



**Meeting Minutes of the
Boughton Fen Committee
Date: 7.00pm 12th December 2014
Location: All Saints' Church, Boughton**

Present

Cllr Peter Agate (PA) – Parish Council Responsible Financial Officer (RFO) and Vice Chair representing Parish Council Chairman
Cllr David Cooper (DC)
Angela Faherty (AF)
Kevin Fisher (KF)
Allan Hale (AH)
Alan Pickering (AP)
Cllr Mark Pogmore (MP) – Chair
Cllr Carole Woolnough (CW) – Acting Clerk

1 Apologies

1.1 Cllr Frank Reid (FR), Paul Smith (PS).

2 Declarations of interest

2.1 With reference to item 8.3, MP asked for it to be put on record that he has previously carried out paid work for the Chapmans.

3 Minutes of meeting 3rd October 2014

3.1 The latest version of the minutes of the 3rd October 2014 was not accepted by members and a number of amendments were agreed. The minutes will be amended, reissued to members and re-tabled for signing at the next meeting of the Boughton Fen Committee.

4 Matters Arising/Action List from Meeting of 3rd October 2014

4.1 A question was asked as to whether the Committee was still looking at the possibility of forming a Management Trust. It was stated that no further action had been taken in this regard.

7.20pm - AF arrived.

4.2 The action list was updated (appendix 1).



5 Bankworks update

5.1 MP stated that two decisions regarding bank works had needed to be made in advance of this meeting as the matters were urgent. All members had been asked to discuss and vote by email in accordance with procedures agreed by Boughton Parish Council.

Three quotes for bank works had been received.

7 members voted to accept the W R Chapman quote with regards to zones 1 to 4 and 1 member abstained.

6 members voted to accept the W R Chapman quote with regards to the works in zone 5 and the installation of a weir and 2 members abstained.

It was noted that extra bankworks are subject to additional funding being available.

5.2 Bankworks report – Mark Pogmore

W R Chapman have now completed areas 1-4 of the bank works and reinstated the ground from the works back to Otter Bridge. The work has not been made easy by the heavy rain of the past few weeks.

As from Monday 15th December, they will return to complete phase 5 of the works, to the same specification as 1-4. At the same time, they will construct the outfall weir.

Weather permitting, all the work should be complete by the Christmas break.

5.3 It was noted that the installation of the weir would give the Committee the ability to control water levels. There was a discussion regarding who would be responsible for monitoring water levels, what level would be acceptable and who would operate the weir. The Committee agreed that these matters would need to be given further consideration.

5.4 It was noted that the water leaking out along the banks near to Kingfisher Bridge will be dealt with as part of the next tranche of work.

6 Financial report

6.1 The financial report was read out (appendices 2 & 3). A question was raised as to why the Hawk & Owl Trust had not yet been paid and it was explained that an invoice had not yet been received.



7 Budget – 2014/2015 update

7.1 The draft budget was discussed

7.2 PA, as the Parish Council's Responsible Financial Officer, stressed the importance of ensuring that the money is spent as agreed and budgeted.

8 Winter work (reed cutting, scrub clearance, seats, extend boardwalks etc.)

8.1 Reed cutting – The Hawk & Owl Trust were asked to provide estimates for the work some time ago. They have been chased several times but no response has been received.

In the circumstances, AH had discussed the matter with Bernie Bishop of the Norfolk Wildlife Trust who had recommended Steven Eyles of Stoke Ferry who had carried out some reed cutting for them. AH has organised a site meeting with Mr Eyles at 10am on Wednesday 17th December 2014 at the visitors centre and will email all members to invite them to attend. Members agreed that, as this work is a requirement of the HLS Agreement and has been budgeted for, it is important that it is commissioned as soon as possible.

8.2 Scrub clearance – MP stated that a decision regarding scrub clearance had needed to be made in advance of this meeting as the matter was urgent. All members were asked to discuss and vote by email in accordance with procedures agreed by Boughton Parish Council.

Two quotes had been received. 7 members voted to accept the Greenfingers quote and 1 member abstained.

8.3 Bramble clearance – Chapmans have asked for permission to cut back the bramble patch between the board walk and the road on Middle Fen. They were advised that the question would be taken to the Committee.

AH had emailed the Committee and, as it was clear that the matter needed further discussion, he brought it to the meeting. The Committee agreed that the brambles needed to be trimmed as they were encroaching on the board walk, but were unable to come to a conclusion regarding the extent to which they should be cut back, i.e. should all of the brambles be removed or should some be left in situ. It was agreed that a site visit should take place to aid decision making. AH will organise the site visit.



During discussions KF tendered his immediate resignation from the Committee. AH advised the Committee that he intended to resign at the end of the year (April 2015).

8.4 Boardwalk – Alterations to the board walk on Highland Fen have been deferred until spring 2015.

8.5 Seats – It was agreed that work on the seats is best carried out in the summer when the land is dryer.

8.6 General scrub clearance – Possible use of a tractor will be added to the agenda of a meeting to be arranged with Natural England early next year.

9 2015/2016

9.1 Members agreed to start to consider next year's budget. The work programme prepared by AH is the basis of the budget and fundraising for projects should also be considered.

10 AOB

10.1 It was confirmed that all Councillors should be copied in on the agenda and minutes of Fen Committee meetings going forwards.

Date of next meeting Friday 6th March 2015



Appendix 1

ACTION LIST STATUS BY BFC MEMBER (EXCLUDING PAST COMPLETED ITEMS)

ALL

199	All	Put forward ideas for website content	12.02.14	31.05.14	Ongoing
204	All	Report on action points prior to the following committee meeting	03.07.14	Immediate	Ongoing

MARK POGMORE

194	(+AH)	Monitor Bank Works	12.02.14	Ongoing	Ongoing
195		Maintain dialogue with E.A. re future work	12.02.14	30.06.14	Ongoing
203		Liaise with NE re substituting fencing and grazing with cutting and mowing	12.02.14	30.04.14	Ongoing
208		Invite contractor(s) to quote for winter works	03.07.14	Asap	Complete
214	(+ AH)	Contact NE to arrange talk to Fen Committee re "doing the right thing"	03.10.14	Asap after bank works sorted	Ongoing
217	With FR	Search out documents regarding Boughton Fen and it's registration as Common Land	03.10.14	Asap	Ongoing

FRANK REID

217	With MP	Search out documents regarding Boughton Fen and it's registration as Common Land	03.10.14	Asap	Ongoing
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ANGELA FAHERTY

177	(+ DC)	Source Oak for plaque	25.01.13	Asap	Ongoing
182	A+A	Drill water relief holes in interpretation boards	25.02.13	Asap	Complete
215		Speak to Andrew re w/p on 2nd November and boardwalk works	03.10.2014	Asap	Ongoing

DAVID COOPER

177	(+ AF)	Source Oak for plaque	25.01.13	Asap	Ongoing
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PAUL SMITH

No current actions.

ALLAN HALE

194	(+MP)	Monitor Bank Works	12.02.14	Ongoing	Ongoing
207		Invite BfB for discussions re reed cutting + disposal. No response received. Discussions now taking place with Steven Eyles	03.07.14	Urgent	Ongoing
214	(+MP)	Contact NE to arrange talk to Fen Committee re "doing the right thing"	03.10.14	Asap	Ongoing

ALAN PICKERING

216		Send round note regarding possible working party on either 29 th or 30 th November and then set up working party liaising to determine works to be done	03.10.14	Asap	Complete
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