

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING ON 13 JANUARY 2011

Present: John Bishop (Chairman) Gordon Flood
 Ian Read (Vice Chairman) Chris Saltmarsh (PC Rep)
 Bob Norman Julie Norman
 Linden Rosam (Treasurer) Peter Nightingale
 Derek Wybrow (Secretary) Geoffrey Woricker

Attending: Kate Hardingham (Minute Secretary)

1. **APOLOGIES FOR ABSENCE**

Peter Athey's absence was noted and accepted.

2. **MINUTES**

The minutes for the Committee meeting held on 9 December 2010 were approved and signed by the Chairman.

3. **LIAISON MEETING WITH PARISH COUNCIL 17 JANUARY 2011**

3.1 **Bridge Safety**

Discussions with The Royal Society for the Prevention of Accidents (ROSPA) and the Parish Council (PC) regarding the safety of the wire netting over the bridge are ongoing. Alternative safety measures proposed by ROSPA do not seem to be appropriate for this type of rural installation. Wire netting is in common usage on such installations in this area. Barry Arnold (PC Chairman) is arranging for another inspection of the bridge with ROSPA to be conducted with a Committee member present.

AWAIT CONFIRMATION OF INSPECTION DATE FROM PC

3.2 **Field Inspections**

Regular weekly field inspections are now up and running. The inspection report from last week's first inspection identifies one action for the working party. Actions will be rolled over from report to report.

3.3 **Dog Fouling**

It was noted that the number of bags around the bins is unpleasant and that Borough Council collections have become irregular.

JOHN BISHOP TO CALL BOROUGH COUNCIL TO REACTIVATE COLLECTIONS

It has been suggested that joint inspections are carried out with the Parish Council. It is on the agenda for the PC meeting on 17 January.

CHRIS SALTMARSH TO REPORT BACK AT NEXT MEETING

High Visibility Tabards

It was suggested that working parties and Committee members wear high visibility tabards when on the Fields. The working party tabards would be blank and Committee member tabards would have "Friends of Priory Fields" written on the back. This identified presence could have the double benefit of discouraging dog walkers from allowing their dogs to foul and also give all users of the Fields the ability to approach Committee members with

comments or questions. It was agreed that up to £50 could be used to fund blank and printed tabards.

JOHN BISHOP AND IAN READ TO INVESTIGATE SOURCING THE TABARDS
CHRIS SALTMARSH TO ASK THE PC IF IT WOULD BE WILLING TO CONTRIBUTE TO THE COST

GEOFFREY WORICKER ENTERED MEETING

3.4 **Field Renaming**

It was noted that the PC would name the football pitches and playing field "The Priory Playing Fields".

4. **TREASURERS REPORT/BUDGET ITEMS**

The December report was distributed to the meeting. It was noted that there were no fund movements over the period so the figures were unchanged.

Ian Read's request for reimbursement of printing expenses incurred on behalf of the Committee was approved.

5. **ENVIRONMENTAL STEWARDSHIP REPORT**

It was noted that The Department for the Environment, Farming and Rural Affairs (DEFRA) has budget for funding to encourage land managers to manage their land in accordance with DEFRA objectives on environmental stewardship. Payments can be made in relation to traditional haymaking activities (£ per hectare), managing streams and hedgerows, installing bird boxes and small mammal boxes (£ per installation) etc. In relation to the Fields this could amount to several hundreds of pounds. The small size of the Fields should not present an obstacle as funding has been given in relation to smaller areas of land. The payments would be made 6-monthly in arrears. The Committee has applied to the Rural Payments Agency to register for the scheme.

AWAIT RESPONSE FROM RURAL PAYMENTS AGENCY

6. **BTCV FREE TREES**

It was noted that the 50 trees are to be delivered shortly and it was agreed that Peter Nightingale should consider when and where to plant them. The trees would likely be used to thicken the hedgerows and on the boundary between the east meadow and football pitches. The trees are delivered with protective shields and stakes and are all native species.

PETER NIGHTINGALE TO COORDINATE TREE PLANTING

Following the request by the Scouts to plant a tree in the Memorial Field it was agreed that Peter Nightingale should order additional plants in order to make the most of the carriage cost. These plants would be used to thicken the boundary hedgerows. It was noted that there were funds in the landscaping budget which could be used to cover the cost. These plants could be planted by the February working party.

PETER NIGHTINGALE TO PURCHASE THE MEMORIAL TREE AND ADDITIONAL PLANTS

7. **WEBSITE**

It was noted that progress on the website update had been delayed due to Elliot's illness. In his last email Elliot suggests the Committee converts the website to CMS (Content

Management System) to make it easier for Committee members themselves to update it. Elliot estimated that the conversion would cost c£250. Further changes following the conversion were not priced. It was agreed in principle to proceed subject to further investigation with another contact regarding any other reasonable alternative.

KATE HARDINGHAM TO INVESTIGATE REASONABLE ALTERNATIVE AND REPORT TO IAN READ

8. **WORKING PARTIES**

The “post-crete” has been purchased to enable the repair of the fence posts. Work on the boundary between the east and west water meadows is due to commence shortly.

[Bob Law] has donated shrubs which will be planted during the weekend of 15th/16th January. It was noted that it was too wet for the Maldon Archaeological Society to have access to the Monument Field at the present.

9. **EVENTS AND ACTIVITIES**

It was agreed that a summer event should be held. A number of types of event were discussed and it was agreed that a separate meeting be convened on 27 January to decide on suitable events for the year and put in place an action plan.

MEETING ON 27 JANUARY 2011

10. **PUBLICITY/GREEN FLAG AWARD**

10.1 **In Touch Magazine**

It was agreed that the Committee would submit a monthly entry for the magazine and this should be decided upon by the Committee at their meetings. Entries could include lists of birds/butterflies/flowers seen on the meadow at the relevant time of year and publicity for events. Entries will be uploaded onto the website therefore copies need to be sent to Ian Read.

JULIE NORMAN TO DRAFT AN ENTRY AND CIRCULATE FOR COMMENT

10.2 **The Journal**

It was agreed that the Committee would submit an entry for the Journal on a bi-monthly basis which would need to be more news and events driven than the entry for In Touch. It was noted that it had been some time since the Committee had last had a piece in the Journal and therefore the first entry would need to be a re-introduction to Priory Fields. Entries will be uploaded onto the website therefore copies need to be sent to Ian Read.

JOHN BISHOP TO CONTACT THE JOURNAL TO INVESTIGATE A REGULAR ENTRY FOR THE COMMITTEE

JULIE NORMAN TO DRAFT AN ENTRY AND CIRCULATE FOR COMMENT

10.3 **Woodham Ferrers Focus**

It was decided not to submit pieces for this publication at this time.

10.4 **Photographic Competition**

It was agreed that the Committee hold a competition for the best photo of Priory Fields in different age categories. The competition will be held over the year, to close by the end of summer with the prize awarded at the Committee AGM in October. It was agreed that the

details of the competition be discussed at the Events meeting on 27 January.

JOHN BISHOP TO CONTACT LOCAL BUSINESSES TO ASK IF THEY WILL DONATE PRIZES

10.5 **AGM**

It was noted that Richard Wallace of the National Trust has agreed to be the guest speaker at the October 2011 AGM.

10.6 **Laminating Machine**

It was agreed that an A3 laminating machine be purchased (cost c£40) for putting notices up on the Boards by each entrance and associated costs approved.

IAN READ TO PURCHASE LAMINATOR

10.7 **Green Flag Award**

It appears that the Friends of Priory Fields meet the criteria for the Green Flag Community Award. In addition there is a Green Flag Heritage Award which is sponsored and judged by English Heritage and therefore if an applicant has Heritage Lottery Fund funding it is very much an advantage. The award would be a public statement that the Committee manage the Priory Fields to a high standard. The application is due at the end of January 2011 together with supporting documents.

JOHN BISHOP TO COMPLETE APPLICATION

11. **NEWS ITEMS**

11.1 The Management Plan has received PC approval and is therefore adopted. The revised Plan has been sent to the Heritage Lottery Fund who acknowledged receipt.

KATE HARDINGHAM TO EMAIL FINAL DOCUMENTS TO ALL COMMITTEE MEMBERS IN A READ-ONLY "PDF" FORMAT

12. **NEXT MEETING**

There will be an additional events meeting held on 27 January 2011.

The next main Committee meeting will be on 10 February 2011.