

Minutes of Sopley Festival Committee planning meeting

Held at Sopley Parish Hall, **Thu 13th April 2017**

Meeting convened at 7:40pm

Present

John Eccles, Phil Emmel, Imogen Fidler, Norman Hiscock, Ian Pinder, Lizzie Rowden
plus: Teela Liberty-Spark (for discussion of evening event)

Apologies for Absence

Caroline Paul

SITE

Layout

- Accurate site plan required **PE to bring to next meeting**

Parking

- Using adjacent field belonging to South Lodge a definite possibility **PE to determine**
- Help confirmed from Air Scouts (in return for fee-free promotional stall) **PE to fwd stall booking form**
- 8 handheld radios available to borrow from Highcliffe School **PE to arrange**

Water

- It was agreed that a drinking-quality water supply was essential for teas & squash etc.
- For teas, it was also agreed that the lack of washing-up facilities on-site probably made disposable cups the only practical option

Power

- Still need confirmation that Marc Norris of SSE can supply generators. **PE to chase**

PA System

- Not considered a problem despite non-availability of Keith Jarvis's equipment.
- Stage and 'field' to be linked in order to make stage entertainment audible on 'field' when required (but not vice versa)
- NB Chas away the week before the event

Loos

- IP reported that Brandon Hire of Christchurch could offer 4 portaloos for £170 + VAT, with delivery on Friday and collection Monday (although Sunday is official clear-up day agreed with Moorlands)

IP to confirm hire

IF to OK Monday collection day with Moorlands

Fire hazard

- Main hazard areas identified as BBQ, bar, car park area, and all electrics
- Fire marshals to be appointed and a proper pre-event safety briefing session planned
- Relevant documentation exists from 2 years ago

JE to retrieve and bring to next meeting

Fencing

- Orange tape and 5 small bales (e.g. from Dan Shutler) required for doggy dash

VEHICLES

- Sopley Garage confirmed to sponsor & judge vehicles, and provide prize

OTHER 'FIELD' ENTERTAINMENT

- Appalachian clog dancers? **PE waiting to hear back**
Would need to put down their own stage to perform on.
- New Forest hunt was suggested **PE to contact**
- A vehicle parade could take place at the start of the afternoon (in addition to the usual one towards the end) if required to fill timetable

STAGE ENTERTAINMENT

- Coda ukulele band unable to attend but leader, Stuart Jebbit, available for evening event
- Coda choir and alternative band available during afternoon
JE to discuss with AJR
- Morris dancing? **CP to ask Jan Lord**

STAFFING

- Young Farmer rep to attend next meeting **IF to ask**
 - Ian & Gilly Searle a possibility **NH to check**
 - Friends of Sopley Church? **IF to ask**
 - Christchurch Cycling Club **PE to ask via contact**
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EVENING EVENT in Woolpack garden

Catering

- All drinks sales to be from pub in absence of mobile bar
- Hall cttee to supply food
- Woolpack has external seating for 100+

Power

- Mains available on-site but cabling required **JE & IP to investigate**
(generators possible as backup if necessary)
- Outside lighting to fix as required **JE to check**

Other

- Layout - **Chas** to do
 - Licence - Teela to arrange: to 11pm (but with official publicised end-time of 10:30pm)
 - **Lizzie Rowden** to take on overall organisation of evening event
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SITE VISIT

- **Saturday 6th May a.m.** proposed **IF to check OK with Moorlands**
for interested parties to visit site, viz:
 - Pru Parsons (dog show) **IF to confirm**
 - Janet Mitchell (teas) **IF to invite**
 - Dan Shutler (fencing) **NH to ask**
 - Cttee generally, to:
 - check parking arrangements
 - locate water supply
 - finalise overall layout
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Next meeting: Thursday 27th April 7:30pm

PE to bring site plan
IF to invite TP to help plan event advertising

Meeting closed at 9:05pm.