

# FINDON SHEEP FAIR COMMITTEE MINUTES

## 20<sup>th</sup> August 2025 at Findon Manor Hotel

**Attendees:** Simon Stace, Tim Kersley, Richard Bell, Adrian Riches, Vicky Riches, Lorna Jones, Elaine Dibben, Colin Greenway, Ken Wheeler, Julia Culp, Geoff Parrish, Ian Wright (Scouts).

**Welcome and Apologies:** Apologies from: John Wilson and Paula Whitby (Findon Parish Council), Plum Prior, Graham Langford, Richard Edwards, Jason Townsend, and Abbie Holmes

### Parking and Traffic management:

Colin reported Traffic Restriction Order granted. Closing times for various car parks required - 5pm. Disabled stall holders move to Green at 4:30 to clear stalls. Tannoy announcement to say car parks closing at 5pm. Ian Wright mentioned their next trustees meeting before the Fair and AGM the following week. Notifications sent to all parents of Scouts asking which 2-hour slot they would like to volunteer for at Sheep Fair. **Clarification of signage in cars:** **V** = Volunteers (new car park at Soldiers Field). **J** = Judges (car park at bottom of Green). **S** = sheep top end to drop off but some won't park there (Top car park beyond Ring House). **P** on a red background = stall holders. Morris Men have asked for 20 parking tickets – offering Volunteer Car Park. Bell Ringers require 12 parking tickets - also Volunteer Car Park. The two stall holders having to move early from the marquee are to be parked in Disabled car park.

### Finance - Treasurer's Report:

Tim reported deposits paid for marquee. He read a list of providers from Richard Edwards to confirm attendance. He's still attempting to maintain contact with Hawking About for future Sheep Fairs.

Adrian reported on balances for Current and Savings accounts. Prizes ready for Sheep End - 198 envelopes. Judges' expenses envelopes complete. Graham will collect from Adrian at end of week. 2 cash boxes will be prepared with floats for Sheep Fair offices both Ends.

4 catering stalls unpaid according to Plum's info. Adrian would like to take Adam and Sadie out for a meal as payment for all the work setting up the new stall payments system, which has eased the burden on Vicky and Adrian considerably. Can something be done to thank Katie – bottle of wine/bunch of flowers probably preferred. **Agreed.**

**Card payments:** Adrian reported that Vodafone and EE expansion of bandwidth for the event - actioned.

**Event Programme:** Complete and included in new 24-page programme.

**Wattle House:** Key safe now on back of the Wattle House door. All actions completed.

**Security/Medics:** in hand

**Sound System:** Graham Langford in contact regarding microphones and chairs. **Action: Graham**

### Entertainments:

Tim will be present while marquee erected.

**Arena Displays:** Nothing further to report

**Bar provision:** Met owners of Valley Bar once again, all in order.

**Stalls:** Vicky reported fully booked in the marquee. Waiting list for pitches.

**Catering Pitches** – Tim has updated plan. Mentioned Plum's updates from email and addressed issues raised direct. 2 free pitches now available.

Plum – Inclusion of disposable environmentally friendly elements for new bar tendering. Plum, Vicky and Richard E volunteered to support Tim with next bar tendering process. **Ongoing**

**Equine Hospital** – remains unpaid. Space still available for them. Expecting payment before event. **Action: Tim Walker**  
**NHS display with dummies** all booked in

### Volunteers:

Elaine reported feedback from last Wednesday's Volunteers meeting. New volunteers attended. Seasoned volunteers bought friends along to encourage them to sign up. Good energy from the meeting. Ken still has a couple of volunteer slots to fill. Sheep Fair Volunteer debrief meeting Thursday October 2<sup>nd</sup> at 7:15 for bar. Meeting commences at 7:30.

### Sheep end:

Numbers still same from Volunteers meeting. Of 41 entries – 33 used new online form. Plan layout prepared. Hurdles ordered and paid for by Parish Council. DEFRA vet inspection on the Green next Weds. Geoff and Graham attending.

Trophy collection underway by Geoff and Graham this weekend. All judges now in place including Shetland section. 12 judges this year. 7 are female. Overflow parking area for Judges will be full. Information packs being compiled. Rosette meeting in hand. All on track and sheep-shape!

How to build a fence stall. Chris Rolfe paid. Tim Walker awaiting confirmation meeting with Chris on the Green.

**Sheep pens:** 525 pens ordered and paid for by Parish Council.

**Defra:** Vet inspection – see above

### Publicity, Marketing and Sponsorship:

**Sponsorship:** details available on shared drive for committee purposes only. Confidential info.

Positive response so far: Gold = 4 sponsors, Silver = 2 sponsors, rest are Bronze. Free parking spaces for Gold sponsors to be in Volunteers car park. One definite and one possible require parking. Banners for Gold sponsors will be in place at various points around the Fair.

Free lunch for Gold Sponsors – suggestions Sussex Lamb (via Graham Langford) or Ian Hollyholmes at end of Marquee. Supplement offered. **Action: Graham (Sussex Lamb)**

**Printing:** Invoice for printing costs have been sent to Michael Jones – no response to date, this was to replace the leaflets they printed in previous years. Principal contact is Summer. Simon to contact to share thoughts for discussion and clarification.

**Action: Simon**

**Programme:** Richard has completed the final version 24 pages. Committee to provide final proofread with any comments. 3000 programmes is it enough? Discussion ensued. Richard researched with other Country/Sheep Fairs and feeling was 3,000 sufficient. Tim suggested having a pdf version on phone he can ping it across to members of the public if required. Elaine suggested pdf on Sheep Fair Website so can be downloaded by public. Richard will discuss with Katie. QR code – camera over the code will take them to the programme. A2/3 site plans for the two site offices. **Action: Richard B.**

**Calendars/mugs** – 100 mugs = £396. £104 profit if all sold. Committee agreed for Richard to proceed. Calenders 100 for £365. £10 each for sale – profit £635. For sale at Sheep Office. A few available in Arena Office. Copies of the free Sussex Local magazine with Sheep Fair picture of Farmyard Circus to be available at Site Offices. **Action: Ongoing Richard**

### Pre event Task List

50 tickets kept back for Saturday night. Barn Dance still available – available on the night. **Action: Ongoing Colin/Tim/Simon**

**Pre-event task list:** Volunteers, grass cutting – Simon spoke to Tony's wife today – final cut on the 4th September. Tim/Geoff involved in Marking up site on Saturday 6<sup>th</sup> at 1pm - marquee and general layout. Event notifications to Convent Gardens, School Hill, West View Terrace, Nephcote Lane **Action Simon Plum.**

**Rabbit hole filling Sunday 7<sup>th</sup> September 2:30pm.** Situation is dangerous. Do we chase Parish Council or just do ourselves. Wattle House has 18 bags of sand and grit. Parish Council have responsibility for public safety 364 days. Currently very hazardous. Two/three barrow loads required to fill some of the large rabbit/badger holes. Sharp sand from Travis in large grabber sack cheapest option to solve. Worst holes by Pond area and the bund opposite judges car park. **Action: Lorna email John/Paula** for clarity and further action.

**Robert Harris Risk Assessment** - certificates partly received. Colin requires their risk assessment. Needed for ADC. **Action: Simon**

**Key holders and timings:** Harris Fun Fair have key. Weds/Thurs opening Macveys via Harris entrance. Geoff has a key to open top gate if required. Thursday opening marquee end/electrician has own keys. Friday morning Simon opening 9am. 6a.m. on

Saturday. Clearing up on Sunday – volunteers arriving from 9:30. Graham/Jez/Simon. Duty officers for main event: Colin/Tim split a.m/p.m Evenings: Friday Simon/Saturday Tim.

Hedge on north boundary being cut today. Trees on Green trim to allow farm vehicles to park.

**Media:** On front cover of Sussex Local. Richard contacted Inside Cissbury waiting to hear back as to what they require.

**Arun Event Plan** – Risk assessments now covered. Hygiene ratings being pursued by Plum. Traffic order granted. Noise management plan re submitted. Who do complainers contact re noise? It was agreed to include a contact email for any feedback in Findon News Article for coming month, on media pages and on letters being distributed to local residents. Noise limits in place from 11pm until 7am. Murdochs finish by 11pm. Colin has undertaken decibel checks in previous year and were well within limits. **Action: Simon/Colin/Tim to collaborate satisfactory response to Arun.**

**Findon News:** Today is deadline for September issue to advertise. Tim to prepare copy. Elaine will send email link for Findon News. Article to remind villagers to refrain from ordering supermarket deliveries on Saturday of Show.

Plum not heard anymore from South Downs National Park. **Action: ongoing**

#### **Previous AOB follow up:**

**MP Betty Cooper** will attend at midday Saturday 13th. Join judges for buffet lunch and meet some of the farmers.

**Safe distribution of cones:** Jason has come up with a scheme to prevent people riding on back of truck while distributing cones. Batches of cones deposited in groups of 5 on kerbside. Volunteers walking along the road then space out. Ensure driver of truck is aware. Metal signs. Driver plus one/two. Usually a gang of 5 help with task early Saturday.

**Anti-terrorist prevention:** this will be more onerous next year. Unruly behaviour, carrying of weapons, fire procedure, Graham Langford has prepared an unwell sheep procedure. Lead by Duty Managers. All policies will be in folder at both offices. Volunteers will have relevant highlighted copies.

**Bar Tenders:** Vicky – Findon Manor would like to tender for the bar option which comes up for tender in 2026. Vicky has been approached by makers and suppliers of gins/ciders. Tim to include this in Findon News article for Sept. Opportunity to familiarise themselves with current situation at 2025 Shee Fair. **Action: Vicky/Tim**

**Environmentally friendly disposables:** Plum requested applicants include their plans for environmentally disposable items in tenders. Plum, Vicky and Richard E volunteered to support Tim with next bar tendering process. **Ongoing**

**Nepcote Car Parking:** at top of Green in disrepair this year. Significant drop from tarmac road to car park. John Wilson to bring up with Parish Council. **Action: John ongoing.**

**SGN Photo Competition:** 2026 Calendar competion. Calendar aimed at landowners in Scotland and South East of England. Julia aware of deadling Weds 17<sup>th</sup> Sept. Entry to be made of appropriate photo from 2025 Sheep Fair.

#### **Any Other Business:**

**Colin: Bar licence** Tim sent to Colin last year. Ongoing licence as same bar provider. Will need to update for new operator in 2026.

**Vicky:** Info for the day emailed to all stall holders. Arrive at 7a.m. 5 volunteers available to assist them to their spots. Hazard lights on as they move across the Green. Announcement at end of the day to alert public that stall holder cars will be moving onto the Green to allow them to pack away and leave the Green by 5p.m. Concerns expressed about movement of cars and safety.

**Adrian - Blue hi-viz waistcoats Ken and Julia.** Check upstairs in Wattle House. **Action: Committee visiting Wattle House.**

**Elaine** – Katie will be providing **Face painting** next to Punch and Judy. She provides all materials. Gazebo from Village Hall to accommodate and a table. Need £50 float for Katie for Face Painting. **Action: Adrian – float.**

**Graham L** – Table requests: Sheep end = 12. Friends of Church = 4 large and 1 small.

Other tables available from Richie via Gardens Association – **Action: Simon to arrange**

**Elaine:** Margaret Allen's **education pod cast** – interview to promote Sheep Fair next year and inclusion on website.

**Next meetings:** 3<sup>rd</sup> September 2025 – at Findon Manor Hotel 7:30 To raise last minute issues – advise items for AGENDA in advance PLEASE!  
**Meeting closed at: 21:34**