

Date of Meeting: Wednesday 9th December 2020

Place of Meeting: Google Meetup

Purpose of Meeting: AGM 2020

**FRIENDS OF
BLYTHE HILL
FIELDS**



Present

<i>Name</i>	<i>Position</i>	<i>Initials</i>
Tim Part	(Chair)	TP
Jo Miller		JM
Graeme Miller		GM
Jim Smith		JS
Svea Polster Broughton		SVB
Helen Raggatt		HR
Nicholas Taylor		NT
Alistair Milne		AM
Dani Povey		DP
Katherine Hughes		KH
Richard Ibell	(Treasurer)	RI
David Lowry		DL
Jo Bell		JB

Ref.	Minutes	Action
1.0	Committee Report	
1.1	TP read aloud the Committee Report for the year period from October 2019 (copy available on the website). No comments were received.	Note
2.0	Finances	
2.1	RI provided an update on the FoBHF accounts. The balance at the start of the financial year was £20,151.24, 8no. transactions were made, equalling a net deficit of £154.53. As at 30 September 2020 the balance in the account was £19,996.71.	Note

2.2	<p>RI advised that the insurance cost was circa £87.00 pa down from circa £620.00 due to the lack of a festival. He has maintained financial provision for next year which includes:</p> <ul style="list-style-type: none"> • £4,000 for greening fund. • £2,500 for festival (TBC). • £9,300 for the new signage. • £200 for the website. • £500 table tennis/ trail maintenance. <p>RI to circulate financial plan.</p>	RI
2.3	<p>RI raised the uncertainty on the 2021 festival. It was agreed that this be discussed at a separate meeting.</p>	All
2.4	<p>RI advised that the circa £9,300.00 set aside for the new signs may not be sufficient. GM to provide an update following the meeting with Peter Maynard. GM advised that he is looking at getting competitive quotes. GM advised that there are questions over the notice board but that the majority were keen to see the entrance signage. To be discussed following receipt of the quotes.</p>	GM
2.5	<p>TP suggested dates for a walking meeting in the fields with Peter Maynard. GM to attend.</p>	TP/ GM
3.0	Committee Election	
3.1	<p>TP advised that all committee members need to be elected on an annual basis in line with the constitution.</p>	Note
3.2	<p>TP advised that JB had volunteered to be secretary. SVB proposed JB and DL seconded. No objections were raised and JB was elected to position of secretary.</p>	Note
3.3	<p>TP advised that he was happy to be chair again but that he may relocate in the next year. JS proposed TP and HR seconded. No objections were raised and TP was elected chair.</p>	Note
3.4	<p>TP proposed RI as treasurer again. TP proposed and SVB seconded. No objections were raised and RI was elected treasurer.</p>	Note
3.5	<p>HR, GM, JS, NT, DL, JM, KH volunteered to be on the committee. TP proposed and SVB seconded. No objections were raised and all were elected to the committee.</p>	Note
4.0	Action Plan	
4.1	<p>TP shared the committee status document and invited items to be raised. This document is split into:</p> <ul style="list-style-type: none"> • Park • People • Public bodies • Good governance 	Note

4.2	<p>TP advised that each project is assigned an activity type:</p> <ul style="list-style-type: none"> • Annual (recurring) • 2020-2021 (targeted) • Future (ongoing/ potential) • 5 year plan (long term) 	Note
	<u>Annual</u>	
4.3	<p>TP advised that the annual activities such as tree planting are ongoing and coordinated by Zaria. The wildflower meadow which was previously coordinated by Darren but requires a new person to communicate with Glendale on their mowing plans. JB volunteered. TP to provide necessary information and contact details.</p>	TP/ JB
	<u>2020-2021/ Park</u>	
4.4	GM confirmed he is happy to continue leading the signage project.	Note
4.5	TP confirmed that the new bins have been installed.	Note
4.6	TP advised that 2no. picnic tables have been ordered but only 1 has been delivered and installed due to a communication error. The second is due to be installed near the playground when the next round of Greening Fund is activated.	Note
4.7	SVB advised that the bench located adjacent to the path crossroads is rotten, sunk into the grass and requires replacement. TP advised that a replacement bench has been agreed with Glendale.	Note
4.8	TP raised the decoration of the Montacute Road entrance. The last position was for Glendale to decorate it but there is an option for the FoBHF to take that action on, subject to social distancing, risk assessment and costing. JB advised that the walls are approx 30m long, all estimated the total area is approx 132m2. SVB advised that green paint had been discussed previously. HR suggested it would be good to do it ourselves. TP to bring costs to the next meeting. RI advised it will need to be anti-graffiti paint and wondered if two shades would be visually preferable to one.	TP
4.9	RI raised the possibility of using the space for a mural. GM advised that the panellised nature of the fencing would make it challenging. DL raised the Catford mural and suggested that had cost £5-6k but that it was more of a community engagement project than the Friends' key aims of reducing graffiti/ making the entrance more attractive. GM advised that formal planning permission would not be required as long as the council are happy with the proposal.	Note
4.10	TP raised the idea of a community garden. HR advised she has a note of interested people who had attended the Rise Café event, some of whom have experience with community gardens. HR urged the committee to make the most of the seasons by way of progressing via a subcommittee. Meeting to be arranged for the new year.	HR/ TP/ RI
	<u>Future</u>	

4.11	TP invited comments on the remaining actions, or if they are to stay on the Future list for now: <ul style="list-style-type: none"> • Bug hotels • Drinking fountain • Play area for older children • Nature trail 	Note
4.12	SVB suggested that it had been previously agreed that the drinking fountain would be funded from the Greening Fund, not by the FoBHF. RI/ DL advised that an application was made. TP to check with Suzanne as to the fountain's inclusion on the application and its status and to liaise with Peter Maynard. RI reiterated that the £4k allowance for the greening fund was for this purpose.	TP
4.13	All agreed that the other Future actions are to remain on the list.	Note
	<u>5 Year Plan</u>	
4.14	All agreed that the groundworks are to remain on the 5 year plan.	Note
	<u>2021/ People</u>	
4.15	TP raised the 2021 festival. HR suggested a decision needs to be made on its viability in February, all agreed.	Note
4.16	TP suggested that all other People items are on hold for now and will be reviewed once lockdown measures/ Covid-19 risk levels are reduced. All agreed.	Note
4.17	TP suggested a park user survey would be useful and could be undertaken as it is Covid safe. TP to propose questions for review and agreement at the next meeting.	TP
4.18	TP raised the idea of a photography competition. SVB has looked into using good photos of the fields to produce a fundraising calendar but there are challenges around ordering and costs. TP looked for volunteers but will take forward if none come forward.	TP
	<u>2020-2021/ Public Bodies</u>	
4.19	TP to introduce JB to Peter Maynard.	TP
4.20	Peter Maynard has advised that the Green Flag scheme is on hold due to Covid-19 but he will confirm once applications open.	PM
4.21	TP advised that Lewisham is the 2021 Borough of Culture. TP to contact the council in the new year to see if there is a possible link to promote the fields.	TP
4.22	TP advised that local schools engagement would remain on the list for now due to Covid-19.	Note
	<u>Good Governance</u>	
4.23	HR to find out from Tim if the old website has been decommissioned.	HR

4.24	RI advised that there is an email forwarding function which has a small cost and which needs reviewed. DL suggested that he, Tim, Ian and RI should discuss and sort.	DL/ RI
4.25	SVB raised the Facebook page admins which needs tidied up. All agreed SVB should be removed as she is leaving the committee and Zaria will be removed as she isn't on the committee now. TP to remove old admins and add JB as a new admin. Note: There are currently 1400 members on the Facebook group which is great.	TP
4.26	Nothing to report on financial security.	Note
4.27	TP advised that the new strategy had been published.	Note
4.28	TP advised that the FoBHF had collected names of new volunteers at the February recruitment drive at the Rise Café. The challenges of holding events due to the pandemic was discussed. All agreed to review in Spring. <i>Post meeting note:</i> JB suggests that the Friends should email or WhatsApp the new volunteers to update them on progress to make sure they feel included.	Note
4.29	TP suggested that the constitution didn't need to be updated at this time but was under constant review. A natural change has been a shift to using WhatsApp for communicating. All agreed.	Note
4.30	TP suggested that paperless admin had been adopted with Google Drive.	Note
4.31	TP suggested that sharing best practice/ resources with other parks would be revisited once the pandemic subsides. NT advised that the Lewisham Green Spaces Forum was a good/ useful group where all green space groups from the borough share information and which council representatives also attend. NT had been attending on behalf of the FoBHF. TP advised NT should forward the notifications to: chair@blythehillfields.org.uk or secretary@blythehillfields.org.uk JB or TP to attend the next meeting.	NT/ TP/ JB
4.32	SPB raised the New Year's football match. It was agreed that this is a real challenge due to the pandemic and likely not something the Friends can endorse considering the lockdown.	Note
5.0	Any Other Business	
5.1	JB requested that she be added to the various communication channels.	TP
5.2	SVB advised that Blythe Hill Lane and Salehurst Road are holding Christmas Advent Window events and welcomed everyone to visit. There is a link to the maps on the BHL Bookshed Facebook and Twitter.	Note
5.3	All joined DL in thanking SVB for all of her help with the FoBHF as this is likely to be her last meeting.	Note

6.0	Date of Next Meeting	
6.1	HR suggested it would be good to have a meeting in January 2021. TP to organise. Next meeting was pencilled in 7 th Jan 2021. To be confirmed.	TP

Minutes dated: 05.02.2021