

Queen's Platinum Jubilee Action Plan

Prior to the 4 day weekend

Activity	Location	Who is responsible?	What is required	Equipment required?	By when	Funding required?	Risk Assessment?
Village appearance							
Bunting	Displayed along A379	Wednesday Craft Group Scouts / Brownies Any willing volunteer	Make 'One Mile' of recycled bunting Red / White & Blue but other material would be fine Cherry picker will be used to erect the bunting		Bunting completed Aim for 26 th – 28 th May		Yes
Seats	Under noticeboard on A379	Volunteer (Paul)		Purple paint		Yes	Yes
Four Planters	The Green	Edd co-ordinating Provided by BPC, BCA, Composters & Feoffee	Red / White & Blue flowers to be planted Plaques will be ordered	Compost Plants	Planting has taken place	Yes	
Bollards	A379	Liz	Paint bollards				
Post Box	A379 / Woodland Drive	Kirstie	Paint post box Ask for Woodland Drive to be painted as well		A379 will be completed w/c 16 th April		

Activity	Location	Who is responsible?	What is required	Equipment required?	By when	Funding required?	Risk Assessment?
<p>Posters</p> <p>Posters depicting 70 years of history</p>	<p>Displayed on lampposts along A379</p>	<p>Jennifer / Helen W / Jim</p>	<p>24 Plywood panels have been purchased from Totem Timber that have been cut to size (600 x 500)</p>		<p>Thursday 26th May</p>	<p>Yes</p>	<p>Yes Helen has template to complete</p>
		<p>Jim</p>	<p>Posters will be A2 size 420mm x 594mm (portrait) Need to be a big bold design as displayed on lampposts</p>				
		<p>Helen / Jim / Jennifer to co-ordinate with willing volunteers (Roger & Shaun)</p>	<p>24 posters have now been encapsulated and ready to be placed on Plywood panels</p>				
<p>Photos</p>		<p>Liz to approach Heather</p>	<p>Erect the posters on the lampposts on A379</p>				
			<p>Photos to be taken along A379 when bunting and posters are on display</p>				

Activity	Location	Who is responsible?	What is required	Equipment required?	By when	Funding required?	Risk Assessment?
Red / White and Blue flowers	Village gardens	Individual residents Liz Helen	Article in magazine Facebook				
Plaques	Tree at the end of Woodland Drive	BPC approved funds Kirstie has ordered	ORDERED - Queen's Green Canopy Platinum Jubilee 2022 plaque for dedication A4 with stakes			Yes	
Commemorative gifts for children		BCA	ORDERED - BCA bulk order The Platinum Jubilee of Her Majesty The Queen 2022 UK 50p Brilliant Uncirculated Coin. These have been ordered through Royal Mint These have been delivered			Yes Cost £7 each	
Memories of Coronation in Brixton	Display in St Mary's Church	Liz will speak to History group – there is not much interest in this	There has been no interest regarding this. Anne will display photo books in the Church				

Thursday 2nd June 2022

Activity	Location	Working Group	What is required?	Equipment required?	By when?	Funding required?	Risk Assessment?
<p>Tree Dedication 2.30pm</p> <p>Followed by refreshments in St. Marys Church.</p>	<p>At the end of Woodland Drive</p>	<p>Liz Bee Friendly Group Vicar (Trevor)</p> <p>Liz to ask Alex</p> <p>Liz to ask Roger</p> <p>Rosemary to send to Kirstie to print</p> <p>Liz / Kirstie to invite</p> <p>Liz / Kirstie</p>	<p>There is a template for the actual service which will be followed</p> <p>Place the plaque</p> <p>Place cones by the site to ensure that it is clear from parked vehicles</p> <p>Copies of the service with the QPJ Logo and Canopy Logo will be produced</p> <p>Invite community group – BPC, BCA, Composters, Feoffee Trust, Scouts / Cubs and Guides / Brownies</p> <p>Advertise by word of mouth and Facebook</p>	<p>Chairs</p>			<p>Yes – Send template to Liz</p>
<p>Bell Ringing Festival 3.30 – 4.30pm</p>	<p>St Mary's Church</p>						

Activity	Location	Working Group	What is required?	Equipment required?	By when?	Funding required?	Risk Assessment?
<p>Community Beacon / Bonfire</p> <p>Arrival from 9pm</p>	<p>South West Composting Site</p>	<p>Steven Cane / Liz</p>	<p>All to be arranged by Steven</p> <p>Car parking available OR Walk from Cherry Tree Drive footpath or Lodge Lane to the Community Composting Site where marshals will guide the way.</p> <p>Need to provide marshals</p>	<p>Bring your own torch</p>			<p>Yes (Steven)</p>
<p>Community Beacon (torches)</p>	<p>Outside individual houses</p>	<p>Individual residents</p>	<p>Individual residents to stand outside their house with torches at 9.3pm to join in with the lighting of beacons across the country at 9.45pm</p>				

Activity	Location	Who is responsible?	What is required	Equipment required?	By when	Funding required?	Risk Assessment?
Quiz		Rosemary	Quiz submitted to Editor to be placed in June magazine	Bottle of prosecco has been donated by Rosemary as a prize			
Corgi Hunt	Around the village	Rosemary	Printed corgis to be displayed in 70 windows around the village to be found Cuddly Corgi to be displayed in a window to be found – all entries into a prize draw to win the cuddly corgi Ask residents to put these in their window Need 40 more windows to display the pictures				
		Kirstie	Email possible willing volunteers				
		Liz	Approach willing volunteers in the street				
70 boats pass (not confirmed)	River Yealm	Not organised by this group					

Friday 3rd June

Activity	Location	Working Group	What is required	Equipment required?	By when?	Funding required?	Risk Assessment?
Street Party 4 – 6 pm	The Crescent (at the bottom)	Residents	Not organised by this group There is no requirement to close this road				
2.30pm Venn Court Barbecue in their gardens	Venn Court	Venn Court residents	Not organised by this group Venn Court is hosting a barbecue in their gardens Brixton families (children accompanied by an adult) welcome to join in the fun, including 'Hunt the Corgi' - a soft toy corgi will be waiting to be found.				

Saturday 4th June

Activity	Location	Working Group	What is required	Equipment required?	By when?	Funding required?	Risk Assessment?
Platinum Picnic 2.30 – 5.30pm	St Mary's School field	<p>Feoffee Trust have approved £120 for prizes</p> <p>(Prizes to be allocated in bold)</p> <p>Church</p> <p>Annie Kay is looking at the games</p>	<p>Fancy Dress for all (adults and children) Theme:</p> <ul style="list-style-type: none"> - Royal Theme - Through the years <p>Prizes for best dressed</p> <p>Possible categories</p> <ul style="list-style-type: none"> - Under 5's - 5 – 10 yrs - 10 – 15 yrs - Adults <p>Small bags of sweets to be given to all entrants</p> <p>People to bring own food and their own blankets / chairs</p> <p>Will provide tea / coffee and squash</p> <p>Children's Games from 1950's</p> <ul style="list-style-type: none"> - Hopscotch - Skipping ropes - Football Goal - Tug of War 	<p>Toilets Table / Chairs Gazebos</p> <p>Table Gazebo</p>			Yes

		Kirstie	<p>Colouring / Craft table Obtain templates for children to colour</p>				
		Ian	<p>Portable football goal Use cones for dribbling</p> <p>Guess the name of the Corgi</p> <p>Guess the weight of</p> <p>Guess the number of sweets</p>				
		Liz	<p>Liz has obtained contact regarding sound system and will investigate</p> <p>Need to be mindful as dogs are banned from the school grounds</p>				
		Liz to confirm with Adrian	<p>Grass needs to be cut on the field</p>				

Activity	Location	Working Group	What is required	Equipment required?	By when?	Funding required?	Risk Assessment?
Platinum Pudding Competition	St Mary's School field	Decide at the next meeting if this is viable once the recipe as been released	Table set up for competition during the afternoon				
Dancing		Alex's dance group	Liz will clarify with Alex regarding the dancing				

Sunday 5th June

Activity	Location	Working Group	What is required	Equipment required?	By when?	Funding required?	Risk Assessment?
<p>Church Service 11 am and refreshments after service</p>	<p>St Mary's Church</p>	<p>Annie Kay Rosemary</p> <p>Liz / Kirstie</p>	<p>Not organised by this group</p> <p>Trevor working on the format of service Ask for various organisations to be represented - BCA, BPC, Feoffee WI etc Adam will arrange for Cubs & Scouts to be present – Formal Church Parade Kirstie to approach Guides / Brownies to see if they wish to attend</p> <p>Reading from a Cllr Michael Wills on behalf of BPC Reading from a Cub</p> <p>Invite Community Organisations – BPC, BCA, Feoffee Trust and Composters</p>				
<p>FoxHound FAMILY FUN</p> <p>Reservation essential.</p> <p>3.30-5pm live local music</p>			<p>Not organised by this group</p> <p>Car park will be closed off for entertainment.</p> <p>Kids welcome/encouraged.</p>				

Additional information

Drone to capture images from the day Annie K / Venn Court resident

Additional village cleans to be undertaken during May – 28th May

Ask residents to tidy in front of their property

Flier has been ordered and will be collected Friday 13th May to be placed in all letterboxes outlining the format of the 4 day events

Liz will look for volunteers to distribute the fliers

Updated 12th May 2022