

CHART FAIR PLANNING COMMITTEE

MINUTES OF THE MEETING ON 3 APRIL 2023

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

APOLOGIES: Emma Tinker; Rob Davey; Louise Hazelden; Rev Paul Perkin; Christine Perkin; Bob Harvey

IN ATTENDANCE; Jane Hilton

NOTES:

- A. The Chairman advised that Bob Harvey had agreed to join the meeting for the agenda item to approve the Draft Risk Assessment for the 2023 Fair. This was part of the process agreed with Limpsfield Parish Council (see below) Bob was unfortunately unable to attend but see the note after the Risk Assessment Agenda item.
- B. Jane Hilton had kindly agreed to organise the 2023 Dog Show. She was invited to attend the meeting to discuss the practicalities with the committee (see below)
- 1. *MINUTES OF THE MEETING OF 27 FEBRUARY 2023:* These were confirmed as a correct record.
- 2. *MATTERS ARISING;* No matters that were not covered by the Agenda

SECTION A: DRAFT RISK ASSESSMENT:

The Chairman reminded members of the process agreed with the Limpsfield Parish Council. The Committee, with a member of the Council present for this item, (normally Bob Harvey) acting as a sub-committee of the Council has to formally approve the Full Risk Assessment (RA) for the 2023 Fair, prior to this being made available to the Council's Insurers. This ensures that the Fair is covered by the LPC's Public Liability Insurance.

The Draft Risk Assessment had been circulated to members prior to the meeting. No prior comments had been received. However, Jane Hilton asked whether the RA should include a section covering the Dog Show. Members agreed this was an oversight. **THE RISK ASSESSMENT WAS APPROVED** subject to the inclusion of a section covering the risks and their mitigation;

ACTION: John Davy and Jane Hilton to liaise and agree on an appropriate insertion. **A final copy of the RA including this section would be circulated to members for their records.**

POST MEETING NOTE: The Chairman and Bob Harvey verified with the Clerk of the Council that the Committee remains a sub-committee of the Council, despite Bob's absence.

SECTION B; PLANNING THE FAIR; PROGRESS UPDATE

- 1. **APPROVALS:**
 - (i) Prize Draw: No report from Rev Paul Perkin at the meeting.
Post meeting Note: Rev Perkin has clarified with Tandridge that the approval secured in 2022-3 does not expire until after the date of the 2023 Fair, ie the Fair is already covered. Tandridge have agreed to refund the £40.

- (ii) National Trust Licence: Following the approval of the RA, a formal application for a licence would be made to the NT. A copy of the finally approved RA would be forwarded with the application forms. The NT had already been informed that the LPC PLI cover (£10m) exceeded the amount the NT demanded(£5m) ACTION: Diana Davy
- 2. DANCE PRESENTATION;

Diana Davy confirmed that the time allocation she had agreed with Tarryn for the Dance presentation, in respect of the gap required in the wider music programme, was from 13hrs to 13.45hrs.

REMAINING ACTION: Diana and Jo to check with Jon Stone and Tarryn that she could use the main sound system (The portable Sound System would be reserved for the Dog Show)
- 3. LIVE MUSIC PROGRAMME

Jo reported that she was now in touch with Los Carreteros, the Spanish Group which had performed (and inspired Spanish Dancing!) at the 2018 Fair. She was still trying to pull together the programme and expressed concern about the gaps caused by the Dance Presentation and the Dog Show. It was clarified that the only gap was for the Dance Presentation. Live Music could continue during the Dog Show but it would be preferable not to programme loud Rock bands during that time! Members were reminded of the earlier decision to locate the Dog Show further away from the Pavilion. Jo was still anticipating that she would be able to fill the programme but 2 groups had declined. Currently, she was hoping the programme would include the Ukele Band, the Spanish Group, the Children's Band and one singer. She would go back to Eddie Dyja.
- 4. THE DOG SHOW

The Chairman thanked Jane Hilson for agreeing to take on the responsibility for organising this important element of the annual Fair. Jane is a dog trainer and is a Leader with the Hurst Green Scouts. She confirmed that she is happy to take the full responsibility for organising and running the dog show, from planning and organising the classes, the judges, and the Rosettes. She explained she would like to include if possible a short agility competition with small tunnels and jumps. She had the equipment. She advised that for safety concerns, this would requires netting, as the dogs would be off their leads. IT WAS AGREED that she should discuss this with John Davy in the task of including the Dog Show in the Risk Assessment.

On Judges: she was advised to have 2 or 3 judges (Clare Coutinho MP had offered to help but would not want to take over as chief Judge!)

On structure & management: members advised that better admin was needed and liaison between the classes to ensure that one dog did not win all the classes! Jane confirmed she was happy to work with an experienced MC , used to handling a microphone and portable sound system.

POST MEETING NOTE; John Davy has agreed to assist the setting up of the dog show arena, bearing in mind the safety requirements.

5. STALLS

- As reported in the Minutes of the last meeting, the Chairman had contacted all the 2022 stallholders but had received a poor response. Only 4 stalls had confirmed their attendance. It was vital to increase the number. She reported that she had found a Limpsfield Small Business Directory on line.
- This included "**The Dinner Table**"... a small business based in St Andrew's Way which made and delivered **brownies** throughout the UK. Sue agreed to make contact. ACTION: Sue
- Diana to investigate other small businesses in Limpsfield including **Tabitha, the Candlemaker, Oxted Framing, The Potting Shed and the Bey Tree Boutique**: ACTION: Diana
- Ann suggested the **Women's Institute** and agreed to contact them: ACTION: Ann
- Local Honey: Sue offered to approach the honey man again: ACTION Sue
- "Men in Sheds" at the Woodhouse Centre was suggested: ACTION: Sue?
- Clubs who use St Andrew's Hall, eg Yoga Classes: Jo agreed to approach: ACTION: Jo
- Sausages/local venison?: Action: Sue/Diana?
- Katherine of Quince House Cookery School : ACTION: Diana

6. GAMES & COMPETITIONS

- Diana reported that she had had a conversation with Daniel Morris about the possible involvement of the **Westerham Scouts**. They have agreed to organise **axe/tomahawk throwing competition**. (Booking Form received) It may also be possible to arrange for soft archery for younger children.
- Russel Porter, one of the Leaders of Westerham Scouts has a Tug of War rope. It may be possible to borrow this. ACTION: Diana to check.
- "Guess the bottle of Wine": Keith Foreman, a volunteer at Chartwell who has been attending the Community Coffee Mornings, has offered to organise this competition. ACTION: Diana to check if he needs a stall or will provide all the kit.
- Balloons in a Car: Diana has written to Henry Harris. ACTION: Diana to follow up
- Platform Property: ACTION: Diana to follow up
- Bottle Tombola: Diana has asked for a note on the flyer about bottles; See below
- Rotary Horse: ACTION: Jo to confirm

7. FIRE ENGINE DISPLAY: Jo to report back at the next meeting

8. FOOD & DRINK

- **Alison Sweeney Donuts: CONFIRMED**

9. PUBLICITY

- **POSTERS & FLYERS:** IT WAS AGREED that ideally these should be available the week after the Coronation. This meant an earlier date for approving the drafts: ACTION: Diana to liaise with Caroline Campbell.

Post meeting note: This has been communicated to Caroline. She has also agreed to design and produce a 2-sided flyer. The 2nd side to show the programme of the day with timings and to include a request for bottles for the tombola to be delivered to Ann & Rob before the Fair.

- **SOCIAL MEDIA:** Diana has approached Patti Thomas Verweij who has agreed to pass copies of the flyer to local social media groups when these are available.

ACTION: Diana to pass copies of the Flyer to Patti and Louise (for FLC) for their Facebook pages when available.

- **CHART NEWS-Spring edition:** included an article publicising the date of the Fair , (together with information on the Community Coffee Project: see also below)
- **PLATFORM PROPERTY BOARDS:** The final 2022 list will be circulated with these Minutes. Diana has still to check with Tom Gilbert the date the boards will be put up. Members are again asked to approach house owners and ask for permission for boards for the 2023 Fair, then amend the master list accordingly.
- **OXTED LOCAL :** ACTION: Diana still has to approach the editors re an advertorial.
- **Local Print media:** No report yet

10. PRIZE DRAW

- **URGENT ACTION STILL OUTSTANDING:** Diana to commission the printing of the tickets with a view to distribution at the end of April/early May.
- **ACTION outstanding:** Diana to ask Tom (Platform Properties) if he will cover the printing costs.
- **To Note:** two volunteers to help sell tickets on the day have been provisionally identified: ACTION: Diana to follow up and build the team!

SECTION B : THE COMMUNITY COFFEE MORNINGS PROJECT

Ann Davey reported on the launch of the project. Leaflets had been delivered to residents on the Chart, advertising that the Coffee Mornings will be held weekly in St Andrew's Hall from 10am-12 Noon. They are open to people of all ages and the coffee and cake are free.

A small amount of initial expenditure was incurred in purchasing brightly coloured plastic tablecloths and the basic coffee, tea, milk etc. Initially, the home-made cakes have been donated by the organisers (mainly Ann and Sue). One of the ladies who turned up at an early meeting has joined the team serving the refreshments. Attendance varies but, at the time of the Committee meeting on 3 April, seemed to have settled around 18-25 each week, varying over the two hour period.

Post meeting note

The pattern of attendance is interesting. There is a mix of men and women, although women are the majority. Several of the women live on their own and now attend every week and have made new friendships. Several couples have attended, including one couple who volunteer at Chartwell. During the school holidays, a number of younger people attended with small children. John, Ann and Sue, having reviewed the attendance, decided to continue after Easter as there is clearly a strong demand for a safe meeting place for people to make friends.

At the time of writing this report, total expenditure on the project is just over £65. However, to date, we have not been charged for the hire of the Hall. Given that the Hall is losing potential letting income, it is proposed that we should pay for the use of the facilities, particularly if, as seems likely, there is a demand for the Community Coffee Mornings to continue indefinitely.

Proposal to Continue the Project for the rest of 2023.

Following a discussion with a member of the Limpsfield Parish Council at their Annual Public Meeting on 20 April, the Chart fair Planning Committee has been invited to draw up a bid for assistance from the LPC on a "partnership basis". The proposal needs to :

- (a) Include the total costs of the project on an annual basis, identifying separately the cost of the hiring of St Andrew's Hall;
- (b) Make clear what costs the Chart Fair Committee will be covering; and
- (c) Ask for a contribution from the LPC of the cost of the space hiring, making it clear that if granted, the funds would go to St Andrew's Hall.

ACTION

The Committee is asked to approve the proposal of the organising team (Ann Davey, John Davy and Sue O'Rourke) to continue the weekly Community Coffee mornings up to 1st April 2024, in the first instance, subject to securing financial support from the LPC.

MEMBERS ARE ASKED TO INDICATE THEIR SUPPORT FOR THIS PROPOSAL TO EXTEND THE PROJECT AND SEEK SUPPORT FROM THE LPC AS SOON AS POSSIBLE . Draft Proposal circulated with these Minutes.

Date of the Next Meeting of the Committee: May 10th To be confirmed

**Diana Davy
Chairman, Chart Fair Planning Committee
22 April 2023**

