

**CHART FAIR PLANNING COMMITTEE  
MEETING OF 11 MAY 2023  
MINUTES**

**NOTE: AT THE MEETING OF 11 MAY, THE COMMITTEE DECIDED TO MEET BRIEFLY ON 22 MAY AT THE CRICKET CLUB TO DRAW UP A PLAN OF THE LOCATION OF THE STALLS, COMPETITONS, DOG SHOW ETC. DECISIONS AT THAT MEETING ARE RECORDED BELOW, AFTER THE MINUTES OF THE 11 MAY MEETING**

**MEETING OF 11 MAY**

*PRESENT;* DIANA DAVY (CHAIRMAN); JOHN DAVY; SUE O'ROURKE, ANN DAVEY, ROB DAVEY, MARY MCGREGOR; DAVID WICKHAM, REV PAUL PERKIN, JO MENICHINELLI

*APOLOGIES;*STUART MACLENNAN, LOUISE HAZELDEN, DAVE BROWN, EMMA TINKER, CHRISTINE PERKIN, JANE HILSON

1. MINUTES OF THE PREVIOUS MEETING; Confirmed subject to reinstating that the St Andrew's Church would be offering at least one stall.

**A. PROGRESS REPORT ON PLANNING THE 2023 FAIR**

**2. APPROVALS:**

- Diana advised that the National Trust had issued the required licence, subject to the LPC forwarding a copy of the renewal of the insurance after 1<sup>st</sup> June: **ACTION:** Diana to contact the Clerk and forward the copy to the NT
- Tandridge Temporary Licence: required to authorise the Club to serve drinks to the Public :**ACTION:** Stuart/Dave to confirm this is in place

**3. LIVE MUSIC**

Jo reported on the interim programme, which was still fluid. The Spanish group had confirmed their attendance but would need to leave by 1.30pm. The Rock Group were no longer available. She understood that the Dance Presentation would last about 30 minutes and was planning the programme around that

4. **DOG SHOW:** No report as Jane was unable to attend the meeting but John reported he had agreed the broad arrangements regarding the construction of the arena with her. The Portable sound system would be borrowed from the Church. It was emphasised that whoever did the Commentary at the Dog Show needed to be experienced at using a portable hand-held microphone.
5. **STALLS UPDATE; ANNEX 1** provides the latest update. At the meeting on 11 May, Jo indicated that a group of boys from the local school had requested stalls at the Fair to raise funds for their planned trip to do "good works" in Vietnam. Up to 5 stalls might be offered. They would need small tables: Diana indicated that up to 5 small Bridge tables would be reserved provisionally for them . **She requested that final confirmation of how many would be required and what products would be sold ASAP. ACTION:** Jo

## 6. GAMES & COMPETITIONS; SEE ANNEX 1

### 7. PRIZE DRAW:

- **Tickets** had been printed. Platform Property had paid for the printing. Diana had thanked Tom Gilbert. Members were reminded that the Prize Draw was the major source of income from the Fair asked to sell some before the Fair in addition to those sold on the day. This was the only real source of ‘insurance’ (to cover costs) in case of bad weather on the day. Any net income would, as usual go into the Project Fund to provide small grants for local Community projects (such as the Coffee Mornings, see below, section B).
- **Prizes: At the time of the meeting, only 4 prizes had been identified**. Members were encouraged to seek additional donations. The ideal number was around 12 high value prizes. **ACTION: ALL**
- **Prize Draw Stall:** Diana was pulling together a Rota of people to sell tickets on the day and prepare the tickets for the draw. She had identified two at the time of the meeting. **ACTION: Diana**

### 8. PUBLICITY

#### • POSTERS, FLYERS ETC

Caroline Campbell had produced a draft design for a 2-sided flyer and related posters. This had been approved by Members of the Committee. It was agreed that 550 flyers should be printed (Tom Gilbert had agreed to distribute 50) and the same number of A4 and A3 posters as in 2022. They should be distributed ASAP recognizing that the clash with Father’s Day meant that Residents needed early warning!

- *Post meeting Note; The flyers were collected on 17 May and distribution to volunteers for distribution is being co-ordinated by Ann and Sue according to Ann’s street map of the Chart.*

- **SOCIAL MEDIA:** Copy of the flyer to be passed to Patti Thomas-Verweij for distribution via local Facebook pages: and to the LPC  
**ACTION: Diana**

- Oxted Local: Forward flyer and request an advert: **ACTION: Diana**

- **PLATFORM PROPERTY BOARDS:** Members had checked the list of residents willing to host advertising Boards. The final list would be passed to Tom Gilbert after the meeting. **ACTION: Diana**

- **FOOD & DRINK:** In addition to the BBQ, Hot Donut Stall and Ice Cream Van, Jo indicated that one of the stalls offered by the young boys (see para 5 above) would be selling cakes to accompany the tea and coffee being provided by the Club.

**The Bar:** Stuart had confirmed that a more effective payment system had been purchased by the Club which should help reduce the queuing. He advised they were exploring a more accessible system for bottles of beer for the same purpose.

### 9. VOLUNTEERS & TEAMS

- As always, finding enough volunteers to assist on the day was a challenge. Stuart had indicated that members of the Club were better informed about the commitment of the Club to the success of the Fair

and more would be available on the day. **Ideally, the individuals forming each team should be named.**

- **SETTING UP THE SITE**

- John would be at St Andrew's Hall at 7.30am to move tables and chairs to the roadside.
- Stuart would arrange a team from the Cricket Club to collect the tables and chairs from St Andrew's Hall from 8am with the setting up of the site taking place from 9.30. The team would also be responsible for collecting and returning the chairs and tables to the Hall between 4pm and 4.30pm. Diana was compiling a list of stallholders who had requested tables (including the Bridge tables)  
**ACTION:** Diana, John and Stuart  
Vehicles would be required suitable for transporting them. **ACTION:** Stuart
- Some of the tables and chairs should be used for a "café" outside of the Pavilion
- Some should arranged around the Sound System to create a 'concert' area.
- John would be setting up the temporary Dance Ring and assisting Jane with the setting up of the Dog Show arena from 0900. **ACTION:** John to confirm the number of Straw Bales required and the time of delivery : **ACTION:** John

#### **10.LOCATION PLAN**

It was agreed that the stalls should be arranged in two parallel rows , between the Pavilion and the Cricket Pitches, with space between.

The Dog Show would be located to the left of the cricket pitches but slightly further south on the site. This would allow for the expansion of pitches for the stalls if needed. The games and competitions would be to the right of the Cricket pitches, more closely together than in 2022.

It was agreed that Rob would take responsibility for marking out the site of the individual stall pitches, consulting the Cricket Club as to how to do this without damaging the cricket ground. This should help stall holders find their pitches more easily than in 2022. **ACTION:** Rob

It was agreed that a brief meeting should be held at the Cricket Club to map out the site, including the games and competitions. (See below)

DATE OF NEXT MEETINGS:

22<sup>ND</sup> MAY: 8PM AT CRICKET CLUB TO WALK THE LOCATON PLAN

6<sup>TH</sup> JUNE: FINAL COMMITTEE MEETING: 8PM AT THE CRICKET CLUB

### **2023 CHART FAIR MINUTES OF THE MEETING ON 22 MAY**

*PRESENT;* Diana Davy (Chairman); John Davy; Stuart Mclennan; Dave Brown, Sue O'Rourke, Emma Tinker, Mary McGregor, Jo Menichinelli. Jane Hilson

*APOLOGIES*; David Wickham; Paul and Christine Perkin

The Main Purpose of the Meeting was to walk the Cricket Club site and decide the location of all the activities.

In addition, the following decisions were made and ACTION indicated:

1. Transporting the Chairs and Tables: Stuart plans to borrow a flat bed; Timings as in the Minutes of the 11 May meeting
2. Delivering the **Portable Sound System**: **ACTION**: Diana to agree collection from Paul **BEFORE the 18 June**.
3. John requested 40 bales for the **Dog Show** to be delivered at 9am; **ACTION**: Sue & John
4. **Dog Show**; Claire Coutinho MP has confirmed that she would be available from 2pm to assist with the judging but does not want to be a principal judge. She is happy to help announce the winners if that would help.
5. **Music Programme**: **ACTION**: Jo to finalise and pass programme to Diana. Diana to print copies of programme to hand out.
6. **The Junior Club will offer a Bric a Brac stall**: **ACTION**: Stuart to confirm if table needed
7. **The Dance Presentation: Safeguarding measures**: the girls would wish to use the Guest Changing Room for changing their Costumes. It would be essential to block access to the Changing Room and the Toilets at this time: A **NO ENTRY Notice** to be Placed on the Door at this time: **ACTION**: Stuart
8. **The Book Launch**: It was agreed that Rob, as MC would announce the launch of Chris Pendred's History of Limsfield at the end of the Dance Presentation; **ACTION**: Rob to liaise with Chris
9. **Tug of War**: **ACTION**: Diana to check if rope available to borrow from the Scouts;
10. **PRIZE DRAW PRIZES**:  
**DIANA reminded members that ideally 12 high value prizes are needed. Only 4 had been identified as at 22 May. Members were encouraged to seek additional prizes ASAP**

### **DECISIONS ON THE LOCATION OF ACTIVITIES**

- **The "Café"** to be placed to the left of the space outside of the Pavilion, allowing better spacing for the BBQ and the Music Centre. Depending on the availability of tables....a mix

of large and smaller tables : Bridge Table for the Cake stall which should be located in this area,  
Proceeds from the sale of tea and coffee to the Club;  
proceeds from the sale of cakes to the young boys **manning** the stall. **ACTION: Cricket Club Team**

- **The Music Centre** to be located slightly further forward and to the right of the Pavilion to separate it from the BBQ area. Initially, a small number of chairs to be placed in front of the Music Centre (concert area) **ACTION: Jon Stone and the Cricket Club Team**
- **The Dance Presentation Arena:** to the south and right of the Music Centre. A few chairs to be located around the arena for the presentation. After the presentation, the arena to be dismantled and the chairs added to the concert area:. **Any straw bales used to be redeployed to the Dog Show arena. ACTION: John and Cricket Club Team**
- **STALLS:** to be located in two rows, between the Pavilion and the Cricket Pitches, with space between the rows for people to move freely. No stalls around the perimeter of the pitch. **Spill-over area:** The position of the Dog Show to allow for using the area directly to the north of the Dog Show arena and to the left of the cricket pitch area if space needed for extra stalls. Stalls to be numbered and stallholders to be advised of their number with a copy of the location plan: **ACTION: Diana**
- **Rob in charge of marking on the ground the location of the individual stalls, with a flag showing the number of each to assist location. Stuart/Dave to advise on stallholder access to their pitches for unloading and loading.**
- **Ice Cream Van:** as in 2022, to the right of the Music Centre
- **Donut Stall:** to the right of the Ice Cream Van (safety of the generator and hot fat)

## **GAMES AND COMPETITIONS**

**General point:** all games and competitions to be located to the right of the Cricket Pitches, placed more closely together than in 2022.

- **CRICKET NETS:** located on the hard practice pitch
- **COCONUT SHY:** to be located adjacent to THE CRICKET NETS, (throwing towards the nets)

- **AXE/TOMAHAWK THROWING;** Diana to check with the Scout leader what safety measures will be in Place: location throwing towards the houses?
- **WELLY THROWING;** Organiser bringing flags to mark out a pitch (20m x 5 m) and may bring thin rope to mark off the area; Requested small table for scoreboard, flags for marking furthest throws, prizes etc.
- **GUESS THE BOTTLE OF WINE:** large table requested . Keith to be advised to ask the Carpenters for the empty wine bottles he needs. ACTION: Keith
- **FOOTBALL;** ACTION: Jo to provide a portable goal: to be located to the South of the Cricket Pitches
- **MINI-GOLF:** ACTION: Jo to provide Emma with the kit

ACTION: A draft plan based on the decisions will be circulated initially to Committee members for their approval. Copies of the Final version will be distributed to all members of the Committee, all stallholders and organisers of Games and Competitions: It is imperative that, on the day, all Committee members bring with them a copy of the Location plan so they know the location of their own activity and if necessary can help other stall holders / organisers of activities locate their pitches. ACTION: Diana

**DATE OF NEXT MEETING: TUESDAY 6 JUNE AT 8PM AT THE CRICKET CLUB**

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### **ANNEX 1 LIST OF STALLS AS AT 26 MAY:**

1. JADE FULLER; FACE PAINTING
2. TERRY BOND; POP-IT SENSORY
3. MOYNA BRIDGE; FAIR TRADE
4. FRIENDS OF LIMPSFIELD COMMON CHECK IF TABLE NEEDED
5. ALISON SWEENEY; HOT DONUTS
6. PATRICK; ICE CREAM VAN
7. LIMPSFIELD PARISH COUNCIL
8. JULIE BARLEY, CERAMIC COASTERS CHECK IF TABLE NEEDED
9. LINK\*\*
10. MARY MCGREGOR; PRODUCE \*\*
11. FOSTA\*\*
12. JENNY WILLIAMS; MEMORIAL STORES\*\*
13. CATHERINE WEBBER LIMPSFIELD W I \*\*
14. CHRIS PENDRED; BOOK LAUNCH\*\*

- 15. PRIZE DRAW STALL \*\*
- 16. KATE TULLETT\*\*
- 17. CAKES\*
- 18. JUNIOR CLUB; BRIC A BRAC **CHECK IF TABLE NEEDED**

**4-5 BRIDGE TABLES?? NEEDED: FOR WHAT ? CHECK JO**

### **GAMES & COMPETITIONS AS AT 26 MAY**

- 1. PLATFORM PROPERTY: CHILDREN & ADULTS , WITH PRIZES)
- 2. BOTTLE TOMBOLA (ANN DAVEY) **CHECK IF TABLE NEEDED**
- 3. SPLAT THE RAT (JAMES PYE)
- 4. AXE & TOMAHAWK THROWING (EDENBRIDGE SCOUTS;
- 5. GUESS THE BOTTLE OF WINE(KEITH)\*\*
- 6. WELLY THROWING(TORI DE SILVA)\*
- 7. COCONUT SHY (JO)
- 8. TITSEY ROTARY UNRIDEABLE HORSE
- 9. BALLOONS IN A CAR (LOUISE)
- 10. JUNIOR CRICKET NETS(CRICKET CLUB)
- 11. MINI GOLF (EMMA & TINKER FAMILY)
- 12. FOOTBALL: (JO)

**13. TO BE CONFIRMED; TUG OF WAR**

### **TABLES ORDERED:**

LARGE TABLES\*\* (9 TO DATE)  
BRIDGE TABLES \* (2 TO DATE)

### **PRIZE DRAW PRIZES AS AT 26 MAY**

- 1. £150 CASH PRIZE
- 2. FLOWER FARM FOOD HAMPER
- 3. NESPRESSO VERTUO COFFEE MACHINE PLUS CAPSULES
- 4. £100 RESTAURANT VOUCHER AT THE OLD BANK, WETSERHAM
- 5. MEAL VOUCHER, THE CARPENTERS PUB
- 6. TURNSTYLES BARBERS VOUCHER
- 7. VERY LARGE TEDDY BEAR