

MINUTES OF THE FOREST HILL ASSEMBLY

Monday, 8 October 2012 at 7.00 pm

PRESENT: Councillors Anne Affiku, Alexander Feakes and Philip Peake

1.



Forest Hill Assembly

Monday 8 October 2012 7pm – 9pm

Sydenham School
Dartmouth Road, SE26 \$RD

Minutes of the meeting

Marketplace Event

The assembly opened with a marketplace event to decide the allocation of the £15,000 Forest Hill Assembly Fund. There were 13 projects bidding for a share of the money and attendees were asked to visit each project and score it out of 10.

The following projects were bidding for a share of the £15,000:

Proposal 1 – Improvements to Albion Millennium Green
Organisation – Friends of Albion Millennium Green
Amount applied for £1,865

Proposal 2 – Green Oak 'Lychgate' Shelter for the Cob Oven at Devonshire Road
Nature Reserve
Organisation – Friends of Devonshire Road Nature Reserve
Amount applied for £1,400

Proposal 3 – Pop-up Documentary Cinema in Forest Hill
Organisation – THELITTLEGREENSCREEN
Amount applied for £1,088

Proposal 4 – The Development of a Local Archive Display Area
Organisation – Kelvin Grove Primary School
Amount applied for £2,000

Proposal 5 – Access Forest Hill
Organisation – Voluntary Care Centre
Amount applied for £2,000

Proposal 6 – Monthly Market in Forest Hill Town Centre

Amount applied for £2,000
Organisation – Forest Hill Society

Proposal 7 – Replacement Planters for Station Entrance
Amount applied for £1,800
Organisation – Forest Hill Society

Proposal 8 – Town Centre Planting
Amount applied for £800
Organisation – Forest Hill Society

Proposal 9 – Christmas in Kirkdale
Amount applied for £600
Organisation – Kirkdale Village Traders and Community Association

Proposal 10 – Six Square Planters for Kirkdale (three on each side of the road),
plus Three Trees
Amount applied for £1,260
Organisation – Kirkdale Village Traders and Community Organisation

Proposal 11 – The Totally Locally Forest Hill Campaign
Amount applied for £1000
Organisation – Forest Hill Traders Association

Proposal 12 – Forest Hill Traders AlertBox Scheme
Amount applied for £2,000
Organisation – Forest Hill Traders Association

Project 13 – Santas Grotto and Christmas Trail
Amount applied for £1,700
Organisation – Forest Hill Traders

1. Welcome to the more formal part

Cllr Feakes, chair of the Forest Hill Assembly welcomed everyone to the meeting. He then introduced the other Councillors present Cllr Philip Peake and Cllr Anne Affiku and thanked Sydenham School for allowing us to use their facilities for the meeting. Cllr Feakes then introduced Carolyn Unsted the Headteacher of Sydenham School and invited her to address the assembly.

Carolyn Unsted the Headteacher of Sydenham School told the meeting that the School has been celebrating its 95th Birthday and that it has been educating Forest Hill and Sydenham girls since 1917. Recently they celebrated this by having their Birthday party on Saturday 22nd September, this followed on from the opening of Forest Hill Pools in the morning. Carolyn also stated how delighted she was to be the host of the assembly meeting as she is keen for the school to be the hub of the community.

2. Portas Pilot update

Ed Holloway part of the core group of see3 provided the assembly with the a presentation from see3 regarding the Portas Pilot. See3 is the name given to the

scheme which incorporates Forest Hill, Sydenham and Kirkdale town centres. To find out more about see3 visit www.see3.co.uk to see a copy of the presentation contact Paul gale on 8314 3387 or email paul.gale@lewisham.gov.uk
After the presentation Ed Holloway told the meeting that there will be a Christmas Committee meeting on Wednesday 17 Oct at 7.30pm at Forest Hill Pools.

3. Lewisham Street Light Programme - Skanska

Paul Burman from Skanska told the assembly meeting that Skanska is replacing all the street lights in the borough and this is part of a joint PFI with Croydon. Paul stated that some street lights will stay, but this is a 3 year project and work will start in Forest Hill ward in May.

The new lighting is more efficient, saves energy and requires less maintenance. Every street is being designed from scratch to meet the British Standard and on some streets the lighting will be moved. Before the works start in a particular street we will send you a letter detailing what is happening, we will then generally place the lights at the back of the footway in line with the guidance issued from the local authority, but there are exceptions to this.

Q I live on Nelson Avenue and it is a trip hazard as the lamppost is not omitting light.

A This depends on when it was installed, it may be that we are waiting for UK Powernetworks to connect the power.

Q On Church Lane and Westbourne Drive there is a really poor consistency of light

A There are some roads where we have had problems, we are looking at this, but trees are also causing some issues.

Q What will Benson Road look like as this is a conservation area?

A I will need to check this and get back to you, conservation areas will get aesthetically enhanced lighting, but I cannot comment on specifics for each road.

Q What about placing signs and banners on the new street lights for events and promotions?

A This is a problem on existing columns as wind will create stress and they need to be structurally tested before this can be agreed. The new columns are not a problem and we have an attachment form that you will need to complete for us to authorise this

Q Will the radio signal that the lights omit interfere with other signals?

A No these are very low frequency

Q Are you not lighting up areas too much?

A The light is a white / blue mix and only appears brighter, this helps with reducing crime.

Q Is each lamp column controlled individually?

A Yes we can do this, but we want it to be consistent in each street

Q What about the lanterns that are blocked by the trees, especially ones on the A205?

A These will be re-sited, but the A205 is a TfL road and we do not control their roads.

Q Will the light be brighter and cause more light pollution?

A It will be brighter, but just the road and the footway as we are trying to avoid light pollution

Additional questions – Ian Ransom Head of Transport at Lewisham was also at the meeting, some questions were put to him during the evening that could not be answered at the time. Below are the answers to these.

Q Water Leak that has been cordoned off for over two months, Elliot Bank near to junction of London Road.

A This leak has now been repaired.

Q Dartmouth Road - delivery Motor-Cyclists driving along footway and parking, (unclear if this is on footway or private forecourt), can we refer to parking, not sure if planning can do anything?

A We have asked our parking enforcement service to step up enforcement against any illegal footway parking in Dartmouth Road. Enforcement against motor cyclists driving on the footway is a matter for the Police.

Q A205 TfL through Forest Hill Town Centre, trees obscuring street lights, also street light out by Esso garage, junction of Honor Oak Road, also centre island centre column out, please can we report this to TfL.

A This has been reported to TfL

Q Canonbie Road, underside of vehicles scrapping road humps making a loud noise, this might also be coming in a mayor enquiry.

The Council has responded directly to this via the casework system, reference number 198041.

Q A petition for a controlled crossing in Kirkdale between Thorpewood Avenue and Elliot Bank is being raised

A We will wait for the petition to arrive, then we can note the details and carry out an investigation.

Q Woodvale / Forest Hill Road, lack of pedestrian phase at traffic signals.

A These roads are in L B Southwark.

Q Various water leaks along Honor Oak Road, one by Tyson Road and two near Fairlawn School.

A These leaks have been reported to Thames Water.

4. Update from the Safer Neighbourhood Team

PC Michael Hill told the assembly that the ward priorities are burglary, motor vehicle crime and robbery. Robbery is a third down from last year, Burglary is 5% down, however Motor Vehicle crime is up. It is essential that people keep their valuables out of sight especially satellite navigation systems. PC Hill also stated that they are looking for more people to join the ward panel and help to decide the priorities for Forest Hill.

Q What about the proposed closure of Sydenham Police Station?

A There is no official decision yet, but it may go. If it does, we will still patrol as normal and we will be based in the community so it won't make a difference.

Q What about attacks on the person?

A This is robbery and can have a big affect on the victim, once again do not display your valuables while out and about.

Q I find the noise from the Helicopter really threatening as it makes me fear what is going on in the area. The circling above is intrusive and unnerving. How many of these incidents lead to arrests when the Helicopter is involved?

A I can't answer this, but I will get back to you. However, the Helicopter is not just used for crime, it could be looking for someone such as a missing person.

5. Community Updates

Cllr Feakes asked the assembly attendees to complete the fairness in procurement survey and then opened the meeting to news from the floor.

- Sara Angelini invited attendees to sign a petition relating to a crossing at Eliot bank School
- Forest Hill Society are planning autumn bulb planting and general tidy-up for the areas we've planted in Forest Hill and Honor Oak Park on Saturday 20th October 2.00-4.00pm, meeting in the forecourt of Forest Hill Station and Honor Oak Park station for simultaneous planting at both stations!
- Bring and Take day Sunday 28th October 2012 - 1.00 pm – 4.00 pm at Dacres Wood Reserve Field Centre, Dacres Road, SE23 (access via a Honeyfield Mews between Catling Close and Homefield House, near the junction of Dacres Road and Silverdale)
- On 4 November 10am – 2pm there will be a Food Fair in the Station Car Park
- On 17 October there will be a Forest Hill Pools stakeholder meeting, we want to hear your feedback so email foresthillsociety.com
- On 27 October 1pm – 9.30pm there will be an acoustic event at Devonshire Road Nature Reserve, there will be food and bar with 10 bands performing
- On 31 October there will be a Halloween event at Devonshire Road Nature Reserve from 5pm

6. Results of the vote

The following projects will receive money from the Forest Hill Assembly Fund.

Voluntary Care Centre - Access Forest Hill £2,000

Forest Hill Society - Monthly market £2,000

Kelvin Grove Primary - Local archive £2,000

Forest Hill Traders Totally Locally Campaign £1,000

Forest Hill Society - Town centre planting £800

Forest Hill Society - Station planters £1,800

Friends of Albion Millenium Green – Improvements to AMG £1,865

Devonshire Road Nature Reserve - Green Oak 'Lychgate' Shelter £1,400

Kirkdale Village Traders and Community Association – Planters £1,260

*Forest Hill Traders - AlertBox Scheme £875 (applied for £2,000, but receives the remaining £875).

*It was later decided that £875 was not enough money to start an AlertBox scheme. The next placed project was also a Forest Hill Traders application and was the Santas Grotto and Christmas Trail. This project will now receive the £875.

Councillor Feakes then thanked everyone for coming to the meeting and asked people to complete their evaluation forms.

There being no other business the meeting was closed at 9 pm. The next meeting will take place on Wednesday 6 February with the venue and time to be confirmed. Further details and information will be circulated to all residents nearer the time. No declarations of interest were made at the meeting.



Forest Hill 2012/13 Assembly Fund Project Form

SECTION A: Overview

Which assembly is this project for?
Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.

Improvements to Albion Millennium Green including a notice board

Delivery organisation & contact details:

Organisation	Friends of Albion Millennium Green
Contact person	
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

Additions to the green will include a notice board, improved access from the railway side entrance to the green and management of nuisance plants and trees which will increase light and water supply to wildlife friendly flora that we want to encourage.

These improvements will combine to increase public access to and awareness of The Green. In a recent public consultation on The Green visitors said they found it hard to interact with the space as there is no information on what is there or how to find your way round out. They said they found this intimidating and it prevented them from exploring the space further. Many of these were parents who also stated that it would make them wary of bringing their children there. Visitors also said they found the rear, unofficial, entrance to the Green intimidating as it often becomes muddy and is generally unattractive, overgrown and not user-friendly. The aim of this project is to make the Green more accessible as a place to play and explore. We would do this by working with local primary school children to map the space to create an illustrated plan of the Green which would go up on a permanent display at the entrance. It would also be available as a free, takeaway paper map and download on the Green's website. Funds would also be used to add a gate, plant attractive wildlife friendly plants and create a mud-free path with disabled access to the "railway" entrance.

Finally, the control of Sycamores and encouragement of more native species is becoming a priority to avoid Sycamore dominance of certain areas, Friends will organise the removal of several large Sycamore trees.

Forest Hill 2012/13 Assembly Fund Project Form



Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

Growing the community
Our environment
Facilities for young and old

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

Holy Trinity is a small inner city school. About half of the students do not speak English as their first language and a large majority come from Black African and Caribbean backgrounds. The proportion of pupils eligible for free school meals and having special educational needs is much higher than the national average. This project aims to provide 30 students (the school is one form entry so this would be an entire year group) with the opportunity to actively engage with Albion Millenium Green (which is 300 metres away).

The children and their teachers would spend four days, spread over half a term, in the Green. During this time they would work initially with London Wildlife Trust to fully explore the space and how it can be interacted with (e.g den making, bushcraft) without disturbing the animals and wildlife that are present. They would then go on to work with an illustrator/visual artist who would work with them to map the space, looking at each area (e.g the orchard, the wildlife pond, the wooded areas) and noting its distinct features. This work would be the starting point for the children to each create their own individual map of the space which they would create at the Green (rather than in the classroom). An illustrator would then use elements of all the childrens' maps to create a permanent display which would guide visitors around the Green and act as a record for the children's work.

The improvements to the rear pathway would be undertaken on a voluntary basis by around 5 or 6 local residents and also working with Nature's Gym, Lewisham's Green Scene voluntary group. Friends of Millennium Green would discuss these improvements with Green Scene and the Planning Department in the hope that the council owned path between the railway and The Green might also become a more user-friendly pedestrian route.

SECTION C: Project Resources

Forest Hill 2012/13 Assembly Fund Project Form



How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure		
Illustrator		£500
Print		£315
Materials for rear entrance including gate and plants		£300
Materials for construction of notice board		£150
Sycamore management		£600
Total Project Expenditure		£1865
Income		
Assembly Fund requirement		£1,865
Other Council funding (please specify)		
Other funding (please specify)	Applied for	Confirmed
Total Project Income		£1865

SECTION D: Project Delivery

Forest Hill 2012/13 Assembly Fund Project Form



How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

These improvements will be managed by Friends of Albion Millennium Green in collaboration with Holy Trinity School, Natures Gym, a local artist and local volunteers. The notice board will be made by Bruno Roubicek on a voluntary basis.

London Wildlife Trust and Lewisham's Green Scene will be consulted on elements of the map design and teachers from Holy Trinity school will assist with pupil participation.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Bruno Roubicek (Notice board and rear path)		
Sara Russet (Display and Print)		
Ann Field (Fauna Management)		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Notice Board Construction	Bruno Roubicek	1 st March 2013
Print and Design of Map	Sara Russet	1 st June 2013
Improvements to rear entrance	Ann Field	1 st June 2013
Sycamore management	Ann Field	1 st April 2013

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

Improving access by the rear entrance will encourage all members of the community, including wheelchair users and the infirm to use the space. Information displays about the space will also encourage usage by families and children, while also encouraging litter clearance and dog walkers to respect the green by clearing up dog mess.

Any future events at the green will have a convenient medium for publicity on the notice board which will encourage use of the space by artists and the general public alike.

30 children at Holy Trinity will be encouraged to explore The Green and work with a professional artist to create a display.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

A full risk assessment will outline the risks posed to participants such as dog mess and thorny bushes. Workshops with pupils on the green can be postponed in the event of heavy rain. Other elements to improvements can occur in light rain or be postponed in the event of heavy rain.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

A comments page on the notice board will collect any feedback on the projects. Talking to users and anecdotal observational evidence will assess whether there is any increased usage of the space. Teachers from Holy Trinity will evaluate the benefits of their pupils' participation.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?

Forest Hill Assembly

Project Title: Use this space to provide a short, but descriptive, title of your project.

Monthly Market in Forest Hill Town Centre

Delivery organisation & contact details:

Organisation	Forest Hill Society
Contact person	Michael Abrahams
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

The Forest Hill Food Market is an occasional market run on a monthly basis which will aim to connect local food producers and retailers with customers in the local area.

Traders are encouraged to make a permanent home in the empty shops in the town centre, as has already been demonstrated by one of the traders during our trial market project in 2012.

Traders will be specifically invited who are not directly competing with established shops in the high street, although some will be complementary to existing businesses.

The market will bring more people to the town centre, supporting local businesses and encouraging further visits even when the market is not operating. The plan is to make Forest Hill a destination for shopping, eating, and entertainment.

We are asking the local assembly to provide the amount charged by the local council for the licensing of the market, approximately £300 per market, and we aim to run 10-12 per year. By covering this major cost of operating the market the costs for traders can be kept at a reasonable level and the income generated by their fees can be used for publicity. Any profit would be ploughed back into improving the facilities for traders at the market (good quality and easy assembly gazebos, electrical generators, etc) Traders would still need to pay a fee to the council for their licences, as well as to the Forest Hill Society for the management of the market, but it is the fees the council wish to impose on the Society that would make the market non-viable if not supported by the ward assembly.

Forest Hill 2012/13 Assembly Fund Project Form



Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

Town Centre regeneration & revitalization

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

This project will be led by the Forest Hill Society with the assistance of the market manager from the Portas Pilot town team. Volunteers from the Forest Hill Society will help to set up and run the market and identify appropriate traders for the markets. The Forest Hill Traders Association together with the Forest Hill Society will work to convert traders to permanent businesses if there is a sustainable business case.

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
Street Trading licenses from Lewisham Council			£3,000
Cost of publicity including leaflets to schools, leaflets handed out at the station, posters for shop windows, and banners across the road			£2,000
Cost of equipment including generator, gazebos, tables			£2,000
Cost of hiring the station forecourt			0
Total Project Expenditure			£7,000
Income			
Assembly Fund requirement			£2,000
Other Council funding (please specify)			
Traders payment for stalls to Forest Hill Society			£4,000
Other funding (please specify)	Applied for	Confirmed	
If no other funding is forthcoming we will not be able to run the market for the full year or will have to pass on full costs to stallholders.			
Total Project Income			£6,000

Forest Hill 2012/13 Assembly Fund Project Form



SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Richard Hibbert		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Identifying potential stall holders	Richard Hibbert and the Market Manager	
Recruiting stall holders	Market Manager	1 week prior to each market
Setting up market pitches	Market Manager	10am
Ensuring safety and smooth running of the market	Market Manager	10am-2pm

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

The market will be for everybody, it will provide food at a variety of price points (although we cannot expect to always compete with supermarkets on price). The position of the market makes it convenient for all in the community, including those travelling by public transport or car (two large free car parks are in close proximity).

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

Forest Hill 2012/13 Assembly Fund Project Form



Markets can operate in the rain and gazebos will protect against all but the worst weather. In the event of torrential rain or snow we would likely close the market and would look to minimise costs associated with such a decision.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

Markets will be run monthly, so the success will be able to be measured every month. A simple measure of success would be the total revenue generated by the traders at the market. Another measure of success would be how busy the market is (although this is easiest to measure in revenue terms). Our final measure of success will be the conversion rate from traders to permanent businesses on the high street – an objective that is not shared by most markets.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for? Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.

'The Development of a Local Archive Display Area'

Delivery organisation & contact details:

Organisation	Kelvin Grove Primary
Contact person	Andy Mathieson
Telephone	
Address	Kelvin Grove Primary School, Kelvin Grove, London SE26 6BB
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

Kelvin Grove Primary School is a permanent expansion school and has recently taken over the Kirkdale Learning Centre (The 'Paxton Building' to us) which was previously an adult learning centre, its last designation in a long and chequered lifetime. The building was designed from a lithograph, produced by Joseph Paxton, who advised on the project. The aim was to create a further learning for the enlightenment of working class men in the Forest Hill / Sydenham area. As a school we are very aware of the civic responsibility that we hold and our desire is to give the building the respect and reverence it deserves. We are also sensitive to the loss of the building to the adult community.

During the refurbishment work we have worked with local historians to build up our knowledge of the history of the site and have gained insight into the main players involved in its development. We have also discovered some interesting artefacts in the darker recesses of the building. It soon became clear that we needed to create some lasting dedication to the building, a local history archive, with a special focus on the Kirkdale Centre.

Our Governors agreed to instruct our school's graphic design specialists to construct some history boards as a centrepiece to our archive, at our own expense. A draft copy of the how these display boards will look, is attached to this form.

The Paxton building has a large entrance area that would appropriately house display cabinets. The local community would be invited to contribute other artefacts to the display and it would be opened regularly for viewing. Kelvin Grove children and children from other local schools would be able to view the displays during school time.

Forest Hill 2012/13 Assembly Fund Project Form



Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

- Growing community facilities within the ward

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

The project will involve Pupils, Staff, Governors and local residents. There is currently an active 'Kirkdale Village Association' who will be invited to display and view items if interest from the local area. The Horniman Museum are also involved.

SECTION C: Project Resources

Forest Hill 2012/13 Assembly Fund Project Form



How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure		
Premier Lite 4.18M Display Showcase		£337
Premier 120 Display Showcase X 2		£1126
Fusion 1PF Jewellery Showcase		£389
Premier Lite 60.45 Wall Unit		£148
Total Project Expenditure		£2,000
Income		
Assembly Fund requirement		£2,000
Other Council funding (please specify)		
Other funding (please specify)	Applied for	Confirmed
Total Project Income		£2,000

SECTION D: Project Delivery

Forest Hill 2012/13 Assembly Fund Project Form



How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

The headteacher is responsible for the project. The business manager will assist marketing the project in the local community and organising purchasing of cabinets. A Deputy Headteacher with responsibility for the Curriculum will support the project by making links with current project work.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Andy Mathieson		
Suzanne Deadman		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Work with teachers to gather teaching ideas for the local history display area	Andy Mathieson	January 2013
Contact local historian for advice of other artefacts that could be displayed	Suzanne Deadman	January 2013
Contact local community to see if they have any interesting artefacts to display	Suzanne Deadman	January 2013
Purchase display cabinets	Suzanne Deadman	April 2013
Market display area to other schools and the local community	Suzanne Deadman	June 2013

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

This project will allow children from Kelvin Grove and other local schools to look at and study interesting artefacts from local history. This will support and enhance their studies of the local area.

Forest Hill 2012/13 Assembly Fund Project Form



The project will also allow older members of the community to view artefacts from their history which will form stronger bonds between the school and its community.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

The risks are opening part of the school to the local community. A risk assessment would be needed to ensure that the children are safe and that visitors are cared for on site.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

We will know that the project has been a success if we see evidence of the project in the work of the children and that of local children. We will also ask for feedback from the local community to gather their views.

Forest Hill 2012/13 Assembly Fund Project Form



THE SECTION BELOW IS FOR COMPLETION BY THE LOCAL ASSEMBLY COORDINATOR IN CONJUNCTION WITH THE COORDINATING GROUP

Outline process for the assembly's agreement of the project (e.g. public vote):

Information on how the project will be commissioned and the appropriate procurement route:

Forest Hill 2012/13 Assembly Fund Project Form



IMPORTANT INFORMATION FOR ORGANISATIONS

The deadline for submitting this application is 5pm Friday 31st August 2012. The Forest Hill Assembly ward priorities are:

- Town centre regeneration & revitalization
- Growing community facilities within the ward
- Improving & safeguarding our environment
- Better facilities for all, young and old

If an organisation is successful in receiving Assembly Funding, there a number of requirements that will need to be fulfilled, as follows:

- Projects are subject to formal approval by the Executive Director for Community Services
- The organisation will be sent 'Terms of Agreement' papers once approval has been given. Payment will only be made once this and required supplementary documents are returned.
- Organisations must have a bank account for payment to be made into. If an organisation does not have a bank account, then another organisation may act as banker on their behalf.
- In accepting funding you will be agreeing to accept responsibility for any relevant legal and liability aspects of the project.
- Organisations will be required to provide the following documentation (where relevant):
 - Constitution, Terms of Reference or governing document;
 - Public liability insurance;
 - Health & Safety policy;
 - Equal Opportunities policy;
 - Risk assessment (s);
 - evidence of CRB checks (*for projects working or volunteering with children or vulnerable adults*)
- Organisations will be required to provide monitoring information on completion of the project. Failure to provide this will result in that organisation being ineligible for future Local Assembly funding.
- The project may be requested to return to a future assembly meeting to provide feedback on the delivery of the project.

Should an organisation have any concerns or questions about the above requirements they should contact the Local Assemblies team for more information.

More information on the Assembly Fund, including full guidance, is available from the Local Assemblies Team.

Web: www.lewisham.gov.uk/localassemblies

Tel: 020 8314 3387 **Email:** paul.gale@lewisham.gov.uk

Address: Local Assemblies, 2nd floor Laurence House, Catford Road, London SE6 4RU

Forest Hill 2012/13 Assembly Fund Project Form



Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?

Forest Hill

Project Title:

Six Square Planters for Kirkdale (three on each side of the road), plus Three Trees

Delivery organisation & contact details:

Organisation	Kirkdale Village Traders & Community Organisation
Contact person	Rebecca Leathlean
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

The project will introduce six square planters for our street beautification scheme to improve the stretch of road from the junction of Sydenham Park Road and Dartmouth Road up to the Woodman Roundabout and then Kirkdale/Kelvingrove at one end and Kirkdale/Collingtree Road at the other. This will build on our work last year, which introduced bicycle stands and two big planters at either end of our stretch, one planted with herbs and the other with ornamental plants. The new planters will consolidate this work and pull the two ends of the Kirkdale together. They will be filled by the Kirkdale Village Green Fingers Team - all local volunteers of varying age – and watered by shopkeepers/community. The green team is open to all and helps less experienced members learn about gardening. We have fantastic links with local schools and will run a planting session for local schoolchildren, too.

We would also like three or more trees to be provided and planted by the Highways Department, and have already met with Rick Farr, Lewisham's tree officer who has given his go-ahead to our project. We are requesting £600 to go towards this, as Lewisham is unable to provide trees for free.

The Kirkdale Street Beautification project is making an important visual statement to accompany

Forest Hill 2012/13 Assembly Fund Project Form



our current campaign to improve community spirit and bring more trade to our stretch of Kirkdale. The area is already becoming known for its quirky businesses which include a piano shop, French bakers, costume hire shop, upmarket skincare clinic, bespoke carpenter and Spanish shop/cultural centre. We hope to attract more innovative traders and cultural groups (pop-up art galleries and new eateries, for example), to improve trade and to promote a friendly, stimulating and inclusive home environment for residents throughout the area.

Other plans for the coming year include a number of events, including an outdoor film-screening, and Christmas tree/lights and carol singing, as well as the planting events. We have already held a very successful Easter Event to launch the 'Village', attended by 300 people, and incredible Christmas 'Pop-Up' staged in 50 shops/other locations around Kirkdale last year. We are also working on a Kirkdale Village Loyalty Card scheme.

Thanks to the Local Assembly, Lewisham Council and our own fundraising and volunteering we have achieved an awful lot already, but we really need this funding as there is still a way to go!

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

- **Town Centre regeneration & revitalization:** (retail, marketing, clean streets, flowers, trees shrubs)
- **Growing community facilities within the ward** (community hubs)
- **Improving & safeguarding our environment inc. parks and open spaces** (flowers, troughs, trees, planters, bio-diversity, education)
- **Better Facilities for young and old** (street-based activities, communication between young and old, all types of people in general).

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

Members of the Kirkdale Village group, including traders, residents, schools and civic groups.

Kirkdale Village 'Green Fingers Team' including local garden designer.

Shopkeepers throughout Kirkdale Village, including Brian Parsonage Kelly (Antoinette's Costume Hire, Janice Henrickson (JH Skincare), Rebecca Leathlean (Alhambra Home & Garden) and Mr Patel (Patel's Chemist). Willing waterers so far include the Kirkdale Express Dry Cleaners and George the barber. Kirkdale Village traders are paying a membership fee of £5 per month, which is already going towards the Street Beautification Campaign. The campaign is also being funded by regular fundraising activities, including a popular pub quiz at the Bricklayers Arms. Traders are

Forest Hill 2012/13 Assembly Fund Project Form



also involved in working on events and holding meetings. Local craftspeople may help to make art for the street beautification campaign, for example, we may seek local artists to help with a community project to decorate the planters, possibly with mosaic.

Local residents, including Louise Brooks, Jenny Holland, Liz Cranwell Ward, Alison Moran, and Collette Rouier. Local residents will help to plant and maintain the planters. Local residents are involved in our campaign on many levels, from event planning to marketing.

Schools. Four local schools will also be approached to help with planting.

Civic Groups: members of both the Forest Hill Society and Sydenham Societies.

Iris Borges of the Sydenham Garden. We will collaborate with Sydenham Garden on the planting of the planters and related events.

Councillors: Chris Best and Alex Feakes.

Lewisham Council Tree Officer, Richard Farr.

SECTION C: Project Resources

Forest Hill 2012/13 Assembly Fund Project Form



How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure		
Six planters, delivered		£510
Soil and plants for the planters		£500
Three street trees, planted (not maintained)		£600
Total Project Expenditure		£1610
Income		
Mayor's Fund requirement		£1260
Fundraising (Pub Quiz)		£150
Kirkdale Village Membership Fees (Proportion of)		£200
Possible help from Council in respect of tree budget for more trees		£TBA
Total Project Income		£1610

SECTION D: Project Delivery

Forest Hill 2012/13 Assembly Fund Project Form



How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

Members of the Kirkdale Village Traders & Community Association will plan and action this project. We will apply for grants, fundraise, implement and publicise the project. The members of the association have a wide range of skills and experience in this type of project (strengths include event-management, partnership working, PR, horticulture, marketing and more). We will consult on specifics as and when required. Planning will be undertaken by the Kirkdale Village Green Fingers Sub Committee: Alison Moran (Team Leader), Jenny Holland (Events Coordinator), Rebecca Leathlean – planning, coordination, partnership development/liasion and ensuring the project's successful completion. We will liaise and consult with Council members, too, and work with Tree Officer Richard Farr on the tree planting.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Rebecca Leathlean		
Jenny Holland		
Alison Moran		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Secure funding	Rebecca Leathlean	October 2012
Secure planning permission	Jenny Holland	Already done
Buy planters	Jenny Holland	October 2013
Install planters with community planting events	Alison Moran	October 2012
Help coordinate tree planting	Rebecca Leathlean	October 2012

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

The project will have a positive impact on all parts of the community as it aims to improve the streetscape and environment to the benefit of all. The plants and trees will help to offset the traffic fumes. Our herb garden (funded by last year's assembly), once established, will enable people to pick and use healthy herbs in their cooking. This, in turn, will encourage trade and

Forest Hill 2012/13 Assembly Fund Project Form



improve community spirit. Younger and older people will be united on our community planting days. The proposed zebra crossings will make the roads safer for all and will be particularly useful for those with physical disabilities and the elderly who might need more time to cross the road, as well as children who need help to cross the road safely. The trees will make the street more beautiful and help offset fumes from the traffic. As a result of our project we should see a safer, happier environment and everyone's spirits should be raised. We also expect social isolation to be lessened as local people get to know each other. New friendships and alliances will be formed. The project will lead to an increased sense of wellbeing on many levels.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

We need to ensure that our planters and trees are watered. We already have a team, including Green Fingers members and shopkeepers, who have committed to doing this. The only other risk would be that of vandalism. To lessen the chances of this, we will make a special effort to include all sections of the community and give everybody a sense of ownership. The community police team will be consulted and involved. This will help to make the community safer. As it is a community project, the project will be supervised and protected by everyone. Interestingly, none of the plants put in this year have been stolen, but someone has **added** some plants to our exiting herb garden!

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

We will ensure a lot of good PR for the project (which will help to promote Lewisham Council, too). We will monitor responses from both traders and the community. As ever, we will publicise, promote and feedback on the project on our Community Page on Facebook, and seek ideas for further initiatives. Success will be shown in increased trade in the area (new traders may rent premises; existing traders may report improved profits). Our initiatives will encourage further networking, in particular with artists and gardeners involved with Grow Mayow and the Sydenham Arts Festival. Consequently, more events and initiatives will be planned by the traders and community working together.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?

FOREST HILL

Project Title: Use this space to provide a short, but descriptive, title of your project.

REPLACEMENT PLANTERS FOR STATION ENTRANCE

Delivery organisation & contact details:

Organisation	FOREST HILL SOCIETY
Contact person	RICHARD HIBBERT
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

The two wooden planters outside the station entrance have seen better days and are in need of replacement. This project will see new cedar planters replace the wooden tubs.

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

- **Town centre regeneration and revitalisation.**
- ~~Growing community facilities within the ward.~~
- **Improving and safeguarding our environment including parks and open spaces.**
- ~~Better facilities for all, young and old.~~

Forest Hill 2012/13 Assembly Fund Project Form



Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

LOROL – Station Operator
Volunteers from Forest Hill Society

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
Cost for planters			£1800=00
Total Project Expenditure			£1800=00
Income			
Assembly Fund requirement			£1800=00
Other Council funding (please specify)			
Other funding (please specify)	Applied for	Confirmed	
Total Project Income			£1800=00

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SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

The planters will be installed in Spring 2013 in time for spring bulbs to be planted. The planters need to be of sufficient weight and quality to withstand any attempts at vandalism .

We will liaise throughout the project with LOROL to ensure that all safety matters are complied with.

Volunteers from the Forest Hill will maintain the planters.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
QUETTA KAYE ENVIRONMENT COMMITTEE		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Order Planters	QK	31-11-12
Remove Old Planters	QK	31/01/13
Install new planters	QK	31/03/13

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

Forest Hill 2012/13 Assembly Fund Project Form



The Forest Hill Society has been responsible for planting at the station since 2010. The planters at the entrance to the station have now reached the end of their life and need to be replaced. People have commented on the planting and feel that it gives a warm welcome to those arriving by train and shows that people care for their community.

As a result of our efforts. the planting has extended throughout the Town Centre and at least six businesses now maintain planting outside their premises.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

The area will need to be cordoned off while the planters are replaced. This will have to be coordinated with LOROL

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

This project will be rated as a success if it improves the look of the station entrance and is commented on by locals and judges from Lewisham in Bloom and RHS It's Your Neighbourhood.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?

FOREST HILL

Project Title: Use this space to provide a short, but descriptive, title of your project.

TOWN CENTRE PLANTING

Delivery organisation & contact details:

Organisation	FOREST HILL SOCIETY
Contact person	
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

Funds are required to renew and improve the planting in the town centre. The Forest Hill Society maintains twelve planters, the raised beds outside the station and the beds outside the job centre.

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

- **Town centre regeneration and revitalisation.**
- ~~Growing community facilities within the ward.~~
- **Improving and safeguarding our environment including parks and open spaces.**
- ~~Better facilities for all, young and old.~~

Forest Hill 2012/13 Assembly Fund Project Form



Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

LOROL – Station Operator
Volunteers from Forest Hill Society

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
Cost for plants, compost and fertilizer			£800=00
Total Project Expenditure			£800=00
Income			
Assembly Fund requirement			£800=00
Other Council funding (please specify)			
Other funding (please specify)	Applied for	Confirmed	
Total Project Income			£800=00

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SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

The funds will be used to purchase the necessary plants, compost and fertiliser to maintain the planters and beds previously furnished by the local assembly in previous years. We hope to work with the Horniman Museum and local schools to grow some plants ourselves, but this has not been confirmed at the time of application.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
QUETTA KAYE ENVIRONMENT COMMITTEE		
RICHARD HIBBERT	As above	

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Plant Spring bulbs etc	QK	31-11-12
Plant summer bedding	QK	31/05/13

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

The Forest Hill Society has been responsible for planting at the station since 2010

Forest Hill 2012/13 Assembly Fund Project Form



and now has a total of twelve planters to maintain as well as the raised beds outside the station and job centre.

An attractive town centre will help increase people's sense of belonging and place

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

Successful planting relies on sufficient volunteers to water and maintain plants.

Some plants are stolen each year. We will place signs on the planters explaining that they are maintained by volunteers and appeal for new helpers.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

This project will be rated as a success if it improves the look of the town centre and is commented on by locals and judges from Lewisham in Bloom and RHS It's Your Neighbourhood schemes.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?
Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.
Forest Hill Traders AlertBox Scheme

Delivery organisation & contact details:

Organisation	Forest Hill Traders Association
Contact person	Serge Sumerling
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

An AlertBox is a shop to shop communication device enabling traders to communicate with each other electronically. As no speech is involved (just several buttons) there are not the language issues that are associated with similar schemes such as radiolink. Each AlertBox is individually programmed and by pressing just one button a trader can request help or notify traders of an issue such as shoplifting.

- *Improved community relations amongst traders*
- *Safer environment for traders and for shoppers*
- *Deterrent for criminals*
- *Building community spirit from the Portas Pilot bid and from the pools re-opening*

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

Town Regeneration
Improving and safeguarding the environment

Forest Hill 2012/13 Assembly Fund Project Form



Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

Forest Hill Traders Association – it will encourage more traders to be involved with the association and what is happening on the high street
 The Alert Box company representatives – installation and training
 Support of the Safer Neighbourhood team

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
8 x AlertBoxes at £295 per box including programme and installation			£2,360
Total Project Expenditure			£2,360
Income			
Assembly Fund requirement			£2,000
Other Council funding (please specify)			
Other funding (please specify)	Applied for	Confirmed	
Traders contribution £45 per box		£360	
Total Project Income			£2,360

SECTION D: Project Delivery

Forest Hill 2012/13 Assembly Fund Project Form



How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

AlertBox will supply, fit and train the businesses
 Forest Hill Traders will run the scheme, to receive an AlertBox you must be a member
 Police SNT will support the scheme

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Serge Sumerling		
Ayshin Demirci		
Agata Zielinska-hyryn		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Forest Hill Assembly Presentation	Serge Sumerling	Beginning of October
Purchase of AlertBoxes	Serge Sumerling	Nov. 30th
Installation and training	AlertBox	End of Jan

3

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

- Building Community cohesion amongst businesses
- Safer environment for shoppers and businesses
- Increased detections for police

Forest Hill 2012/13 Assembly Fund Project Form



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Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

- The boxes would remain the property of the Forest Hill Traders should a business cease to operate
- Active participation amongst the Traders would be essential and would be monitored accordingly

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

A quarterly survey amongst the traders would be carried out to test the effectiveness of the scheme

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?
Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.
The 'Totally Locally Forest Hill' Campaign

Delivery organisation & contact details:

Organisation	Forest Hill Traders Association
Contact person	
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

The Campaign aims to promote the existing high street of Forest Hill by means of social media, a literature campaign, street furniture and events

With the increased footfall from the pools, our aim is also to showcase what Forest Hill has to offer and to harness a more positive perception of it as being a great place to visit and to shop

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

Town centre re-vitalisation and regeneration

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which

Forest Hill 2012/13 Assembly Fund Project Form



people will be involved in your project.

- Local Businesses
- Forest Hill Traders Association
- Forest hill Society
- Portas Pilot Town Team
- Local Press
- Council

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
Oyster wallets (x 1000)			£580
Bags (x 250)			£450
FHTA to cover costs of Poster and Leaflets			£100
Large 'Forest Hill Hidden Gems' Street Sign/Map			£150
Total Project Expenditure			£1280
Income			
Assembly Fund requirement			£1000
Other Council funding (please specify)			
Other funding (please specify)	Applied for	Confirmed	
Total Project Income			£1280

We will consider charging a small for the bags, any income received will be used to purchase more bags.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

*Traders Association meetings with action planning
Distribution of door-door leaflets by local estate agents, hand-outs at Forest Hill Station
Posters in Stations*

Local businesses will bring their own areas of expertise to the project

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Serge Sumerling		
Ayshin Demirci		
Sally Herdic		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Traders Ass Meeting – allocating jobs	Ayshin Demirci	31 st Oct
Artwork for the campaign	Serge Sumerling	15 th Nov
Production of marketing items and creation of press release	Sally Herdic	25 th Nov
Press release distribution	Serge Sumerling	25 th Nov
Leaflet distribution	Ben Nicol	30 th Nov

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

Forest Hill 2012/13 Assembly Fund Project Form



The project aims to bring the community together and impact it in a positive way 'as a whole'

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

None

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

Feedback through the Totally Locally Forest Hill website

Number of 'hits' to the website

General chat to shop keepers on the street

Increased sale to independent shops

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

*Which assembly is this project for?
Santa's Grotto and Christmas Trail*

*Project Title: Use this space to provide a short, but descriptive, title of your project.
We would like to build Santa's Grotto in an empty shop/space and organise a Christmas Trail for families.*

Delivery organisation & contact details:

Organisation	Forest Hill Traders Association
Contact person	
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

Our aim is to create a fun family day out on the second weekend in December for the festive season. We will be combining our activities with the farmer's market, Hob's Crafts Fair, Open Studios in Havelock walk and Mary Portas's Pilot activities that weekend.

We would like to build Santa's Grotto in an empty shop/space (tbc) with the help of local film and theater prop makers. We also would like to hold Christmas Trail, which involves all local shops and the community.

We are hoping to encourage all locals to be aware what is happening in their town centre and have great fun day out!

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

*Town Centre regeneration and revitalization
Growing community facilities within the ward*

Forest Hill 2012/13 Assembly Fund Project Form



Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

Forest Hill Traders Association members, local residents

We would like to use/share a space where Portas's Pilot activities are held.

We would like to get information on legal liabilities we need to consider for the event.

We will involve local prop makers and get in touch with Travis Perkins in Forest hill to donate/discount materials in building the Grotto.

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
Santa and his outfit			300
Materials			500
Designing leaflets, banners and posters			250
Signage and prints			350
Decoration and Clues			300
Total Project Expenditure			£1700
Income			
Assembly Fund requirement			
Other Council funding (please specify)			
Other funding (please specify)	Applied for	Confirmed	
Gifts at Santa's Grotto		By the traders	500
Total Project Income			£2200

Forest Hill 2012/13 Assembly Fund Project Form



SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

Forest Hill Traders will be running the event and we will all put our time and effort to deliver this project.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Ayshin Demirci		
Serge Sumerling		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Getting all artwork	Ayshin Demirci	22.10.2012
Printing	Serge Sumerling	05.11.2012
Distribution of All Literature	FHTA	19.11.2012
Getting Materials	FHTA	30.11.2012
Building the Grotto	FHTA/Prop Makers	06.12.2012

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

Forest Hill 2012/13 Assembly Fund Project Form



Building local community and bringing people to their high street!

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

We would like to use indoor space. We are in talks with Mary's Portas's organisers to see if we can share a space.

There are a number of locations we are looking at, namely the pools, outside the station and at the gallery space of Canvas and Cream*

**There would have to be a risk assessment carried out for the station location, with traffic being a major consideration...volunteers wearing high vis jackets and concentrating on pedestrian safety would help address this issue*

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

We would love to achieve family weekend during the festive seasons. We are hoping a great success due our previous experiences.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?
Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.
Access Forest Hill

Delivery organisation & contact details:

Organisation	Voluntary Care Centre
Contact person	
Telephone	
Address	
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

Access Forest Hill: Our objective would be to operate a transport service using private cars driven by volunteers for social trips, shopping, access to groups and community activities for residents of Forest Hill. The project would also provide volunteer escorts as/where appropriate e.g. individuals who need support with shopping, a steadying arm and/or support for confidence building.

We are aware that in order to grow community facilities within the ward and for them to be a success, then people need to be able to access community services. We will therefore provide the essential transport link for people who would otherwise find it difficult to attend and make use of local resources on their doorstep.

Our friendly driving volunteers would ensure that the service users are safely escorted from their front door to the car and from the car to the venue etc. Drivers will either wait for service users or return at an agreed time for the return journey. When additional support is needed a volunteer escort will also be provided to give a helping hand with shopping etc. The project would operate an agreed journey contribution scheme, paid by either the referrer or the service user directly according to circumstances (as our current successful scheme). The current rate is 45p per mile to cover volunteer petrol expenses.

Forest Hill 2012/13 Assembly Fund Project Form



We would work with and support established, growing and new clubs/groups working with the elderly and vulnerable adults in Forest Hill. We would also provide transport for medical appointments to health centres e.g. Jenner Health Centre, plus shopping trips to the high street and Sainsbury's and other appropriate destinations.

We aim to tailor a service that complements current Lewisham statutory service and community and/or voluntary transport schemes. We would deliver our direct service to individuals who match the project criteria. We would provide the Service for the elderly; people with physical disabilities and individuals who have become isolated.

The project would build a local focus to our current service and add a totally new dimension by the provision of volunteer escorts.

Achievements – Access Forest Hill would mobilise residents enabling access to and improved attendance/participation at groups and community activities, plus enabling more social interaction and community engagement.

This initiative would help to reduce isolation, build confidence and help to sustain health and wellbeing for the elderly and vulnerable individuals.

The project will promote:

- Inclusion and Access
- Engaging and Growing Communities
- Independence
- Wellbeing
- Healthier life styles

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

Growing community facilities within the ward – *enabling access & inclusion*

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, and other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

As an essential part of the project delivery, we will consult with potential service users and community local leaders in the design and provision of the service (this involvement will continue throughout the life of the initiative).

We will work in partnership with local organisations to facilitate services for older people and the socially isolated in Forest Hill, utilising and bringing together and enhancing resources already available in the area.

The project will aim to use volunteers who live in and around Forest Hill to promote local

Forest Hill 2012/13 Assembly Fund Project Form



community involvement, promote awareness of neighbourhood needs and help in the facilitation of community engagement and creating cohesive communities.

Local involvement for the project development will include:

- Meetings with key members/community leaders
- Meetings with relevant organisations and groups in the locality
- Questionnaires/evaluations
- Telephone interviews as/where appropriate.
- Service user forum

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure			
Volunteer recruitment and expenses (excluding petrol expenses)			300.00
Volunteer petrol expenses			2,100.00
Core & revenue costs			1,800.00
Publicity and publicity materials			200.00
Total Project Expenditure			£4,400.00
Income			
Assembly Fund requirement			2,000.00
Fundraising quiz night			300.00
Passenger/or referring agency petrol contributions			2,100.00
Other funding (please specify)	Applied for	Confirmed	
Total Project Income			£4,400.00

SECTION D: Project Delivery

Forest Hill 2012/13 Assembly Fund Project Form



How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

1. Project Delivery:

Establishing the project- Our project will draw upon current resources within the Forest Hill and the borough, bringing together organisations through utilising their individual strengths with the end result of providing integrated transport service to meet the needs of older and vulnerable people in Forest Hill.

Project Coordinating- The VCC Coordinator (with the support of office volunteers and overseen by the Centre Manager) will be responsible for researching and communicating with referring groups and service users etc. the coordinator will ensure that the voices of older people are heard, so that service users' needs are correctly identified, and together we can tailor our project to meet the needs.

Publicity- We will draw on the skills and expertise of the staff team and volunteers to ensure that the project is publicised widely in Forest Hill and through different local media including:

- Local websites
- Newsletters/press
- Community venues
- Local churches
- Clubs and groups
- Shops and supermarkets

2. Volunteers:

Recruitment- The Voluntary Care Centre will work with VL and across our current projects to help recruit volunteer drivers and escorts, we will as use local websites and newsletters/press, We will also promote the opportunities in local community venues and churches etc.

Training and Coordinating volunteers -The VCC coordinator will facilitate the training and coordination of volunteer drivers and escorts for the service. The project will use volunteers to help support our service provision, so providing a cost effective/value for money, and sustainable activities.

The Voluntary Care Centre has the Investing in Volunteers Award (iiv), which is a nationally recognised quality assurance standard in working with volunteers.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Evelyn Brady Centre Manager		
Stephen Oldfield Project Coordinator		
Sarah Thompson Volunteer Coordinator		

Key stages in delivering the project

Forest Hill 2012/13 Assembly Fund Project Form



The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Setting up stage 1: <ul style="list-style-type: none"> Communicating with/researching current groups/clubs etc. and identifying new clubs, groups/refers Identify potential service users Publicising the service and volunteering opportunities 	Stephen Oldfield Project Coordinator	November 2012 - February 2013
Stage 2: <ul style="list-style-type: none"> Volunteer Recruitment and Training Setting up database for monitoring information and collating statistics. 	Sarah Thompson & Stephen Oldfield Volunteer/project Coordinators	November 2012 – on going Throughout project
Stage 3 Fully Operational: Research resource and secure further funding for continuing Access Forest Hill project for 2013-14	Stephen Oldfield	May 2013
Stage 4 Project Evaluations		April 2013 December 2013

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

Our project will impact on older people and people with disabilities and clubs/groups and local service providers by:

- Increased independence for older and people with disabilities
- Reduction in isolation.

Forest Hill 2012/13 Assembly Fund Project Form



- Increase in socialisation.
- Increased access and participation in/to community activities and facilities
- Increase in wellbeing through social and community interaction and activity
- Increased access to health care professionals will reduce health inequalities.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

Risks 1

Unable to recruit enough volunteers to fully expand the service to anticipated level

Minimising the risk: Promote volunteering opportunities further through emailing Lewisham based charities and/or working in partnership with other volunteering organisations as appropriate.

Risk 2

Engaging hard to reach groups e.g. Ethnic minority groups, particularly groups who do not speak English, people literacy problems, visual impairments and possible cultural and religious principles that can potentially create barriers.

Minimising the risk: Staff receive diversity training. Ensure that all publicity and information text is in 'Arial' and that it is checked for "Plain English" where appropriate translated materials. Use telephone interviews or face-to-face interviews to engage hard to reach groups.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

We will be able to measure the project's success both in terms of quality and quantity by monitoring data and feedback including:

- Recruitment and training of a minimum of 8 Access Forest Hill volunteers and maintaining this level of volunteers
- Increasing our service users in Forest Hill by a minimum of 20% (we currently support approximately 70 Forest Hill residents)
- Increased access to and participation at current and newly identified Forest Hill clubs groups and activities and facilities.
- Increased journeys/trips booked by Forest Hill residents by 20% (we currently deliver approximately 50 trips per month in Forest Hill)
- Positive feedback from service users and service providers through both word of mouth and questionnaires/evaluations.
- Securing further funding and interest for the future of the project and or extending/developing the service.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?

Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.

Green-oak 'lychgate' shelter for the cob oven

Delivery organisation & contact details:

Organisation	Friends of Devonshire Rd. Nature Reserve.
Contact person	Jacob Twyford.
Telephone	D 020 78512211 E 020 82912272
Address	1 TYSON GARDENS, DEVONSHIRE ROAD SE 23 3NA.
Email address	Jake.twyf@gmail.com

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

To replace the dilapidated shelter over the outdoor cob oven with a green-oak shelter based on the lych gate in Bromley - one of the oldest such gates in the country. The project will allow the community volunteers who learnt so much from the last project to hone their skills on a more complicated project.

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

The project allows volunteers from the local community to contribute to the quality of the local environment, learn valuable skills (education) and leaves a lasting building of value to local people. The project will also involve children and helps to develop leadership and project management skills within the Page 56 group.



Forest Hill 2012/13 Assembly Fund Project Form

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

The project will involve people from the last project who already have carpentry skills, but it will be advertised widely for new recruits. Children will be encouraged to participate, particularly with the re-building of the oven.

SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure		
estimate: - for the green-oak		
timber and Cedar shingle roof		£1100
for foundation materials		£150
for the cob oven base		100
for publicity		50
Total Project Expenditure		£ 1400
Income		
Assembly Fund requirement		1400
Other Council funding (please specify)		
Other funding (please specify)	Applied for	Confirmed
Contingency	800	300
in case of		
over-spend		
from existing funds	Total Project Income	
		£ 1700



Forest Hill 2012/13 Assembly Fund Project Form

SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

The project falls into 3 phases:-

- ① Carpentry workshops - we have the skill base already to run these without further specialists.
- ② Community build:- again, we can do this in-house
- ③ Re-build the cob oven. Again, we already have the skill-base required.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
JACOB TWYFORD	020 8291 2272	Jake.twyf@gmail.com

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Carpentry workshops	J. TWYFORD	Easter 2013
Community build	u	June 2013
Cob Oven re-build		July 2013

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

Forest Hill 2012/13 Assembly Fund Project Form



The project is a valuable up-grade to a well-used asset at the Nature reserve. It benefits the community as a whole and adds to the quality of the experience for visitors to the reserve. This included a wide cross section of the community.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

The risks are well understood from the last, similar project, a full risk assessment will be carried out for each stage of the project.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

Success will be measured in two ways! - firstly for the volunteers directly involved and afterwards by the large numbers of visitors to our very successful events. The last project delivered a building that was the centerpiece of our open-day music event, attracting nearly 400 people over the day.

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THE SECTION BELOW IS FOR COMPLETION BY THE LOCAL ASSEMBLY COORDINATOR IN CONJUNCTION WITH THE COORDINATING GROUP

Outline process for the assembly's agreement of the project (e.g. public vote):

Information on how the project will be commissioned and the appropriate procurement route:



Forest Hill 2012/13 Assembly Fund Project Form

IMPORTANT INFORMATION FOR ORGANISATIONS

The deadline for submitting this application is 5pm Friday 31st August 2012

If an organisation is successful in receiving Assembly Funding, there a number of requirements that will need to be fulfilled, as follows:

- Projects are subject to formal approval by the Executive Director for Community Services
- The organisation will be sent 'Terms of Agreement' papers once approval has been given. Payment will only be made once this and required supplementary documents are returned.
- Organisations must have a bank account for payment to be made into. If an organisation does not have a bank account, then another organisation may act as banker on their behalf.
- In accepting funding you will be agreeing to accept responsibility for any relevant legal and liability aspects of the project.
- Organisations will be required to provide the following documentation (where relevant):
 - Constitution, Terms of Reference or governing document;
 - Public liability insurance;
 - Health & Safety policy;
 - Equal Opportunities policy;
 - Risk assessment (s);
 - evidence of CRB checks (*for projects working or volunteering with children or vulnerable adults*)
- Organisations will be required to provide monitoring information on completion of the project. Failure to provide this will result in that organisation being ineligible for future Local Assembly funding.
- The project may be requested to return to a future assembly meeting to provide feedback on the delivery of the project.

Should an organisation have any concerns or questions about the above requirements they should contact the Local Assemblies team for more information.

More information on the Assembly Fund, including full guidance, is available from the Local Assemblies Team.

Web: www.lewisham.gov.uk/localassemblies

Tel: 020 8314 3387

Email: paul.gale@lewisham.gov.uk

Address: Local Assemblies, 2nd floor Laurence House, Catford Road, London SE6 4RU

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for?

FOREST HILL

Project Title: Use this space to provide a short, but descriptive, title of your project.

THELITTLEGREENSCREEN: POPUP CINEMA IN FOREST HILL

Delivery organisation & contact details:

Organisation	THELITTLEGREENSCREEN
Contact person	ERIKA SAGER
Telephone	020 8291 6992 / 07984852869
Address	19 Frobisher Court, Sydenham Rise London, SE23 3XH
Email address	erika@thelittlegreenscreen.org

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

THELITTLEGREENSCREEN would like to hold 6 adult popup cinema events in Forest Hill in 2013. The programme will include a mix of documentary and feature films and the events will be held in different locations around the ward between February and November.

The project will provide residents with a leisure activity in their local community, will strengthen the development of Forest Hill as a cultural destination, will help generate platforms for audiences in line with the Creative Industries Strategy for Lewisham and will support the aims of the Portas Pilot bid and SEE3 by creating exciting and dynamic social events for ward residents.

Moreover, as Lewisham is one of only two boroughs in London without a cinema, it will provide residents with a cinema experience without the need for them to travel outside of the borough.

Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

The project addresses three of the four assembly priorities directly, and the remaining priority indirectly.

It will help to revitalise the town centre by encouraging people to explore their local community. It will also assist in the development of facilities within the ward, in part by increasing public awareness of these facilities, and in part by encouraging facility stakeholders to expand the current uses of their facilities. Finally, with an exciting range of documentary and feature films, there will be something for everyone.

In addition to addressing these priorities directly, encouraging people to stay within the ward and walk to local events reduces traffic on the roads, thereby helping to improve and safeguard our local environment.

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

THELITTLEGREENSCREEN will provide the equipment, projectionist and

Forest Hill 2012/13 Assembly Fund Project Form



expertise; we also have local volunteers who have assisted on the day at previous events. Where appropriate, guest speakers and local artists from duelling banjo duos to wandering magicians will be included in the events. The project will also require the assistance of facility owners/stakeholders and retailers throughout the ward to provide the venues.

Forest Hill 2012/13 Assembly Fund Project Form



SECTION C: Project Resources

How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure		
Filmbank Distributor Deposit		£150.00
Temporary Event Notices (£21.00 x 6)		£126.00
Dogwoof Documentary Licences		£200.00
Filmbank Feature Licences		£300.00
Programming, Equipment & Insurance (£200.00 x 6)		£1200.00
Total Project Expenditure		£1976.00
Income		
Assembly Fund requirement		£1976.00
Other Council funding (please specify)		
Other funding (please specify)	Applied for	Confirmed
Total Project Income		£1976.00

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SECTION D: Project Delivery

How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

As the founder of THELITTLEGREENSCREEN, Erika Sager will be running and primarily responsible for the project. However, I will be able to acquire invaluable advice and assistance from the Sydenham Film Club and Free Film Festivals, a not-for-profit community group that supports the Peckham & Nunhead Free Film Festival and the New Cross & Deptford Free Film Festival.

Holding cinema events like this involves a great deal of work behind the scene, including applying for the Temporary Event Notices, organising volunteers, entertainment and guest speakers, creating flyers and press releases, generating local publicity, maintaining mailing lists, website development, communicating with distributors, transporting equipment, setting up and breaking down the cinema on the day and creating and analysing feedback forms for continued improvement.

Having already held three very successful popup cinema events, THELITTLEGREENSCREEN would like to use this project to help develop a list of venues and possible participants and volunteers in order to establish the FOREST HILL FREE FILM FESTIVAL in 2014.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
ERIKA SAGER	020 8291 6992 / 07984852869	erika@thelittlegreen screen.org

Forest Hill 2012/13 Assembly Fund Project Form



Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Identify venues	Erika Sager	November 2012
Programme development	Erika Sager	December 2012
Finalise entertainment & speakers	Erika Sager	January 2013
First popup cinema	Erika Sager	February 2013
Website development	Erika Sager	On going
Create flyers & paperless flyers	Erika Sager	On going
Write & send press releases	Erika Sager	On going
Final popup cinema	Erika Sager	November 2013
Feedback & final report	Erika Sager	November 2013

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

THELITTLEGREENSCREEN is all about being social and having fun in your local community. The project will have a positive impact not only on those who attend and participate in the events, but on local business owners as well for it will encourage people to discover what is available to them right on their doorstep.

Each event will have a local connection (from cupcakes to animated shorts), enabling small business owners, artist and performers the opportunity to promote their services.

Moreover, all of the events held by THELITTLEGREENSCREEN to date have been held in accessible venues; whenever possible, this will continue to ensure the inclusivity of this project.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

Electrical equipment will be invigilated by volunteers once set-up and cables will be secured. As a rule, back-up equipment is on-site in the unlikely event of equipment failure.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

The project will be a success if attendees, participants and volunteers enjoy the events, if they meet new people in their community, and if it fosters a greater awareness of the facilities available to them in their local community.

Forest Hill 2012/13 Assembly Fund Project Form



Success will be monitored on the basis of feedback from the attendees, participants and volunteers involved in the cinema events via an online survey.

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THE SECTION BELOW IS FOR COMPLETION BY THE LOCAL ASSEMBLY COORDINATOR IN CONJUNCTION WITH THE COORDINATING GROUP

Outline process for the assembly's agreement of the project (e.g. public vote):

Information on how the project will be commissioned and the appropriate procurement route:

Forest Hill 2012/13 Assembly Fund Project Form



IMPORTANT INFORMATION FOR ORGANISATIONS

The deadline for submitting this application is 5pm Friday 14 September 2012

If an organisation is successful in receiving Assembly Funding, there a number of requirements that will need to be fulfilled, as follows:

- Projects are subject to formal approval by the Executive Director for Community Services
- The organisation will be sent 'Terms of Agreement' papers once approval has been given. Payment will only be made once this and required supplementary documents are returned.
- Organisations must have a bank account for payment to be made into. If an organisation does not have a bank account, then another organisation may act as banker on their behalf.
- In accepting funding you will be agreeing to accept responsibility for any relevant legal and liability aspects of the project.
- Organisations will be required to provide the following documentation (where relevant):
 - Constitution, Terms of Reference or governing document;
 - Public liability insurance;
 - Health & Safety policy;
 - Equal Opportunities policy;
 - Risk assessment (s);
 - evidence of CRB checks (*for projects working or volunteering with children or vulnerable adults*)
- Organisations will be required to provide monitoring information on completion of the project. Failure to provide this will result in that organisation being ineligible for future Local Assembly funding.
- The project may be requested to return to a future assembly meeting to provide feedback on the delivery of the project.

Should an organisation have any concerns or questions about the above requirements they should contact the Local Assemblies team for more information.

More information on the Assembly Fund, including full guidance, is available from the Local Assemblies Team.

Web: www.lewisham.gov.uk/localassemblies

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Email: paul.gale@lewisham.gov.uk

Address: Local Assemblies, 2nd floor Laurence House, Catford Road, London SE6 4RU