

Friends of Palewell Common & Fields

Minutes of Meeting held on 20th July 2011 at 6.30 pm at 63 Vicarage Road

Present: Francis Rowland (Chairman), Robin Laidlaw, Rikki Marks, Dhun Kenny, Bernard Adams, Angela Howorth

Apologies for Absence: Jacqui Pattison, Andy Sutch and Len Griffiths.

1. Review plan and actions: FR had spoken to David Alister who suggested we defer the installation and unveiling of a commemorative plaque, the Committee were happy with this. It was agreed that the opening ceremony take place upon the Mayor's arrival at 12.30 pm. The Opening Ceremony would take place in front of the café, speeches would be made by Cllr True and the Mayor who would then cut a ribbon and declare the Pavilion open. DA had suggested that FR would take the Mayor and show her the buildings, including the Montessori Nursery School. Followed by refreshments in the Pavilion for the Mayor, Councillors and other guests, it was estimated that there would be about thirty people, the committee would arrange sandwiches and wine and soft drinks. Oakland have offered to pay for the wine and refreshments and this will be followed up. If the café operator is in situ and operating then the Chairman would ask them if they are interested in providing the food and soft drinks. (At the end of the meeting it was decided that we should leave the programme as before - visit pavilion followed by opening at 1.00 pm - as this had already been communicated to many people).

2. Brochure and Activities: RL informed the committee that the brochure is now 28 pages. He thought that it might be necessary to increase this and had asked for a new quote for 32 pages, this would be £1,020 + VAT, the money raised so far from advertisements was £1,025. FR recommended that we should try to confine the brochure to 28 pages and perhaps alter pages to achieve this, particularly the acknowledgements page.

RL informed the committee that the picture hanging system for the children's Art Competition, which is a metal wall system with wire with clips, costs £150. David Alister will ensure that the Council are scheduled to put it up at the end of August. He informed the Committee that we have to pay for a Notice Board if we wish this to be put up.

FR confirmed that the toilets in the downstairs changing room area, in addition to those in the café, will be open and available for use on the 10th September. In the future clubs using the sport facilities on the Common will need to apply for them to be open and available.

FR informed the Committee that Richmond Council will issue a press release about the Pavilion Opening Event.

FR mentioned a conversation he had with David Alister about Richmond Volleyball Association which is looking to establish beach volleyball facilities in the borough. AS suggested that the tennis court on Palewell Common, which is in very poor condition, might be a possible site. The majority of the Committee were in favour of exploring the idea. RM and AH were against the proposal.

RM had queried whether the flower beds in front of the Pavilion would be restored, she feels that it would be best to have the beds clean and ready but not planted until slightly later in the season. The Committee were happy with this.

FR raised the quality of mowing: the person responsible does not respond to criticism, FR feels this needs to be pursued by the Friends.

FR Countdown Plan.

AS has applied for a Temporary Licence.

At a sub-committee meeting of FR, JP,RL and AS the following idea had been raised.

On the event day a question sheet for children could be arranged which would be available throughout the day, and would focus on questions about Palewell Common. RM expressed some concern about children not being with an adult, BA said we must make it plain that children are supervised at all times. The idea was approved by the Committee. RM will prepare a questionnaire of 10 questions to encourage children to explore Palewell Common and find the correct answers. The idea of pencils with 'Friends of Palewell Common' on them be given to the children was discussed and agreed, FR will speak to AS and order the pencils.

Name tags for the Committee and Volunteers was discussed. BA will check with All Saints Church where they get their's from. FR will ask his wife, Anne, to design the name tags and will liaise with BA and then buy the badges.

DK told the Committee that the Suzie Lamplugh Trust was very keen to do a raffle/tombola to raise funds for the charity as this is usually attractive to visitors and a good way of raising money. This was agreed.

RL said that The Haven (beauty salon) will give a voucher for the Tombola rather than advertise.

Marquee: FR raised the timing of the erection of the Marquee which we are borrowing. He had a preference for Friday but security is an issue and we do need to have volunteers to erect it. It was agreed that all performances will be in the marquee. Richmond Park Academy are providing an electric piano.

Chairs & Tables: JP is going to see if we can borrow them from All Saints Church.

Sound System: RL informed the Committee that at a cost of £125 Chandlers in Kew will provide a sound system which they will deliver at 8.30 am. It will provide 3 microphones one to be spoken directly into and two to be set about the site, the Committee agreed this.

FR asked if we could plug in an IPOD to have music in the background.

RM raised the question of copyright.

FR said that we will need a van on Friday to get wooden flooring and the tables and chairs to the site, again security is an issue but we should be able to store them in the club room overnight..

Timing: FR said we should allow ten minutes for the Opening Ceremony and we need to draft the speech for the Mayor and also check what Nick True requires. The Programme of dance and music by the local schools would start at approximately 1.15 pm and the Mayor will depart at 2.30 pm.

Volunteers: It was agreed that we need at least 8/10 volunteers. We need 2 on the Friends desk, we also need to supervise the changing rooms, the club room and the Montessori School (liaising with Fiona Macleod). The changing rooms on the ground floor will be open for viewing but upstairs will be closed unless any sports teams wish to book them.

DK informed the Committee that some friends had indicated that they might be able to help on the day, she will follow these up. Renata Kemp, one of the volunteers, would be good for the Art Stand.

RL suggested 2/3 other possible people to approach. FR will speak to Veronica Congdon.

FR confirmed that Mona Adams had arranged for 2 volunteers from each of the schools involved to be available as 'ambassadors' on the Saturday. RL said that Mona Adams had arranged for Ashley Whittaker to look after the pupils and co-ordinate their roles.

BA will see if any of the Boules members can help.

JP will manage the volunteers on the day. JP will be based at The Friends stall so that volunteers can find her and be given their allocated role. It is likely that people will volunteer for specific times.

The Programme: RL confirmed that all the money had been received for the advertisements. He still needs the programme of events details which he hopes will be confirmed on Monday 25th. Oakland will provide before and after pictures of the Pavilion for the programme. FR and RL will confirm the acknowledgements to be included. They will speak to Cllr True about any comments he might wish to make.

Stalls: JP will co-ordinate the stalls. Friends of Richmond Park have said that they will have a stall. BA said that Barnes Community Association might be interested, he will raise it at a meeting tomorrow evening.

FR proposed that the Stands should be placed along the path, this was agreed.

Art Work: RL has collected 28 paintings from St. Mary Magdalen Primary School - very interesting. He is collecting from Istock Place and Sheen Mount on the 22nd and from East Sheen Primary at the end of the week. Tower House will provide their art work after the summer holidays. Richmond Park Academy to be confirmed.

RL will choose one for the front of the programme.

RL hopes that Andy Ellis will judge the competition. They will fall into four categories. The winner will be announced by The Mayor. The winning entries will be left on display all others will be taken home by the children at the end of the event.

AS is going to see if any of his Art contacts can find or recommend a sponsor for the prizes.

Café: FR confirmed that he and Robin had been at final interviews for the café operator. They had a strong preference and had written to the Council confirming their opinions. They have had confirmation that an offer has been made to one of the shortlisted operators and references are being

taken up. It is hoped that the operator will be confirmed by the end of July and be running by the end of August.

Any Other Business: FR raised the question of a table for the Boules pitch. BA said that Waitrose had provided the original furniture and he will speak to Waitrose.

Table tennis table: The possibility of a concrete table tennis table was raised, to be sited on the grass to the side of the playground. FR felt it would provide an activity for teenagers. This had been proposed at an earlier committee meeting, sited in the dog free area, and had been rejected by the committee. No decision was taken.

Delivery of Programme for the Event: RL asked that committee members let him know dates in late August early September that they would be available to deliver the programmes.

Timing of the Opening Ceremony: RL asked that we stay with the original plan as this had been sent to many people. The committee agreed and final timings will be decided on Monday 25th. BA suggested that we might need to allow more time for the opening of the Pavilion, speeches, presentations and refreshments.

The Meeting closed at 20.15