

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING HELD ON 9th November 2017 7:30PM

Present: Ian Read, Chair (IR)
Peter Nightingale (PN)
Julie Norman (JN)
Dave Oxley-Goody, Secretary (DO-G)
Malcolm Whipp (MW)
John Bishop ,Minute Taker (JB)
Den Harvey (DH)
Geoffrey Woricker (GW)
Chris Saltmarsh, Parish Council Rep (CS)

1. APOLOGIES FOR ABSENCE

Pam Dawson, Russell Wiltshire

2. MINUTES OF LAST MEETING AND MATTERS ARISING

Acceptance of the previously circulated minutes was proposed by PN and seconded by DH.

3. CHAIRMAN'S REPORT

The Christmas meal for all committee and working party members at the Brewers, had been booked for Monday 11th December at 7.00pm for 7.30pm.

After the draw for our Christmas raffle, a formal return of the outcome of the raffle must be sent to Chelmsford City Council and this must be signed by two Committee Members. It was agreed that JN and DO-G should be authorised to do so.

Possible funding information has recently been forwarded to all committee members by email – all to read and consider any possible uses.

JB will be unable to attend the next meeting – DO-G agreed to produce the minutes for that meeting.

PN was asked to order 4 apple trees to replace some that had failed and some to be used as memorial trees. Additionally, a Horse Chestnut will be planted as a memorial to Tony Bushell.

4. FINANCE REPORT

The monthly finance report was circulated before the meeting – no questions arose.

5. REPORTS ON WORKING PARTIES

Work done at the last working party included clearing the north side of both East and West Water Meadows and the nettle patch in the Monument Field, the first job for our new flail mower, which proved it's worth. Also considerable clearance of bramble and blackthorn in WWM.

PN has been requested to draft an annual plan for the maintenance of the Fields, before he moves away.

CS reported that it is possible that some young volunteers will be at our next working weekend.

CS also reported that the PC will be signing an agreement with the Youth Offenders Service (YOS), which will lead to some offenders performing services around the Parish. This could include the Fields in future. Offenders used would be supervised on a 4 to 1 ratio.

6 **FUND RAISING**

Contents of the prize Hamper for our raffle were advised by JN and agreed.

Arrangements for the draw evening and for collecting prizes shortly before the draw were agreed.

7 **FIELD PROJECTS**

PN advised that the Essex Field Club have expressed an interest in the Fields and would like to survey the Fields. Agreed that next Spring/Summer would be the best time – DO-G to follow up with the Club.

PN has advised Danbury Living Landscape project that he will be leaving – DO-G agreed to consider replacing PN.

PN unable to do the Field Inspection in week beginning November 29 – IR will fill in if possible.

8 **PC-RELATED ISSUES**

CS advised that:-

He had contacted Bakers of Danbury about a potential check of the state of the Priory Arch. He is now awaiting a suggested date and time for a joint meeting.

The Parish Council has agreed to get the Priory Field car park markings re-done in the near future, but this will entail the Car Park being shut while the work is done.

The PC has also agreed to commit some annual funding to help provide two local 'Special Constables'. These people will be similar in some ways to the PCSOs we used to have, but will have full police powers.

The PC has also agreed to fund the purchase of 2 defibrillators, 1 for each of the Villages. The Bicknacre one will be at the Village Hall, the Woodham Ferrers one at The School Room. Training will be set up in the new year.

The Council's Insurers have now requested annual inspections of all the trees the PC is responsible for – this will be arranged. The PC is now also required to review all Policies, procedures and risk assessments every year, which means the Friends are required to do the same.

CS also advised that the Bicknacre Village Hall committee are investing in a new computer system for bookings and billing.

The PC are sending all their records of more than 5 years ago to the Essex Records Office – he suggested the Friends might do the same.

Some of the 'warning' notices around the Fields, which were originally supplied by the PC, now require renewal. CS will talk to PC about costs.

9 **PUBLICITY, NEWS ITEMS & AOB**

A flyer for our Christmas Draw went out with the recent edition of In Touch and the results of the draw will be advised in the next issue.

10 **DATE OF NEXT MEETING**

Thursday December 14th at 7.30pm.

Signed: