

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING HELD ON 10th March 2016 7:30PM

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

1.	APOLOGIES FOR ABSENCE
	David Oxley-Goody, Pam Dawson, Geoffrey Worricker, Jo Britter, Peter Athey, Linden Rosam and Julie & Bob Norman
2.	MINUTES OF LAST MEETING AND MATTERS ARISING
	Matters arising and actions taken from the last meeting: <ul style="list-style-type: none">• Regarding the Small Lotteries Licence the two resolutions were passed at the last committee meeting. John was appointed to act on behalf of the Friends of Priory Fields in all matters related to the gambling Act 2005 and Ian and Julie being appointed to sign on behalf of the Friends of Priory Fields any returns to Chelmsford City Council related to lotteries conducted by the organisation.• 'Tyre' needs to be put before sealant in the Matters arising section.• The new sign post will be directing towards the fields, the village hall and the arch.
3.	CHAIRMAN'S REPORT
	Chairman: This will be John's last meeting as Chairman, as yet another Chairman hasn't been appointed but it was suggested that the members of the committee will take it in turns to chair the meetings. Ian said he will chair the next meeting. All of the Chairman's duties will be taken over by Tony and Ian.
	Management plan: The plan has been amended. All the comments that were made have been incorporated and Peter will add his comments on maintaining the stream bank. He will write a separate review of the previous last 5 years. It was suggested that on the back page of the plan under Memorial Trees the word 'suitable' should be added so the committee has some leeway. Also, in the section about the badger set the following sentence will be added 'will be protected in accordance with current legislation'. The plan can resubmitted as an additional document if Karen has already sent it off.

	<p>Quiz night: The quiz night is definitely going ahead - the confirmed date is 30th September and we will also be holding a separate raffle with some big prizes which can be drawn before Christmas; suggestion of drawing it on the turning on of the Christmas lights on the village green.</p> <p>There will be a meeting for the quiz - John will talk to Dave and Jo first and then email around a suggested date.</p> <p>Action: John to talk to Dave and Jo regarding a date for the meeting.</p>
4.	SECRETARY'S REPORT
	<p>Small Lotteries Licence:</p> <ul style="list-style-type: none"> * Tony Bushell to become named person * Ian and Julie to act as 'examiners' * Application for renewal needs to be submitted
	<p>Essex Bat Group:</p> <p>Tony has been in touch with Pat Hatch regarding the group speaking at our next AGM, the group are unable to do it this year but are happy to put together a presentation for next year. Also they are happy to come over to the fields next year and give a talk and tour around the fields and we would be able to invite the public, date to be agreed.</p>
	<p>Awards for All:</p> <ul style="list-style-type: none"> * Not really set up to receive unused monies from grants * Need to come up with add-on project and e-mail details to them asap * Likely to approve * Residual is £508.02 out of total grant of £3,995 * What about planting of 2-3 mature trees (eg Oak, Beech, Hornbeam) with some underplanting with wild flowers * Woodland Trust may be a good first contact
	<p>Ecology Projects:</p> <ul style="list-style-type: none"> * Contacted Writtle College * Given contact in Centre for Econics and Ecosystem Management * Will ask about possibility of help in carrying out projects on e.g wild flower surveys
	<p>Funding For Projects:</p> <ul style="list-style-type: none"> * Big Community Wildlife funding * Bringing local people together * Awards For All * Big Lottery Fund * Chelmsford City Council
5.	FINANCE REPORT
	<p>End of Year Accounts:</p> <p>As the end of the financial year is coming up John has asked if anyone has anything to go</p>

	<p>through the books to let him know so that the books can be done.</p> <p>Discussion around the budget headings and condensing these.</p> <p>Action: John will send round a re-draft of these and the figures.</p>
6.	<p>REPORTS ON WORKING PARTIES</p> <p>Working Party: The undergrowth in the east water meadow was cleared and some stumps were left but the National Trust has now cleared these.</p> <p>The wood turner at the craft fayre had previously said he was interested in the blackthorn, we have now got some available; Peter will contact him regarding this. Action: Peter will contact the wood turner regarding the blackthorn.</p> <p>This weekend the fruit trees that were donated will be planted and the brown signs will be put up, one will be put on the school fence and then one on the walkway. The signs will need backing; there was a discussion around this.</p>
7.	<p>SPECIFIC ISSUES</p> <p>Review of 5-year Management Plan: Discussed previously.</p> <p>AGM Preparations: John sent round an agenda for this year's AGM, everyone is happy with this. The minutes of the last AGM will have to be approved; Ruth will resend the minutes to Tony so that they can be discussed at the next meeting. Action: Ruth to forward the previous AGM minutes to Tony.</p> <p>John has sorted out a guest speaker for the AGM who has asked for a fee, he has suggested £25. Den has said that Dave had previously said he was organising a speaker, John will talk to Dave. Action: John to talk to Dave regarding the AGM guest speaker.</p>
	<p>Quiz Night: There is a quiz night on 22nd April in the village hall and Pam has suggested entering a team for this for us to see how many tables can fit and how it works in the hall.</p> <p>John will send out an email to everyone about this to see if anyone is interested. Tony has said he can make it. Action: John to send an email out to see if anyone is interested in attending the quiz night.</p>
	<p>Disappearing Benches: The missing bench has now been found, Dave thinks that this is being used as a cover for drugs. Dave has been in touch with a Police Sargent who is unable to help but suggested a PCSO in SWF but John has been unable to reach the station at SWF.</p> <p>Peter gave John a number of another PCSO who John will try and get in contact with. Action: John will try contact the PCSO.</p>
	<p>Discussion around planting bluebells/snowdrops in the west water meadow that has just been cleared. Ian has found 16 packs at £5.75 each, Ian will make further enquiries and it was agreed that he can spend up to £120.</p>
8.	<p>FUNDRAISING</p>

	<p>Quiz night : This has been covered previously.</p>
9.	<p>FIELD PROJECTS</p> <p>Garage extension: Ian has been in contact with the company regarding the surveyor who has been in contact with the manufacturers who have said that those roofs aren't being made anymore but they had other suggestions but Ian hasn't heard back from them. Discussion around not extending the garage but building another one. This would need to be supported by a grant, suggestion of going to Awards for All;</p> <p>Action: Tony to get in touch with Awards for All.</p> <p>Action: Ian has said he will try again with the company and if extending it is not possible he will start looking for a separate unit a 10 by 10.</p>
	<p>New Vehicles: Westwood mower- the mower is in Doe's at the moment- to complete the work fully it would cost £825. To make it just work as a tractor, it would cost £537. This was discussed and it was agreed that Ian will give Does the go ahead to fix the Westwood fully as in the future a new mower will have to be brought, but this will need a grant so getting the two working well will give us time.</p>
	<p>Hay cut: We need to check if the people that did it last year are happy to do it again this year. John will call to just confirm. Action: John to call to confirm the hay cut.</p>
	<p>We need to redo the jogging trail and the posts marking the distances – this would be a summer job.</p>
10.	<p>PC-RELATED ISSUES-</p> <ul style="list-style-type: none"> • An annual review meeting has to be agreed between the committee and the Parish Council. • Chris is trying to get as many people from the Parish Council to come to the AGM. • We discussed the replacement of the oak trees. We have a year to discuss this and agree on something; there are certain requirements on size. • Draining of football pitches - details haven't been sorted yet but discussions are taking place regarding what permissions will be needed. Once all details have been confirmed the Friends will be informed. • Dog bins – still one short as had to give one back. The new one will go where the first oak tree came down. • A group has approached Chris asking if they are able to do a walk for mothers on a weekday morning; the committee are happy for this to go ahead.
11. & 12.	<p>PUBLICITY AND NEWS ITEMS & AOB</p> <p>U3A Group: The U3A group have asked the committee to talk to them about the history of Bicknacre and the arch. Action: John will arrange to meet up with Geoffrey to see if he has any information that can be used.</p>

	<p>First Aid:</p> <p>Suggestion of asking Bob Law to assist Peter in this, Peter will talk to Bob.</p> <p>Action: Peter will talk to Bob regarding first aid.</p>
	<p>Living Landscapes : Peter will be attending the next meeting on 8th April.</p>
	<p>Play in the Park: These are planned for the 5th and 7th April. Ian said if anyone can help to let him know. The plan is to have an Easter egg hunt on Tuesday and a nature walk on Thursday. John to email Karen regarding getting a supply of Easter eggs and Ian will talk to Jo about getting the stickers for the nature walk.</p> <p>Action: John to talk to Jo and Karen regarding the Play in the Park activities.</p>
	<p>Chris can't make the next meeting.</p>
13.	DATE OF NEXT MEETING
	14 th April 2016

Signed:

Date: