

CHART FAIR PLANNING COMMITTEE

MINUTES OF THE MEETING OF 4TH JUNE

PRSESENT: Diana Davy (DD)(Chairman); John Davy (JD) :Louise Hazelden (LH);Emma Tinker(ET); David Wickham(DW); Ann Davey(AD); Rob Davey(RD); Sue O'Rourke (SOR); Mary Mcgregor(MM) ; Rev Paul Perkin (PP); Jane Hilson (JH);Jo Menichinelli (JM)

APOLOGIES; Kathryn Hill (KH); Christine Perkin (CP); Stuart Mclennan(SM);Cllr Bob Harvey(BH)

1. MINUTES of the 6 May Meeting: Approved as a correct record apart from two small typos.
2. MATTERS ARISING:
 - (A) STATUTORY MATTERS:
 - (i) A copy of the Temporary Licence received was passed to the Chairman.
 - (ii) PLI : the Clerk had passed a copy of the updated PLI to the Chairman. This had been passed to the National Trust with a copy of the approved Risk Assessment.
 - (iii) The NT had issued the required licence.
3. SETTING UP:
 - (i) Tables: DD had contacted of Pat Davies, (the person responsible for booking St Peter's Hall) who had agreed in principle that they were willing to loan us additional tables. Her contact details have been passed to LH to agree the number of tables required and to arrange collection. JD to advise on where they are stored in St Peter's Hall. ACTION: LH & JD
 - (ii) Small Rubbish Bins: Theses are stored at St Andrew's Church and need to be collected and returned: ACTION: JD to arrange
4. DOG SHOW
 - (i) Bales: ordered from Tony Wilkins. ACTION: SOR to check enough had been ordered for the Dance arena with some for the Dog Show and 5 for Splat the Rat, and to check the time they would be delivered and collected at the end.
 - (ii) JH planned to use posts and netting for security but additional bales would be useful
 - (iii) It was confirmed that Marcus would be assisting with the announcements and Clare Coutinho would assist with the judging.
 - (iv) Rosettes; JH confirmed she is making these free of charge. DD thanked her for her generosity.
 - (v) Portable sound system: ACTION JD to charge on Friday 21st June.

5. MUSIC; JM reported on the bands that would be appearing; she was in contact with Patti and the Orpheus Supervisor over the detailed arrangements, managing the sound system : ACTION JM
The question had been raised about providing the large gazebo to protect the equipment from weather. In previous years, Jon Stone, had borrowed one from the Oxted Scouts, in return for a small donation. ACTION: DD to approach the Scouts.

6. STALLS:

LH reported that up to 25 stalls were expected including the ice-cream van and 6 children's stalls. She and KH were checking other stalls which had originally expressed an interest. KH had emailed copies of the Booking Form to those confirmed stalls that were expected to pay the £20 booking fee. Very few had been received to date.

7 . GAMES & COMPETITIONS

AD confirmed the following were expected:

- Rotary Horse
- Welly Throwing
- Axe Throwing: (Risk Assessment still not received; AD to chase)
- Junior Nets
- Platform Property: children & adults with prizes
- Balloons in a car: DD confirmed PP would use their van and blow up the balloons
- Splat the Rat (Needs 5 Bales; ACTION SOR)
- Guess the wine: ACTION: DD to approach Cathy Wardlaw
- Mini-Golf : ACTION: ET has the kit: LH to contact
- Coconut shy: AD requested fencing around the area of the game to prevent people wandering through it; ACTION:DW can provide tape, AD to provide the posts. Coconuts would be in date ; Bounty Bars as prizes to eke out supply of coconuts for prizes.
- Soft Archery?
- TUG OF WAR: RD had purchased a Tug of War rope.

8. PRIZE DRAW

Tickets had been handed out to Committee members to sell. Various local Residents , the Memorial Stores and Tom Gilbert (Platform Property) had taken a supply to sell. Further tickets available from ET, SOR and DD
Prizes:

- 3 main Prizes: £150 Cash; Flower Farm Hamper: 3 Bottles of Scotch Whisky
- Barn Theatre; 4 tickets to the pantomime (Jackie Violet)
- £100 Meal at the Old Bank Restaurant (Platform Property)

- Inches Beauty prize
- Turnstyles Voucher
- Elements
- Japanese Restaurant meal

Suggestions to be followed up:

- Children's prize ;ACTION : MM
- Hairdresser's Voucher: ACTION: LH
- Cinema Tickets: ACTION: SOR

NOTE: 12-15 maximum number required.

9. PUBLICITY

- (i) DD reported that the LPC Clerk had kindly solved the absence of Posters by enlarging the original flyer design (directly through Caroline Campbell) and arranging for the printing by Tandridge. An invoice had been requested . The LPC Clerk would check whether the cost might be covered by the residue from the original grant towards the cost of hiring St Andrew's Hall for the Community Coffee mornings.
- (ii) DD congratulated SOR for organising the distribution of Posters around the Chart
- (iii) SOR reported she had obtained publicity about the Fair in the Oxted Local, Westerham Chronicle, Tandridge Newsletter. She was in contact with BBC Surrey
- (iv) THE LPC CLERK has arranged for adverts on a range of social media pages.
- (v) PP advertising Boards and Banner: DD to chase Tom Gilbert (Platform Property;
Post meeting note; the Boards went up in the week commencing 10 June. Tom Gilbert had negotiated a contract with the National Trust to put Boards on NT land, including on the Kent Hatch Road.
 No news on the proposed Banner.

10. FOOD & DRINK

The St Andrew's Produce stall would be selling large cakes. The Donut Stall had declined the invitation to come. There would be a stall selling Brownies, cookies and coffee.

After discussion it was agreed there would be a stall selling small cakes adjacent to the Pavilion/café. Cakes to be provided by 3 "the Mums" (of the children offering stalls) and LH would provide trays of Fairy cakes; to be sold at £1 a small cake; (proceeds split between children and the Committee)

11. FIRE ENGINE; ACTION; JM to check they are able to attend.

12. LOCATION PLAN

The meeting took place at the Cricket Club in order to discuss the layout of the stalls and games etc. It was agreed that it would be similar to the model used in 2023.

(i) The children's stalls should be grouped together

(ii) Stalls that had asked to be located together:

- St Andrew's Produce/FOSTA/ Brenda's Crafts
- LPC/NT/MEN IN SHEDS

(iii) A "cultural area" would be created if possible

(iv) Welly Throwing and Coconut shy to be a safe distance apart

(v) Splat the Rat located with wine game and Rotary horse.

(vi) Axe throwing to be set apart from other stalls

(vii) Balloons in a car close to PP stall as they are managing both

(viii) Coffee, brownies stall :locate near ice cream van if generator needed.

POST MEETING NOTES

1. FINANCIAL UPDATE

At 1st Jan 2024, total Funds in the Chart Fair Project Fund account were:

£3,831. 02

At 2/6/2024 the balance remaining was: £3, 843. 52

2. Donation of £250.

The balance at 2/6/24 includes a second generous donation from the St Andrew's Hall Committee of £250. A letter of thanks has been sent from the Committee.

3. Chart Community Weekly Coffee mornings;

Members will recall that the LPC generously gave the Committee a grant covering 50% of the cost of hiring the Hall for 2 hours a week.

They have generously agreed to our request to extend the grant for a further year. I have written a letter of thanks.

Diana Davy
Chairman, Chart Fair Planning Committee
13 June 2024

