

**OXTED PARISH COUNCIL**  
**QUEEN'S DIAMOND JUBILEE COMMITTEE**

**Minutes of the Meeting held on Thursday 1<sup>st</sup> March 2012 at 5pm in  
 Conference Room 3, Tandridge District Council Offices, Station Road East, Oxted**

Present: Councillors: Mrs S Hayward (SH)  
 Mrs L Parker (LP)  
 Mrs D Wallace (DWa)  
 Mr R Wingate (RW)

Parish Clerk: Mrs D Marshall (DM)

Item		Action
1	<p><b><u>Apologies for absence</u></b></p> <p>None.</p>	
2	<p><b><u>Election of a Chairman for 2011-12</u></b></p> <p>Mr R Wingate was proposed and seconded as Chairman for the remainder of 2011-12. There were no other nominations. <b>It was resolved to elect Mr Wingate.</b></p>	
3	<p><b><u>Election of a Vice- Chairman for 2011-12</u></b></p> <p>Mrs D Wallace was proposed and seconded as Vice-Chairman for the remainder of 2011-12. There were no other nominations. <b>It was resolved to elect Mrs Wallace.</b></p>	
4	<p><b><u>Declarations of Interest</u></b></p> <p>No declarations of interest were made.</p>	
5	<p><b><u>Public Session</u></b></p> <p>There were no members of the public present.</p>	
6	<p><b><u>To review QDJ Committee Terms of Reference</u></b></p> <p>6.1 The QDJ Committee Terms of Reference were discussed and amended to add a quorum of 3, as agreed at the Full Council meeting on the 14<sup>th</sup> February 2012.</p>	
7	<p><b><u>Financial Report</u></b></p> <p>There were currently no invoices for approval.</p>	

8	<p><b><u>Plan for “Picnic in the Park” on 3<sup>rd</sup> June</u></b></p> <p>8.1 It was agreed to drop the memorabilia stall.</p> <p>8.2 Sue Hayward advised that she can supply 50 chairs, but not tables. Tables will be need for any people preferring not to sit on the ground eg the elderly. It may be possible to ask Martin Fisher whether tables can be borrowed from the Community Hall. Stall holders are responsible for setting up, and for providing any tables they require.</p> <p>8.3 Sue Hayward had quotes of £228 for 1,000 x A4 flyers, and £290 for 1000 x A5 programmes. SH agreed to get alternative quote as these prices look high (the Clerk can get A4 colour copies for 10p each). A4 and A3 posters were intended for shop windows, in buses, at railway stations and for notice boards. The flyers were intended for distribution in school book bags. The Clerk agreed to get pupil numbers at the 5 local schools.</p> <p>8.4 It was <b>resolved</b> to commit to £400 re MRB band + their sound system, £50 donation to Tennis Club for electricity, £50 to St John's Ambulance - may increase as all day cover advised, £25 Amazon voucher for programme design; Denize Wallace to seek written commitment from MRB.</p> <p>8.5 The date for finishing "Identify and book bands and other entertainers" was felt to be unrealistic, and put back to 30<sup>th</sup> April.</p> <p>8.6 A presentation to Master Park Management Committee was not required, but the layout plan would need to be agreed with MPMC by the 6<sup>th</sup> May.</p> <p>8.7 The Clerk had passed details from interested stall holders to the committee - Denize Wallace to follow up. Other ideas suggested included face painting, pony rides and carriage rides - Sue Hayward to progress.</p> <p>8.8 Liz Parker confirmed that Temporary Event Notices are required by TDC for a) stage area and b) bar tent - LP handed application forms to RW - cost £21 per notice. Denize Wallace advised that the RBL were allowed to have 3 outside events per year under their licence, and intended the Picnic in the Park to be one of them - DW to check.</p> <p>8.9 Denize Wallace has 2 games lined up involving teenagers under taking Team Challenge to Uganda. It was felt that there may be a need for more “stewards” to monitor children's playground, help people find space) - Sue Hayward to investigate whether the Queen's Scouts are available &amp; interested.</p> <p>8.10 Health and safety issues were discussed, including the requirement for the electric cabling to run behind the back of the tennis courts. The Clerk advised that full risk assessments will be required.</p> <p>8.11 Advertising: the Clerk had sent press releases to Surrey Mirror, County Border News and Tandridge Chronicle. Newspaper advertising had not been budgeted for. A small advert (5x6.3cm) can be placed on the front page of County Border News on 22<sup>nd</sup> March for £50. Robert Wingate to place an advert in Hurst Green News.</p>	<p>SH</p> <p>DM</p> <p>DWa</p> <p>DWa</p> <p>SH</p> <p>DWa</p> <p>SH</p> <p>RW</p>
9	<p><b><u>Plans for Commemorative Events</u></b></p> <p>9.1 <u>Benches</u>: Sue Hayward to confirm the special offer price from 4 memorial bench.</p> <p>9.2 A third site in Oxted North needs to be identified. The site of Silkham Road near Downsway junction has been suggested . Liz Parker to organise a site visit with</p>	<p>SH</p> <p>LP</p>

