



MEETING MINUTES

8 pm on 22 January 2018 at the Blythe Hill Tavern

In Attendance

James Cross, Jim Smith, Tamara Froud, Helen Raggatt, Fiona Salmon, Ray and Jean, Suzanne McDougall, Rebecca O'Connor, Josh Smaller, Madeline Tanoto, Ellie Rogers, Nicholas Taylor and Dave Lowry

Welcome

JC welcomed everybody to the meeting.

Agenda

1. Playground Equipment

- Noted that we have no additional money from Glendale or Lewisham.
- From the list of prospective vendors, we have 3 quotes as set out at Appendix 1
- Agreed to circulate the detail of the quotes from each vendor once we have a finalised view
- Funding currently available is as follows: £1638 from 2016 festival surplus, £1400 from Crofton Park Ward Assembly, £2500 for table tennis table from 2017 festival surplus, plus a donation of £2000
- Noted that Glendale will charge a management fee to assist / manage any installation
- Noted that any ongoing cost or liability for maintenance on the new equipment will need to be discussed and agreed with Glendale / Lewisham
- Discussed fundraising options – ideas included a period of concentrated fundraising or waiting for the 2018 festival as the major source of remaining funding for this project
- Action: Fiona to go back to the vendors and see if there is room to negotiate on the quotes and to determine whether phased delivery is possible and would affect the overall cost of the project
- Action: all to review options for crowdfunding including costs / overheads and any constraints, noting that the Friends is not a charity

- Everyone agreed that it would be good to get whatever we can installed by the end of June ahead of the 2018 festival

2. Table Tennis Table

- Marcel had provided an update to James / Ellie / Dave ahead of the meeting
- He has identified an alternative to the supplier suggested by Darren from Glendale (concrete table with installation which would come to £2,694 including VAT and also need to be placed on an area of hard standing). Many other parks have them and I was agreed it would be good to try and get something different.
- This option is arguably better-looking and is just as vandal-resistant as the concrete and we can locate on the grass somewhere
- <https://www.table-tennis-tables.co.uk/shop/outdoor-tables/cornilleau-outdoor-table-tennis-tables/cornilleau-park-outdoor-table-1095480.html> - this is the best price and has the full range of extras i.e. ground anchors and sand trays.
- This supplier would supply and install the table. We would need to supply the sand for the sand trays (which make it a lot heavier and costs around £20 from Wickes) and dig the holes (30cmx30cmx30cm) to cement in the ground anchors.
- We may wish to ask Glendale to supply a few of the grass mats to ensure the playing area at each end of the table stays a bit more level.
- Total cost around £2,269 (£1,899 table, anchors, sand trays), £30 (sand), £240 (estimate for Glendale x4 holes), £20 (postcrete x4 bags), £80 (grass mats)).
- This would need to be discussed in detail with Glendale – if they agree, we can get all the bits and they can just dig the holes and pour in the cement so they have a part in the installation.
- Marcel suggested that maybe we can organise a mini tournament when we open it up and invite people to come down and try it out and make a little video of it for the website/Facebook etc.
- Discussion at the meeting
 - Noted that table tennis tables in other parks tend to lead to significant wear on the ground at the playing ends when they are placed on grass
 - No clear decision on placement of the table – discussed various options
 - Agreed to take Marcel's idea further - Marcel will speak to Glendale.

3. Community Garden

- In Shanara's absence, this was not discussed in detail
- Agreed to cover at the next meeting
- Ellie noted that we will apply for free seeds to the RHS and these may be used to enhance the meadow area (subject to approval from Glendale / Lewisham).

4. Street Art

- Rebecca shared some ideas for street art at the Montacute Road entrance
- We need to decide on style of the piece – a broad theme of nature was discussed.

- Everyone agreed that the Catford Butterflies and Greyhounds are a good example of street art enhancing an area and they withstand graffiti well
- Consensus after a suggestion was that the subject should be related to the area, e.g. Bricks, Families, Nature, The View and that we would like a local artist in-keeping with the area and to have something in place before this year's festival
- Without any estimated cost for the ideas, no budget is currently assigned
- Action: Rebecca to propose themes for agreement and work on detailed costs

5. Festival

- This year's festival will take place from 12 to 5pm on Saturday 7th July.
- This continues the tradition of the first Saturday in July and means the banner printed last year is still valid
- We had a long discussion including feedback from new attendees on last year's festival and agreed some general aims – notable to have a fun, family-friendly community day which resembles a village fete (in London, on a hill) and to avoid too much of a corporate feel
- Ellie and Dave noted that expenses should be kept to a minimum and anyone expecting reimbursement will need to have approval for any spending in advance from a member of the Friends' executive
- We agreed to aim for 50 volunteers on the day, and to cover the site with more stewards
- On stewarding, James explained that he plans to improve the coverage of the site by splitting responsibilities among more people and to enhance the volunteer briefing approach (maybe with a training session ahead of the day of the festival)
- Based on feedback from last year, the lost child policy will be revisited with a view to providing more clear lines of communication and as part of this we have already agreed to provide wristbands at the main entrance and the Friends' tent for children which will allow parents to provide contact details
- James will lead on the risk assessments and several attendees offered to assist with this
- Josh discussed music and the consensus in the meeting was that the mix last year was excellent. Josh has agreed to lead on music again and a subgroup will be formed to review submissions from performers
- Noted that the raffle draw may need to be moved from the main stage and a fixed time this year due to the pressure this caused to the music running order in 2017
- Roles were briefly assigned as per Appendix 2.

Appendix 2

Festival tasks by area

Role	Allocated to
Finance	Dave [plus 1]
Stalls	Fiona, Mads and Leo
Music	Josh, Helen
Infrastructure and logistics on the day	Jim, James and Tamara (van)
Refuse	James
Safety	James
Licensing	James
Fundraising	Suzanne
Raffle	Suzanne, Ray and Jean
Publicity	Suzanne
Design	Jo and Graeme
Hunters liaison	Ellie
Friends tent	Madeline (merch) and Nick (History)
Cakes	Annie Maunton
Woodland Stage	Rebecca
Kids tent	Zoe, Alex, Libby, Helen and Suzanne
Volunteers	Sandra, Alex, Jane, Peter