



## MINUTES: FESTIVAL PLANNING MEETING

Meeting held at 8pm on 26<sup>th</sup> January 2017 at The Honor Oak, SE23

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### Attendance

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Andrew Scutts, Ellie Rogers, Dave Lowry, Graeme Crow, James Cross, James Green, Jane Aebi, Janice Tape, Jim Smith, Leo Stevens, Madeline Tanoto, Marcel Jenkins, Nicholas Taylor, Suzanne McDougall, Sydney Couldridge, Teresa Earle, Tim Part

Apologies: Svea Polster, Zaria Greenhill

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### Trim Trail

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JC noted that following an assessment from Fenland Leisure, he has been discussing with Peter Maynard (London Borough of Lewisham) and Chris Thompson (Glendale) how essential maintenance of the Trim Trail will be managed. At the time of the meeting he had a proposal from Chris that Glendale would do the work free of charge if the Friends pays for any required parts / supplies. Action: JC to discuss this further with Glendale and LBL and once a figure is known, bring the proposal to the committee for approval. From a total quote of £593.34 from Fenland, the work was £425 so we would expect to spend less than £200 of Friends' funds on this.

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### People and Wildlife

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A detailed written update was provided by ZG and presented in her absence by LS. Highlights as follows:

- Bird boxes were installed by Glendale on 6<sup>th</sup> Jan - ZG encouraged everyone to go and have a look
- 440 hedge whips will be delivered to ZG's house during the week of 6<sup>th</sup> March
- These whips are from the Woodland Trust and should be suitable for the soil in the Fields
- Saturday March 11<sup>th</sup> will be the next P&W engagement day which will be focussed on planting those whips
- Saturday March 11<sup>th</sup> is also the first day of tree watering (fortnightly for second year of growth)
- ZG will publicise this event separately and suggested this is a good activity for children as hedge whips are small
- P&W will apply for a grant from the Rotary Club to be spent on gloves, some spades and other tools
- ZG would store and take responsibility for these
- Any leftover funds may be used to buy some more wildlife-friendly plants to put in the two existing sectioned-off wildlife development areas

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## Festival

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Saturday 1<sup>st</sup> July was agreed as the date for the festival's 2017 edition.

As a group, we reviewed the questionnaire with the following discussion points and agreements:

1. The question of why we have the festival was raised by SMcD. DL talked about the dual purposes of the festival: firstly, to encourage people to learn about and use Blythe Hill Fields; and secondly to raise money for improvements to the Fields. MJ noted the preference for local connections among both stallholders and performers.
2. AS raised a question on the reach and scale of the festival, which was agreed to be SE23, SE6 and SE4.
3. There was a consensus on keeping the same number of stalls as 2016. As part of the discussion several people suggested that more food stalls would be a potential improvement. This will be discussed in future meetings.
4. Parking - as part of the festival planning we agreed to consider impacts on people living very close to the Fields, for example with parking. The weather conditions ahead of the 2016 festival meant that traders were unable to park on the Fields as usual, creating additional traffic around Blythe Hill Lane. For 2017 the group agreed to consider more proactive management of parking for traders in particular. With limited space in the Fields, the consensus in the meeting was that it's better to keep the number of cars and vans onsite to a minimum to allow people to enjoy the view.
5. Funfair – the funfair will return this year. Action: JC agreed to work with Jimmy to slightly reduce the scale of the offering, noting that this is not something we can directly control. Our agreed objective was an offering somewhere between 2015 and 2016's scale.
6. The festival planning group agreed to meet alternately on Saturday mornings and weekday evenings.

Festival Volunteering: ahead of the meeting Zaria circulated a document with some suggested roles. This formed the basis for a discussion within the group. The summary below contains volunteers from the meeting as well as those who had contacted ER previously.

- General co-ordination will be done by ER with assistance / support from JC and others
- Sponsorships – TP and SMcD with a potential additional volunteer who has contacted ER
  - o This group will also lead on social media and promotion of the event
- Raffle – ER noted that Alex Roberts volunteered for this, SC will continue to work on ticket design
- Financial – DL with potential help from SMcD's partner
- Design (e.g. posters, banners etc) – Jo, Graeme and Sydney
- Friends Tent – Madeline
- Woodland Stage – ER has been contacted by some volunteers who may take this on
- Waste / Recycling – James will order bins / further discussion needed for arrangements on the day
- Gate – Madeline / Jim / potentially others
- Children's Tent – Andrew
- Action: DL to create a summary of volunteer roles based on Zaria's document and share with the group

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## AOB / Next Meeting

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Provisionally agreed that the next meeting will take place on the morning of Sat 18<sup>th</sup> Feb. Action: ER will share details once confirmed.

**DL**  
27 January 2017