



BOUGHTON FEN COMMITTEE MEETING MINUTES

HELD: 15TH SEPTEMBER 2017 AT 6:30PM

VENUE: ALL SAINTS, BOUGHTON

Present:	The Chairman	Cllr Mark Pogmore
	Members	Cllr David Cooper
		Angela Faherty
		Andrew Faherty
		Paul Smith
	Parish Clerk	Carole Edwards
	Members of the public	1

17. Apologies for absence

An apology for absence had been received from Cllr Tom Roberts (holiday).

The apology was accepted.

18. Declarations of interest

There were no declarations of interest.

19. NBIS Award

Members were delighted to have won a Norfolk Community Biodiversity award and thanked everybody involved in looking after Boughton Fen. Special thanks were given to Sue Pogmore for putting the nomination together.

20. Minutes of the meetings of 19th May 2017

Proposed by Mr Smith

Seconded by Mr Faherty

‘That both the minutes of the Boughton Fen Committee Annual meeting held on Friday, 19th May 2017 (pages 122 to 123) and of the Boughton Fen Committee Ordinary meeting held on Friday, 19th May 2017 (pages 124 to 125) be accepted as a true and accurate record’

All members in favour.

Cllr Cooper joined the meeting at 6.45pm.

8/14/17



21. Matters arising/actions from meeting of 19th May 2017

The action list was reviewed and updated (Appendix 1).

Action DC & ACF: Review Health and Safety documents – The review is nearly complete. Documents need to be copied and laminated. Risk Assessments have been received from all contractors except for Chapmans, who will be reminded. Members agreed that an Accident Record was required and needed to be kept on file.

Action DC: Arrange for maintenance of walk – This was done. One more cut was required before the end of the season.

The Chairman, Cllr Pogmore confirmed that Cllr Davis had stepped down from the Boughton Fen Committee due to work commitments. He had offered to help whenever he is able to.

Action ID: Advise the committee regarding the health of the old trees on the Fen – As Cllr Davis had stepped down, the Chairman Cllr Pogmore would ask Carl Charters to advise the committee.

Action PS: Maintain first aid kit & safety box – This was almost complete. Eye wash was to be obtained.

22. Financial report including banking arrangements

There were two liabilities to clear through the bank. The total of the two bank account balances was £3191.60.

The new Lloyds Bank account had been opened.

Members agreed to pay £30.00 for the use of the Church.

23. Budget – 2017/2018

There was no update.

24. Autumn/Winter work and working parties

Autumn/Winter work

An early November Working Party would need to trim the walk area.

The Information Board on Highland Fen had been vandalised and a couple of posts were pulled out. A price for new posts would be obtained.

Stephen Eyles will be carrying out reed cutting at the North end of Middle Fen.

Cllr Pogmore will be speaking to Diane Monsey of Natural England to check how many more payments are due under the HLS agreement.

W



There is still some wood to remove on Highland Fen.

An early November Working Party would need to trim back on the walk.

The gully in the road adjacent to Highland Fen and the ditch outfall were blocked not allowing water to enter the fen as required. This would be looked at.

Working parties

Two Working Parties per month would be organised on alternate Saturdays and Sundays.

The Chairman, Cllr Pogmore will contact Balfour Beatty (RAF Marham's main contractors for the current upgrade work taking place) to see if they can provide more volunteers to help on the Fen. He will also contact the Downham Market Scouts, who could be asked to clear the pond near the visitors centre.

As per previous years, a parishioner had offered to clear the entrance to Highland Fen. Members agreed to this and would arrange for the parishioner to be accompanied when the work was being carried out.

The Chairman, Cllr Pogmore will contact the Environment Agency to ask for assistance with river bank work.

Date of next meeting

Next meeting date is:

8th December 2017.

The Chairman thanked everyone for attending and closed the meeting at 7.50pm.

A handwritten signature in blue ink, appearing to be the initials "MP", is located in the bottom right corner of the page.



Appendix 1

ACTION LIST STATUS BY BOUGHTON FEN COMMITTEE MEMBER (EXCLUDING PAST COMPLETED ITEMS)

ALL

No current actions.

DAVID COOPER (DC) & ANDREW FAHERTY (ACF)

Number	Group	Action	Date rec'd	Complete by	Status
1	DC & ACF	Review Health and Safety documents – complete review and create Accident Report sheet	25.09.17	Next meeting	Ongoing
2	DC	Arrange for final maintenance of walk for the season	15.09.17	Next meeting	Ongoing
3	DC	Obtain price for work trousers	15.09.17	Next meeting	New

DAVID COOPER (DC), ANDREW FAHERTY (ACF) AND MARK POGMORE (MP)

Number	Group	Action	Date rec'd	Complete by	Status
1	DC, ACF, MP	Check if the outfall water level needs to be adjusted	15.09.17	Next meeting	New

ANGELA FAHERTY (Ang F)

No current actions

MP



MARK POGMORE (MP)

Number	Group	Action	Date rec'd	Complete by	Status
1		Contact Bonnett's re amendments to Outfall safety, platform & rail	17.03.17	Next meeting	Ongoing
2		Meet with DC & ACF to look at viability of installation of outfall	17.03.17	Next meeting	Ongoing
3		Liaise with Stephen Eyles re summer cut	19.05.17	Next meeting	Ongoing
4		Open new bank account	19.05.17	ASAP	Complete
5		Obtain copies of contractors' written confirmation that they have the required public liability insurance	15.09.17	Next meeting	New
6		Ask Carl Charters if he can check the health of the old trees on the Fen	15.09.17	Next meeting	New
7		Speak to Diane Monsey (NE) regarding how many more payments are due to be made under the HLS agreement	15.09.17	Next meeting	New
8		Contact Balfour Beatty and Downham Market Scouts re. volunteers for Working Parties	15.09.17	Next meeting	New
9		Contact the EA to ask for help with river bank work	15.09.17	Next meeting	New

TOM ROBERTS (TR)

No current actions

PAUL SMITH (PS)

Number	Group	Action	Date rec'd	Complete by	Status
1		Maintain first aid kit & safety box – obtain eye wash	19.05.17	Next meeting	Ongoing