

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING HELD ON 11th June 2015 7:30PM

Present: Ian Read (Chair)
 Ruth Collen (Minute Taker)
 Pam Dawson
 Tony Bushell
 Peter Nightingale
 Julie Norman
 Bob Norman

1.	APOLOGIES FOR ABSENCE
	Peter Athey , Jo Britter, Linden Rosam, Geoffrey Worricker, John Bishop, Den Harvey, Chris Saltmarsh , David Oxley-Goody and June Saltmarsh,
2.	MINUTES OF LAST MEETING AND MATTERS ARISING
	<ul style="list-style-type: none"> • Tony has emailed round the safeguarding policy, if everyone can look at it and then it will be discussed at the next meeting. The policy on photography on the fields needs to be discussed further. • Action: Tony is going to re-write the administrative standards and will send them round. • Pam has said that according to our bank statement of 5th May 2015 the grant money has not gone in yet, this will be followed up. There was a discussion around the group's account and using online banking, this will be followed up next month. • John and Peter had a walk around the fields with the Tree Inspector's report, discussion around this. • Ian has updated the health and safety form, volunteers can now sign this when they attend a working party. • Action: Chris will send out a copy of the village hall risk assessment. • The Living Landscapes application has been sent off. • Action: Ian to buy metal tags for the apple trees. • Peter has been in touch with a friend about a frame for the information board. <p style="text-align: center;">Action: Tony will email out a copy of the amended minutes</p>
3	CHAIRMAN'S REPORT
	John recently showed Dr Ansen around the Arch compound after he requested a visit.
4.	SECRETARY'S REPORT
	<p>AGM Minutes:</p> <ul style="list-style-type: none"> • Pam Whittaker needs to be changed to Pam Dawson. • Tony will email Ruth the number of attendees at the AGM. • The date of last year's AGM needs to be changed to 2014. <p>Tony is going to check if John has written to Rob Haworth to thank him for attending the AGM</p> <p>Action: Ruth to alter the AGM minutes and send them round.</p>

	Action: Tony to talk to John regarding Rob Haworth and to send Ruth the number of attendees at the AGM.
	If anyone wants to have a look at the Funding Central newsletter contact Tony who will keep hold of it.
	John has sent around an email for the Open Space AGM if anyone is interested in attending.
5	FINANCE REPORT
	<ul style="list-style-type: none"> • Pam handed round the updated FoPF budget for Apr 15 – Apr 16 , discussion around this. • Tony said that we should have a budget for ‘projects’ with subdivisions for items such as the lottery fund. Action: Pam is going to check if the lottery fund money has gone into our bank account. • The website budget is recorded as £20 this will be changed to £200. Action: Pam to alter the website budget. • £42 was raised by the refreshments on the Community Day, thanks was given to Carolyn and Jo Britter for their help.
6.	REPORTS ON WORKING PARTIES
	<p>At last month’s working party the grass was cut and we burnt the foliage and branches of the recently felled oak tree. The incident that occurred with the embers of the fire later on the Sunday was discussed again. We must ensure that fires are left in a safe state in future.</p> <p>This weekend the hedge will have a tidy up and the grass will be cut at the front.</p> <p>It was suggested that the ragwort be left for a couple of weeks as there has not been much evidence of the problem so far. Pam and Julie have said they will help when it needs to be removed. Peter said we also need to look out for hogweed.</p>
7.	SPECIFIC ISSUES
	<p>A leg on one of the new benches has been broken, this will need to be made safe.</p> <p>Tony has said that we should write in the In Touch magazine so that people are aware that there has been vandalism on the fields and that we will take action. Julie has said that this will have to be in next month’s magazine now.</p> <p>Discussion around how to deter future incidents with smouldering bonfires. Putting up a barrier was suggested but it is still going to be our responsibility to make it safe. Dousing it with water remains the best way of achieving this.</p>
	<p>Health and Safety: At future working parties we will now ask volunteers to read and sign our Health and Safety Policy.</p> <p>Peter has been trained in health and safety and will give advice and guidance at working parties and Ian reminded the group that all of us just need to be vigilant.</p>
	<p>Repair of damaged Notice Board: It was decided that if the Parish Council have received the £200 in compensation we will add a further £200 and purchase a board. If the money hasn’t been received we will attempt to make a claim on the insurance.</p>

	Action: Tony to talk to Karen about this.
8.	FUNDRAISING
	<p>Xmas craft fayre:</p> <ul style="list-style-type: none"> • John has sent out the forms to all 22 stalls and has had 6 back with a £10 deposit. • There will be a tombola at the craft fayre. • Suggestion of Peter talking to the Danbury Living Landscapes group about the fayre and asking if they want to be involved. <p>Discussions centred around the poster design. It was suggested that last year's design is kept with some changes to the pictures; Ian has got a few ideas for this.</p> <p>Peter is going to contact the Brownies and Guides to ask if they would want to provide some entertainment at the fayre.</p> <p>Action: Peter to contact the Brownies and Guides.</p>
9.	FIELD PROJECTS
	<p>Haycut: This should be done at the beginning of July.</p>
	<p>New benches and gazebo: Ian brought along 2 samples of gazebo material from the Gala Tent company he has found in Rotherham. Discussion around what colour we would want and what logos and writing we would want on the gazebo, such as the FoPF logo and the lottery logo. We will have a sub-committee to discuss these decisions further.</p> <p>The gazebo measures 3m by 4.5m and is priced at £707.</p>
	<p>Information Board frame: This is ongoing, Peter is waiting to hear from Charlie.</p>
10.	PC-RELATED ISSUES
	<p>The 4 Oak trees:</p> <p>"OCA (The Arboreal Consultants/underwriters) resubmitted the original planning application to have the trees taken down on the basis that CCC had stated that had the original application not been withdrawn, they would have approved it. This was approved by CCC. Presumably they will now withdraw their appeal for non-determination. A bit of egg on face for OCA for being petulant.</p> <p>However, the application is granted to OCA to remove the trees so it is going to be interesting to see how this develops. They have requested that the PC opens a dialogue with them. No outcome yet. We are still seeking legal advice from various sources.</p> <p>I would be happy to allow them onto our land to remove the trees if that is what they wish to do, but somehow, I don't think it is that simple."</p> <p>Taken from Chris Saltmarsh's email</p>
	<p>Signage at front of the school car park: June has requested that ECC Highways cut the grass on the verge.</p>
	<p>The lease of the football pitches: The public notices regarding the lease of the football pitches are due to be published this week. Chris has asked if anyone has any queries please can they refer them to the Parish Clerk.</p>

11.	PUBLICITY AND NEWS ITEMS AOB
	The Kingfishers and Voles on the fields have been mentioned by the writer 'Kingfisher' in the most recent In Touch magazine. Julie has done an article for the next In Touch.
	<p>Peter has said that the woodland plant Dogs Mercury was spotted on the fields when the Danbury Living Landscapes group visited the fields. They have said that they were impressed by the orchard.</p> <p>The Danbury Living Landscapes had stands at the Little Baddow and Great Baddow open gardens and handed out our leaflets. They will need some more. Julie will bring some leaflets to the next meeting.</p> <p>Action: Julie to bring more FoPF leaflets to the next meeting.</p>
12)	AOB
	<p>Discussion around the purchase of the extra land; this is currently on hold.</p> <p>Discussion around changing the boundaries on our current leaflets outlining where Priory stood.</p>
	The meeting closed at 9:50
13)	DATE OF NEXT MEETING
	9 th July 2015

Signed:

Date: