



## MINUTES

8 pm on 27 September 2017 at Honor Oak Pub

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### In Attendance

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James Cross, David Lowry, Ellie Rogers, Jim Smith, Nicholas Taylor, Suzanne McDougall, Gavin Bolam, Shahanara Begum, Marcel Jenkins, Fiona Salmon and Kate Engles

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### Welcome

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JC welcomed everybody to the meeting.

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### Minutes of last meeting and matters arising

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Prior to the meeting, the minutes the last meeting were circulated prior to the meeting and agreed.

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### Agenda

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#### a. Money

DL explained that some expenses for the Festival had not yet been taken into account, however, provisionally it appears that there is a £3,600 surplus from the 2017 Festival. DL ran through the headline figures. WE received approximately £750 in additional donations from Catford Bridge Tavern, Dr Mayoni and Little Acorns Day Nursery, in addition to the funds received from Hunters and Blythe Hill Tavern. In terms of money received:

- BBQ income increased on 2016
- Cake income down on 2016 – it was noted that the donations were reduced, but cake slices were larger
- Merchandise costs were up, but we have stock for 2018
- Climbing Wall broke even and it was noted that we could have charged more than £2 a go
- Fewer stalls and 7 non-paying reduced our income in this area
- Funfair resulted in a payment of £1,000 and it was a good balance of rides
- Coffee from Old Spike Roastery resulted in a profit share of approximately £60, but this has not been paid
- Craft Beer Cab - £550 profit share
- First Aid – we outsourced this for the first time and it was money well spent

Expenses were discussed, the majority having been agreed previously as they were in line with the previously agreed budget. It was noted that the signage produced for the Festival was superb, but that the cost had exceeded the budget. The total expenses claimed by GC was £165.23. This was agreed, but it was noted that the expenses policy would need to be reviewed in future. It was agreed that ER would receive a contribution to the cost of the ink used for the Festival. The total cost was agreed, but ER subsequently requested that only £50 (i.e. half) be paid.

→ DL

Please note – Exact figures to be announced at the AGM with year-end accounts.

Storage – the Friends require additional storage in addition/instead of the storage kindly provided by Cathy Ashley. It was agreed that DL will contact the local storage company to see if they can provide any help. FS will ask St Saviours Church and place an ad on the local families Facebook page. ER will put an advert on the Facebook page for the Friends and on the next mailing list email. It was agreed that the Friends will pay £200 in cash or kind to CA in payment for using the store.

→ ER, DL and FS

#### b. Fundraising objectives

A summary of the fundraising objectives was given by ER:

- i. 2016 Festival – it was agreed that the surplus from the Festival would be used towards making improving the playground. ER had explained that an additional donation has been made of £2,000 in memory of Sarah Wood. Progress in obtaining recommendations was very slow, as consent from the Council Glendale etc had to be obtained. A meeting with a playground equipment company had taken place earlier in the year. He made suggestions and the children at the Festival 2017, were asked to nominate what equipment they wanted in the playground. It was noted that the invoice received from the playground company (Appendix 1) is provisional and that is subject to change. Additional sources/ideas for funding will need to be considered.

JC noted that an application for funding via the Crofton Park Ward Assembly had been made in September (the application having been agreed by the Committee via email, Appendix 2). NT noted that the Ward Assembly would be meeting on 11 October to decide on the outcome of our application. JC agreed to attend the meeting on behalf of the Friends. ER and SM will publicise the event.

→ JC, ER and SM

- ii. 2017 Festival – ER explained that at the 2017 Festival festival-goers were given the chance to vote for their preferred project (the options being a ping pong table, signs and a mosaic. The ping pong table project won. Glendale had obtained a quote (Appendix 3) and requested that it be sited by the playground on the grass. MJ noted that the table in the quote was metal and not concrete. There was a discussion about the longevity of the table and that concrete tables are more sturdy and more able to withstand vandalism. Accordingly it was agreed that the Friends would seek to obtain a concrete table, up to the value of £2,100. ER will arrange this with Glendale.

→ ER

## 2. People and Wildlife

- i. Dead trees – ER explained that - Libby Powell/Zaria Greenhill have been speaking with Glendale about the trees planted in 2016. The trees supplied by Glendale were in poor condition and have subsequently died. It was felt that the dead trees should remain while discussions were ongoing, in case they need to be inspected. Agreed. ER to obtain an update from LP ad ZG.  
→ ER
- ii. Felled tree (NE corner) – ER explained that she had spoken with Glendale re the tree. GB has also spoken with them about this – nothing had been done to remove the dead tree, yet it was Glendale’s responsibility to remove it. They have been paid by GB’s insurance company to fell the tree and remove it. It was felt that as the tree was now decaying, it had become quite dangerous. Plus a lot of litter has built up there. It was agreed that this should be raised with the Council as well. ER and GB to chase Glendale.  
→ ER and GB
- iii. Future activities – JC suggested that we plant some more bulbs and it was noted that we need to complete the planting commenced in June 2017. After some debate, it was agreed that this would take place on Saturday 14 October at 10 am. It was agreed that we would encourage people to bring some bulbs with them, as donations.  
→ All
- iv. Community Garden - SB explained that she would like to suggest that there is a Community Garden on BHF. It was agreed by all that this was a great idea. It was agreed that it would be best to have a site visit and that this will take place on 14 October after the planting.

## 3. Perlant & Press

JC explained that an application had been made to the Council for a coffee van to be located up on BHF. ER explained that it was her company and summarised the concept: from a petrol VW T2 van, coffee, other hot drinks and snacks would be sold. Initially the van would be parked at BHF for a few hours each weekend, but hopefully this would increase as the business develops. ER explained that she had made an application to the Council for a permit and the indications were positive. ER still had to provide a few certificates, but then the permit should be granted. ER explained that she had not received any objections, but if there were any these should be raised with Glendale. ER’s dual position as the secretary of the Friends was noted. ER suggested that she leave the room so that discussion could ensue freely and suggested that if it was considered appropriate, then she would resign as secretary. It was agreed that this was unnecessary.

There was a discussion and questions were asked. JC asked where the van would be located. ER explained that Glendale had not stipulated anything, but the hard standing seemed like a sensible place. JC commented that lots of children use the hardstanding for scooting etc. ER agreed to consider where best to place the van and any health and safety issues. MJ commented that at least twice companies had considered operating from BHF, but each time the project had not progressed. It was not clear why this was the case. MJ noted that the Friends does not have official capacity to grant a permit (this is up to Lewisham Council via Glendale). Each time the company was invited to a Friends meeting to discuss, as a matter of courtesy. DL commented that he felt that P&P would be a great addition to BHF and this was agreed by the group. GB asked how much P&P

would give the Friends for operating on the Fields. It was respectfully suggested that this was not appropriate. There were no objections raised.

A statement from the Friends is to follow.

#### 4. AOB

- i. Zip wire – FS explained that there was an issue with the height of the seat. This would be checked and then raised with Glendale if required.
- ii. Codrington Hill entrance – FS requested that the entrance is made safer as there is a tendency for children to run/scoot/wheel out into the road. JS noted that wheelchair access was required. A staggered entrance would solve this. JC noted that his wife had slipped on the manhole cover and his son had rolled into the road. ER noted that she had heard of other children accidentally running out onto the road. NT noted that this was a health and safety issue and should be raised with Glendale. Agreed. ER will raise this with Glendale. → ER
- iii. Date of meeting for AGM – ER asked whether it would be appropriate for deputies to be voted in for the Chair, Treasurer and Chair roles. DL noted that he was going to ask the same thing. GB objected to this as he felt that only one person should have control. ER explained that it was too much work for one person and that a deputy would alleviate this. GB disagreed. It was agreed that there was no need to formally elect people into the role, but that tasks will be more fairly distributed between the Committee. No date for the meeting was set – this will be agreed via email. → ER

ER  
7 October 2017

## Appendix 1

[see attachment]

## Crofton Park Assembly Fund 2017/18: Project Proposal Form



Amount of funding requested:	<b>£1500</b>	Reference number (office use)
Which <b>assembly</b> is this project for:	<b>Crofton Park</b>	
Project title:	Playground Equipment Blythe Hill Fields	

**Please read Section D and the important information at the back of this form before submitting your application**

### SECTION A: Your organisation

*Contact details:*

<b>Organisation</b>	Friends of Blythe Hill Fields
<b>Contact person</b>	
<b>Telephone</b>	
<b>Address incl Post Code</b>	
<b>Email address</b>	

*If an organisation will be receiving the funds on your behalf please provide details below:*

<b>Delivery Organisation</b>	
<b>Contact person</b>	

## SECTION B: The Project - Which Assembly priority does it address

**Activities for young people**

**Health and well-being**

**Supporting community cohesion**

**2. Please provide a brief description of the project (ideally this should be no more than about 200 words):**

The playground in Blythe Hill Fields was installed in xxxx. Other than remedial works and some repainting the equipment has remained roughly the same. We wish to install up to three new items of equipment using monies raised from the Blythe Hill Festival and donations to the friends and with support from the Crofton Park assembly to keep the play equipment fresh and increase use of the public green space.

At the 2017 festival children attending the craft tent were encouraged to “vote” on which items they would like to see in the playground by placing stickered stars on pictures of each piece of equipment from a selection provided by Glendale and their preferred supplier HAGS.

The winning three items were:

Cradle Swing £3,933.56 including installation, additional £752 for fencing around it.

Spinner £1821.90 including installation

Wobbly bridge £1063 including installation

The Friends raise approximately £1,500, to £3000 from each festival, run entirely by volunteers and funded entirely from sponsorship, stall holders and donations. Over the last year we have paid for new park benches in the Fields from this surplus and held a Christmas bird-box making event in addition to the festival. With the support of the Assembly we will be able to install new equipment and ensure we have the financial stability to undertake further park improvements and run a festival next year. We hope to purchase a number of bulbs and undertake a significant autumn planting of daffodils and other spring flowers later in the year in addition to this project. We also aim to install a table tennis table in 2017-18. Further details of the work undertaken by the friends, minutes of our meetings and our annual accounts can be found on our website.

This application is for the installation of the cradle swing, which subject to agreement with Glendale will sit outside of the main playground and be located to make the most of the spectacular views whilst maintaining quiet spaces for those without children in tow to relax. We are requesting £1500

from the assembly. This covers 23% of the estimated cost of the project. Additional costs of delivery and preliminaries are yet to be confirmed by the equipment supplier but have been factored in.

**3. Please detail the specific activities you will undertake** (for example a youth forum will be set up and meet four times a year in different parts of the ward):

We will instruct Glendale and the equipment provider to ensure that the equipment installed by Spring 2018. We will promote the new equipment on social media, our website and on the park noticeboard and advise of the support from the local community and the Crofton Park Assembly.

**Number of people who will benefit from the project:**

All children visiting the fields!

**4. Please describe the impact that the project will have on other people within the ward** (Will the project help a particular community or particularly impact on, for example, disabled people, children or older people?).

The new equipment will encourage usage of the fields by families and encourage outdoor play amongst local children promoting health and well-being. It will strengthen the local community created through the good work of the friends and provide a tangible illustration of the benefits of the Blythe Hill Festival and encourage further participation by resident in the locality, strengthening community cohesion.

**5. When will the activity take place:**

**Start Date:**

(Please note it can take up to 8 weeks after the assembly meeting for the decision on funding to be confirmed and for you to be paid).

November 2017 (TBC)

**End Date:**

(Please note that the project must be completed by the end of **November 2018**).

March 2018 (TBC)



**6. Locations where the activities will take place:**

Blythe Hill Fields, Lewisham.

**7. How will you work with others to deliver the project? (For example will your project involve local residents, Council officers or other partners? Use this space to tell us how they will be involved during the different phases of the project):**

The decision to improve play equipment was made through the undertaking of an extensive user survey in 2015. The Friends began speaking with Glendale and their approved suppliers of equipment and this selection was promoted at the 2017 festival in the childrens craft tent. Children could vote on which piece of equipment from this selection and this resulted in this proposal.

**8. Outline the key risks associated with the project and how you will minimise their impact. (If you are planning an outdoor event, for example, what would happen if it rained?): Remember a risk assessment should be completed.**

The equipment will be provided by a ROSPA certified provider (HAGS) whom have an existing contractual relationship with Glendale and Lewisham council and will be installed by the provider using an appropriate risk/method statement. The Friends will not be involved in the installation of the equipment.

In using the cradle swing we will be installing fencing around it so that other park users and especially smaller children and pets are not able to come into direct contact when it is in use. There will be a rubber surface underneath the swing to minimise injury.

**9. How will we know if the project has been a success? (Use this space to outline what evaluation you will undertake to measure whether the project has achieved the desired impact.):**

We will see more people using the fields and enabling children to play in wider areas of the park not just the playground. Positive feedback on social media is often received following work undertaken by the Friends and this will promote the partnership between the Friends, Glendale and the Crofton Park Assembly.

**SECTION C: Budget**



**2. Other Local Assembly Funding – Have you applied for or are you intending to apply for funding from any other ward assemblies?** (If so please state which assembly, the amount applied for and the state of the application ie in process, agreed or rejected).

N/A

## **SECTION D: Terms & Conditions**

By completing and signing this application form you will be accepting your project will be subject to the following terms and conditions:

1. The grant will only be spent on the purpose detailed in the application unless otherwise agreed in advance by the Council in writing.
2. On confirmation of the award you will receive an email confirming the final award amount, notification if supplementary documents are required and a bank form for immediate completion. Payment will only be made once this and any required supplementary documents are returned.
3. In exceptional circumstances, the grant can be withdrawn or withheld at the Council's discretion.
4. Any part of the grant that is not required for the purpose approved must be refunded to the Council.
5. Repayment of the grant can be required at the sole discretion of the Council if:
  - The Council finds that any false information has been supplied to the Council;
  - the work undertaken is not the work for which the grant was approved (if the Council has not been informed of, and approved, these changes in accordance with point 1);
  - the grant has not been spent within one year unless otherwise agreed by the Council;
  - your organisation becomes insolvent or goes into administration, receivership or liquidation, and the grant has not already been spent on its intended purpose, or;
  - there is any other breach of any of the conditions in this form.
6. The grant is made on a 'one-off' basis and does not carry any commitment to future funding.
7. The grant cannot be made as "match" funding against any other Lewisham Council funded initiatives.
8. The project shall be required to return a completed monitoring form and financial breakdown of how the grant was used no later than 3 months after the end date of the project. Failure to do so will render the Project ineligible for future grants. A template monitoring form will be forwarded to successful applications as part of the confirmation process.
9. The project agrees to attend a future assembly meeting if requested, to report back on the success of the project.
10. The grant shall be specifically acknowledged within your annual accounts for the year in which it was received.
11. The grant and Lewisham Council will be acknowledged in all printed materials that the organisation produces about your project, and acknowledged appropriately elsewhere.
12. The Council may use your name in any publicity material.

13. The Project shall comply with any legal obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, insurance and equal opportunities legislation.
14. Receiving a grant from Lewisham Council does not constitute the grant of planning permission, or any other permission, and in no way prejudices future decisions of Lewisham Council or the Local Planning Authority. You must obtain all relevant permissions.
15. Lewisham Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
16. Any Value Added Tax (VAT) payable by your organisation is your responsibility and Lewisham Council shall not be obliged to pay any additional amount.
17. Lewisham Council requires all organisations signing for an award to hold the following documentation. By signing this form you hold the relevant documents for the project the Council are pledging against, and your organisation agrees to provide these to Lewisham Council if it is deemed necessary.

Required documents:

- Organisation's constitution or governing document.
- Equalities and Diversity policy and procedures.
- Public liability insurance.

Project specific documents:

- Health & safety policy.
- Volunteers' policy.
- Child protection and vulnerable adults safeguarding policy.
- Statement evidencing that all staff & practitioners are DBS checked to the required standards for the project being undertaken.
- Risk Assessment.

## **DECLARATION**

*I the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Lewisham Council of any changes in the organisation's contact details or circumstances that would affect this application or the use of any grant relating to it. **This declaration can be typed and sent in electronically***

Signed: \_\_\_\_\_

on behalf of the organisation

Name in block capitals: \_\_\_\_\_

Position in the Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## IMPORTANT INFORMATION FOR APPLICANTS

The deadline for submitting this form is 9am Tuesday 12 September

In the event of a large number of applications the Coordinating Group may ask you to reduce the amount that you apply for and priority may be given to new applicants.

**Electronic applications sent as a Word Document are preferred; however we will accept handwritten proposals. Please do not submit this application as a PDF.**

Funding awarded by the Assembly is subject to formal approval by the Executive Director for Community Services or Mayor and Cabinet depending on the value of the award.

Where the value of the project is over £5,000, payment will be made in two instalments: one initial payment followed by a second final payment on completion of the project and the return of satisfactory monitoring information.

Funded organisations must ensure that:

1. A bank account is in operation into which payment can be made, please note we will not pay into individual bank accounts.
2. All legal and insurance liabilities associated with the project are fulfilled.
3. Appropriate safeguarding measures are implemented such as DBS checks.
4. All projects are completed by November 2018.
5. A completed monitoring form with appropriate information is provided at the end of the project. Failure to provide this will result in the organisation being ineligible for future Local Assembly funding.
6. All financial evidence, including receipts, is kept for at least two years after submission of monitoring information.

If you have any concerns or questions about the above requirements or anything else related to this application form please contact your Development Officer:

**Name:** Paul Gale

**Email:** paul.gale@lewisham.gov.uk

**Tel:** 020 8314 3387

**Address:** Cultural & Community Development Service, 2<sup>nd</sup> floor Laurence House,  
1 Catford Road, SE6 4RU

### For Completion by Assembly Officer upon successful application

Documentation	Required Yes / No	Comments
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Constitution / Terms of Reference		
Public Liability Insurance		
Health & Safety Policy		
Equal Opportunities Policy		
Risks Assessments		
Evidence of DBS Checks		

# Appendix 3

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## Style 888 - Ping Pong

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