

**FRIENDS OF PRIORY FIELDS**

**MINUTES OF COMMITTEE MEETING HELD ON 9<sup>th</sup> February 2017 7:30PM**

Present: Ian Read (Chair)  
 Ruth Collen (Minute Taker)  
 John Bishop  
 Den Harvey  
 Peter Nightingale  
 David Oxley-Goody  
 Chris Saltmarsh  
 Pam Dawson

1.	<b>APOLOGIES FOR ABSENCE</b>
	Julie and Bob Norman
2.	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>
	<p>The actions from the last meeting were run through and discussed.</p> <ul style="list-style-type: none"> <li>• Ian and John have sent round warning notices for comment.</li> <li>• John confirmed that the total raised for the raffle was £624 – an email has been sent round confirming this too.</li> <li>• Dave has booked the school hall and the quiz-master for the quiz night.</li> <li>• John has completed the green flag application.</li> </ul> <p>Dave proposed and John seconded the minutes.</p>
3.	<b>ACTING CHAIRMAN’S REPORT</b>
	Ian has had an email from Alan Sheldrake who has asked if we want him to do the hay cut again this year, Ian replied saying yes, preferably late July.
4.	<b>FINANCE REPORT</b>
	<p>John reported that our auditor has already been contacted regarding auditing our accounts for our AGM.</p> <p>John handed round copies of this year’s accounts which were put against the year’s budget. These were discussed and committee members were asked to look over this and consider what budget we should have for next year which will be discussed further at the next meeting.</p> <p>The figures regarding the costs for the upkeep of the website were missed of the budget document, these will be added on. Regarding the website Ian will try and find out if there is a way to capture the amount of people that visit the site, it was also suggested creating a Facebook page. John will ask Linden about this.</p> <p><b>Action:</b> John will add on the costs of the website and will talk to Linden about capturing website traffic and Facebook.</p> <p>John also handed round the monthly report for people to look at.</p>
5.	<b>REPORTS ON WORKING PARTIES &amp; FIELD PROJECTS</b>
	Last month’s working party was spent mainly clearing the scrub on the hedges of the East Water Meadow. This only went ahead on one day due to the weather. This weekend the plan is to plant a memorial tree, which is a Medlar, and the replacement trees.

6.	<b>FUND RAISING</b>
	<p>Quiz Night: The School, Village Hall and the quizmaster have now all been booked and now the raffle prizes just have to be organised. An advert for the quiz will be advertised in the next parish newsletter and the April and May In-touch and also the Journal. Pam has said she will go and talk to the company that prints the Journal at the beginning of March and see what editions it can go in; she will take a paper copy with her and Ian will email an electronic copy over to Pam. We are using the same poster as last year but have just changed the date.</p> <p><b>Action:</b> Pam to go up to the Journal company to discuss advertising the quiz in a couple of their issues.</p> <p><b>Action:</b> Ian to email Pam over the poster for the quiz.</p> <p>Pam will get the raffle tickets.</p> <p>Pam has said she will organise the hamper and will put a list together for the next meeting; ideally we want small items to put in the hamper.</p> <p><b>Action:</b> Pam to bring the list of items for the hamper to the next meeting.</p>
7	<b>FIELD PROJECTS</b>
	<p>The two machines we have are working quite well at the moment and hopefully will continue. However, Ian brought a brochure to the meeting from Does of a walk behind flail mower as this or a similar model would be useful; these range from £3-4,000. This was discussed and it was agreed that looking into purchasing one was a good idea and for someone to go to Does and Grasshopper; Ian, Dave and Peter will look into this.</p> <p>Ian and John have also looked into grants for this, for example the Essex Community Foundation and the Community Initiative Fund; for which a lady in the village is on the committee.</p> <p><b>Action:</b> John will find out more information and will contact Karen as she had passed Ian the original details.</p> <p><b>Action:</b> Ian will let Dave know the name of the lady regarding the Essex Community Fund</p>
	<p>Warning Notice: There were a lot of different suggestions and Ian has now taken the best bits out of all of them and produced a notice; this was passed round. A couple of copies of it will be made into signs for which Ian will go to a sign making shop. It was noted that the 'Priory Fields' heading should be in a deeper bolder red.</p>
	<p>Karen has asked if we are able to do the Play in the Park events again this year. The dates for this year are 6<sup>th</sup> and 13<sup>th</sup> April 2017. We won't be able to do them this year as on 13<sup>th</sup> the U3A event is on and Ian is not available on the 6<sup>th</sup>.</p>
	<p>Nature Trail: An idea of having a nature trail for children, encouraging them to find and look for things.</p> <p><b>Action:</b> Peter can put a list together of what could be incorporated into the trail.</p>
	<p>The Memorial tree, a Medlar, is on order and will be delivered and planted this weekend. We have received a £100 donation for this from the donor. He might be attending the work party on Saturday to see the planting. A letter can be written with the certificate to say thank you for the donation.</p>
	<b>PC.RELATED ISSUES</b>
	<p>Moles: There are a high number of mole hills around the fields and they are encroaching the arch compound and football fields. It was agreed that the hills in the playing fields will have to be addressed first and then they may be able to look at the arch compound.</p>

	Neighbourhood Planning: This is ongoing.
	Nitrate Pollution letter from DEFRA: This letter was sent to us because we own or occupy an agricultural holding which DEFRA has designated as a Nitrate Vulnerable Zone for 2017 to 2020. This is in relation to the amount of fertiliser used but as we have not used any in the last year no further action is required. Chris will make sure that Bradley will be sent a copy of the letter in regards to using fertiliser on Jokers Field. <b>Action:</b> Chris to send Bradley a copy of the letter from DEFRA.
	Discussion around recruiting more volunteers by all the organisations working together such as the Village Hall Committee, Parish Council and FoPF, suggestion of using the Parish General Assembly for this.
	The Parish Council require a figure for how many people visit the fields a day, Dave said that there are roughly 100 visits a day to the fields.
	The poster advertising the AGM of the Bicknacre Village Hall Committee needs to go in the notice board.
9.	<b>PUBLICITY AND NEWS ITEMS &amp; AOB</b>
	Green Flag application: Ian and John have completed and sent off the Green Flag Application and we will be expecting a 'secret shopper' visiting the fields.  Peter attended a living landscapes meeting recently, and this year their theme is butterflies, Priory Fields could be a place for this.
	Dog Watch – Dave is part of the group Dog Watch which was a police initiative, and Dave is going to be writing an article for the group about Priory Fields to say how suitable it is for dogs.
10.	<b>DATE OF NEXT MEETING</b>
	9 <sup>th</sup> March 2017

Signed: .....

Date: .....