

Minutes of the **Lower Compton NAAFI Project Group Meeting held** at the Compton Bassett Village Hall on Tuesday 19 June 2012 at 6.00pm.

PRESENT

Louise Gardiner (chair)

Wendy Sheen

Lucie Sheen

Barry Miller

Christopher Bush

3 members of the general public (Neil Whiston, Richard Marygold and James Marygold)

Monique Hayes, the Hills Group Limited

1. Apologies and introductions	Action
Apologies were received from Jackie Day, Chris Smart, Alan Blake, Amber Murray, Lisa Murray, David Evans, Mandy Bush, Adele Clark, Sabina Buckley, Rev Bromiley.	
2. Public session	
The public suggested that security could be improved by use of self contained CCTV cameras, as used in agricultural environments. The committee advised that this had already been considered at previous meetings and would not be undertaken at this time, but would be considered if the site became developed .	
A request was made to place a wheelie bin just inside the gates so that rubbish collected from in front of the gates could be deposited there. MH to investigate and report back.	MH
LG reported that additional paint was needed in order to finish off the painting of the gate. MH requested LG to contact Adele Clarke.	AC / LG
A request was tabled for the road sweeper to clean the site again, especially the week before the planned event. MH to arrange.	MH
A request was tabled to allow a weekly local residents cleaning team to access the site. MH advised that public liability insurance and health & safety concerns restricted this, but would investigate whether this could be done on a monthly basis. MH to investigate and report back.	MH
The committee agreed that a further site clean-up session would be held on Saturday 14 July, the weekend before the proposed local event. LG to undertake Risk Assessment. MH to arrange skip on site for the day.	LG MH
A request was tabled to remove the fence to the front of the building to improve the visibility of the site which would help to ensure any unwanted	

<p>visitors on the premises could be spotted more easily. MH explained that this had been discussed at previous meetings and would not be undertaken at this time.</p> <p>Contact details of public that attended were obtained so that they could be kept in touch with developments.</p>	MH
3. Minutes of the previous meeting	
<p>WS The minutes of the previous meeting were summarised by the secretary as the email sending them to MH had not been received. These would be re-sent.</p>	WS
4. Feedback on clean up – 12/13 May	
<p>Hills Group commented that the clean up operation has produced good results and thanked everyone that had been involved in the cleanup operation.</p> <p>It appeared that one hole in the ground had not been secured and this would be attended to before the next site cleanup.</p>	MH
5. Planning for community event – Saturday 21 July	
<p>It was recommended that a Barbeque be run by a local firm which had the added advantage that they would carry their own liability insurance. WS to approach local providers of this service. WS to make them aware that there are no services on site.</p> <p>The hire of a bouncy castle would be investigated and Lions and Rotary Clubs would be approached. It was thought that the cost would be in the region of £45 although there might be a profit share arrangement.</p> <p>The event would be a 'Bring Your Own' (BYO) arrangement. No alcohol was to be sold on the premises but food items could be bought from the barbeque providers.</p> <p>Public Liability insurance would be required and it was to be investigated how late this could be purchased just in case the event did not proceed because of weather or other reasons. Costs would be investigated.</p> <p>An alternative date of the following Saturday was suggested if bad weather was forecast. This would be the 28th July.</p> <p>Any music on site needed to comply with Hills requirements. It is proposed to use a battery operated portable music player.</p> <p>Hills advised cars and vans were not to be allowed on site but this would be waived for persons providing services for the event. No parking of other</p>	<p>WS</p> <p>WS</p> <p>CB</p> <p>LS</p> <p>MH</p>

<p>vehicles would be permitted.</p> <p>Ice cream vendor would be approached to be available on the day. May need to park immediately outside the site.</p> <p>Hills will organise for the Grass to be cut prior to the event.</p> <p>John Bentley School would be approached to see if they would allow us the loan of their megaphone.</p> <p>Fun and games on an Olympic theme would be organised. Plastic Medals and certificates were available at a small cost. A few suggested events were tug-of-war (LS to see if JBS would loan their rope). This could be based on 'street teams' with a small prize for the winning street. Five a side football and a beat the goalie competition were also suggested. Would not need to have too many events as the idea of the day was to get together with neighbours who might not be familiar to us. It was hoped that bunting could be used to decorate the field and the NPG were asked if they could bring some along.</p> <p>It was queried if we could run a raffle but it was not certain if enough raffle prizes could be found in time. The event was not intended to make money but merely to cover costs. It would be necessary to get estimates of any costs to 'balance the budget' and it was thought that the ticket prices suggested would enable cost to be covered. Any event costs to be advised to the NPG as soon as possible so that we have a realistic budget to work to. It was anticipated that 80 to 100 persons could reasonably be expected to turn up. Assuming two adults and two children per attending household entrance receipts would be approximately £135 which would need to cover all expenses such as insurance, bouncy castle, any BBQ costs etc.</p>	<p>WS LS</p> <p>MH</p> <p>WS LS</p> <p>NPG</p> <p>NPG</p>
<p>6. Publicity</p>	
<p>A poster and fliers would be produced for the event. These needed to indicate:-</p> <ul style="list-style-type: none"> • That it was a ticket only event for local residents • Where tickets could be obtained from (Louise, Barry, Chris & Mandy) • BYO Drinks and if required, food. Food would also be available to purchase. • Costs of £2 per adult and £1 per child to cover costs • Bouncy castle and fun and games on an Olympic theme. • Bring your own tables chairs, picnic rugs etc. • Should emphasise that the event was to encourage community spirit <p>A draft poster had been prepared which was tabled for comment. A draft poster and flyer would be circulated for wider comment.</p> <p>Flyers would be distributed to each house in the same way that the questionnaire has been sent out. There would be no need to return to each</p>	<p>CB</p>

house as it would be up to each household to obtain their own tickets.	NPG
7. Any other business	
<u>BT telephone box</u> BM offered to investigate the probability of the local community 'adopting' the BT telephone box.	BM
8. Next meeting	
It was agreed that the next meeting should take place on 3 July 2012 at the Compton Bassett Village Hall at 6.30pm. A site cleanup would be held on 14 July, a week before the event. The event itself would take place on 21 July 2012 from 12 noon until 3pm unless the weather was truly appalling in which case it would be postponed by a week to occur on 28 July 2012.	