

**Minutes of the committee meeting held at The Brookfield Hotel, Havant Road, Emsworth on 13<sup>th</sup> August, 2007 at 6.00pm.**



Present :

Lulu Bowerman in the Chair  
John Groom  
Anna Bevis  
Mary Coburn  
Carol Common  
Amanda Fallbrown  
Anne Gains  
Mike Hodan  
David Linington  
Tony Maden  
Peter Mead  
Linda Newell  
Richard Owen  
Stumpy  
Richard Taylor

- 1) Apologies were received from Becky Gibson, Ian Grey and Chris Lunn.
- 2) The minutes of the meeting were signed as correct after correction of the date.
- 3) Treasurer's Report
  - i) Lulu has been assured that the accounts will be available this week.
- 4) Chairman's Report
  - i) Lulu has had a meeting with the Police and a resident, which was difficult but hopefully has calmed the situation a little.
  - ii) The general perception is that the committee are paid and we need to dispel this. Suggested that a notice is inserted in the EMS so that everyone knows of it.
  - iii) The second residents' letter will be sent out outlining any alterations to the traffic management plan, made in response to residents' concerns and inviting them to the wash-up meeting.
  - iv) A survey of residents will be carried out before a decision is made about the next Food Festival.
  - v) All complaints are being passed to Ian Grey and Brendan Gibb-Grey for their information and action.
- 5) Sectors
  - i) Accommodation.  
Nothing to report
  - ii) Beer Festival  
Portsmouth beer festival is this week and Stumpy will promote ours there.

Everything is under control.

He could do with some volunteers to collect money and give out tokens.

iii) Entertainment

Everything is in hand, and the details have been sent to the programme.

iv) Eco-matters

Anna reported that the Mill Pond will be clean and full.

She has been in touch with Vieola, who deal with commercial recycling for the area and they will be in touch with her about assisting us with cardboard. They did want to know how we usually dealt with it, which is via 6 refuse bins at the Nile Street side of the car park.

The lady responsible for drizzet mats will be in touch soon.

v) Fireworks

Mike now has his raffle sorted out. He is hoping the pubs will sell them, and any other outlets that are interested. He hoped the committee would be able to sell some as well. Both Hospices are happy to sell as well.

vi) Friends

Nothing to report. Linda will send out the letter with the usual offers.

vii) Health & Safety.

Tony has most of the folders ready, and he needs to know who is in charge of each area so that they can have their folder.

He needs the layout of the marquees, with their entrances and emergency exits marked on them.

He was concerned about where we obtained fire extinguishers last year. These came from Pete McIntyre, and also David Wagg. We needed 8 for us last year, and then provided them to hire for the stallholders at £5.00 for the three days. We need someone to check all stalls on Friday morning that they have the necessary equipment and if not to hire it to them. It was suggested Carl might like to get involved in this.

Stumpy offered to provide his own fire extinguishers for the Real Ale area.

Richard Owen has spoken to the groundsman at the recreation ground, who was able to report that in the last 7 years only 2 matches had had to be called off because of wet weather affecting the pitches. They drain very well.

Tony asked that he be provided with 2 No Exit signs for the car park and also some car park closed signs in case the weather was against us.

There is scaffolding and a skip in West Street where disabled parking is available. Richard Owen will deal with this.

The Red Cross 1<sup>st</sup> Aid team cannot be housed in the hospital. The ambulance can go into West Street on Friday and into the Doctor's surgery on Saturday and Sunday. We need to find somewhere for the team to be based. Lulu will look into this.

Richard Owen is contacting the News to make sure their delivery driver knows that he cannot deliver by van into Emsworth over the Festival.

Lost children will be housed at the information stand near the Co-op and also at the HQ tent.

The Army have some old walkie-talkies that we can use. They have a range of 500yards, and could reach to the car park.

Barriers are being delivered on Thursday morning.

viii) Marquees

All under control and nothing to report

Anne felt that we needed to approach some students to help with

washing up on Saturday when Lesley Waters is demonstrating. Also the Sticky Spoon has some very fast turn-rounds and we may need some assistance there. She will approach the colleges for some of their students.

ix) PR

Press release for ETC magazine has been accepted.

A press release has gone out for tickets and also about allotment week

The demonstration leaflet is at printing and there will be 5000 sent to shops, restaurants and local T.I.C.s

The programme now is to first draft and proof readers have been lined up. An extended discussion took place at the end of the meeting about details and layout, which was very useful.

Pete has raised about £4000 from advertising for the programme and he will liaise with Becky for invoices to be raised.

x) Pubs and Restaurants

There are no reports as there are no reps.

xi) Retailers

Becky has delivered the letter for the window competition. The judging is 10<sup>th</sup> September and all the details are geared to that date.

Mary has sent out the agenda for the meeting, and there should be posters ready by the end of the week.

Ticket sales appear slow.

Retailers are asking about parking and Mary will address this at the meeting.

Mary asked if the layout could be available for her to see before the meeting, so Lulu, Carol and Mary will meet with John on Wednesday pm to make a final decision of layout.

Retailers will be reminded to try and avoid deliveries during the hours of the festival.

xii) Schools.

Nothing to report because schools are on holiday.

xiii) Sponsorship

Tozers/Green Shoots are planting up and providing seeds. They want to be involved in the allotment section next year.

xiv) Stalls

Stalls nearly finished and the layout is 98% finished.

xv) Twinning

There is nothing to report.

xvi) Volunteers

Mike now has a list of volunteers and we will have a meeting with them.

We will try to issue them with a t-shirt as they represent Emsworth.

There are about 28 on the list who will be available during the day. Mike will make a rota and fit them in. Linda will draw up a crib list for them, so that they know some of the things we would like them to do and say.

It was suggested that they have satchels over their shoulder to carry extra programmes and money. This could be open to pick pocketing and Linda will investigate market traders aprons, or if necessary bum bags, to keep money safe. She will also deal with the floats.

The logistics team is separate and will be similar to last year.

xvii) Website

David thanked everyone for giving him information to put on the site.

He will be sending out the next e-news out to 150 people soon.

Richard O. thanked David on behalf of himself and Ian Grey for the spreadsheet of residents' comments. It assisted them considerably.

10) Any Other Business

- i) Linda will organise t-shirts. It is proposed that we order about 50 and sell those we do not need for volunteers.
- ii) The park and ride bus route is the same as last year and there are no stops along the way this year. It will drop at Tesco and pick up outside the Hospital.
- iii) The coaches can be accommodated at the layby at the end of Havant Road. They can drop off at the bus stop to the west of the roundabout and then return to the parking point.
- iv) Recipes are still needed for diary. Mary has sent one and Tony sent several. They need to be sent to Amanda who will forward them on.
- v) New gazebos are due to be delivered on Friday.
- vi) The horticultural society have asked if they could borrow some for the show. Lulu will collect the green ones for them.
- vii) Chris Lunn requested that a Public Safety Advisory Group Meeting be held with all the parties assisting with the festival. Tony Lee agreed with this, but Stuart Pinkney felt that it was not necessary because everything was under control.
- viii) Richard T. informed the committee that Gwen Andrews will leave HBC at end of August and Sandy Hopkins is taking her place, so invitations should be addressed to her.
- ix) The ball for the British Red Cross is being advertised and tickets are on sale at the Brookfield .
- x) The Horticultural Show is on 27<sup>th</sup> August and volunteers are required to man the stall with the E.B.A.

The date of the next meeting has been set for Monday 20<sup>th</sup> August, 2007

There being no other business the meeting closed at 8.30pm.

Signed .....

Dated .....

## **AGENDA**

### **Of meetings of the committee of The Emsworth Food Festival 2007 at The Brookfield Hotel, Havant Road, Emsworth**

1. Present
2. Apologies
3. Minutes of the last meeting
4. Matters arising
5. Treasurer's Report
6. Chairman's Report
7. Major points of discussion or guests (to alter each time)
8. Sector updates
  - i. Accommodation
  - ii. Entertainment
  - iii. Eco-matters
  - iv. Fireworks
  - v. Friends
  - vi. HBC
  - vii. Health & Safety
  - viii. Logistics
  - ix. Marquee
  - x. PR. and publicity
  - xi. Pubs
  - xii. Real Ale
  - xiii. Restaurants and Cafes
  - xiv. Retailers
  - xv. Schools
  - xvi. Sponsorship
  - xvii. Stalls
  - xviii. Twinning
  - xix. Website
9. Any other business
10. Date of next meeting