

Gerrards Cross Town Council

South Lodge, East Common, Gerrards Cross SL9 7AD 01753 888018

Clerk to the Council - **Mrs S Moffat** clerk@gerrardscross.gov.uk

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Communities Committee

Minutes of the meeting held on Monday 11th April 2022 at 6pm in Room 4 the Packhorse Room in the Memorial Centre.

Present – Cllr A Wood (Chairman) Cllr N Barnett, Cllr M Bracken, Cllr C Da Costa, Cllr S Davey, Cllr B Holborn, Cllr T Greenfield, Cllr J O’Keeffe, Cllr B Peck, Cllr C Stuart-Lee, Associate Councillor Lisa Lindvall, the Town Clerk and Deputy Clerk

Two members from the Gerrards Cross Rotary Matins

- 1. To receive apologies for absence –**
- 2. Public speaking from residents regarding matters relevant to the meeting’s agenda with time allowed as 5 minutes per person** – The Rotary Club spoke about how they work together with the Town Council to organise the Gerrards Cross high street Christmas open evening. See action points below.
- 3. Updates on the proposal to hold a Platinum Jubilee Picnic on West Common.** – See below
- 4. Future agenda items**

Christmas open evening	Action	Next step
Christmas lights	There are two meetings set up next week to get some more quotes.	Associate Cllr Lindvall and Cllr Wood to report back at the next meeting.
	The Town Clerk to set up a meeting in the Town Council offices. Cllr Wood to organise the road closures. Someone will need to liaise with the police about the road closure. Police presence will be required to enforce the closure and barriers need to be put up. The road closure should be up to the Waitrose car park entrance.	The Town Clerk has arranged to meet with the Rotary club on 20 th April 2022 at midday in the Town Council offices to discuss committee members, date, time, activities.
Design your own Christmas decoration.	The possibility of someone liaising with the local schools about designing their own Christmas decoration was discussed. It was agreed that this should go in a designated area.	No update 11/04/22

Fairground and pop up restaurants.	Invite the restaurants to do a pop up stand and the fairground to set up outside.	No update 11/04/22
Christmas Tree	Cllr O'Keeffe to talk to Tesco to see if the Christmas Tree can go on the pavement outside by the tables. Cllr O'Keeffe will seek sponsorship for the tree.	No update 11/04/22
Christmas lights	Seeking sponsorship for leasing Christmas lights	Associate Cllr Lindvall is investigating this. Possibility of schools sponsoring a light? no update 11/04/22 LV in discussion with Swish Fiber about possible sponsorship.
Road closure	Possible Closure of Station Road	AW to check out. – no update 11/04/22
The Gerrards Cross Platinum Jubilee Picnic		Next step
Platinum Jubilee Picnic	The Council agreed this will be the main event on Saturday 4 th June, duration for one day. Timings would be from midday until 7pm.	Confirmed.
AMP & Stage	Cllr O'Keeffe and Associate Cllr Lindvall to discuss the amp requirements. A stage is required. Cllr Greenfield to follow up.	Cllr O'Keeffe has booked a 60 watt amp and a man will come and operate it on the day. Cllr O'Keeffe and Cllr Greenfield have had the stage confirmed verbally only. Cllr Greenfield to chase and Cllr O'Keeffe to look for alternatives.
Light and Sound	Cllr O'Keeffe has got the quote for the light and sound who will come and set up dismantle it after. The band will bring their own equipment. Cllr O'Keeffe to let Cllr Greenfield know the costs.	
Fair	The Town Clerk confirmed that the fair have confirmed they will attend.	The Town Clerk to ask the fair to come Thurs to Sun.
Sponsorship	Cllr Lindvall confirmed that one local company has shown interest in sponsoring the event.	Sponsorship confirmed so far: Swish Fiber £5000 Cllr Da Costa £2000 Cllr Peck £2000

		<p>Bull Hotel £500 & 50 Cream Teas</p> <p>Cllr Davey Cll to approach the Crowne Plaza</p> <p>Cllr Stuart-Lee to approach Gibbs and Gillespie</p>
Ceremony	<p>The Town Clerk confirmed that the Deputy Lieutenant of Buckinghamshire has agreed to do the ceremony.</p>	<p>The Deputy Lieutenant and the Local MP Joy Morrissey will be opening the ceremony.</p> <p>It was agreed to buy a bunch of flowers for Joy Morrissey and a bottle of champagne for the Deputy Lord Lieutenant.</p> <p>Associate Cllr Lindvall has suggested that the Life of Grace is sang to open the ceremony. Cllr Holborn to confirm if Mrs Holborn can sing this song at the event.</p>
Site banners	<p>Cllr O’Keeffe proposed the following sites for the banners:</p> <p>The Ethorpe Hotel</p> <p>Tesco</p> <p>Hartley Court</p> <p>Apple Tree</p> <p>Bull Hotel</p> <p>Cllr O’Keeffe to order some A0 posters.</p>	
Master Group	<p>Cllr Greenfield to set up the task master group spreadsheet to ensure all actions are complete.</p>	
Celebrities	<p>Other option for opening the day</p>	<p>Still to be confirmed</p>
Food – GX restaurants	<p>See if local restaurants might be interested to set up stalls on the common or for those closest to the common encourage them to put on street side food options</p> <p>Lisa to approach as part of other discussions</p>	<p>The following food stalls confirmed:</p> <p>Indigo bar and grill</p> <p>Mobile bar and bar club.</p> <p>Valencia supper club</p> <p>To confirm GXCA, Jack and Alice and Fegos</p> <p>Cllr Holborn and Cllr Peck to look for additional food stalls. Liaise with Associate Cllr Lindvall.</p> <p>The Rotary Club to ask the Scouts if they would come and do a BBQ.</p> <p>All the stalls operating on the day will make a £25.00 donation. This can be waived for the Scouts.</p>

Drinks	<p>Associate Cllr Lindvall to follow up with the Bull Hotel regarding the champagne tent.</p> <p>Cllr Wood to follow up with the Ethorpe about the beer tent.</p> <p>London mobile</p>	<p>There is the possibility of the Council getting a license to serve alcohol as long as there is a responsible adult serving it.</p> <p>Cllr Greenfield to ask Rebellion if they want a stall.</p>
Charitable Donations	<p>The money raised from the donations will go to charity. The charity is to be confirmed.</p> <p>The Town Clerk to find out if the Council is allowed to donate a non-local charity.</p>	
Stalls	<p>The following stalls have been confirmed:</p> <p>Queen of hearts ceramic mugs</p> <p>Face painting</p> <p>JJ Toys</p> <p>Pondy Cherry Bags</p> <p>Charms and scarfs</p> <p>The police will have a tent and will be patrolling the area.</p>	<p>Possibilities are a petting farm/ Mini trampolines</p>
Music	<p>Cllr Davey agreed to contact the schools to see if they would be interested in taking part in any of the following activities:</p> <ul style="list-style-type: none"> • Tug a war • Battle of the bands. <p>Invite a member of staff to the next meeting to discuss any ideas.</p>	<p>Cllr Davey is still waiting for feedback. However she did highlight that the Jubilee celebration is taking place during the half term and it may be difficult to get commitment from the schools as people may go away.</p> <p>Associate Cllr Lindvall has confirmed a six piece Chemistry Band and the doctor DJs.</p> <p>Cllr Wood to contact Mr Gibbs.</p>
Fire Engine	<p>The Town Clerk to ask the fire brigade to see if a fire engine can attend the day for the children.</p>	<p>Cllr Peck to confirm the fire engine will be able to attend.</p>
Road Closure	<p>It has been agreed to close the West Common Road. The Town Clerk to submit the road closure forms. The insurance will cover up to 1000 people. Cllr O’Keeffe to liaise with the Town Clerk.</p>	
Role Allocations	<p>Cllr Bracken to draw up a list of roles for volunteers on the day.</p>	<p>Need to get as many people as possible.</p>

	Cllr O’Keeffe to make a list of any equipment required.	<p>Cllr O’Keeffe and Cllr Greenfield will be Health and Safety volunteers.</p> <p>Rotary to see how many volunteers they can get and provide high visibility vests.</p> <p>Cllr O’Keeffe to confirm that the St Johns ambulance health safety statement has been submitted by 14th April 2022.</p> <p>Rotary club to contact the photographer. If he is unable to do it Cllr Bracken will do it.</p>
Parking	The Town Clerk to ask Buckinghamshire Council if they are going to offer any free parking to events taking place.	The Town Clerk has been in contact with the Parking Manager and there is no policy in place to provide free parking in car parks. The Clerk will send a request.
Media	The Councillors have set up a facebook page for the event.	
Toilets	WCs – seek sponsor for providing	Cllr Greenfield confirmed that six toilets need to be ordered and one needs to be a disabled toilet.
Waste Teams	Cllr Wood has contacted the Buckinghamshire Council Waste Department to see if they will take the bags away.	Cllr Wood to confirm if bins will be provided and the procedure for collecting the rubbish.
Decoration	Bunting. Consider additional bunting decorations on the common itself	
Meetings	The Town Clerk to set up Meetings every 2 weeks. Agenda to go out.	

Date of next meeting – 25th April 2022

Meeting closed at 6.55pm