

Minutes of Sopley Festival Committee planning meeting

Held at Sopley Parish Hall, **Tue 6th June 2017**

Meeting convened at 7 pm

Present

Steve Banger, John Eccles, Phil Emmel, Imogen Fidler, Cynthia Hiscock, Norman Hiscock, Katie Hughes, Terry Pattison, Ian Pinder, Ann Ramm, Andrew Rawstron

Apologies

Caroline Paul, Lizzie Rowden

MAIN ARENA EVENTS

Tug of War competition

- Posters taken to some local pubs 5th June
- Invite Young Farmers to raise team **IF to contact**
- PE to act as ref, Moorlands volunteers to be asked to marshal

Slow bike races

- PE has 5 bikes + 1 tandem. More required.

Other possibilities

- Sopley School maypole team to perform in main arena instead of lawn.

VEHICLES

Vintage tractors

- CH contacted some owners at Young Farmers' steam rally
- Dan Tanner & Richard Frampton to bring some

Classic cars

- Sopley Garage to bring some? (though also judging...) **TP to contact**

Stationary / steam engines

- Several promising ones seen at Young Farmers' steam rally
IF to ask YFs for owners' contact details

SITE PLAN

Traffic flow

- JE contacted owners of *Lakeside* on North drive - need to keep drive open for vehicle access to their property but indicate clearly that Festival access is pedestrian-only.
- PE's vehicle and trailer to be parked to block end of North drive at Festival site end - NB: vehicle keys need to be readily accessible to move vehicle if emergency access required.

EVENING EVENT
Catering

- SB in charge of buying and preparing evening food, therefore to be less busy during afternoon event.
 - Suggested charge: £6 per plate in order to cover costs.
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SITE PLAN (cont...)**Parking**

- 4-5 helpers needed, with radio contact.

Stalls

- 32 now booked in, incl. 2 doubles.
(With our raffle stand = 35 single pitches.)
- A few forms outstanding, so likely total = just over 40, including craft demo ones.
- Site visit planned for Weds 7th June to re-measure.

SITE - GENERAL**Risk assessment**

- Need to establish if Hall insurance covers Festival venue **KH to check**
- IP conducting PAT inspection of electrical equipment
- Cables to be covered by coconut matting
- Food safety certificate(s) for BBQ? KH has one **PE to ask SB**

Sound system

- All in hand for both field and lawn areas...

Generators

- Willie Manners' not available
- Anj Hill's may be...
- Borrow Zhivka & Dennis Tanner's? **IF to ask**
- Need to clarify re insurance cover **KH to check**

Tables

- Currently enough plus 2 spare!
- Borrow 12 from Sopley School anyway
(IP able to return them before midday on Monday 17th July) **IF to ask school**

Chairs

- Leave c 20 at Hall for Stage Door

Tents

- One required to cover stage for evening event **PE to supply**

ADVERTISING

- Three 8-foot banners required at £40 each:
2 for opposite Moorlands main entrance, 1 for outside Woolpack.
Agreed blue writing on white background. **TP to arrange**
 - Dalek to be taken to Boscombe for photo opportunity with police box in
early July. **PE to arrange**
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RAFFLE

- Raffle licence received.
 - Cost of printing tickets = £42 for 2000, including delivery.
 - Raffle draw time set at 4:30 pm.
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VOLUNTEERS

- Briefing session for all volunteers scheduled for Thursday 6th July from
7 pm at Parish Hall.
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Next meeting: Thursday 22nd June 7 pm

Meeting closed at 9 pm.