



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

SUMMONS

Dear Member

3 February 2020

You are hereby summoned to attend a meeting of COMMUNITY EVENTS SUB-COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 10 February 2020 at 10.00 a.m.**
*or at the conclusion of the public participation period.

Melanie Stephens

Melanie Stephens, Clerk

PUBLIC PARTICIPATION:

*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Committee on issues relevant to the business of the Parish Council.

AGENDA

APOLOGIES

1 DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

2 MINUTES (PAPER A)

To note the minutes of the meeting held on 13 January 2020.

3 VE DAY CELEBRATION – DRAFT EVENT PROGRAMME (REPORT B)

To discuss the event programme for the VE Day Celebration on Saturday 27 June 2020.

To Committee:

Cllr Anderson	Cllr McGuinness
Cllr Douglas (Chairman)	Cllr Spearey (Vice-Chairman)
Cllr Forfar	Cllr Warrillow

Officers

Mrs L Greenslade (Deputy Clerk)
Ms M Stephens (Clerk)



Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

A

**Minutes of the Community Events-Sub Committee meeting
held on Monday 13 January 2020 at 6.00 pm
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

Committee:

P	Cllr Anderson	P	Cllr McGuinness (Vice Chairman)
P	Cll Douglas (Chairman)	P	Cllr Spearey
Ab	Cllr Forfar	Ab	Cllr Warrillow

Officers in attendance: Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk.

PUBLIC PARTICIPATION

Jade Randell, Admissions Adviser from Sunnybank Care Home introduced herself saying the Home was keen to be involved with community events.

10 DECLARATIONS OF INTEREST

None received.

11 MINUTES (PAPER A)

That the minutes of the meeting held on 2 September 2019 (approved by the Full Council on 16 September 2019) as a correct record) be noted.

12 VE DAY CELEBRATION

Members discussed preparation for the VE Day Celebration on Saturday 27 June 2020.

Cllr Spearey believed the community groups should be invited to take part with their stalls.

Cllr Douglas thought the day might be too long and felt it could be condensed.

The Deputy Clerk advised the 2nd Fair Oak Scout Group had liaised with the Hampshire Scouting Heritage who have a display called “Grandad camp” where old fashioned Scouting is displayed. Age Concern had requested sufficient seating, particularly for the elderly and had offered to help with memorabilia and photos. The WI and Fountain Café had extended their help with catering for the tea party.

The Chairman agreed to coordinate a “memories corner” inside the marquee which would include historic photos and war time memorabilia.

RECOMMENDED:

- a) That the local, not for profit, community groups be invited to attend, free of charge, provided they entered into the spirit and dressed and decorated their stalls to the appropriate theme;
- b) That a marquee be hired at an approximate cost of £3000 excluding tables and chairs;

- c) That a vintage bus be hired to transport residents from "The Square" up to the Parish Office car park at an estimate of £800.
- d) That the Mayor, a Veteran and the three guests who had said they were are the original Witt Road street party, be invited;
- e) That the Heritage Scout Grandad camp be arranged;
- f) That the Wyvern Jazz Band be booked;
- g) That Cllr Douglas coordinate a "memories corner" inside the marquee;
- h) That investigations be made into providing a helter skelter and wooden swing boats;
- i) That toilet hire at an estimate of £755 be arranged;
- j) That First Aid at an estimate of £160 be arranged;
- k) That Sandy Ince from the Sticky Toffee Jazz singers be confirmed at a fee of £400;
- l) That a "Swing Dance" group be investigated;
- m) That arrangements with Dave Pipe to attend with his Naafi catering van and any other army memorabilia vehicles be firmed up; and
- n) That the Clerk and Deputy review the timings of the itinerary for the day and bring back to the next meeting;

DATE OF NEXT MEETING

Members agreed a date for the next meeting of Monday 10 February 2020 at 10.00 am in the Parish Office.

This was all the business and the meeting closed at 6.45 pm.

Signed..... Chairman

VE DAY CELEBRATION - SATURDAY 27 JUNE 2020

Start Time	Finish Time	Activity	Contact	Notes	Action
Friday		Collect 2 golf buggies from East Horton	Alexia	alexia@easthorton.com	Buggies booked Groundstaff to collect
9.00 am	11.00am	Erect marquee	Alresford Marquees	£2877.60 40 x 60 ft.	Linda to book
11.00am	11.30am	Table and chairs from HHCC	Parish Council	Table and chairs for memory corner?	Groundstaff
9.00 am	10.00am	toilet block arrives		£775	Linda to book
10.00 am		Stalls start to set up	Various	No fixed pitches	LG to write to community groups
10.am		traditional games/rides	Charles Cole		LG to book
1.30 pm	3:00 PM	Open top bus ride to park - continuous service	Alan Elliott nationalbus@icloud.com	£750 - 69 seats - vintage bus	Linda/Mel to book
2.00 pm	2.15 pm	Mayor opens event	EBC		Linda to invite mayor
2.00 pm	3.00 pm	Scouts Grandad Camp	Brian O'Neil	Linda contacted but no reply received	brian@4theastleigh.co.uk
2.00 pm	3.00 pm	Wyvern Jazz band	Andy Veale	no charge	LG to firm up
2.00 pm	3/4.00 pm	Traditional childrens races - egg & spoon, sack race, obstacle race & flat race		jar of sweets to give out to participants. Groundstaff mark out running track	Ian Patrick - Scouts, Matt Charters - Wyvern FC, Tony Oxley - Cricket
3.00 pm	3.45 pm	Sandy Ince (first set)	Sandy Ince of the Stickytoffeejazz@gmail.com	£400 set up and provide. £100 deposit paid	LG booked
3.45 pm	5.15 pm	Cinnamon Jazz	http://www.cinnamonjazz.co.uk/	Julia already approached	Mel to confirm
3.00 pm	5.00pm	Children's tea party	Carly/Fountain Café	200 pre-booked tickets for preschool to year 4 have	Carly/Julie/Linda sort food Claire help with online

				two sittings	tickets
5.15 pm	6.00 pm	Sandy Ince (second set)	As above	As above	Linda to confirm set times with Sandy
2.00 pm	6.00 pm	Memory corner	HD to liaise with Gill Robertson	Memory corner in main marquee?	HD and Groundstaff to help erect
6.00 pm	6.10 pm	Chairman's closure	Helen		HD
Refreshments					
2.00pm	6.00pm	Scouts teas, coffees and cakes			
2.00pm	6.00pm	Beer tent			Mel to contact lapstone
2.00pm	6.00pm	Mobile food van			Mel to source?
2.00pm	6.00pm	WI cake stall			LG to confirm