

**CHART FAIR PLANNING COMMITTEE**  
**NOTES OF THE MEETING ON 15 NOVEMBER 2022**  
**LESSONS TO BE LEARNED FROM THE 2022 FAIR**

*PRESENT*

Emma Tinker, Jo Menichinelli, John Davy, Rob Davey, Ann Davey, Christine Perkin,  
Rev Paul Perkin, Sue O'Rourke, Mary McGregor, David Wickham, Diana Davy (Chairman)  
*APOLOGIES:* Louise Hazelden, Stuart McLennan, Dave Brown, Kate Tulett

**Summary record**

The meeting was held at St Andrew's Hall. The agenda and papers, including including the Interim financial report had been previously circulated. A late paper, proposing the consolidation and extension of the relationship with the Cricket Club into a full partnership for organising future Fairs had been circulated. ( See **Constitutional Matters** below)

By common consent, including feedback from stall holders and participants, the 2022 Fair was a successful event. It was clear that several changes to the organisation of past Fairs had contributed to that success, listed below.

**As the Cricket Club had indicated they were happy to host the 2023 Fair at the Cricket Ground, IT WAS AGREED that the 2023 Chart Fair should be held on Sunday 18 June 2023 from 12 noon to 4pm on the LCCC ground.**

***LESSONS LEARNED: What worked well? What could we do better?***

1. **LOCATION:** The change of location to the Limpsfield Chart Cricket Ground had provided a safer and more convenient space , avoiding the need for road closure which had inconvenienced local residents and the Carpenters Pub. The larger space opened up the opportunity to **increase the number of stalls as well as the range of activities**. It also provided a more visible and well-known focal point for attracting residents, and provided the Cricket Club with an important opportunity of raising its profile as a social space. The change of venue meant a **change of day**. The move to **Sunday had worked well, as had the revised timescale: 12 noon to 4pm.**
2. **Timing:** In recent years, the Chart Fair had been successfully organised in June, well in advance of the start of local School holidays. This maximised the opportunity for family attendance. It was **AGREED that the 2023 Chart Fair should return to June.**

**3. Getting a Better use of the Space**

It was agreed that, even with the constraint of the cricket pitch in the centre of the cricket ground, the larger area available for use could be better organised. For example:

- Chairs could be arranged in front of the **Music centre** to extend the social area in front of the pavilion, creating an opportunity to listen to the music.
- A special "arena" for **the dancing presentation** could be set up directly in front of the pavilion, separating it from the Dog Show arena.
- Using the straw bales, the **Dog Show arena** should be set up on the left side of the cricket pitch(looking at it from the pavilion) , away from the trees bordering the cricket ground. (see also comments on sound and organisation)
- Depending on the number, the majority of the **Stalls** should be arranged in a cluster in front of the Pavilion, in two rows (one row facing the other) but allowing access. The exceptions would be those offering **food and drink** (see below) and those which needed additional and dedicated space to allow people to try out the activity (eg Badminton and archery) which should if possible be

located in the games and activities area, bearing in mind the need for any safety concerns. .

- **Food and Drink:** It was agreed that , given the timing of the Fair, demand for food would always be high. The quality of the Burgers and sausages provided by the Cricket Club had been excellent. One surprise was that **demand was greater for burgers** than sausages. It was useful having **additional sources of food:** the tea, coffee and cakes organised by the Club was usefully supplemented by the donut stall, the cakes provided by Catherine on her cookery stall, the “Birthday cakes” provided by the Friends of Limpsfield Common and the NT and the ice-cream van. It was suggested the range of food might usefully be extended by providing a **Pizza Van**. (NOTE: There are several operating locally but if we approach any we need to check they have been licensed with Tandridge)

The Cricket Club Bar and tea and coffee worked well although some concern was expressed about the queues. The Club may ask Titsey Brewery to offer a separate Beer Stall selling local beer. The Pimms stall was rather isolated.

**NOTE: The Donut people advised against having one single food court around the Pavilion. This would draw people away from the stalls and other games and activities. They advised having a number of food and drink points scattered around the site.**

- **Games and activities**  
All games and activities should ideally be located together, bearing in mind the safety requirements for archery and the coconut shy. Perhaps signposting...or the use of a banner signally the Activities area would raise the profile?

#### 4. PROGRAMME-MUSIC &SOUND

While the Dance presentation was an attraction, there was some doubt about whether it should be the main event to open the Fair.

Alternative options included the following: :

- To organise an “official” **opening of the Fair by a celebrity**: Perhaps ask the local MP and link this with her acting as one of the judges for the Dog Show?
- To start the Fair with live Music. In the feedback, Tarryn (the Surrey Dance School owner) herself suggests **the dance presentation should be half-way through the afternoon**. This would be feasible if we create a **separate arena** for the presentation (rather than use the dog show arena). However, ideally the presentation should be prior to the start of the Dog Show, to avoid people making difficult choices! Perhaps 13hrs to 13.30 or 13.30 to 14 hrs with the Dog Show starting at 14hrs?

The new location would allow the **use of the main sound system** for the dance presentation (ie plan to pause the live music for 30 mins)

- Some members suggested there should be a **pause** between the dances to allow the children to access the games/activities on offer. That would have to be discussed and agreed with Tarryn.

#### 5. NOTE: The use of Teams

It was AGREED that drawing on more volunteers made it possible to use more teams to undertake tasks, run activities etc.

Examples given were:

- a Set Up Team (starting no later than 8am)to organise the collection and delivery of the tables and chairs borrowed from the Church, dustbins etc and assist with the creation of the “café”, the dance and dog show arenas and the “concert “ area around the live music.
- Another Set Up Team should be available from 9am to welcome the stall holders , directing them to their pitches according to the agreed location plan.(All team members should have a copy of the location plan and a list of

the stall holders). They should advise if and how stallholders can take their vehicles close to the designated location for loading and unloading.

- A "Take Down" Team, to ensure the return of all borrowed items and clear the site at the end of the Fair.
- Teams could be organised to run those activities provided by the Planning Committee: Examples: The coconut shy/mini golf/ Bottle tombola. A member of the Committee should lead, taking responsibility for finding any necessary kit, organising a rota of volunteers to look after the activity during the Fair; organising a float and accounting returning any funds collected to a designated member of the Committee.

## 6. THE DOG SHOW

Kate and her daughter are to be congratulated on successfully organising the return of the ever-popular Dog Show. It made many dogs.. and their owners very happy...(although Emma confessed embarrassment that her dog won so many of the prizes!)

The use of the **Portable Sound system** (borrowed from St Andrew's Church) did not work too well. This was partly a result of competition from the sound of the live music presentations. Changing the location of the Dog Show arena as suggested above might help alleviate this. However, it was **agreed that we seek advice from Jon Stone, the sound system expert on this matter.**

Members suggested the event could be further enhanced and promoted by:

- introducing the judges at the start of the event;
- separating the management of each individual class, (eg helping the owners present their dogs to the judges), from the commentary on the process, with the latter focussed on keeping the audience informed and engaged;
- Presenting all the winners at the end... reading out the names of the winners of each class and organising an opportunity for photographs of the winning dogs and the judges; ensuring that there is a list of the winners (dogs and owners) at the end of the Competition. This can be passed to the Chart News Editor and to the editors of local social media pages, with photos).

## 7. THE PRIZE DRAW

The range, number and quality of the prizes was excellent. The £150 cash prize had been taken out of the income from tickets sold before the event. It was difficult to say whether more tickets had been sold on the day as that income included income passed on from sellers who had sold tickets before the event(eg Tom Gilbert)

Concern had been expressed during the feedback that some winners had won more than one prize. It was explained that there was a substantial difference between the rules governing those Raffles where tickets could only be sold on the day and those that were formally registered under the Lotteries Act which could be sold in advance. In the case of the former, it was possible to charge any price and discard drawn tickets if the winner won more than one prize. The rules regarding the registered Raffle are very strict: tickets have to be printed and include details of the top prizes, the cost/value of the ticket and the place, date, time of the draw. Tandridge "audit" the results which have to be submitted by designated and approved scrutineers. So prizes have to be allocated to the numbers as drawn. **The lesson learned** from this exercise was the need to ensure that all the tickets are carefully folded and, in the case of multiple purchases, that the folded tickets are separately put into the receptacle holding the tickets to be drawn.

A reminder : Irrespective of any fundraising aim, the Prize Draw is a popular event. The income is an important "insurance " fund against cancellation or poor attendance due to bad weather.

## 8. PUBLICITY

This worked well.

- The posters and Fliers were well designed,(thanks to Caroline Campbell). We benefitted from the generous offer of Sue and members of the Chart News distribution team to deliver the fliers at the end of August. This was important, given the shift of the date of the Fair to September and the long summer holidays gap after the publication of the June edition of the magazine. **Please Note that for the 2023 Fair, this “extra’ distribution will not be available. Therefore, we need to ensure the flier is ready for distribution, hopefully with the June 2023 edition of the Chart News magazine (publication date 6<sup>th</sup> June)**
- Publicity via local social media worked well and Sophie, the LPC Clerk kindly publicised details in the LPC Newsletter.
- The Platform Property Boards proved their worth, not least by producing a last minute stall application ... the Donut Sellers- who had seen the PP Board in Pootings! **One comment to pass back to Tom Gilbert:** colleagues suggested that the reference to the Chart Fair in white print on an orange ground could not be seen by people in passing cars. Could the Chart Fair date be in black rather than white print, to make it stand out more?

## 9. FINANCIAL MATTERS

### Interim Results

In planning the 2022 Fair, the Members of the Planning Committee had been clear that their main aim was to provide an attractive Fair .. and a “grand day out” for local Residents. Unlike previous Fairs, it was not planned or billed as a fund-raising exercise. It was agreed that it was important for the Cricket Club, and the Planning Committee as a whole, to ensure that they covered all associated costs. An interim report of the income and expenditure was circulated before this meeting.

The decision to ask stall holders to pay for a pitch was in line with common practice at other Fairs and Fetes. Unfortunately, we were late in producing an official “**Booking Form**”. Of the 24-26 “stalls” (depending on the definition!), only 3 paid by bank transfer, 4 paid cash on the day, at least three (including the ice cream van) handed over more cash than the £20 requested and one made a £100 donation instead of the fee. We had agreed that some stalls would be exempt from the payment, including the two Church stalls, the FOLC, the Limpsfield Badminton Club and the Scouts (who were raising funds for the World Scouts Jamboree).

While it seems reasonable and appropriate to waive the fees for clubs and charities, we should get better at producing a booking form and collecting a fee from commercial stall-holders. (Copy of the current Form and a separate suggested amended form will be circulated separately, after circulation of these notes)

Once again, we gratefully received a number of donations, including £100 from Titsey Rotary and £200 from the Cricket Club.

**We are also grateful for the support of our main sponsor, Platform Property.**

In addition to assisting with the publicity through the advertising Boards, Tom paid for the printing of the Prize Draw tickets, sold a substantial number of Prize Draw tickets, and handed over a substantial amount of Platform Property’s takings on the day.

During the discussion, Emma suggested we might develop a **web-site** which, inter alia might streamline booking fee payment. Her sons could help with the design and content(as part of their school work ). Emma agreed to further investigate. Having considered the results, including the costs, **we have agreed that it would be more appropriate to defer a decision. We recommend that**, following the delivery of the 2023 Fair, the feasibility of establishing a website is considered in tandem with a discussion of the pros and cons of setting up a more formal structure, including a Charitable Trust. Such a body might act as an umbrella to the Planning Committee (which would continue to plan and deliver the Fair) opening a bank account,(to fund the costs of organising the Fair annual Fair , with the Residue being held in a

“Community Project Fund” Currently, the Committee relies on St Andrew’s Church to act as “banker”. (As an unincorporated body, the Committee cannot run its own account) While the Committee is very grateful to the Church for this service, it does add a slight complication to the monitoring, reporting and collection of booking fees and donations(as well as being an additional burden for the Church Treasurer). Meanwhile, Emma has written to Sophie, the LPC Clerk, alerting her to our tentative plans (see below)

## 10. CONSTITUTIONAL MATTERS

- Members of the Committee welcomed and endorsed the proposal that in organising future Fairs, the Planning Committee should work in full partnership with the LC Cricket Club. It was **AGREED**: that three members of the Cricket Club should be full members of the Planning Committee and take full responsibility for key elements of the organisation, planning and delivery of the Fair, as well as assisting with the organisation of Committee meetings. It was further **AGREED** some details of the partnership would in due course need to be sorted out. The commitment of the Club to provide many more volunteers to help and take responsibility with organising and managing key activities on the day, was warmly welcomed.
- **Chairmanship of the Chart Fair Planning Committee**: Diana Davy was asked and confirmed she would do one further year as Chairman of the Committee. She re-iterated her thanks to all members of the Committee for all their help in bringing back the annual Fair to the Chart, and in organising and delivering such a successful event.

**DATE of the Next Chart Fair Planning Committee meeting: TBC**

*Diana Davy*

Chair  
24/1/23

