

OXTED PARISH COUNCIL
QUEEN'S DIAMOND JUBILEE COMMITTEE

**Minutes of the Meeting held on Friday 6th July 2012 at 5.30pm in
Jack Farrell Room, Tandridge District Council Offices, Station Road East, Oxted**

Present: Councillors: Mrs D Wallace (DWa)
Mrs L Parker (LP)
Mr R Wingate (RW) - chair

In attendance: Councillor: Mr D Weightman (DWe)
Mr D Johnson (DJ) - Locum Parish Clerk

Item		Action
1	<u>Apologies for absence</u> Not applicable.	
2	<u>Declarations of Disclosable Pecuniary Interest</u> No declarations of interest were made.	
3	<u>Public Session</u> No members of the public were present.	
4	<u>Minutes of the last meeting held on 11th May 2012</u> a) The Minutes of the QDJ meeting held on 11 th May 2012 were approved. b) Any matters arising were on the agenda for the meeting.	
5	<u>Feedback & Review of Picnic in the Park</u> The Locum Clerk spoke to his feedback report, which had been circulated beforehand. Overall there were a range of positives comments from councillors and members of the public about how it was a positive event. The weather was not an issue as people were determined not to let it spoil their enjoyment. The Committee noted that the way that different groups came together to both set up/dismantle and to enjoy themselves was very pleasing. Although numbers fluctuated during the 4 hours of the main programme, an estimated 400 people attended. As discussed in item 10 below, it was good value for money and will be coming in below budget. The one negative aspect was the lack of direct toilet facilities. The pavilion washroom was not available as the cricket match was rained off; it seems that the Police took the view that due to licencing restrictions the RBL toilets could not be used by non-members and the public toilets by the station were closed due to a power failure. It was agreed that the Locum Clerk will speak to Insp Austen to discuss what might have gone wrong. The meeting discussed whether the benefits and lessons can be used to think about and plan for future events. This could be helpful for further raising the profile of Oxted Parish Council.	DJ

	<p>The Committee saw that the critical planning should involve a small, tight group of councillors and others (but no more than 4) to organise any event. Agree and stay focussed on the vision and be realistic about the time commitment needed, avoiding other distractions such as elections as much as possible. The involvement of the Clerk as the pivotal point for communication, placing orders, handling invoices was agreed. The Committee have some real experience now, but are happy to enable other councillors to step to the plate for future events.</p> <p>Further thought would need to be given to possible future events but one idea would be to do a fundraising event for a local charity, maybe in conjunction with the TDC Chairman's Charity of the Year. It was agreed to use the informal Oxted Parish Councillors meeting on 14th September to agree the way forward.</p>	DJ
6	<p><u>Installation of Benches and photo-opportunity with the Press</u></p> <p>The 3 benches were installed on 22th June; however the one on Hurst Green Road was severely damaged a week later and it is unlikely to be repairable. It was agreed that the two undamaged benches needed extra anchors so that they would be more secure and that the damaged bench be removed. An estimate of £141.00 for this work has been obtained from 4Memorial Bench Ltd. Also, it would be good to have a photo-opportunity with the Committee at one of the benches, that this should happen after the bench has been removed.</p> <p>The Committee agreed to this estimate and the Locum Clerk will place the order. Also the Locum Clerk will get a number of estimates for a replacement for the 3rd bench, but to a different more robust design.</p>	DJ DJ
7	<p><u>Play Equipment update</u></p> <p>Mrs Liz Parker has arranged final quotes (via TDC) from Wicksteed Leisure for the Low Fun Ball Games for King George V Playing Field and for Master Park. Total cost would be £3198.8, but VAT of £533.06 is re-claimable. Although this is higher than earlier estimates, the Committee agreed to authorise this cost.</p>	DJ
8	<p><u>Bulb-planting on Hurst Green Common</u></p> <p>This is due to happen on 13th September and to be done around the new, repositioned village sign by pupils from Holland and Moor House Schools. The aim of the event is to support community interaction and serve as a reminder of the Diamond Jubilee for the younger generation in years to come.</p> <p>Mrs D Wallace will be liaising with local suppliers to look for donations of bulbs to offset against the budget of £420. She will also contact the schools before the end of term to ensure that they are ready for this as it will be taking place shortly after the start of the autumn term. In the meantime, the Locum Clerk to check the planning application decision date and then instruct the Hurst Green Society to place the order for the new sign.</p>	DWa/DJ
9	<p><u>Naming of former Police Station</u></p> <p>The opportunity to influence this has passed; no further action.</p>	

10	<p><u>Review of the Budget</u></p> <p>The Budget spend to date was reviewed taking into account that a number of replacement cheques are to be sent out and the Bouncy Castle pitch fee seems to have gone astray.</p> <p>It was not clear whether the TDC Temporary Event Licence Fee (£21) has been paid; the Bunting (£82.59) was due to be sponsored by the Chamber of Commerce and the cost of the MRB/MLC Band was £64.51 more than the estimate. The Locum Clerk to make enquiries. In the meantime a very welcome donation of £255.00 has been received from the Waitrose Community Matters scheme. So far the Picnic in the Park event is showing a net spend of £1818.08, against a budget of £2,700.</p>	DJ
11	<p><u>Press article to summarise all of QDJ activities</u></p> <p>Carried over to next meeting's agenda.</p>	
12	<p><u>Matters for inclusion on future agenda</u></p> <p>Press article to summarise all of QDJ activities</p>	
	<p>The date of the next meeting to be arranged.</p> <p>There being no further business to discuss, the Chair closed the meeting at 6.45pm.</p>	