



**MINUTES OF MEETING**

**REF: PNF29Apr2019**

**SUBJECT:** Pyrford Neighbourhood Forum Committee Meeting

**DATE:** 7.30pm Monday 29<sup>th</sup> Apr 2019

**VENUE:** Green Room, Pyrford Village Hall

**PRESENT:** Geoff Geaves (GG), Andy Grimshaw (AG), Pat Barnes (PB), Cliff Bolton (CB), Graham Christie (GC), Gary Elson (GE), Tim Matthews (TM), Ian Mills (IM), Joy Sachak (JS), Ian Whittle (IW),

**APOLOGIES:** Martin Doyle, Ruth Heywood (REH), Pauline de Marco

ACTION	Ref	MINUTE
	1.0	<b>Welcome</b> GG welcomed everyone to the meeting and thanked everyone for all their efforts at the Big Night Out. This had been a resounding success enjoyed by all. Tonight’s meeting would concentrate on a post-mortem of the Big Night Out and plans for the Heritage Conservation Assessment including the heritage video.
	2.0	<b>Minutes for Approval</b> Minutes of meeting – Provisional minutes of the meeting on 1 <sup>st</sup> April 2019 were distributed with any suggested revisions to be sent to GG by 7 <sup>th</sup> May.
	3.0  3.1	<b>Treasurers Report</b>  JS summarised the account balances as: Main Account       - £1,349.64 Campaign Fund     - £7,027.94 200 Club             - £784.20  Net proceeds in excess of £1,500 were anticipated from the Big Night Out.

ALL	4.0	<b>Work Stream Plans</b>
	4.1	<b>Events</b>
		<p><b>1. Big Night Out – Post-Mortem</b></p> <p>Everyone agreed that this had been a most enjoyable evening and just how much the band had contributed to this. It was particularly noted that the band played at a level that allowed normal conversation at the tables. A number of points were raised for future consideration.</p> <ol style="list-style-type: none"> <li>1. The food was excellent but over catered to some extent. The ladies in the kitchen were complemented on their excellent job.</li> <li>2. There was some discussion about the need for the free glass at the start of the evening but it was agreed in the end to continue, possibly with Pimms. It would be better if this were served in the room by a number of committee members circulating in a reception area.</li> <li>3. The auction prizes should be prominently displayed near the entrance, larger pictures of them displayed, and details given on the tables. The wine bottles included in the auction should be taken around the tables so that attendees can appreciate their true value.</li> <li>4. There were too many raffle prizes and we should consider putting the winning tickets on the prizes so that the raffle does not take up too much time.</li> <li>5. 80 seemed to be about the ideal attendance, a point agreed by the band. Larger number could be accommodated by using the adjoining rooms.</li> <li>6. We should start setting up a little earlier allow time to put the bunting up before the tables are in place. A detailed plan for the table layout should be prepared in advance.</li> <li>7. Some thought might be given to having an experienced auctioneer although it was not considered worthwhile employing anyone on a professional basis. PB had a contact with an auctioneer.</li> </ol> <p><b>2. Wine Evening (Priority Action)</b></p> <p>Emily needs to agree detailed plans for the wine evening on 22<sup>nd</sup> June. GG will set the scene. CB will follow through with a meeting.</p> <p>The cost was confirmed at £25 per head.</p> <p>It was hoped to have 5 vineyards represented but these still had to be confirmed.</p> <p>Emily has not yet responded to TM about a short video promoting the wine evening. Discussion confirmed that a short promotion video was required for the website and promotion of the event whilst a longer version would be good to have as a background video as people arrived at the event.</p> <p>We should discuss with the sommelier an appropriate attendance, hopefully around 80.</p> <p>The event will be advertised in a newsletter emphasising that the evening</p>
GG CB		
TM		



GG  GG  TM/CB/ GC  GG	4.2	will be hosted by a sommelier.
		Canapes will be supplied. It needs to be determined whether we do this or whether they are provided by professionals.
		It might be possible to open all the doors to the corridor so that a vineyard stall could be placed there.
		<b>Conservation Area/Heritage Study</b> LDA have been commissioned for tasks 1 and 2 of the study. A preliminary meeting is being arranged, possibly for Friday 10 May.
		GG will write to Ernest Amoako updating him on our progress.
		A tour of Pyrford Court is being arranged for TM, CB and GC to discuss HCA video possibilities with staff of the Court.
		GG has spoken to Cameron Brown of Send and Ripley History Society and plans a meeting after the LDA meeting.
	5.0	<b>Any Other Business</b>
	5.1	<b>Footbridge – Footpath 81</b> The SCC man overseeing the repair is currently unavailable. TM has had a look at the bridge and says that the planks look sound. No action will be taken for the time being and then only under the overall control of SCC.
	5.2	<b>200 Club Draw</b> The 200 Club draws for April were made and the winners were confirmed as: <div><div>1. Pauline DeMarco</div><div>2. Brian Kirby</div><div>3. John Clarke</div><div>4. Mr Ratcliffe</div></div>
	5.3	<b>Planning Applications</b> There was a proposal to change the designation of part of Bennetts Farm from agricultural to D1. It was agreed that the Forum should oppose this and at a minimum restrict the change to D2.
	5.4	<b>Meeting Close</b> The meeting closed at approximately 21:45pm
		Next Meeting will be on 3 <sup>rd</sup> June. Future committee meetings will be at Pyrford Village Hall, Green Room between 7:30pm and 9:00pm and the next AGM is booked in PVH main hall as indicated below:
		01 July – Committee Meeting
		16 September – Committee Meeting
		04 November – Committee Meeting
		25 November – 2019 AGM
	02 December – Committee Meeting	