

2023 CHART FAIR
MINUTES OF THE CHART FAIR PLANNING COMMITTEE HELD
ON 24 JANUARY 2023

PRESENT; Diana Davy (Chairman); John Davy; Jo Menichinelli; Rob Davey; Ann Davey; Stuart McLennan; Dave Brown; Rev Paul Perkin; David Wickham; Sue O'Rourke; Mary McGregor

APOLOGIES: Emma Tinker; Louise Hazelden; Christine Perkin

1. **Confirmed date of the Fair:** 18 June 2023 from 12 noon to 4pm to be held on the LCCC Cricket Ground. It was felt that the Clash with Father's Day would provide an opportunity rather than a threat: Father's Tug of War etc Should be highlighted in the publicity?
2. **Aims of 2023 Fair(as below) were agreed:**
 - (a) To raise further funding for local projects;
 - (b) To raise the profile of the LC Cricket Club, St Andrew's Church, and local charitable organisations such as the NT Local Committee and Titsey Rotary,
 - (c) To bring together at the Fair as organisers and participants, local businesses, local charitable organisations and local clubs in order to offer to members of the local Community an opportunity to enjoy a "grand day out" via the provision of food and drink and a range of forms of entertainment including live music, a dance presentation and Dog Show, as well as stalls, games, competitions and activities.
 - (d) To ensure that the Planning Committee, Cricket Club and Church cover their essential costs, stall holders will normally be charged a nominal fee of £20 for their stalls. This will be waived where for local clubs and charitable concerns. Official Sponsorship will be sought again this year to help defray costs and where possible prizes for the Prize Draw and competitions should be donated.
3. **Allocation of Tasks and Responsibilities**
 - 3.1 Organisation of the **Set Up Teams:** Stuart confirmed that more assistance will be available from the Cricket Club this year. The matter will be raised at their forthcoming AGM. ACTION: Stuart and Dave Brown
 - 3.2 **Approvals**
 - (i) National Trust: Action Diana
 - (ii) LPC/Public Liability Insurance: ACTION: John Davy to produce the Risk Assessment: Formal meeting of the Committee to approve it in the presence of Bob Harvey so that the Minutes will confirm the Committee was acting as a sub-committee of the LPC. Diana to liaise with Bob Harvey on the timing of the meeting.
 - (iii) Tandridge Approval to open the event to the Public: ACTION: Dave, Stuart
 - (iv) Prize Draw: Registration with Tandridge under the Lottery Act: ACTION: Paul
 - 3.3 **Sponsorship:** Tom Gilbert has confirmed that Platform Property are happy to continue to sponsor the event. ACTION: Diana to contact Tom and thank him for his support and agree his participation.
 - 3.4 **Publicity:**
 - (i) Chart News: Spring edition: ACTION: Chairman to write short 'Save the Date' article: to include reference to the Project (see below point 7)

- (ii) Flyers and Posters:
ACTION: Diana would contact Caroline Campbell and ask her to design and print these using a similar design to the 2022 Fair.

Distribution of the Flyers

The Publication date of Summer Chart News was too late to advertise the Fair (hopefully an article and photos of the event would be included). Diana and Sue reported that the Chart News delivery team were not in a position to organise a separate house to house delivery. It was agreed that members of the Committee would organise the distribution:

ACTION: Sue to provide a list of the Roads normally covered by the Chart News distribution team.

ACTION: Stuart to organise the distribution team

ACTION: 700 flyers required: **Target date for distribution: May 7th.**

Posters: Distribution as in 2022 in early June, including shops and cafes in Oxted; Memorial Stores in Limpsfield Village; St Andrew's Church ; Carpenters Pub etc

- (iii) **Social Media:** ACTION: Diana to contact Patti (St Andrew;s and other Local Facebook Pages) and Kate (Local Facebook Pages ; Emma's What's App Group;

- (iv) **Local media:** ACTION: Diana to contact the Clerk (Sophie) at the LPC; Stuart to contact the Oxted Local

3.5 **Photography:** Rob to contact Sarah on the NT Task Group ???

3.6 **Food & Drink**

(i) Cricket Club to organise the BBQ: They will order meat from the trusted suppliers at Outwood, adjusting the quantities as discussed at the "Wash-up meeting" ACTION: Stuart

(ii) Cricket Club to provide Tea and Cakes : ACTION: Stuart

(iii) Bar: Measures to reduce queueing to be discussed at the AGM,

(iv) "3 Line whip" to ensure enough Cricket Club members are available for all task on the day: ACTION: Stuart

(v) Donut Stall: ACTION: Diana to follow up

(vi) Ice cream Van: ACTION: Diana

3.7 **Live Music and Sound System**

As discussed at the "Wash Up" meeting, There will be a live music "concert" to open the Fair (Instead of a formal opening by a celebrity)

Chairs to be placed close to the Sound system): Say 12noon to 1pm.

ACTION: Jo to take responsibility for commissioning Jon Stone to organise the sound system. Jo also responsible for organising the programme of local bands and groups, to include a variety of different genres. (To include Jon delivering session of recorded music or organising a single vocalist during the Dog Show, if feasible)

3.8 **Dog Show**

As discussed at the "Wash Up" Meeting, several measures can be taken to make the competition even more successful including:

- (i) Change the location of the competition ring, moving it further away from the Pavilion and the sound centre to reduce the interference of the live music;

- (ii) Designate an experienced MC for the show, separate from the judges. That person should ensure that, if using the St Andrew's portable system, they speak directly into the microphone.
- (iii) The Organiser (or Chief Judge) should ensure that the designated MC announces each class winner at the end of each class. The Organiser/Chief Judge should keep a list of the winners of each class ensuring that the judges are reminded of previous winners when judging the next class, to avoid the same dog winning several classes!
- (iv) The Chief Judge should hand out all the rosettes and any prizes at the end of the competition, with the designated MC announcing the details of each winner as the rosettes/ prizes are handed over.
- (v) If possible, a photographer should be on hand to take a number of photos of the proceedings and the presentation of rosettes/prizes at the end.
- (vi) The Final List of all prize winners should be retained and handed to the MC of the main Fair for an announcement over the main sound system (at the end of the competition, approx. 3.30pm) It should ultimately be passed to the Chairman of the Chart Fair Committee so that it can be used for publicity purposes.

ACTION: Diana to consult Kate in the first instance to see if she is willing to take responsibility for organising the 2023 Competition. If not, Diana will make best efforts to find an alternative, consulting other Committee members. To

Note: Ann has some past experience and has offered to assist on the day.

3.8 Dance Presentation : If this takes place, it should be **after** the initial live music concert (say 1pm – 1.45pm: subject to agreement with Tarryn Owen) and performed in a designated performance area in front of the Sound System;

ACTION: Diana to approach Tarryn and propose that Tarryn's music is delivered through the main Fair sound system: subject to liaison with John Stone and Jo re the programming of other local bands.

4. **Stalls**

4.1 The Chairman reported that she had been contacted by one of the 2022 Stallholders (Terry Bond: a stall selling plastic toys and games for autistic people) who has asked for a stall in 2023.

ACTION: Diana to contact all 2022 stallholders, advise them of the date etc and invite them to take a stall

4.2. Extending the range of stalls: ACTION: Jo to ask for the list of stalls at the Oxted School Christmas Fair: Stuart to ask Sophie (LPC Clerk) for a list of the stalls at the "Love Oxted" Autumn Street event.

4.3 The Stall booking form to be revised to make it simpler (include details of parking and set up arrangements, requirements to provide their own tables, gazebos etc. ACTION: Diana to revise

4.4 Payment: It was confirmed that only commercial organisations would be required to pay the £20 fee, although ALL stallholders should complete a form and email it to the Committee Chairman to confirm the booking and assist the allocation of places within the designated space on the site. The booking form should offer the option of pre-payment (via the account held at

St Andrew's Church), or payment on the day. ACTION: Jo(??) to investigate a credit card payment machine.

4.5 Allocation of the stalls on the site plan to be agree later by the Committee as part of the overall site plan. At least 2 Committee members to be on hand at 9am on the day to meet and greet stallholders and direct them to their allocated pitches (members TBC)

5. Games & Competitions

The following list indicates the name of the lead person responsible. Each lead is responsible for organising a team and rota to manage the activity on the day, organise any float and prizes if required, as well as reporting the financial results to the Committee Chairman at the end of the day. Optional: if appropriate, the lead should ask the Fair MC to announce any prize(s) won at the end of the Fair, when the results of the Prize Draw are announced.

- Bottle Tombola: Ann
- Balloons in a Car : Diana to ask Henry Harris in the first instance
- Coconut Shy: Jo
- Cricket Nets: Stuart
- Mini Golf: Emma
- Splat the Rat: Ann to ask James
- Titsey Rotary Unrideable Horse: Jo to approach Titsey Rotary
- Badminton Club: Diana to contact Limpsfield Club
- Soft Archery: Diana to contact Scouts
- Rugby : ??
- Platform Property: Diana to contact Tom
- (Father's) Tug of War: ???
- Other Father's competitions to be suggested!!!

6.Prize Draw

All members to use initiative in seeking between 12-15 high value prizes.2022 produced some excellent donations and it would be good to repeat many of them. At least 3 of these must be listed on the Prize Draw tickets. The £150 Cash prize was agreed. The final list of 3 to be agreed at the next Committee meeting.

Actions:

- (i) Registering the Prize Draw with Tandridge : ACTION: Paul Perkin (fee refunded from the Chart Fair Fund)
- (ii) Commissioning the Ticket printing: ACTION Diana
- (iii) Distribute printed tickets to members of the Committee and any other individuals willing to sell them and collection of completed stubs and cash before the event: ACTION: Diana and John
- (iv) Production of lists of the Prizes for Display: ACTION :Diana
- (v) Responsibility for Organising a team to sell tickets on the day, overseeing the folding of stubs and collection into appropriate receptacle for the Draw on the day, and communication of the results to the FAIR MC: Action: John
- (vi) Responsibility for passing appropriate information on the draw outcome to Paul for completion of the Tandridge return: ACTION: Diana

- (vii) Arrange for collection delivery of any prizes not handed to winners during the actual Draw: ACTION: Diana and John

7.Financial Update and Proposed Community Project

The Cash Balance of the Chart Community Fund at 31/12.2022 was £2,935.00.

A small Project: A Community Coffee and Friendship Hub Proposed by John Davy: Unanimously approved by the Committee

Given the current difficult financial circumstances potentially affecting many local residents due to the high cost of living, it is suggested that the Chart Fair Committee take responsibility for organising a "Coffee and Friendship Hub". **(ANN to confirm the name, please)** This would be held in St Andrew's Hall weekly from 22 February until Easter. Normally it would be open from 10.12 noon every Wednesday (except on 8 March when it would run from 11-12.45pm). It would provide an opportunity for individuals to meet others in a warm space. Coffee, Tea and biscuits would be free. It is likely to appeal to elderly people, especially those living on their own as well as young mothers at home with young children. Toys and appropriate soft drinks will be available for young children.

The project will be organised by a small team (Ann, Sue and John), led by Ann who will ensure that there is a rota of people available each week. It is hoped that some of those initially attending may volunteer to help with the organisation of later sessions.

The cost of providing the drinks etc would be charged to the Chart Fair Fund and we may decide to make a donation to the St Andrew's Hall Committee.

The outcome of the Project will be reviewed at Easter and reported back to the Chart Fair Committee, perhaps with a recommendation to extend for a stated period and/or with a variation in the format.

DATE OF THE NEXT MEETING: Monday 27 February at 8pm. Venue TBC

Diana Davy
Chairman Chart Fair Committee