



Minutes

**Draft Meeting minutes of the
Boughton Fen Committee
Date: 12th February 2014
Location: All Saints Church, Boughton**

- 1 Apologies
- 1.1 Kevin Fisher
- 2 Matters Arising/Action List from Meeting of 20th August 2013
- 2.1 BFC reviewed action list, updates appended to these minutes
- 3 Financial report
- 3.1 AF presented status of accounts
- 4 Budgets 2013/2014 and 2014/2015
- 4.1 Budget 2013/2014 – Year is now virtually complete. Review after end of year
- 4.2 Budget 2014/2015 – MP to complete budget when financial figures & work completed 31/3/14 are known
- Action 193 – MP to prepare budget for 2014/15
- 5 Environmental Agency Work
- 5.1 First phase of bank improvement work is now complete and appears to be helping keep water in the fen
- 5.2 BFC to assist with monitoring work
- Action 194 - MP and AH to sort out monitoring system
- 5.3 Maintain dialogue with EA to push for more work to be done
- Action 195 – MP to liaise with EA

6 Winter Work

- 6.1 Working parties carrying out clearance and tidying, including route of walk. Timber for seats to be purchased using Lloyds Award money. DC has kindly donated “poles” for seat uprights. Seats will be installed when timber and volunteers are available.

Action 196 – MP to arrange purchase of timber

- 6.2 Lee Roberts will commence on site w/c 3.3.14 to carry out instructed works

- 6.3 Hawk and Owl Trust will carry out cutting and baling work to agreed areas in March

- 6.4 It was agreed that work for autumn/winter 2014/15 should commence as soon as possible after 1st October 2014 with work lists prepared May/June and contractors engaged by end July

Action 197 – AH to prepare worklist May/June

7 Management Plan

- 7.1 Plan needs updating. AH to look and report back to next meeting about possible update

Action 198 – AH to look at plan and advise on how to update

8 Website

- 8.1 All to look at site and put forward ideas for further content, photos etc

Action 199 – All to think about website content and offer any further information etc

9 Oxborough Broad

- 9.1 Hawk and Owl Trust awaiting new chairman so any progress on hold at present

Action 200 – AH to further discuss with H & O

10a Walk Opening Ceremony

FR & AH gave a report on possible opening ceremony
Date to be 21st June with various guests invited and visit to fen

Action 201 – AH/FR to progress & report to committee

10b CPRE Visit

Agreed to hold guided walks around fen on Saturday 26th April at 8.00am
10.00am and midday

Action 202 – MP to liaise with CPRE

11 Fencing

MP gave a report on progress and practicability of fencing areas on Highland and Lower fen. Committee discussed and decided to ask NE to remove grazing from our HLS agreement and substitute with mowing /cutting.

Action 203 – MP to liaise with NE

12 AOB/Open Forum

No items were tabled or discussed

ACTION LIST STATUS

No	Name	Action Description	Date of Action	To be completed by	Comments
177	KF	To find some oak for plaque	25.01.13	30.03.13	On-going
182	A & A	Water relief holes for signs	25.02.13	30.12.13	On-going
184	MP	Revise cheque signatories	20.08.13	30.12.13	On-going
193	MP	Prepare budget for 2014/15	12.02.14	30.04.14	New
194	MP/AH	Monitoring system for bank works	12.02.14	30.04.14	New
195	MP	Maintain dialogue with EA for future work	12.02.14	30.06.14	New
196	MP	Purchase timber for seats	12.02.14	28.02.14	New
197	AH	Preparer 2014/15 worklist	12.02.14	31.05.14	New
198	AH	Look at management plan and advise on how to update	12.02.14	31.05.14	New
199	ALL	Put forward ideas for website content	12.02.14	31.05.14	New
200	AH	Continue discussion with H & O re Oxboro Broad	12.02.14	31.05.14	New
201	FR/AF	Continue opening ceremony ideas & inform committee	12.02.14	30.04.14	New
202	MP	Liaise with CPRE & arrange visit	12.02.14	31.03.14	New
203	MP	Liaise with NE regarding substitute fencing & grazing with cutting/mowing	12.02.14	30.04.14	New