



minutes

**Meeting Minutes of the
Boughton Fen Committee
Date: 5th November 2008
Location: 'Winward', Boughton**

1 Present

Mark Pogmore (MP) – Chair
Frank Reid (FR)
Angela Faherty (AF)
Allan Hale (AH)
Kevin Fisher (KF)
David Cooper (DC)

2 Apologies

2.1 None

3 Matters Arising/Action List from Meeting of 8th July 2008

- 3.1 Changes were requested to the Draft Minutes regarding Section 4.4, uploading of Draft Minutes to the website. It was agreed that they would not be uploaded until after at least 7 days after circulation when any amendments/comments from the BFC have been incorporated.
- 3.2 Changes were requested to the Draft Minutes regarding Section 6.4.1, the £100 per annum contribution was from English Nature (now Natural England (NE)) as part of the 1999 Wildlife Enhancement Agreement.

Action 72: KF to amend Draft Minutes and submit to BFC for agreement and final sign-off by Chairman

3.3 BFC reviewed action list, updates appended to these minutes.

4 ELS/HLS Agreement

- 4.1 Entry into HLS confirmed 1st August 2008. Paperwork still needs to be signed to formalise agreement. MP awaiting reply to query list sent to NE.
- 4.2 NE would like us to cut reeds on Middle Fen and would provide additional funding for this task.

BFC agreed to pursue contracting reed cutters to undertake this task as it would



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provide undoubted benefit to The Fen.

Action 73: MP to contact Ian Levitt (NE) to inform of our decision and ask for advice on suitable contractors.

4.3 Management Plan

4.3.1 Comments received from NE and these will be incorporated.

Action 74: AH to update plan and issue to BFC for final comment/agreement.

4.4 Common Land Access

4.4.1 MP pursuing the process for fencing part of The Fen (Common Land Access) and has information on the process from Natural England / Planning Inspectorate. We need to disguise our access onto Highland Fen, thoughts required by all for best options.

Action 75: All to have thoughts on options. DC and FR will also take a look on The Fen

4.4.2 Mike Bushby has offered some stock fencing and posts free of charge.

Action 76: FR to ask Geoff Proctor if it can be stored in his barn.

4.5 Grazing

4.5.1 When fencing has been erected we will revisit the best options available.

4.6 Financial arrangements

4.6.1 Following entry to ELS/HLS additional funding will be available. This will be reported further when under Contract.

5 Financial Report

5.1.1 Boughton Parish Council has transferred £3273.61 to the BFC bank account. This residual comprises initial funding given by NE minus incidental expenditure (safety equipment) and the first year £350 transfer from the council as agreed in previous minutes.

5.1.2 Income from Dawn Chorus (£159.20) and 'Fen Presentation Through the Seasons' (£358.05) has been added to give a total of £3790.86.

5.1.3 Thanks to AF for tenacity in opening bank accounts and producing Financial Report



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Action 76A: AF to forward copy of BFC Financial Report to Parish Clerk after each meeting

6 Annual Review

- 6.1 Agreed that we have had an excellent first year and we are enthused by the interest shown within the community and from surrounding areas.
- 6.2 Dissemination of information on our progress is seen as key. How to educate and maintain interest? It was proposed that a newsletter/information leaflet could be generated detailing what The Fen comprises, progress, key features and brief outline of our aspirations. This could be delivered as a mail shot to Boughton residents, local village notice boards and e:mail.

Action 77: AF and KF to generate outline Newsletter/Leaflet for review.

- 6.3 Disappointment that the work done by Contractors was not a long term solution. Lessons Learnt: Not undertaken at ideal time of year (September/October rather than March) and should have returned soon after initial clearance for further treatment. More rigour in Control of Contractors and what our needs/requirements are. Work this winter should be done sooner rather than later.

7 Contractor Scrub Clearance

- 7.1 Previous contractor is no longer in business
- 7.2 NE has provided a list of Approved Contractors.

Action 78: MP to obtain 3 quotes for a defined scope of work with the intention of engaging Contractors at the earliest opportunity.

8 Working Parties

- 8.1 Future Large Parties
 - 8.1.1 Nettle growth urgently requires attention on Highland Fen.

Action 79: FR and DC to scope the work and advise BFC.

- 8.1.2 Working Parties: Saturday 13th December, Sunday 25th January and Sunday 22nd February.

Action 80: MP to publicise dates

Action 80A: All to meet 2 weeks before Working Parties to agree strategy / work to be performed



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8.2 Future Small Parties

8.2.1 Integrate between the Large Working Parties as appropriate.

9 Future Events

9.1 Moths and Dragon-flies July 2009 – Alan Livingstone will do ‘free’ presentation

9.2 Quiz – AH working on developing quiz

9.3 Another Dawn Chorus – May 2009

Action 81: AH to advise date

10 Interested Groups and Individuals

10.1 Report from Alan Livingstone/Ian Fox re: dragon flies and moths has been produced. They would like to repeat the exercise next year, BFC are in favour.

Action 82: MP to scan and circulate

Action 83: KF to upload information to the website

10.2 All interested groups and individuals are welcome to help with The Fen working parties and will be communicated to/invited as appropriate.

11 Other Sources of Funding

11.1 Nothing specific to report.

12 Neighbours

12.1 Nothing specific to report.

13 Visits to Similar Areas

13.1 Nothing specific to report.

14 AOB

14.1 Additional hedging is required along the western boundary of Highland Fen.

Action 84: AH to measure amount required.

14.2 Tree work on The Fen is likely to require a Felling Licence.

Action 85: MP to pursue with NE.



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14.3 Two extra benches on The Fen would be welcome. Proposed to erect on Middle Fen near to Kingfisher and Otter Bridge and sympathetic to footpath cutting.

Action 86: FR and DC to determine appropriate location, source materials and do the work.

14.4 AH to place bird feeder on The Fen, all in agreement.

14.5 Signs have been placed in strategic positions on The Fen detailing it is a SSSI and requesting respect.

14.6 Stringside Drain has been cut and this has made a vast difference to the accessibility along Middle Fen.

14.7 Gratitude was expressed to AH for his excellent 'Fen Through the Seasons' Presentation.

14.8 Discussion on priorities of Fen work. It was agreed that Lower Fen would have a maintained walk-through along the river and turning back onto the Oxborough Road and continuing a circular walk through back through Middle Fen, coming out opposite The Fen houses. However, Highland and Middle Fen would attract the majority of our efforts.

Action 87: BFC to walk the proposed route to see viability.

14.9 Ian Levitt has requested a copy of all meeting minutes. BFC in agreement.

Action 88: MP to add IL to distribution of all future minutes

15 Next Meeting

15.1 The next meeting date is 'To Be Confirmed'.

Action 89: MP to propose dates by e:mail.

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ACTION LIST STATUS

No:	Name	Action description	Date of Action	To be completed by	Comments
6	AH	to develop a draft Management Plan	24/10/07	31/01/08	Additional information received from Natural England, plan being updated. Further input required from BFC.? See Action 74
7	MP	to progress resolution of the council drain problem	24/10/07	5/12/07	On-Going – Remedial works undertaken by Highways but repair not effective. NE to pursue on our behalf
11	AH	to discuss the 'Reeds Trust' with Robin Blackall	24/10/07	5/12/07	Closed – No further action at this present time
34	KJF	to pursue the mechanism for DEFRA application for the fencing of Common Land.	30/01/08	02/03/08	On-Going
44	AH	to see whether there are any reed cutters who could instruct in the art of reed cutting.	30/01/08	02/03/08	Closed – No further action at this present time
52	AF	to complete the paperwork to open the BFC bank accounts	30/04/08	30/05/08	Complete – Bank Accounts now open
55	MP	to arrange future large working parties and investigate the opportunity for phasing in with contractor works	30/04/08	30/10/08	Complete
57	AF	to pursue the idea of 'blessing The Fen'	30/04/08	30/12/09	On-Going
61	MP	to forward the signed Minutes	08/07/08	31/07/08	Complete



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No:	Name	Action description	Date of Action	To be completed by	Comments
		from previous meetings to the PC.			
62	AF	to arrange access to church and heating if necessary, for Fen Presentation on 18 th October.	08/07/08	31/07/08	Complete
63	AF	to undertake Risk Assessment for Fen Presentation, KJF to review if required	08/07/08	31/07/08	Complete
64	AF	to pursue raffle with Peter Agate, BFC to try and donate some prizes	08/07/08	31/07/08	Complete – No raffle but donation bowl
65	AH	to look at developing a quiz as a future fund raising event	08/07/08	31/07/08	On-going
66	AH	to pursue the development of a Dragon Fly/Moth fund raising event July 2009	08/07/08	31/03/09	Complete – Alan Livingstone to do
67	MP	to pursue options regarding sheep grazing on The Fen	08/07/08	31/08/08	On-hold until fencing issue resolved
67A	AF	to investigate saving account options and gain agreement via e-mail.	08/07/08	31/08/08	Complete
68	MP	to contact original contractors and ask them to return to apply appropriate spray to previously cleared scrub	08/07/08	31/07/08	Complete – Original Contractors no longer in business. Now see Action 78
69	MP	to request quote for additional scrub clearance in September.	08/07/08	31/07/08	Complete – Original Contractors no longer in business. Now see Action 78
70	AH	to identify potential sources, availability and cost for hedging to	08/07/08	31/07/08	On-going - Contacted 'Co. Woodland Contractors'. Need to



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No:	Name	Action description	Date of Action	To be completed by	Comments
		the western boundary of Highland Fen.			measure amount required. See Action 84
72	KF	to amend previous Draft Minutes and submit to BFC for agreement and final sign-off by Chairman	05/11/08	10/11/08	New
73	MP	to contact Ian Levitt (NE) to inform of our decision to reed cut and ask for advice on suitable contractors.	05/11/08	31/12/08	New
74	AH	to update Management Plan following NE comments and issue to BFC for final agreement	05/11/08	31/12/08	New
75	All	to have thoughts on best options for closing Highland Fen Access to unwanted 'guests'. DC and FR will also take a look	05/11/08	31/12/08	New
76	FR	to ask Geoff Proctor if stock fencing can be stored in his barn	05/11/08	10/11/08	New
76A	AF	to forward a copy of the BFC Financial Report to Parish Clerk after each meeting	05/11/08	On-going	New
77	AF/KF	to generate outline newsletter / leaflet and circulate for review	05/11/08	31/12/08	New
78	MP	to obtain 3 quotes for a defined scope of work with the intention of engaging new Contractors at the earliest opportunity	05/11/08	30/11/08	New
79	FR/DC	to scope the work for nettle cutting and advise BFC	05/11/08	30/11/08	New



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No:	Name	Action description	Date of Action	To be completed by	Comments
80	MP	to publicise future working party dates	05/11/08	30/11/08	New
80A	All	to meet before 'Working Parties' to agree strategy / work to be performed	05/11/08	31/03/08	New
81	AH	to advise date for next year's Dawn Chorus	05/11/08	30/11/08	New
82	MP	to scan Alan Livingstone's dragon fly and moth report and circulate	05/11/08	30/11/08	New
83	KF	to upload report to the website	05/11/08	30/11/08	New
84	AH	to measure the amount of hedging required on the western boundary of Highland Fen	05/11/08	30/11/08	New
85	MP	to pursue the requirement for a felling licence with NE	05/11/08	30/11/08	New
86	FR/DC	to determine good location for benches, source materials and do the work	05/11/08	30/11/08	New
87	All	to view the proposed route for creating a circular walk to assess viability	05/11/08	15/12/08	New
88	MP	to add Ian Levitt to distribution of all future minutes	05/11/08	30/11/08	New
89	MP	to propose next meeting date	05/11/08	31/01/09	New