



OUTWOOD NEWS

**OUTWOOD
NEWS
COPY DATE**

**MARCH
2024**

**Friday
16th FEBRUARY**

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**OUTWOOD CRICKET CLUB
ANNUAL GENERAL MEETING AND SUPPER**

LLOYD HALL

FRIDAY, 9 FEBRUARY 2024

AGM FROM 7PM

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BRYAN BETTISON RETIRES

Bryan Bettison is a friendly face well known to many of us in Outwood as our helpful, cheery and positive postman. Sadly, Bryan is retiring in late February but his great contribution to the community is hugely appreciated and will not be forgotten.

Growing up locally in Reigate, Bryan has fond memories of his childhood which he spent playing with his pet dogs and having many paper rounds to do before school. He would not describe his work as a postman to be a 'natural calling' but more as something that fell into place over time due to his enjoyment of meeting people and his considerate nature.

Bryan joined the Royal Mail 47 years ago on the 28th June 1976 and began his postal duties working in the Redhill office as well as delivering post to Betchworth where he worked for seven years. In his time as a postman for Betchworth, Bryan was responsible for two delivery routes by van and one by bike.



However in the early 80s, Bryan decided to 'go back inside' to support his growing family and went back full time to the Redhill office where he sorted letters, directed package distribution and worked in the 'book room' where he managed staff hours. Then, he began delivering to Outwood and started his rounds on the 11th September 2011.

Bryan says the only downside to his job is when the weather is cold, wet and windy – the worst of combinations! He says it is 'hard to not let the weather get you down' when walking from house to house when it is truly miserable outside.

Bryan begins his morning at six when his alarm goes off then he heads into the Redhill Office where he sorts letters for all of us in Outwood and prepares them for the individual households. He is then ready to start his journey off and begin delivering our post.

The Hollywood-movie stereotype of posties having to fend off terrifyingly frightening dogs while delivering has never happened to Bryan as he has always loved dogs ever since being a young boy growing up in Reigate.

Bryan's plans for retirement are not set in stone but he will 'take each day as it comes' which is his mantra in life and in his work. He plans to spend as much time as he can with his nine grandchildren and perhaps get a part time job to keep himself busy.

From all of us in Outwood, goodbye Bryan and thank you for your incredible service to us!

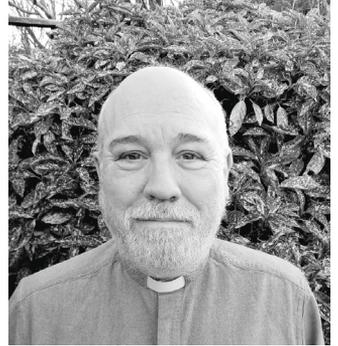
We will miss you greatly.

Harriet Critchley

Please see page 25 for details of a retirement presentation to Bryan.

BISHOP'S BURBLINGS

At the service for Epiphany held on Sunday 7th January, at St Mary the Virgin, Horne, we sadly said our thankyou's and farewells to Nicholas and Judith Calver after Nicholas' 9 years of service as Rector of the Windmill United Benefice, and we continue to pray for them and to wish them both well in their retirement in the beautiful Kent countryside.



As Nicholas observed in the months running up to his retirement, there is a season for everything, a beginning and an ending. Quoting from the Old Testament book of Ecclesiastes, he reminded us that "*for everything there is a season, and a time for every matter under heaven*", noting that the time was now right for him, after 35 years of stipendiary ministry, to seek new challenges and new beginnings - the ending of one chapter and the beginning of a new chapter in the lives of Nicholas and Judith.

And so, as one chapter closes in the life of the Windmill United Benefice and the Parishes of St Bartholomew Burstow, St Mary the Virgin Horne, and St John the Baptist Outwood, a new one opens. For now the Benefice begins the task of finding a replacement Rector - no easy task that to replace Nicholas's sensitive, humble and thoughtful service, and Judith's excellent administrative and supportive talents!

This will involve preparing a Parish Profile - a document which will be sent to prospective applicants providing the history and details of the churches of the Benefice as well as the parishes and surrounding villages and area -, agreeing a "person profile" and a "job description", in collaboration with the Diocese of Southwark and the appropriate church Patrons.

In the meantime, we enter a period of Interregnum, or Vacancy, as the aforementioned necessary administrative work is undertaken in order to be able finally to advertise for the role of the new Rector, and hopefully interview potential candidates at the end of April. Dependent upon the circumstances of the successful applicant there may be a further period of time whilst the newly appointed Rector-in-waiting leaves their current post and makes their necessary preparations to move into the Rectory here in Smallfield.

During this time of Interregnum, the Wardens of the three churches are tasked by the Bishop with running the Benefice as on his behalf, overseen and assisted by the Archdeacon of Reigate, The Venerable Moira Astin.

CHURCH NEWS

Together with Rev'd Charles Sargent, also an existing self-supporting minister licensed to the Benefice, he and I hope to be able to continue as much as possible with the current schedule of services at each of the churches, and to provide any necessary pastoral support to the community for Baptisms, Weddings and Funerals.

We are planning to hold Lent Study Groups during February and March, on a Monday evening at 7.30 and Wednesday afternoons at 2pm at the Smallfield Church Hall commencing 19th February,

In addition, we are launching a monthly prayer meeting, again on a Monday evening and Wednesday afternoon in the Smallfield Church Hall. The first meeting is on Wednesday 31st January at 2pm.

Everyone is very welcome to join with us.

Like all new beginnings, there is the sense of the unknown as we venture forward, but, there is also the knowledge that like the seasons, the darkness of Winter will soon turn to lighter days with the new life and hope of Spring bringing with it the promise of a new creation and a new beginning. Then comes the Summer when we reap the benefits of the earlier hard work of sowing the seed and preparing the ground.

Our hope is that our 'harvest' later in the year will be a new Rector to lead us onto fresh pastures and new journeys.

We will of course continue to keep you updated with progress in the Benefice as we start our new season of Vacancy, and continue with our preparations for our fresh beginnings with our new Rector.

On behalf of the Windmill United Benefice I hope that you enjoyed a peaceful and joyful Christmas, and wish you every blessing for the new year of 2024!

With love and prayers

Steve

Rev'd Steve Bishop
Associate Priest
Windmill United Benefice
Smallfield Church Hall
Redehall Road
Smallfield
Horley RH6 9QL

windmillchurches3@gmail.com

07709 269797

LLOYD HALL

LLOYD HALL CRISIS!

Not really. But now that we have your attention ...

Parents Supporting Downs Syndrome (PSDS) has been a regular renter of the Hall 3 days per week and our single largest source of revenue for many years.

Indeed, they were instrumental in rebuilding the hall, providing a much needed loan during the construction.

PSDS has now acquired their own dedicated building and we wish them all the best going forward.

However ... this leaves a large hole in the Hall's annual revenue and means we have daytime availability on Thursdays and Fridays and most Tuesdays.

Please can we ask everyone in the village to spread the word that the Hall is available for exercise classes, clubs and educational groups.

There is the potential to rent storage space for groups which need equipment.

We used to have a thriving Mother and Toddler group – it just needs someone to run it.

Anyone interested in finding out more can contact Richard Pollard at lloydhall.outwood@hotmail.co.uk.

LLOYD HALL IS THE HEART OF THE VILLAGE



OUTWOOD WI



JANUARY 2024

Happy New Year from all the ladies at the Outwood WI!

We had a great turnout for our first meeting of 2024, despite the fact that it was the day after the bank holiday! We decided this year to provide some in-house entertainment, and there was much laughter as we played team games and took part in various group activities which allowed us all to share our Christmas experiences. The committee performed a silly pantomime skit, and we learned what everyone carries around with them, thanks to a lively game of handbag bingo.

We look forward to another year of interesting speakers and communal activities: learning and friendship are our key values. Monthly clubs have already begun and at craft club members shared their latest creations and we discussed future projects. Onward and upward!



Cathie is designing and sewing an interesting spiral design.



This amazing quilt has just been completed by Pauline - stunning.



What on earth can Jackie create with some brown wool, a crochet hook and a plastic plant pot? All will be revealed next time

Our next meeting is our birthday celebration on February 6th; our speaker will be Susan Purcell who will be sharing fascinating facts about the English dictionary.

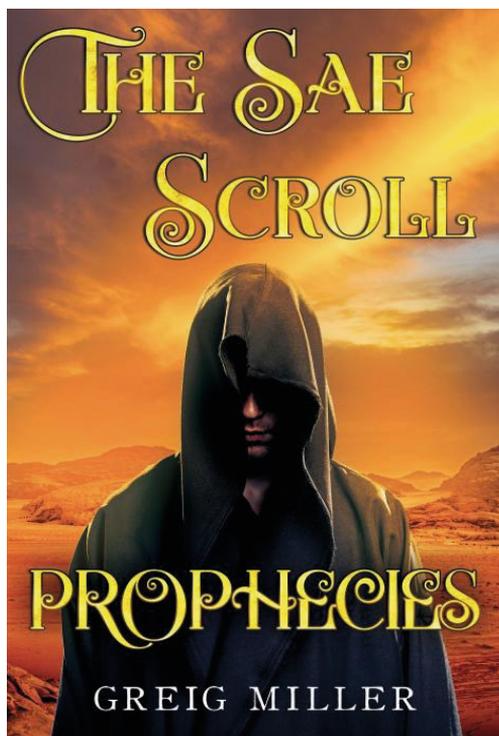
Elizabeth Dyke

The Debut Fantasy Novel from Outwood's own Greig Miller

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The imprisonment of a child, now a man, has kept an uneasy peace between the four ruling kingdoms. Synn has been held in captivity for thirty years, accused of the genocide of Sha'am with the Weapon of God. Tellus fights to survive in the Slums. Alain struggles to carry the weight of responsibility that comes with being the firstborn son in his family. Adun tries to stop his foster son, Joh's imminent self-destruction. The Sae Scrolls call Synn a prophet, but when he escapes his tower, peace is threatened and the kingdoms come together to seek both Synn and the Weapon of God. As the lines between truth, history and fable blur, the only question is: who is hero and who is villain?



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NATURE WATCH

The new year signalled a change in the weather, from almost continuous rain to a jump in barometric pressure, blue, sunlit skies, plummeting temperatures, freezing conditions both night and day and a dusting of snow, until the fourth week of January, when rain returned in the form of storm Isha. Despite the yo-yoing of the weather, many garden plants were early into flower providing much needed relief to the darker days, such as a patch of snowdrops with yellow aconites showing colour reported by Mary Baldock in the first week of January. In our garden the winter flowering cherry was in blossom over the Christmas period. In early January, the creamy white flowers of sweet box (*Sarcococca confusa*) were scenting the air with vanilla, and white and dark-red hellebores were opening their rose-like flowers but, unlike Mary, our snowdrops didn't start showing for another two weeks. Meanwhile, away from home the colour came from the yellow flowers of gorse on Outwood common and the lilac edged white flowers of the common butterbur (*Petasites hybridus*) with patches along Millers Lane, particularly near Brightleigh Farm. Butterbur is a member of the sunflower family and has traditionally been used in folk medicine as a treatment for flu, fever, migraine, asthma and allergies. More recent scientific studies have shown that it contains many chemicals some of which have proven medical uses.

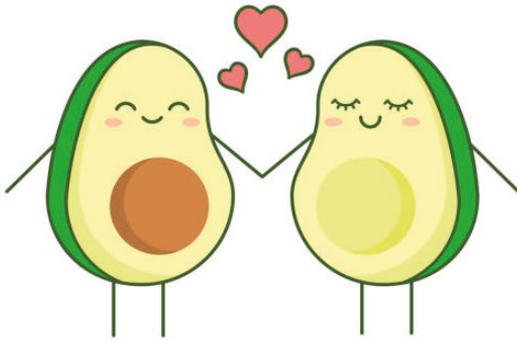


Common Butterbur

In mid-December came a report from Julie Biddles who said, she thought she was going mad when she saw a pair of white-tailed eagles on Rookery Hill near Normans Corner and a second sighting near the same spot just a day later. She first reported seeing a white-tailed eagle aka fish eagle at a bird reserve in the Arun valley (March 2023 issue of Outwood News) but it was a real surprise to see them in Outwood. However, sightings have been recorded in many places across the south east including Redhill and Coulsdon and a recently tagged bird was tracked from the Isle of Wight. One morning it flew in an easterly direction across Sussex and Kent and in a few hours reached the Isle of Sheppey before turning back. What were fish eagles doing inland? The answer appears to be that white tailed sea eagles are attracted to rubbish dumps such as the one at Etherington's on Rookery Hill. A further inland sighting at Bookham Common came to light in a conversation I had with Ian Swinney on New Year's Day, which seemed to confirm this behaviour when he mentioned that there was a council rubbish tip in the vicinity. Interestingly, Ian, son-in-law of Mary and the late David Baldock, had been the National Trust's area ranger for Bookham Common in Surrey and had retired just the day before – 31 December - after serving fifty years but it was a few days later before I discovered that he had received an award of a BEM – Medallist of the order of the British Empire - in the New Year's Honours list. Congratulations to Ian.

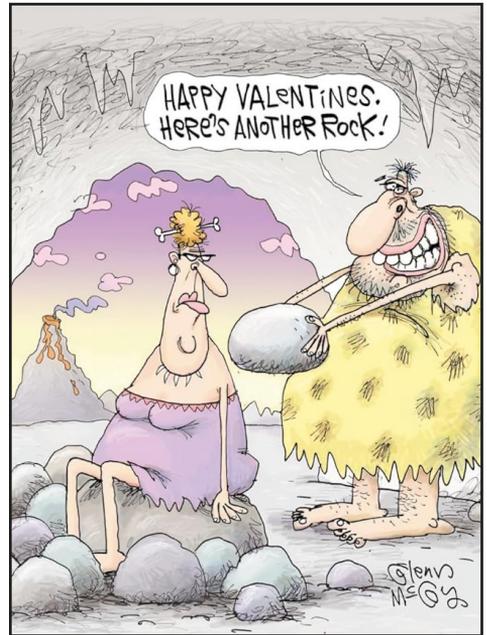
Two other reports came from Gerald Sharpe. The first was the sighting of a white squirrel that has been spotted a few times in the woodland near the Outwood butchers. The second was of an Egyptian Goose on Gaines' Farm to the west of Prince of Wales Road. The Egyptian Goose was introduced to UK from North Africa in 17C as an ornamental bird with its light-fawn speckled brown and grey colouring and red legs. It is in fact a duck and was named due to its plump body and its in-flight silhouette.

Mike F Johnson



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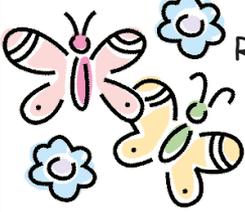
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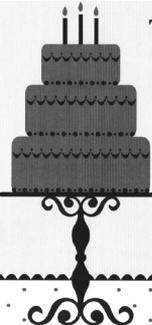
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please contact
John Mankelow:

01342 842764

or

Anne Morle:

01342 843336

anne.morle@outwood.org

OUTWOOD HISTORY GROUP

Does anyone know about the Lloyd Family, any stories about them personally? How did they take part in village life, or maybe prop up the bar in the Bell?

I would like to write something about the family that played such a big part in Outwood's history.

The Outwood History Group meets on the first Tuesday of each month.

If you can help us, please ring David on 01342 843661

Claire Coutinho MP

MEMBER OF PARLIAMENT FOR EAST SURREY



Since I was elected, I've held regular surgeries with local residents to talk about the issues that matter to them.



I've also been holding regular remote surgeries by telephone, so if you need any help or want to raise an issue of importance to you, please don't hesitate to email or call me to set up a meeting.

Claire

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claire.coutinho.mp@parliament.uk

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Burstow Group of St Catherine's Hospice

AGM

Monday 6th March @ 6pm
Church Room, Wasp Green Lane
All Welcome

FESTIVE FIRS

Grateful thanks to all who contributed to a very successful
Christmas tree festival in December.

We raised £650 for the Church, and there was a real community buzz
whilst everyone sheltered from the awful rain.

There are too many people to thank individually, but hopefully you'll all
come forward again if we repeat the event in a couple of years' time!

*If you took a Christmas tree stand home with your tree,
please return it to my porch (Carillon, Bellwether Lane)*

Helen



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OUTWOOD PARISH COUNCIL

The Parish Council has set its budget for the financial year 2024-25 and this is available to view on the Council's website.

The Precept has been increased by 5% at £30,450 which amounts to £99.74 per year on a Band 'D' property. Naturally different bands will have a different figure apportioned to them.

The Annual Village Meeting has been arranged for 15th April in the Lloyd Hall. There will be a speaker talking about Neighbourhood Planning and the Council would like to garner a view on how residents feel about the exercise being carried out in Outwood.

COST OF LIVING

YOUR ESSENTIAL SERVICES

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YMCA East Surrey's Community Wellbeing Team invites you to attend our free online workshops for parents/carers:

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These workshops are suitable for parents/carers with children aged 8+. Our Community Wellbeing team will provide you with information and key strategies to support your child. There will also be time for you to ask any questions that you have via the online chat function.

For dates and times and to book your place, please visit our website:
www.ymcaeast Surrey.org.uk/parent-workshops/

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MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND ALL OUR MEETINGS

Wednesday 7th February 2024, 7.30pm in the Church Room

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

PARISH COUNCILLORS

Mary Baldock National Trust / Community Matters baldock.mary@googlemail.com 07936 166557
Helena Devlin Highways velma9612@gmail.com 07718 278402
Jane Howard Chair - Footpaths / Bridleways janeweston899@btinternet.com 07753 602656
Anna Malley Planning anna.malley1@gmail.com 07802 581006
Nick de Wiggondene-Shepard Vice Chair - Planning nickdewiggondene@hotmail.co.uk 07788 923495

PARISH CLERK

Rodabe Rudin Email: parish.clerk@outwood.org Tel: 07592 151985
Address: 2 Dirty Lane, Ashurst Wood, West Sussex RH19 3RY

DISTRICT COUNCILLORS

Mick Gillman 01342 893233
Sue Farr suefarr@btinternet.com
Richard Smith 07702 077673

COUNTY COUNCILLOR

Chris Farr Chris.Farr@surreycc.gov.uk

SURREY COUNTY COUNCIL

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Pot Holes 0300 200 1003
Verge Cutting 01342 837666

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MEMBER OF PARLIAMENT

Claire Coutinho
Email: claire.coutinho.mp@parliament.uk
House of Commons (Direct Line) 020 7219 7643
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LLOYD HALL

Booking Enquiries

Telephone 07435 882640

Email: lloydhall.outwood@hotmail.co.uk

Management Committee Secretary

Helena Devlin 07718 278402

Email: lhmc@lloydhall.org

NATIONAL TRUST

Harewoods Estate Office 01342 843225

Ranger - Ashlie Williams

Email: harewoods@nationaltrust.org.uk

www.nationaltrust.org.uk

NEIGHBOURHOOD WATCH

Tandridge Neighbourhood Policing Team

Email: tandridge@surrey.pnn.police.uk

Mark Osland Email: outwoodnw@gmail.com

POLICE

Emergency Attendance 999

Report non-urgent incidents 101

Crime Prevention Advice

Mark Howells

Email: mark.howells@surrey.pnn.police.uk

PS Brooker is the Southern Sergeant

Email: Joshua.Brooker@surrey.pnn.police.uk

The PC's for our area are Lee Newman and Rowan Futter

Email: Lee.Newman@surrey.pnn.police.uk

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and 17.05 to return to Outwood.

Leaves Redhill Bus Station	09.00
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<i>Fridays only</i>	15.37

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

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Website: www.rtp@esrtp.org.uk

*Information provided by
Outwood Parish Council E&OE*

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Lisa Townsend
Police and Crime Commissioner



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

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Email: SurreyPCC@surrey.police.uk

Website: www.surrey-pcc.gov.uk

COMMUNITY SPEEDWATCH

**Are you willing to take
on the position of local
co-ordinator held for
many years by
Nigel Shaw?**

**Please contact
Outwood Parish Council
for more information.**



CHURCH CALENDAR FOR FEBRUARY

Sunday 4th February

8.00am	BCP Holy Communion at Horne Church
9.30am	Holy Communion at Burstow Church
10.00am	Family Service at Horne Church
11.00am	Holy Communion at Outwood Church

Sunday 11th February

9.30am	Morning Worship at Burstow Church
10.00am	Holy Communion at Horne Church
11.00am	Morning Worship at Outwood Church
3.00pm	Café Church in Smallfield Church Hall

Wednesday 14th February

Joint services of Holy Communion for Ash Wednesday	
12.30pm	Smallfield Church Hall
7.30pm	Horne Church

Sunday 18th February

9.30am	Holy Communion at Burstow Church
10.00am	Morning Worship at Horne Church
11.00am	Holy Communion at Outwood Church

Sunday 25th February

9.30am	Holy Communion at Burstow Church
10.00am	Holy Communion at Horne Church
11.00am	Holy Communion at Outwood Church

WANT TO ADVERTISE IN OUTWOOD NEWS?

This space is just £90 p.a.- only £9 per edition!
For more information and to check availability please contact
John Mankelov: **01342 842764**

or

Anne Morle: **01342 843336**

DIARY OF EVENTS

FEBRUARY

- Saturday 3rd** **OUTWOODS WASSAIL**
From 4.30pm - The Bell / Community Orchard
- Tuesday 6th** **WI MEETING - "A-Z of the English Dictionary"**
2.30pm - Lloyd Hall
- Wednesday 7th** **PARISH COUNCIL MEETING**
7.30pm - Church Room
- Friday 9th** **OUTWOOD CRICKET CLUB AGM & DINNER**
7.00pm AGM, 8.00pm Dinner - Lloyd Hall
See Cover
- Tuesday 27th** **FILM CLUB - "The Unlikely Pilgrimage
of Harold Fry"**
7.30 for 8.00pm - Lloyd Hall

MARCH

- Tuesday 5th** **WI MEETING - "Murderous Women"**
2.30pm - Lloyd Hall
- Wednesday 6th** **PARISH COUNCIL MEETING**
7.30pm - Church Room
- Tuesday 26th** **FILM CLUB**
7.30 for 8.00pm - Lloyd Hall

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

On Friday the 19th April,
as a fund raiser for the Lloyd Hall, Shoestring will do a musical show

“A Song for Outwood”

which will be a small cast of members and helpers,
a light supper in the interval,
a bar for refreshment,
and plenty of singing by everyone, including the audience.

The tickets will cost £20, with opportunity to donate more!

The village organisations are each invited to form their own small “choir”
and perform something together,
and individuals can let me know if they would like to become temporary
Shoestring members for the evening.

Please let me know early if you would like to be involved in this, either alone
or as a group. Organisation is everything!

Singing is good for the soul, as well as the body, and we hope many of you will choose
to join us for the evening!

Sandra Crittall
sandracrittall@gmail.com

01342 843661

FILM CLUB

Lloyd Hall



February 27th
7.30 for 8.00pm
Refreshments available
Entrance donation £3.
Non Members £5
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(Usually held every last Tuesday
of the month)

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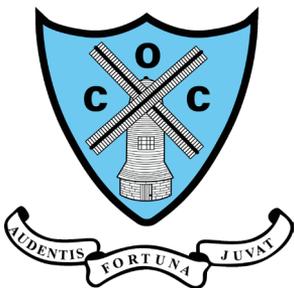
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COME AND HAVE SUPPER WITH OUTWOOD CRICKET CLUB

Outwood Cricket Club is holding its AGM in the Lloyd Hall
from 7pm on Friday, 9th February 2024

The AGM will be followed by a two-course supper served from 8pm.

The AGM and supper are open to members and non-members.
Supper tickets cost £13.00 for club members and £15.00 for non-club members.
Come for the supper, or if you are very brave arrive early and come to the AGM
– it has been known to be very exciting.

Non-members may get their tickets by emailing; outwoodcricket@gmail.com

OUTWOOD NEWS

This space is just £160 p.a.
- only £16 per edition!

For more information and to check availability

please contact

John Mankelow:

01342 842764

or

Anne Morle:

01342 843336

anne.morle@outwood.org

OUTWOOD HORTICULTURAL SOCIETY

Outwood Horticultural Society aims to enrich members' lives through plants and gardening to make our community a greener and more beautiful place. Membership is open to all and new members are very welcome.

DATES FOR YOUR DIARY

Plant Sale	Saturday 4th May 10-12	St John's Churchyard
Early Summer Show	Saturday 22nd June 2024	St John's Church
Late Summer Show	Saturday 31st August 2024	Lloyd Hall

Floral display theme	Early Summer Show	Midsummer night's dream
Photographic classes for	Late Summer Show	Sunrise or sunset
		Emotion
		Flora and fauna
Children's Class		The great outdoors

OUTWOOD'S FAVOURITE POSTMAN IS RETIRING

BRYAN BETTISON WHO HAS SERVED US ALL SO WELL
OVER MANY YEARS IS RETIRING IN FEBRUARY.

MICHELANN POLLARD WILL BE ORGANISING A COLLECTION
FOR HIM WHICH WILL BE PRESENTED TO HIM AT LLOYD HALL -
DATE TO BE ADVISED.

EVERYONE IN THE VILLAGE IS INVITED TO COME ALONG TO SAY
FAREWELL TO BRYAN.

IF YOU WOULD LIKE TO CONTRIBUTE TO A COMMUNITY
RETIREMENT GIFT, PLEASE CONTACT MICHELANN AT
UKMIKIE@HOTMAIL.CO.UK OR ON 07845 154862.

AS TIME IS SHORT, MICHELANN WILL ANNOUNCE THE DATE OF THE
PRESENTATION VIA OUTWOOD MATTERS AND THE LLOYD HALL
NOTICE BOARD AS SOON AS IT IS KNOWN.

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The
BELL INN



“Love is going down the pub, for great company, drinks and delicious food, but...you don't have to drag Cupid with you.”

So, we're holding our annual “Alternative Valentines”.

Wednesday 14th February and we're injecting some fun into the evening at The Bell. Get stuck into steaming pots of fresh mussels, mountains of very dirty fries or dive into a bubbling cheese fondue together. Without caring if you get a little messy! (Main menu's also available)

Invite your friends! Create your own “Galentine's” evening!

Happy new year from all of us at The Bell.

We enjoyed a fantastic Christmas here and it was really lovely to see so many of you, enjoying yourselves. It really felt like Christmas Day, every day, for the entire month and has shown little sign of slowing down through January.

We're kicking off February, on Saturday 3rd, with **Outwood's Wassail** and it's looking like being a fantastic evening this year. Thank you all so very much for your Christmas Trees. Last count was just tipping over one hundred trees. An amazing community effort for the Wassail bonfire at the orchards.

Gather at The Bell from 4:30pm for the torchlit procession down the lanes to the orchard, (Winter clothing advised as it's not summer quite yet....) the lighting of the bonfire, Wassails usual pagan rituals and a little bit of chaos...all helping to make the evening what it's become!

Then it's back to **The Bell for food**, an evening of fun and more music from our resident folk band and of course, the inevitable drinks.

It's “The Year of the Dragon” & we're celebrating Chinese New Year at The Bell on Saturday 10th February. Helen Chong has written us a delicious set menu for the evening. (Pop onto our Facebook or Instagram for our menus and for everything else that's going on at The Bell).

Always best to book, and that's easy.

Just give us a call on 01342 891 835 or online via our website at www.belloutwood.co.uk.

Or, just pop in and let us know. We'll do the rest.

Wishing you all a very happy 2024
and we look forward to looking after you at The Bell.

Steve, Nick and the team.

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LLOYD HALL

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COFFEE MORNING

We hold a Coffee Morning at Lloyd Hall every Wednesday from 11.00 to 12 noon

Everybody is very welcome to come along and make some new friends whilst enjoying real coffee and homemade cake
- only £3 coffee / £2.50 tea
and as much cake as you can manage.

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OUTWOOD NEWS COPY DATES

<u>ISSUE</u>	<u>COPY DATE</u>
March 2024	16th February
April 2024	15th March
May 2024	19th April

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

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