

## FRIENDS OF PRIORY FIELDS

### MINUTES OF COMMITTEE MEETING ON 9 FEBRUARY 2012

Present:                      John Bishop (Chairman)                      Geoffrey Woricker  
                                     Ian Read (Vice Chairman)                      Den Harvey  
                                     Linden Rosam (Treasurer)                      Peter Nightingale  
                                     Chris Saltmarsh  
                                     Kate Hardingham (Secretary)  
                                     Peter Athey

Attending:                      Bob Webster – Parish Councillor  
                                     Albert Mair - Parish Councillor

1.	<b>APOLOGIES FOR ABSENCE</b>
	<p>There were no apologies received, though the absences of Julie &amp; Bob Norman was noted and their difficult family circumstances acknowledged.</p> <p>The Chairman introduced Mr Webster and Mr Mair to the meeting as the likely Parish Council nominees to the joint committee with FoPF. He clarified that they were attending the meeting as observers only in order to get a better understanding of the work of the Committee.</p>
2.	<b>MINUTES &amp; MATTERS ARISING</b>
	<p>There was discussion regarding the form of the minutes of the Committee meeting held on 12 January 2012 and it was decided that the Secretary should re-circulate the draft minutes once Committee members had been given a further week to comment on proposed changes.</p> <p><b>KATE HARDINGHAM TO RE-CIRCULATE DRAFT MINUTES</b>  <b>COMMITTEE MEMBERS TO PASS COMMENTS TO KATE HARDINGHAM</b></p>
3.	<b>PARISH COUNCIL ISSUES</b>
3.1	<b>Deed of Covenant</b>
	<p>It was noted that the proposal is for a Deed of Covenant between the Parish Council (PC) and FoPF to be one of the first items of business for the joint committee once it is established. The proposed Deed of Covenant would restrict the ability of the PC to dispose of the land and recognise the beneficial interest of the FoPF in the Fields. The current draft terms of the Deed were noted and Committee members asked to pass comments to the Chair on the draft terms once a revised version is circulated (following discussions with the PC).</p> <p><b>COMMITTEE MEMBERS TO PASS COMMENTS TO THE CHAIRMAN</b></p> <p>Following a brief discussion, it was agreed that a Deed of Covenant was a positive step forward provided the terms were appropriate.</p>
3.2	<b>Terms of reference for the joint committee</b>
	<p>The meeting discussed the importance of understanding exactly the status of the joint committee. The PC Representative confirmed that the proposed joint committee will have to comply with the same requirements as the PC in terms of publishing minutes, auditing accounts, transparency and accountability. It was noted that whilst this made the proposal</p>

	<p>less attractive, most issues can be addressed in the terms of reference document. In particular the Committee noted its concern to the PC Representative that the FoPF representatives on the joint committee must know exactly what their responsibilities are and to whom.</p> <p><b>PC REPRESENTATIVE TO RAISE QUESTION ON STATUS OF JOINT COMMITTEE WITH THE PC CLERK AND REVERT TO THE CHAIR</b></p> <p>It was noted that the FoPF constitution and original Heritage Lottery Find grant documentation had been reviewed and contained no provision which would prevent the Committee from entering into a joint committee with the PC.</p>
4.	<b>TREASURERS REPORT</b>
	The report updated to end January 2012 was presented to the meeting.
	<p>It was noted that the mowers had been serviced, as planned but that one had been returned with significant, though superficial, damage to the bodywork. It was agreed that the serial number should be checked to ensure it is the same mower.</p> <p><b>IAN READ TO CHECK THE SERIAL NUMBERS</b></p>
	<i>PETER ATHEY LEFT THE MEETING</i>
	<p>It was noted that the Treasurer had investigated moving the FoPF current and savings account to another bank/BS but as the accounts are linked and the account is a charity one, she could find no other institution offering better terms.</p>
5.	<b>ENVIRONMENTAL STEWARDSHIP REPORT</b>
	<p>It was agreed that as discussions with the PC are progressing well that work should begin on assessing what payments could be made under the ES scheme. It was agreed that Peter Nightingale should speak to the Natural England representative for the area to seek his advice as to the best way forward.</p> <p><b>PETER NIGHTINGALE TO CONTACT NATURAL ENGLAND</b></p>
6.	<b>WEBSITE</b>
	Nothing to report.
7.	<b>WORKING PARTIES</b>
	<p>A report of ongoing work was presented to the meeting and agreed. Some key items include:</p> <ul style="list-style-type: none"> <li>• Investigating funding for a footbridge between the West Meadow and the West Water Meadow;</li> <li>• Installing bat and small mammal boxes;</li> <li>• Treating the Saville bench; and</li> <li>• Continuing to clear the ditch from the main entrance northwards.</li> </ul>
	<p>After discussion it was agreed that Simon Hollington should be contacted to alert him to (a) when the Committee would like him to do the hay-cut and (b) ensure he has the necessary documentation to present to the PC.</p> <p><b>GEOFFREY WORICKER TO CONTACT SIMON HOLLINGTON CHAIRMAN AND PC REPRESENTATIVE TO DISCUSS AVOIDING HISTORIC CONTRACTOR ISSUES</b></p>

<b>8.</b>	<b>ACTIVITIES &amp; EVENTS</b>
<b>8.1</b>	<b>Art Competition</b>
	It was noted that Rod Brown had agreed to judge the competition and assist the Committee in setting out the rules and categories for the competition. It was further noted that Jo Britter had agreed to act as a liaison between the Committee and local schools to promote the competition. It was agreed that a sub-committee be formed comprising Jo Britter, Ian Read and Rod Brown to run the art competition (with decisions being ratified at Committee meetings).
	It was agreed that Jo Britter be accepted back on the Committee with immediate effect.
<b>8.2</b>	<b>BTCV Tree Offer</b>
	It was agreed that the Committee would not take up this offer as the prime objective of the land management plan is to retain the Fields as meadowland.
<b>8.3</b>	<b>Jubilee Event</b>
	The PC Representative informed the Committee that the PC were intending to organise a Jubilee Event on the weekend of 4/5 June 2012 and would like to utilise the Fields with the Committees approval. It was agreed that the full support of the Committee be given to assisting the PC with this event.
	<b>CHAIRMAN AND PC REPRESENTATIVE TO DISCUSS</b>
<b>8.4</b>	<b>Local Social Group</b>
	It was noted that the Committee has received a request for two Committee members to present to a local social group that meets at St Andrew's Church every week. The proposed dates were noted and Peter Athey and Linden Rosam agreed to prepare and present the session on the history of the Fields and the Priory Arch.
	<b>PETER ATHEY AND LINDEN ROSAM TO PREPARE THE PRESENTATION</b>
<b>9.</b>	<b>GREEN FLAG/BROWN SIGN/PUBLICITY</b>
<b>10.1</b>	<b>Green Flag</b>
	Nothing to report.
<b>10.2</b>	<b>Brown Sign</b>
	Nothing to report.
<b>10.3</b>	<b>Publicity</b>
	It was noted that no articles had been submitted to In Touch or the Danbury Journal this month.
<b>11.</b>	<b>NEWS ITEMS</b>
	FoPF have been registered on the BTCV Love Where You Live Campaign.
	Due to their own error, the Environment Agency has agreed to remove the Japanese Knotweed in the vicinity of Five Acres in the Spring.
	Fieldfares and Redwings have been seen on the Fields.
<b>12.</b>	<b>NEXT MEETING</b>

	The next main Committee meeting will be held on 8 March 2012.
	Meeting closed at 9.40pm

Signed: .....

Date: .....