duty at any one time. There will be a first aid/marshals post at the Queen Vic end of Top Road. Angela offered to provide a white flag with a red cross for this post.

Jacky had found out that technically our 'lollipop' people are not allowed to stop traffic, but it seemed that the police hoped that 'common sense' should prevail, and that individuals obviously would be responsible for crossing the road safely with the help of the splendid Yeoman Warder lollipop.

50. **Photographic record of the day**

Several villagers had offered to take photographs as a record of the day's events, and the photos will be made available for everyone to see, most probably through the internet.

51. **Miscellaneous items discussed**

It was agreed that James Bunn should officially open the event and welcome everyone, and he should propose a toast to the Queen and then the National Anthem would be played (words to which, would be provided on the tables).

Angus offered to hang bunting up all around the village and in Top Road the weekend before the event.

Angela Beighton will ring the church bells at 12.45pm on the day to announce the start of proceedings, and then Wally Hicks' organ would provide the music.

Angus will conduct a Risk Assessment with Jacky a couple of days before the event.

Everyone was asked to remember to mention the event to any elderly people in the village, and to remind them that transport would be available to them.

It was noted that a Charlotte Rushton, a Girl Guider from the village would be assisting Tadpoles' staff on the day with crown making, to help her to obtain one of her badges involving with helping with a community event.

52. **Close of Meeting**

Joanna thanked everyone for attending the planning meetings and for their good ideas and enthusiasm, and wished everyone good luck for a wonderful day and hopefully good weather!