

## RHSO (Rivers Heritage Site and Orchard)

Meeting 8/10/2024 7.30pm

23 Rowney Gardens, Sawbridgeworth

**Present:** Ruth Buckmaster, Adrienne Richardson, Colin Gill, Hazel Mead, Elizabeth Waugh, Lanier Pole, Eric Buckmaster, Nickie Hancock

Apologies: Steve R, Geoff, Hazel

Purpose of Meeting: 300 plan update & launch event

Topic	Discussion/ decision	Action
<b>Welcome</b>	Ruth welcomed everyone & we received apologies from Hazel, Steve R and Geoff	
<b>Launch Event</b>	Eric ran through his thoughts for the event & we discussed them with the following decisions <ol style="list-style-type: none"><li>1. Launch date agreed Tues 7<sup>th</sup> January</li><li>2. Time: 6.30 for arrival (drinks – wine/juice &amp; nibbles) glasses will be provided by STC</li><li>3. 6.45 for presentation start time</li><li>4. Purpose agreed as announcing the events for the year.</li><li>5. Will need to set up in the afternoon, a mic &amp; slide projector will be available for those who want it</li></ol> <b>Invitees</b> <ol style="list-style-type: none"><li>6. By invite only – include: regular volunteers, Town Councillors, local press, Peter Kaufler (owns Deville Estates), Susan Clark, Peter Laws, Anna Baldwin, Martin Skipper EEOAP, Paul Read, Gemma from Audley End, Rivers family, Bob Lever, Chris Hunt, Allotments Society, History Society,</li><li>7. Need invite design</li><li>8. No publicity for event on Social media (invite only)</li></ol>	<b>300 group</b>
<b>Display points</b>	<ol style="list-style-type: none"><li>1. At the launch we discussed using the tables round the sides to put display boards on.</li><li>2. 3 display boards were discussed History/ orchard pictures/ people</li><li>3. A mix of powerpoint &amp; just talk</li><li>4. Laminator – it was agreed that Ruth should purchase one &amp; a rotatrim</li><li>5. Pouches for the laminator were discussed – the sturdy ones are needed for outdoor use</li></ol>	<b>300 Group</b>  <b>Ruth</b>
<b>Spend Approval</b>	It was agreed by all present that a spend of £40 did not require any further approval. All receipts for spend on the 300 should go to Hazel	
<b>Leaflets</b>	<ol style="list-style-type: none"><li>1. We discussed how many we might need &amp; agreed to purchasing 1000 at a cost of £120</li><li>2. These would be used at a)the launch b) library c) Wassail</li></ol>	

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	<p>d) Gibberd Gardens, e) Easton Lodge f) Hyde Hall g) Copped Hall</p> <p>3. 2 will be laminated &amp; posted in the Orchard</p> <p>4. Steve K &amp; Elizabeth to mock up/ finalise by end Oct they need to be printed by end Nov</p>	<b>Steve K &amp; Elizabeth</b>
<b>Leaflet dates</b>	<p>Launch – Tues 7<sup>th</sup> January</p> <p>Wassail – Sat 18<sup>th</sup> January</p> <p>Celebration Day - 26<sup>th</sup> April</p> <p>Apple Day – late sept/ early oct (27<sup>th</sup> sept/ 4<sup>th</sup> Oct)</p>	
<b>Fruit Embroideries</b>	<p>We discussed these beautiful 16"X16" embroideries &amp; Ruth explained that they could be permanently displayed in STC</p> <p>We need a costing for mounting &amp; framing them but all approved in principle</p>	<b>Eugene</b>
<b>Banners</b>	<p>Adrienne was approved to purchase the banners hopefully with stick on dates as STC will only allow dated banners on the railings (displayed one week before date)</p> <p>Celebrating 300 years</p>	<b>Adrienne</b>
<b>New trees</b>	<p>Colin has spoken to all relevant people and it is decided that all 6 trees will be planted</p> <p>Planting day agreed as 8<sup>th</sup> December</p> <p>Adrienne approved to purchase more guards (£76.80 for 50 metre roll + delivery)</p> <p>Invitation to regular volunteers 10.30 on 8<sup>th</sup> Dec</p>	<p><b>Colin</b></p> <p><b>Adrienne</b></p> <p><b>Nickie</b></p>
<b>New boards in Orchard</b>	<p>Ruth explained that we have permission to replace boards – Adrienne had costed at approx. £102 per board</p> <p>Adrienne to go back to Chris Hunt for permission for stand alone replacements</p> <p>Approval granted by all present for 2 boards £160</p>	<b>Adrienne</b>
<b>Rivers Book</b>	<p>We agreed in principle to a re-print of 250 copies with the 300 logo &amp; Limited Edition. Elizabeth has updated on cost as follows: £1562.50 ((150 copies £1050) but we see this as an investment as we will naturally get back more than it costs ( £6.25 each if 250 printed, £7 each if 150 printed &amp; sold for £15) but this does not include the cost of changes as above</p> <p>Hazel to be asked about History Society sponsorship – what would they want in return?</p>	<p><b>Elizabeth</b></p> <p><b>Hazel</b></p>
<b>Wassail</b>	<p>Hazel to do Flyer publicity for Nov edition</p> <p>Wassail meeting – 3<sup>rd</sup> December 7.30</p>	<b>Hazel</b>
<b>Thanks</b>	<p>Special thanks were extended to Steve K for his work on the design stuff &amp; Eric for the ideas for launch &amp; the 300 group</p>	

Meeting closed 21.50

Meeting 8<sup>th</sup> October 2024