

## Friends of Palewell Common & Fields

### Minutes of a meeting on Tuesday 28th June at 8.30 p.m. at 63 Vicarage Road

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

**In attendance:** Mona Adams.

**Apologies for absence:** Jacqueline Pattison.

It was agreed that the meeting would concentrate specifically on the organisation of the Event on the 10th September to celebrate the Opening of the refurbished Pavilion.

**Licences:** FR asked if there had been a decision on numbers: AS said that he had had two Insurance quotes, the first for 250 people was £152 the second for 500 people was £202, this provided insurance of up to £5million. The Committee agreed to go for 250 people.

**Risk Assessment and Health & Safety:** The Committee confirmed their agreement that St. John's Ambulance should be present and FR asked if Hilary (AS's wife) would be present - he confirmed that she would be.

**Opening Ceremony:** It was agreed that this would be held on the deck area outside the Pavilion and would probably take about half an hour, the Formal Opening Ceremony would probably be 10/15 minutes. The Mayor is arriving at 12.30 the exact programme needs to be planned. The Committee agreed that we need to have a public address system both for the formal opening and to announce the school events. RL will follow this up.

Fiona Macleod will have the Chairman of the Montessori Association to open the Nursery School.

**Local Schools Involvement:** FR invited Mona Adams to update the Committee. The only firm commitment of involvement so far is from The Richmond Park Academy. RL has spoken to Mrs. Boa at Sheen Mount, and he and MA will contact East Sheen Primary Tower House and Ibstock. MA confirmed that she will co-ordinate the schools and ensure that everything is sorted out before she goes to Australia on the 12th August (unfortunately she will not be back for the 10th September). It was agreed that all the speeches, dancing, music etc. would take place in the same place i.e. probably in front of the Pavilion. Kids Works finishes at 12.30 on Saturdays but may wish to be involved in the Event.

**Marquee:** RL said that Lizzie Ross will speak to her husband about the marquee. It will probably be erected by the playground (where the builder's cabins are at this time). RL also confirmed that Fiona Macleod has offered to hang some of the competition pictures in the new Nursery School. FR asked for agreement and the Committee agreed. There was discussion about the number of tables and chairs required and whether they could be borrowed from All Saints Church, MA said that All Saints were always happy to help. RL said that The Mortlake Fair use a commercial firm which we could always consider using, it would of course cost more. FR suggested that we would probably need 3/4 tables and about 30 chairs and we could make a donation to the church. RL asked if we had a gazebo which might be needed for the Friends Membership table, AS said that gazebos were very inexpensive and we could purchase one or two nearer the date. After a

general discussion of where to place the membership table DK suggested that it should be near the stage area. It was agreed that a banner be put up on the flower bed wall in front of the Pavilion. FR suggested that we ask the East Sheen & Mortlake Society to inform its members of the date of the Event.

**Volunteers:** To be discussed at the next Committee meeting.

**RL** raised a Planning issue connected to the Cafe: The Council are still planning to put the bike and buggy store in a position which would block the view from the café. RM pointed out that this had been agreed by the Council, FR said that we should object, AS pointed out that the Café lessor would be likely to agree with out objection. RL had raised this issue months previously but had not had a response. RL mentioned it again to Natasha Ghitt at a meeting on 8th June but had not had a reply.

**Publicity:** RL has started producing a 12/16 page booklet. It has been costed at about £600 for 2000 copies. He proposes offering a full glossy page at £75 to local businesses who might like to advertise. Inside front and back covers are £100 and outside back cover £125. Half pages are £50. The front cover would include an entry for the art competition, there would be a before and after page highlighting the improvements to the Pavilion. In the centre there would be a schedule of the day and a map of where activities were taking place. A page is being allocated free for Boules, to be written and supplied by BA and LG. All other sports businesses active on the Common are taking a page therefore the programme will provide a directory of all that takes place on Palewell Common.

RL will than offer other East Sheen businesses advertisement slots to pad out the programme, we could either approach them directly or use East Sheen Traders to approach businesses. FR will speak to Jacqui Austen. The possibility of schools advertising was raised and discussed but not agreed by the committee. FR suggested that another page could acknowledge LBRuT and their support, which we could ask Councillor True to do.

FR, will try to get publicity into the September Directory of Events. RL will contact local newspapers and get it into The Green. MA said that Barnes Prospect is very good and has a wide circulation. It was also agreed that we should put information in the library and the Community office. RL mentioned that he has been approached by somebody setting up a 'My Sheen Village' website - she is wishing to create a link with the Palewell site, which could be of benefit. RL has given her all details of the 10th September to help publicise it locally.

**Catering:** To be discussed at the next meeting when hopefully the franchise for the café will have been awarded. AH has spoken to Peter Dunning and will contact him again.

**Display Boards:** FR suggested creating a montage showing the stages of the pavilion refurbishment and development could possibly be put on the website and on the day could be put on a board. FR and MA will discuss the arrangement and display of the art work. MA said that her contact at The Academy will help with the hanging of the Art work. There was mention of an internal notice board in the Pavilion. RL asked if there was a plan for a lawn stand for the Boules BA suggested we wait until the new notice board has been erected.

**Art Competition:** The adjudication of the art works was raised: RL said that two Artists are being considered to act as judges and they are totally independent. MA said that the Richmond Park Academy would be producing canvases for the Pavilion. A committee member asked about categories for the competition, RL confirmed that this would be by age. The question of prizes was raised, this has yet to be decided, BA suggested we take advice from the teachers. RM suggested that we give tokens as prizes. AS will consider ideas for suitable prizes. RL recommended that the closing date for entries for the competition should be 22nd July and for Play Week entries the 29th July. A Committee member asked about returning the paintings, this needs to be decided there would either be a collection date or the works would be returned to the competing schools.

**Stalls & Exhibitors:** DK said that Medivet will be taking a stall as will Mortlake with East Sheen Society. RL confirmed that the Police and (SNT) are definitely attending and a request had been put in for the Police Dogs team to attend and also the India 99 police helicopter team. If unsuccessful with India 99, RL has suggested it is used to pick up the Mayor for transport to Palewell. In addition RL has spoken to Tony Moyes, the Wandsworth Police Dogs controller who might be able to help if unsuccessful with the Richmond team. DK has asked JP to contact the Suzy Lamplugh Trust. RL knows James Gardiner the Manager of the Fire Brigade who attended Mortlake Fair. He has provisionally booked him in for 10th September. Await final confirmation. It was agreed that the aim is to invite community services activities to have stalls not stalls selling products.

**Sports:** AS said that it is critical that the cricket and football pitches are OK, he is seeing Richmond Park Academy this week, Richmond Council want to get RPA to use the pitches on a permanent basis. MA suggested he speak to Jack Costello. RL also mentioned Bill Travers of Spencer Cricket Club (Earlsfield). AS said that Sheen have good coaches hope they might provide a side.

Cricket: at least one match will be arranged, probably start after 1.00pm. There was discussion about two matches, AS will consider this and discuss at the next meeting.

RL asked if AS had included Jam & Marmalade a roaming cricket team. AS will sort this out.

Football: To be arranged. RL commented that Sheen Lions play on Saturday mornings.

Tennis: Mark Chase will arrange this although he will not be here on the 10th September.

Golf: RL has organised Ettienne, the golf professional, to carry out trial tuition sessions FOC.

Boules: will be organised by Len Griffiths as BA will be away. BA said that there will be short sessions to get people to understand the game, probably every two hours. There will be a competition in the afternoon.

Volleyball: is on, there will be two pitches, AS has spoken to David Rivers, the pitches will probably be in the dog free area.

Soft Ball: AS will arrange this but the exact site needs to be agreed.

Kids Works: will probably stay on after their normal finishing time of 12.30 and we need to check the space they will require and use.

**Finance:** Because of the dance/music we need a Temporary Events Licence.

**Any Other Business:** The erection of an essential service pillar by UK power networks to supply power to the Pavilion was noted, it is to be sited by the kiosk subject to their agreement.

A date for the handover of the Pavilion, nursery school and café will be confirmed but it should be the beginning of the second week August.

FR will arrange access for MA and FR to see the nursery school as FM has said she is happy for some of the art work to be hung there.

**Date of Next Meeting:** 20th July at 6.30. and possibly 7th or 8th August or after 24th.  
FR, JP, RL and AS will meet for a follow up meeting on 6th July.