OXTED PARISH COUNCIL QUEEN'S DIAMOND JUBILEE COMMITTEE

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

Present: Councillors: Mrs S Hayward (SH)

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	Apologies for absence None.	
2	Election of a Chairman for 2011-12 Mr R Wingate was proposed and seconded as Chairman for the remainder of 2011- 12. There were no other nominations. It was resolved to elect Mr Wingate.	
3	Election of a Vice- Chairman for 2011-12 Mrs D Wallace was proposed and seconded as Vice-Chairman for the remainder of 2011-12. There were no other nominations. It was resolved to elect Mrs Wallace.	
4	Declarations of Interest No declarations of interest were made.	
5	Public Session There were no members of the public present.	
6	To review QDJ Committee Terms of Reference 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 th February 2012.	
7	Financial Report There were currently no invoices for approval.	

8	Plan for "Picnic in the Park" on 3rd June	
	8.1 It was agreed to drop the memorabilia stall.	
	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.	
	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	SH
	intended for distribution in school book bags. The Clerk agreed to get pupil	
	numbers at the 5 local schools.	DM
	8.4 It was resolved 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.	DWa
	8.5 The date for finishing "Identify and book bands and other entertainers" was felt	
	to be unrealistic, and put back to 30 th April.	
	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 th May.	
	8.7 The Clerk had passed details from interested stall holders to the committee –	DWa
	Denize Wallace to follow up. Other ideas suggested included face painting, pony	Diva
	rides and carriage rides - Sue Hayward to progress.	SH
	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	DWa
	to check.	
	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 & interested.	SH
	8.10 Health and safety issues were discussed, including the requirement for the	311
	electric cabling to run behind the back of the tennis courts. The Clerk advised that	
	full risk assessments will be required.	
	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 nd March for £50. Robert Wingate to place an advert in Hurst Green News.	
	on 22 material 200. Robert Wingate to place an adverting fluist Orecitive ws.	RW
9	Plans for Commemorative Events	
	9.1 <u>Benches</u> : Sue Hayward to confirm the special offer price from 4 memorial bench.	SH
	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	LP
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9.3 <u>Play equipment</u> : Liz Parker to organise a demonstration from Wicksteed Leisure Ltd of the proposed (Low) Fun Ball Game. Confirmation of permission for siting in Mill Lane (TDC) and Master Park needs clarifying. 9.4 <u>Planting</u> : proposed planting day is the 13 th September, around the new Hurst Green sign. The Clerk advised that a completed planning application for the new site had yet to be submitted to TDC. 9.5 There were two votes each for a green leaved and copper leaved beech tree, being donated by Oxted and Limpsfield Rotary Club. It was agreed to ask Terry Dillon to make the final decision. A better siting, to the west of Hurst Green Road was discussed, but to be decided. 9.6 Painting: it was agreed to delete rules 10 & 11 from the draft rules, and that paintings would be returned to the schools after being displayed at the Picnic in the Park. There being no further business to discuss, the Chair closed the meeting at 6.20pm.	LP
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The next meeting will be on Thursday 22 nd March at 5.15pm.	