

OUTWOOD NEWS

OUTWOOD NEWS COPY DATE OCTOBER

Friday 15th September

Late copy <u>cannot</u> be inserted without prior agreement.

Please submit copy to: Esme Hill CHURCH COTTAGE, WASP GREEN LANE or e-mail: anne.morle @outwood.org



JULY & AUGUST 2019

FILMACLUB



LLOYD HALL Friday, August 9th 7.30 for 8.00pm

Refreshments available

Entrance donation £3 Non Members £5 Why not join the club? Only £6 per year Usually held every second Friday of the month, but there will be **NO FILM IN SEPTEMBER**





CHURCH NEWS

Rector's Ramblings

I love living in the country. Though I'm only a few miles away from my old parish in Redhill it feels like another world out here. It's very much farming country and reminds me of the part of Oxfordshire I grew up in. One of the churchwardens at the church where my father was rector was a farmer (she was a farmer's wife but following the death of her husband she became the farmer) and I have many happy memories of visiting her farm as a child and the teas she used to provide for my sister and me.



Our rectory was surrounded by fields and I loved looking out at harvest time after bedtime, seeing the combine harvesters working through the night - though the real excitement came with the burning of the stubble, a practice which has been banned for a while now.

One of my favourite programmes is BBC's 'Countryfile', especially the farming bits in it and browsing through the Countryfile website the other day I was surprised to read that: *in the UK the harvest festival, also known as the harvest home, is traditionally celebrated on the Sunday nearest the harvest moon. This is the full moon that occurs closest to the autumn equinox, which is often between 21-23 September.*

That was news to me! I've always understood that the date for Harvest Festival is not a fixed one. After a little research I discovered that Harvest Festival is in actual fact a somewhat modern addition to the Church of England's calendar. Its origins can be traced to a certain Revd R. S. Hawker, a parish priest in Cornwall, who chose the first Sunday in October as a religious response to coincide with the traditional 'harvest home' celebrations, which were connected to the harvest moon but were not connected to the church.

And so there is in fact no set date for Harvest Festival in the church. In the Windmill United Benefice we are celebrating it at St Mary the Virgin, Horne on September 8th, at St John the Baptist, Outwood on 15th September and at St Bartholomew, Burstow on October 6th. This year at Outwood we are celebrating harvest in a slightly different way with an Arts and Crafts Day on Saturday 14th September from 11am – 3pm (*details page opposite*).

Even though it may not have a set date, harvest is an important time in the Christian year. It's what Orthodox Christians call *The Crown of the Year* and whereas in Anglican and Roman Catholic churches the church year begins on Advent Sunday, 4

CHURCH NEWS

the Orthodox Church year begins on September 1st as it is linked to the time of harvest. Jewish people also celebrate New Year around harvest time with *Rosh Hashanah*, which this year begins on September 29th.

Harvest is about reaping and sowing, the completion of one cycle and the beginning of another and so the harvest months of August and September are ending and beginning months, a time to pause, look back and give thanks, not only for the harvest around us but also for the changing seasons in our own lives:

For the promise of harvest contained within a seed,

we thank you. For the oak tree within an acorn, the bread within a grain, the apple within a pip, the mystery of nature gift wrapped for us to sow, we thank you.

With love and prayers *Nicholas*

Revd Nicholas Calver

The Rectory, 5 The Acorns, Smallfield RH6 9QJEmail: nicholas.calver@btinternet.comTel: 01342 842224



Come along to St John's Church

Harvest Weekend Arts and Crafts Day

on Saturday 14 September from 11am - 3pm

- Displays of work from and activity of local artists and craftspersons
- Hands on opportunities including: stained glass with local stained glass artist Pippa Martin, and making peg fairies with Bloomin' Arts, a local charity that supports learning disabled adults through the arts
- Silent auction of original drawing of the church by local artist Simon Canacott (see above)
- Ploughman's lunches with local cider and apple juice
- If you would like more information, or would like to display your own work, please contact Rosie Yeldham (*rosie.yeldham@gmail.com*) or Nicholas Calver (*nicholas.calver@btinternet.com*)



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AUCTION OF PROMISES Saturday 23rd November 2019 Lloyd Hall

Raising money to improve the parking at The Lloyd Hall

Many villagers and other hall users will know that on the days of a larger event taking place at the Hall there is parking down one side of Brickfield Road and this is a potential hazard to both those using Brickfield Road and those parking on it. The Parish Council has obtained planning permission to improve the verge on that side of the road which would mean less mud for those parking, and cars a bit further off the main carriageway for those passing by.

Together we need to raise about £10,000 to cover the likely cost of these works to Highway Authority standards.

Get involved ... Save the date and join in the fun on the evening Donate a promise for the auction

For more information or to pledge your donation please contact Christine or John Mankelow **01342 842764** john@themankelows.co.uk

CHURCH NEWS Burstow Parochial Charities

Burstow Parochial Charities administers the grants made by the Henry Smith Charities to the parishes of Burstow and Outwood. Henry Smith was a wealthy entrepreneur who, when he died in 1628, left a trust fund for the relief of the poor in 202 parishes around England. Burstow Parochial Charities also incorporates bequests left to the parish of Burstow by Rev Dr Cooke and his wife Margaret, the Rev John Flamsteed and Sir Francis Montefiore. Rev Dr Cooke and the Rev Flamsteed were both Rectors of Burstow in the late 17th/early 18th centuries and Sir Francis Montefiore was a local wealthy landowner who died in the mid-20th century.

The funds are ultimately controlled by the Charity Commissioners, and Burstow and Outwood have four trustees, plus the Rector, appointed to administer the charities.

Vouchers are delivered to qualifying parishioners at the end of November/beginning of December for the purchase of food at specified stores. The amount given each year is variable, depending on the income from the charity commissioners. Donations are also given to various local groups and we give book tokens to students undertaking further education courses, to help towards the cost of books they need for their course.

We keep a small reserve of money in the charity's bank account so that we are able to respond to urgent requests to during the year to help parishioners, the requests usually coming from the Social Services or Health Visitors.

If you would like to apply for a grant or know someone else who would benefit from a grant, please apply in writing to the Rector at The Rectory, 5 The Acorns, Smallfield RH6 9QL or by email to Nicholas.Calver@btinternet.com





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OUTWOOD WI

JULY MEETING



Following the business section of the meeting, in which we gave out details and times for our Summer Lunch next month, we had an excellent presentation by Chris Connor from East Surrey Hospital to tell us exactly what Dementia/ Alzheimers can do to people, and how best to cope with caring for them.

It is not just a 'condition'. Recent research has shown that it is a disease; often caused by small bleeds in the brain, and that smoking is very bad indeed. It can come on at any time, but mostly in people's mid forties. We are encouraged not to call them 'sufferers', and to become a 'buddy' to anyone with the condition, and try to help them cope with life.

Short term memory is normally the first to go, and long term memory usually the last. He likened it to a three tier bookcase, where the memories laid down in childhood are the stablest, sitting firmly on the bottom shelf. Mid life memories can more easily be shaken off the centre shelf, whilst the latest memories can most easily fall off the top one.

If you fear you find this scenario is all too familiar, see your Doctor as soon as possible, as skills can be learnt to enable you to cope. Music, and pets are known to be good therapy, and East Surrey Hospital has a special unit for dementia support, which includes families as well.

A splendid vote of thanks was given by one of our Committee members, who has been diagnosed with the problem, and has stated her intention to ignore it as far as possible, and to live life to the full. This was greeted with a huge round of applause !

Our next meeting is the summer lunch, followed in September by a cooking demonstration from Gill Potterton. We always look forward to sampling her creations !

C.L.



Finding themselves temporarily homeless, Shan and Paul moved to a caravan in a remote field. This is one of the many reasons they didn't

want to move from Outwood. Postman Brian found them and continued

ostman Brian found them and continued his excellent service.

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NATURE WATCH

Where took one of our regular trips to the South Hams of Devon for the end of June and first few days of July. Weather was sunny with temperatures in the mid twenties, unlike back here in the South East where the mercury reached 34°C and in France it hit a record 45.9°C. The EU Satellite agency reported that temperatures in June were the highest ever recorded. Meanwhile, although the temperatures in south Devon were much more tolerable we had three days of continuous wind with gusts up to 60mph, just like the mistral in the South of France. However, wild flowers festooned the banks of the steep sided lanes with red campion, the blues of various thistles and the tall stands of yellow charlock (*Synapsis arvensis*). Along the cliff tops were swathes of creamy white wild carrot (*Daucus carota*), purple and yellow vetch, the golden yellow birds-foot trefoil and the yellow, sweet scented ladies bedstraw. These pollen and nectar packed flowers are just what the insects were looking for and on the last day of June I saw my first painted lady of the year, which was followed by twenty or more of these beautiful butterflies heading straight for flowering thistles to refuel and it is likely that these were part of one of the many waves of migration they make from North Africa to the UK.

The Painted Lady (*Vanessa cardui*) is the most widely distributed butterfly in the world with the exception of South America and Antarctica and its Latin name translates as thistle butterfly. Migration to the UK usually starts in late May to early June and they return in the autumn. Unusually their life cycle can be completed in one month, which enables a number of generations of them to make some very long migrations in a series of steps from North Africa to the Arctic Circle and return a total of 9,000 miles.



Back here in Outwood butterflies have been plentiful this year. Recent sightings have included commas, peacocks, red admirals, that scourge of cabbage crops - the large white, orange coloured small skippers and dusky brown ringlets. Sylvia Maiklem reported seeing a marbled white on the downs near Chichester - they are a typical butterfly of chalk grassland. In early July a small team of local National Trust Volunteers who have been carrying out surveys of damsel flies, veteran trees and butterflies on the Harewoods Estate, joined a couple of specialists from the Butterfly Conservation Trust who came to Outwood in the hope of seeing a rare butterfly called the White Letter Hairstreak (Satyrium w-album) - the w refers to the white letter on the reverse of the wings. This butterfly is on the International Union for the Conservation of Nature (IUCN), Red List of endangered species. It is dependent on elm trees and, despite the ravages of Dutch Elm disease they have survived on the suckering of old elms and other species of elm such as the Wych Elm and other elm hybrids. We have all of these locally and were told that there are more elms in Outwood than anywhere else in Surrey. The butterflies are difficult to spot because they spend most of the time flitting around in the tree tops although they occasionally come down to feed on the nectar of bramble and creeping thistle. So, with the right guidance, a good pair of binoculars and a group of elms we spent an hour and a half at the task and were all were able to say we had seen one of these rarities.

Mike F Johnson



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OUTWOOD PARISH COUNCIL

JULY MEETING HIGHLIGHTS

Gatwick - The meeting opened with a brief presentation from Alan Jones about the Gatwick noise monitoring system developed over this past year. It is now much easier to track the aircraft, through 'webtrak'. Flights to and from Gatwick are red and green, the greyed out flights are from other airports. It is possible to see if the aircraft is not compliant or not moving as it should be. You can see the noise monitors tracking the change in decibels (dB). The acceptable level is 54dB (recently lowered from 57dB) for the daytime and 48dB at night.

Visit https://webtrak.emsbk.com/lgw2

To complain about aircraft noise call 01293 311568.

Alan is a trustee of **Gatwick Airport Community Trust (GACT)** and wants to let the community know that grants are available and applications can be submitted from November onwards.

As not all of last years' £500,000 was spent, the remainder is being rolled over to the coming year. If you have a project, that needs funding, visit the website, http://www.gact.org.uk/application.php to check if your project is eligible for a grant.

Application 2019/868, Sawmills Green Lane.

By the time you read this the OPC will have submitted an objection to this most unsuitable development in the Greenbelt.

Climate Change - Cllr Howard wrote to both Tandridge DC and Surrey CC about their plans with regard to becoming carbon neutral. Come and visit us at the Outwood Show to find out more about what we do for you

Response from Surrey CC is that they plan to deliver a strategy for our county's environment and countryside in 2020. They also have a mission to reduce the number of cars involved in school runs.

Date of the next meeting: Tuesday 10th September 2019 8pm in the Church Room We would love to see more residents at our meetings

For more detailed meeting reports and any current planning applications please visit the website at **www.outwood.org** and click on Parish Council.

CONTACT DETAILS

PARISH COUNCIL MEETINGS

Meetings are held each month except August and December Held in the Church Room, Wasp Green Lane at 8.00pm

PARISH COUNCILLORS

Mary BaldockPlanning & National Trustmary.baldock@outwood.org842358Barry GoslingPlanning & Lloyd Hallbarry.gosling@01293775216Jane HowardChair - Footpaths & Bridlewaysjane.howard@outwood.org842456Nick WyerVice Chair - Roads & Verges, WellsField nick.wyer@outwood.org841664Rosie YeldhamCommunity Mattersrosie.yeldham@outwood.org844642

PARISH CLERK

Lucinda Charlesworth E-mail: parish.clerk@outwood.org 01342 843800 Brightleigh House, Millers Lane, Outwood, Surrey RH1 5PZ

DISTRICT COUNCILLORS

Kevin Bourne	07963 833154
Harry Fitzgerald	01342 832475
Colin White	tbc

COUNTY COUNCILLOR

Rose Thorn	01342 836852

TANDRIDGE DISTRICT COUNCIL

General	01883 722000
Noise, dangerous structures,	
pest control, pollution, flooding,	
tree enforcement etc.	

Amenity Services	0800 7834843
Abandoned cars, flytipping,	
graffiti or vandalism.	

Rubbish collection BIFFA01342 837346Removal of unwanted vehicle01883 732998

www.tandridge.gov.uk

SURREY COUNTY COUNCIL

 General
 03456 009009

 Pot Holes
 0300 200 1003

 Verge Cutting
 01342 837666

www.surreycc.gov.uk

MEMBER OF PARLIAMENT

Sam Gyimah

Email: sam@samgyimah.com House of Commons (Direct Line) 020 7219 7643

Constituency Office Oxted 01883 715782

MEP

Daniel Hannan 020 7222 9000

GATWICK AIRPORT NOISELINE

(Freephone) 0800 393070

REDHILL AERODROME NOISELINE

LLOYD HALL

Booking SecretaryJo-Ann Harvey07717 057485

E-mail: lloydhall.outwood@hotmail.co.uk

Management Committee Secretary

Jane Forbat 01342 842834 E-mail: lhmc@lloydhall.org

NATIONAL TRUST

Harewoods Estate Office 01342 843225 Lead Ranger - Mark Richards - 07770 887679 Area Ranger - Eleanor Yoxhall - 07769 885991

www.nationaltrust.org.uk

POLICE

Emergency Attendance 999 Report non-urgent incidents 101

Crime Prevention Advice Mark Howells

E-mail: mark.howells@surrey.pnn.police.uk

Tandridge Safer Neighbourhood Team E-mail: tandridge@surrey.pnn.police.uk

Neighbourhood Specialist Officer (NSO) PC 40300 Kevin Stimson Tel: 101 or M: 07720 061363

Email: kevin.stimson@surrey.pnn.police.uk

PCSO 12437 Conrad Cheeseman Tel: 101

Email: Cheeseman12437@surrey.pnn.police.uk

PCSO 13539 Stuart Wren

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USEFUL NUMBERS

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315 Cruiser Service

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Monday to Friday only

Leaves Millers Lane	07.48
	10.25
	13.50

The 10.25 and 13.50 buses also go to East Surrey Hospital via Redhill. Buses leave the hospital at 12.15 and 17.05 to return to Outwood.

09.00
12.25
17.15
15.37

On school days there are also buses from Millers Lane at 07.45

Buses4U

Bookings and information: 01883 732791

Website: www.buses4u.org.uk

Bus passes <u>are valid</u> for Tandridge District Council residents but <u>not</u> for Reigate and Banstead DC residents.

Information provided by Outwood Parish Council E&OE

OFFICE OF THE POLICE & CRIME COMMISSIONER FOR SURREY

David Munro Police and Crime Commissioner

The public can contact the Office of the Police and Crime Commissioner in the following ways:



Telephone:	01483 630 200
Email:	SurreyPCC@surrey.police.uk
Website:	www.surrey-pcc.gov.uk
Twitter:	www.twitter.com/@SurreyPCC
Post:	Office of the Police and Crime
	Commissioner for Surrey
	PO Box 412, Guildford, GU3 1BR

COMMUNITY Speedwatch

Speed monitoring sessions have continued over recent weeks and, happily, a significant number of vehicles are travelling at speeds more in line with the limits posted.

However, we are still recording a good few that are going too fast, including an Audi on Brickfield Road at 72mph near the church.

Our volunteers will carry on their work as conditions allow over the school holiday period as traffic volume is still at quite a high level.

KNOW YOUR LIMITS... Nigel Shaw 842743

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Jobn 2019 St John the Baptist, Outwood

	Saturday 3 August
2-4 pm	Teas in the Churchyard
	Sunday 4 August
11 am	Holy Communion
	Sunday 11 August
11 am	Morning Worship
	Saturday 17 August
2-4 pm	Teas in the Churchyard
	Sunday 18 August
11 am	Holy Communion
	Sunday 25 August
11 am	Morning Worship
	Sunday 1 September
11 am	Holy Communion
	Saturday 7 September
2-4 pm	Teas in the Churchyard
	Sunday 8 September
11 am	Morning Worship
	Saturday 14 September
11am-3 pm	Arts and Crafts Day in the Church
1 Alexandress of the second se	Sunday 15 September
11 am 🏸	Harvest Festival Holy Communion
,	Saturday 21 September
2-4 pm	Teas in the Churchyard
	Sunday 22 September
11 am	Morning Worship
	Sunday 29 September
11 am	Holy Communion
	www.windmillchurches.co.uk

DIARY OF EVENTS

AUGUST	
Saturday 3rd	AFTERNOON TEAS IN CHURCHYARD
Tuesday 6th	LLOYD HALL MANAGEMENT MEETING 8.00pm - Lloyd Hall
Friday 9th	OUTWOOD FILM CLUB 'The Greatest Showman' 7.30 for 8.00pm - Lloyd Hall (See page 2)
Saturday 17th	AFTERNOON TEAS IN CHURCHYARD
Saturday 31st	OUTWOOD VILLAGE SHOW &
	HORT.SOC. SUMMER SHOW

SEPTEMBER

Saturday 7th	AFTERNOON TEAS IN CHURCHYARD
Tuesday 10th	PARISH COUNCIL MEETING 8.00pm - Church Room
Saturday 14th	ARTS & CRAFTS DAY AT THE CHURCH
Sunday 15th	HARVEST FESTIVAL SERVICE
Saturday 21st	AFTERNOON TEAS IN CHURCHYARD
Saturday 21st	ORBL QUIZ NIGHT 7.00 for 7.30pm - Lloyd Hall
Thursday 26th	LLOYD HALL MANAGEMENT MEETING

OUTWOOD VILLAGE WEBSITE www.outwood.org

The website Diary page, maintained by Outwood News, lists all village events (of which we are aware) taking place up to a year in advance. Why not take a look to avoid a clash of dates!

LLOYD HALL

LHMC meetings will take place:

Tuesday 6 August: 8pm in the Chilvers Room, Lloyd Hall Thursday 26 September: 8pm in the Chilvers Room, Lloyd Hall

Love Lloyd Hall 50/50 Club

JULY 2019 DRAW

1st Prize	Ticket no: 24	£72.50
2nd Prize	Ticket no: 18	£43.50
3rd Prize	Ticket no: 05	£29.00

For details of the 50/50 club contact Robin Kirkland - robin@boralo.com

A fun evening was enjoyed by more than 50 people at the July Film Club, in Lloyd Hall.

We watched the 'feel good ' movie Fisherman's Friend, a true story about Cornish fisherman singing sea shanties, and becoming famous and releasing a Long playing record which soared up the charts.

Adding to our enjoyment, we had our very own Song men. The Windmill Song men. who entertained us, and had us singing lustily, during the interval! Thank you gentlemen (and Ginette who trains, encourages and organises them !) you really made it a very special evening !

Shân Daniels.



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OUTWOOD CRICKET CLUB

www.outwoodcricket.club

The club continued to enjoy league success in June and July.

The 1st and 2nd XI lost their unbeaten records but remain in strong contention for honours. The 1st XI are only 5 points off the top of Division One, despite having lost two games. The 2nd XI are still top of their league, also having lost two games. We have had a good number of players available in the first part of the summer, but as the season wears on the challenge will be to put out competitive sides as the holiday period kicks in.

We lost our quarter final in the Surrey Slam to Horley Hackers and so are out of this season's competition. However, we have successfully bid to host the regional final which is scheduled to take place w/c 5 August so keep your eyes open for news of the fixture date. It promises to be a thrilling evening with a high standard of cricket on show.

Our Under 10 Academy side have won their league with one game to spare. This group of youngsters show a great deal of promise and so far remain unbeaten against all comers with one match to play. They are the future of our club and we are rightly proud of the cricket they play and the way they conduct themselves on the pitch.

Our ladies have not been faring so well in their own Slam competition, but they have had some really close games against tough opposition. The recent friendly against Nantes, a touring side from France was a great affair with our visitors requesting a proper cricket tea for afters, and staying on at the club until 10pm!

Follow us on our club website www.outwoodcricket.club or on our Facebook, Instagram or Twitter accounts.

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OUTWOOD NEIGHBOURHOOD WATCH JULY REPORT



There was a robbery on Outwood Lane in July. I continue to hear about attempts to defraud people by phoning them to say that attempts are being made to withdraw money from their bank account.

I recently heard a talk by Giles York the Chief Constable of Sussex Police. He gave some insights about why we don't see so many police on the beat and how the forces' resources are stretched. I hope you find it interesting too.

- 1. Police officers are investigating historic crimes. For example, in Rotherham sex exploitation of vulnerable children is currently thought to involve over 1,200 victims
- 2. The police have a changing approach to victims of domestic abuse. Primarily, today complainants tend to be believed and their cases are followed up rather than ignored.
- 3. There are emerging on-line crimes that are stretching police resources.
- 4. The 101 non-emergency number is swamped by non-crime incidents. Mental health issues and people in crisis are not crimes but can take up a lot of police time.

Jane Howard

janeweston899@btinternet.com 01342 842456 07753 602656

WANT TO ADVERTISE IN OUTWOOD NEWS?

For more information and to check availability please contact John Mankelow: **01342 842764**

or Anne Morle: **01342 843336**

anne.morle@outwood.org



REVIVAL OF CHRISTMAS TREE FESTIVAL AT ST.JOHN'S CRISTMAS 2019

The festival will be held on Saturday 14th and Sunday 15th December 2019 For details contact: Helen Winter winterhelen@icloud.com



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IN AID OF ST CATHERINE'S HOSPICE

Burstow Friends of St. Catherine's Hospice



Call my Bluff Wine Tasting Evening Saturday 5th October

7.00 for 7.30pm at Lloyd Hall, Outwood

Think you know your Sancerre from your Sauvignon Blanc, your Merlot from your Malbec?

Join us for a wine tasting event with a difference - in the style of the game show 'Call My Bluff'.

Put your wine knowledge to the test at this light-hearted evening.

Tables of 8 or we can seat you with others on the night.

Cash Bar

Tickets £25 including 2 Course Supper with coffee plus an exciting selection of wines for tasting

Tickets from Christine 01342 842764

christine@themankelows.co.uk

This event has sold out on previous occasions. Book early to avoid disappointment.

Outwood Summer Ball 2020

We are delighted to announce that the much loved Summer Ball is returning next year and will be held on **Saturday 20th June 2020** at the Lloyd Hall. Details to follow in future editions of the Outwood News Save the date!







The Outwood Volunteers have started their annual farmland butterfly survey on Burstow Park Farm. It is part of the UK butterfly monitoring scheme, aimed at getting a better understanding of how these important 'indicator species' are faring across the UK (so called because they are a good indicator of how are habitats are doing).



During July, we also had a great opportunity to see White-letter hairstreak butterflies on our Elm trees, on the edge of Outwood Common. An expert from the charity Butterfly Conservation came down and showed us how to spot them. It can be difficult as they tend to spend most of their time in the top of the canopy of large Elm trees.

Unfortunately this species is now extremely rare because they rely solely on these trees for their survival, and so many have succumbed to Dutch Elm disease. We're very fortunate to have a few magnificent Elms on the Harewoods Estate, which seem to be resistant to the disease. We're hoping to be able to grow on some saplings that we can plant around the estate, to ensure they survive in the long term.

Eleanor Yoxall - National Trust Ranger (Harewood Estate & Limpsfield Common) 07769 885991 email:eleanor.yoxall@nationaltrust.org.uk



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Contact Pat or Adam Carter info@fusilierelectrical.co.uk

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We hold a Coffee Morning at Lloyd Hall every Wednesday from 10.45 to 12 noon

Everybody is very welcome to come along and make some new friends whilst enjoying real coffee and homemade cake

- only £3 for as much coffee & cake as you can manage.

OUTWOOD NEWS COPY DATES

<u>ISSUE</u>

COPY DATE

Dates for November & December together with 2020 will be printed in October's Outwood News.

NOTE: Please submit copy either as finished artwork (a PDF of the correct size) or, if using WORD, in the simplest form. <u>Please avoid using text boxes</u>.

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