

FRIENDS OF PRIORY FIELDS

MINUTES OF COMMITTEE MEETING ON 10 FEBRUARY 2011

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|------------|------------------------------------|--------------------------|
| Present: | John Bishop (Chairman) | Gordon Flood (part only) |
| | Ian Read (Vice Chairman) | Peter Athey |
| | Bob Norman | Julie Norman |
| | Linden Rosam (Treasurer) | Peter Nightingale |
| Attending: | Kate Hardingham (Minute Secretary) | |
| | Brian Underwood (part only) | |

The Chairman presented a draft paper to the meeting dated 30 January 2011 (attached) regarding the proposal to establish a trust to manage the Priory Fields land. Following discussion it was unanimously agreed that the proposal be accepted. BRIAN UNDERWOOD LEFT THE MEETING

1. **APOLOGIES FOR ABSENCE**

Chris Saltmarsh and Geoffrey Woricker's absence was noted and accepted.

Derek Wybrow's absence was noted and accepted. It was also noted that Derek Wybrow wished to resign as Secretary. His resignation was accepted. It was agreed that Kate Hardingham be appointed as Committee Member and Secretary with effect from the end of this meeting.

IAN READ TO CHANGE FPF LETTER HEADING AND WEBSITE. PETER ATHEY TO CONFIRM APPOINTMENT WITH THE HERITAGE LOTTERY FUND. KATE HARDINGHAM TO SEND PETER ATHEY HER CV FOR REGISTERING WITH HLF

2. **MINUTES**

The minutes for the Committee meeting held on 13 January 2011 were approved and signed by the Chairman.

3. **LIAISON MEETING WITH PARISH COUNCIL 17th JAN 2011**

3.1 **Bridge Safety**

The Parish Council (PC) confirmed that The Royal Society for the Prevention of Accidents (ROSPA) would not re-inspect the bridge. The PC reiterated their wish that the chicken wire be removed and non-slip paint applied. This should be done in better weather.

3.2 **Field Inspections**

It was noted that Derek Wybrow will continue to carry out inspections as before.

3.3 **Dog Fouling**

It was noted that the Borough Council has reactivated bin collections following a call from the Chairman. The PC has not pursued the issue of joint inspections.

High Visibility Tabards

It was agreed that 6 tabards be purchased from an online retailer at c£5 each (3 x L, 3 x XL)

without waiting to hear whether the PC will share the cost given it will be so little.

IAN READ TO PURCHASE TABARDS

3.4 Picnic Benches

It was noted that two benches are still to be delivered by the PC but that this was being pursued by the PC and they hope the benches will arrive Spring/Summer 2011.

AWAIT ARRIVAL OF BENCHES

3.5 Easter Sports Programme

The PC has proposed running a sports event on the Fields over the Easter period which they will run but they want the Committee to organise. It was noted that biking formed part of the PC's plans and that this would need separate consideration given the possible damage to footpaths.

JOHN BISHOP TO CONTACT PC TO CONFIRM AGE RANGE OF INTENDED PARTICIPANTS, DATE, NUMBERS AND ACTIVITIES

LINDEN ROSAM TO ASSIST ORGANISING

3.6 Priory Arch

Chris Saltmarsh is progressing the issue of Arch inspections.

4. TREASURERS REPORT/BUDGET ITEMS

The January report was distributed to the meeting. It was noted that the administration budget was already half utilised due to reimbursement of printing expenses.

It was agreed that Kate Hardingham be made a signatory for cheques.

5. ENVIRONMENTAL STEWARDSHIP REPORT

It was noted that the Committee is now registered with the Rural Payments Agency but additional forms need completing relating to the registration of the individual fields.

JOHN BISHOP TO COMPLETE FORMS

6. BTCV FREE TREES

The 50 trees have been planted.

7. WEBSITE

It was noted that the website has now been converted to CMS (Content Management System) to make it easier for Committee members themselves to update it and that the site does not look too different. Further improvements will be discussed with Elliot Reeve at a meeting next week and will be priced separately. Possible improvements include adding pages for: agenda and minutes; nature items; species lists; history/archaeology; the management plan; etc. A few glitches also need dealing with. These improvements will be priced at the meeting next week and an email will be sent to the Committee for approval.

IAN READ, LINDEN ROSAM AND JOHN BISHOP TO MEET WITH ELLIOT REEVE AND EMAIL THE COMMITTEE WITH PRICES FOR FURTHER IMPROVEMENTS

It was noted that Peter Athey had made the necessary renewals for the website name and hosting services and would not be seeking reimbursement for the cost. It was proposed that

Ian Read become the main contact for future renewals.

8. **WORKING PARTIES**

The memorial tree for Graham Fox has been planted.

Work on the boundary between the east and west water meadows has been done.

It is proposed to break up the concrete lump at the south-west corner of the east meadow.

9. **EVENTS AND ACTIVITIES**

9.1 **September Country Fayre**

A meeting is scheduled to take place next week with the Priory Acres group regarding the September event.

JOHN BISHOP TO REPORT BACK TO THE COMMITTEE REGARDING PA'S PLANS

There is to be a fete at Edwin's Hall in Woodham Ferrers on June 11th. It was agreed that the Committee will put up an Information Board (to be hosted) and will need a gazebo or some other weather protection. It will be a working party day. **PETER NIGHTINGALE TO REQUEST TO BORROW THE SCOUTS' GAZEBO**

9.2 **Photographic Competition**

The posters for the photographic competition are on the Boards round the Fields. It was agreed that it should also be advertised at the fete on June 11th and in the March editions of 'In Touch' and 'Journal'. Possible prizes were discussed e.g. an engraving of the Arch; a free take-away.

IAN READ TO DRAFT A SET OF RULES FOR THE COMPETITION

JOHN BISHOP TO CONTACT BOB LAW FOR ASSISTANCE REGARDING A TAKE-AWAY PRIZE

PETER NIGHTINGALE TO CONTACT MIKE KELLETT REGARDING DATE OF AWARD AND POSSIBLE PHOTO AS A PRIZE

PETER ATHEY LEFT THE MEETING

10. **PUBLICITY/GREEN FLAG AWARD**

10.1 **In Touch Magazine**

It was agreed that the photographic competition posters be reproduced for the March entry.

10.2 **The Journal**

The deadline for the next issue is around 16 March. It was agreed that, if appropriate regarding timings, the next article could refer to the proposal agreed at this meeting.

JULIE NORMAN AND JOHN BISHOP TO PREPARE ENTRY

10.3 **Woodham Ferrers Focus**

The Focus is run by the same people as run the Danbury Journal and is a similar style of publication. It was agreed that the same articles as are prepared for the Journal could be put in the Focus.

10.7 **Green Flag Award**

The application for the award has been made.

JOHN BISHOP TO REQUEST CONFIRMATION OF RECEIPT

11. **NEWS ITEMS**

Nothing raised.

12. **NEXT MEETING**

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

Meeting closed at 10pm

Signed:

Date: