

RIPLEY PARISH COUNCIL

**MINUTES OF THE CHRISTMAS EVENT COMMITTEE MEETING HELD ON WEDNESDAY 6th
NOVEMBER 2013 AT MDM HOUSE, HIGH STREET AT 6.00PM**

Present

Chris Lee (Chairman), Cllr Lisanne Mealing, Cllr Caspar Hancock, Jackie van Heesewijk, Mike Baker, Sally Rule, Jan Richardson,

Alison Jones Clerk to the Council

CE 34/13 APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Suzie Powell-Cullingford, Cllr Jennie Cliff, Cllr Vernon Wood, Cllr Colin Cross, Glyn Watkins, Peter Hookins and Nigel Bruder were received and accepted.

CE 35/13 DISCLOSURE OF INTERESTS

None given.

CE 36/13 MINUTES

The minutes of the meeting held on Tuesday 15th October 2013 at 6.00pm at MDM House were received, confirmed and signed as a true and correct record by the Chairman

CE37/13 BBQ

The rota for help on the stall is as follows:

12.00 – 1.00 Caspar plus 2
1.00 – 2.00 Sally plus 2
2.00 – 3.00 Suzie plus 2
3.00 – 4.00 Wendy and Jenny

The stall will be set up by Chris with the help of Caspar. Vernon will arrange for the Bonfire barbecue to be delivered.

Chris will arrange a float with Glyn and provide aprons and a money belt.

CE 38/13 ENTERTAINMENT

Woking Stagecoach will not attend this year but the Tormead Jazz band, Chobham Rock Choir, Peter Honore and Cameron Brown's Blues band were all confirmed.

The schedule will be as follows:

12.30 – 1.00 Cameron Brown
1.00 - 1.30 Peter Honore
1.30 – 2.00 Tormead Jazz Band
2.00 – 2.30 Peter Honore
2.30 - 3.30 Chobham Rock Choir

Peter Hookins will liaise with each act to ensure that they have electricity for their equipment. Vernon has arranged for the fairground rides. Alison will ask Vernon to ensure that no food stalls come with them.

Father Christmas is organised and Jan will provide a float for the elves.

CE 39/13 STALLS

95 stalls were booked and no more can be accepted.

Chris was asked not to set up the stalls too close to Cobham Cottages as the frontage is not public land and to ensure that the entrance to Dolittles is kept clear.

Chris will send a copy of the e-mail sent to the stall holders to the marshals so that they can make suggestions for updating it.

Set up is from 10.30am but the marshals will be asked to be in position from 10.00am to help with early arrivals.

Chris Lee will obtain 100 black bin liners from Richardsons to supply each stall holder. The Borough Council is not able to collect any rubbish before Monday 2nd and Alison has not yet managed to get a quote from Chambers. Jan offered to take any black bags left at the end of the fair in her yard in order to prevent them being attacked by foxes. Alison will try again to get a quote from Chambers and a decision will be made at the marshals meeting.

CE 40/13 RAFFLE

Raffle tickets had been taken to Richardsons, Lloyds Chemist and the Post Office.

Some raffle prizes had been taken to Richardsons but some were still outstanding. Everyone was asked to ensure those they were responsible were taken to Richardsons as soon as possible. Jan will follow up the prize from Nest.

CE 41/13 ADVERTISING

Jackie will distribute A5 fliers to shops in Send and the Horsleys.

Chris reminded everyone to display the fliers as posters as well.

Sally has the estate agents boards organised and Ripley Nurseries are happy to advertise the fair.

Chris Lee has sent copy to the Surrey Advertiser and asked for a photographer to attend.

Sally will liaise with the Guildford Tourist Board to get the Christmas Fair advertised on the website.

Chris Lee will arrange for leaflets to be delivered in Send Marsh.

Alison will invoice Seymours £100 for advertising on the board at the entrance to the Milk Road.

CE 42/13 PROCESSION

The Harley Davidsons are in place. The Lambrettas will attend if the weather is good.

Chris will contact Elaine to ask for a second car for Father Christmas.

Caspar will act as a marshal at the village hall to ensure that the procession forms up properly and is ready to move off at the appointed time.

CE 43/13 MARSHALS AND CONTROL POINT

Colin, Sally, Glyn, Suzie, Matt Cliff, Dan Haskins and Carrie and Richard are available

Alison will ask Vernon to supply 12 hi – viz jackets.

Pat Scripps is willing to help at the Control Point.

The large parking signs will go up a week before the fair and fliers will be put on the windscreens of cars parked in the service roads. Caspar will assist in distributing fliers.

Chris must leave the fair at 4.30pm so the marshals will need to ensure that the bollards are taken back to the Chapel. Chris lee will take the big signs down towards the end of the fair. Sally will organise the collection of the 3 banners by the bridge into Ripley, by the 30mph sign on Portsmouth Road and by Lutidine house on Newark Lane.

Litter collection needs to be checked by the marshals.
Chris will take down any gazebos before he leaves.

Chris will circulate the timing schedule for everyone to check.

It was RESOLVED: That the agreed plans and arrangements of the Christmas Event Committee be reported to the next Ripley Parish Council meeting scheduled to be held on Thursday 21st November 2013.

CE 44/13 DATE OF NEXT MEETING

The Marshals meeting will take place on Tuesday 26th November at 6.00pm at Pinnocks.
A debrief meeting will be held on Wednesday 8th January 2014 at 6.30 at South View.

The meeting closed at 7.00pm

Signed:

Date: