



minutes

**Meeting Minutes of the
Boughton Fen Committee
Date: 19th October 2012
Location: All Saints' Church, Boughton**

Present

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

1 Apologies

Tim Madgwick (TM)

2 Matters Arising/Action List from Meeting of 20th July 2012

- 2.1 MP requested addition of word 'walk' to Section 4.2. Amendment made and minutes issued.
- 2.2 BFC reviewed action list, updates appended to these minutes.

3 Budgets and Financial Report

- 3.1 AF presented status of accounts.

4 Boughton Fen Wildlife Walk

- 4.1 All work completed except the erection of signs. Locations agreed as:
Highland Fen - Close to original disposal site / bench;
Middle Fen – Close to boardwalk start, opposite 'Visitor Car Park';
Lower Fen – Close to 'Boughton Bench'.
- 4.2 Signs to be erected 10th November 2012. Volunteers required to help. Materials for securing the signs need to be made available.

Action 169: MP to email date for volunteers and arrange availability of any required materials.

- 4.3 Final Report for the Fen Wildlife Walk produced and submitted to the Big Lottery Fund.



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MP tabled TM proposals for assigning Wildlife Walk responsibilities and rota. All agreed that specific responsibilities and a rota was not really possible given the work commitments and other obligations of committee members. However, it was suggested that much more advance notice, ideally 2 to 3 weeks, for fen maintenance activities should be made wherever possible. It was agreed that the current arrangements for Working Parties during the winter months works well and does not need to be changed. It was noted that whenever maintenance works were being conducted that we should be prepared better with spare trimmer lines, suitable quantity of fuel etc.

Action 170: MP to publicise required assistance with as much advance notice as possible.

Action 171: DC to obtain spare strimmer cassette.

- 4.4 Dog anti-fouling signs produced and need to be placed at strategic points on the walk.

5 Programme of work Autumn and Winter 2012/13

- 5.1 Programme of works developed by AH. NE has offered to possibly fund some of our autumn and winter work activities.

Action 172: AH to provide copy of works programme for their consideration and review.

- 5.2 It was determined that Community Payback would be unable to assist in cutting roadside willow? DC had spoken to Geoff Proctor who advised someone from the IDB could do this on our behalf but thought the BFC or working party might have to perform the clearing up during this work. As it is on the highway it was thought this was not the best option and that any contractor we engaged should undertake all aspects of the job and have the requisite insurance.

Action 173: DC to obtain formal quote from IDB contact.

- 5.3 Community Payback would be used again for the 2012/2013 work.

Action 174: MP to obtain dates of availability.

- 5.4 AH had received a copy of an e:mail from the EA regarding assistance in addressing the seepage problems on Middle Fen. Committee in agreement in principle for accepting this offer and suggested a formal response is made.

Action 175: AH to draft response to EA and circulate for agreement of the BFC before sending on.

6 Fencing

- 6.1 Plans and paperwork to be completed in order to fence on common land. MP and TM to commence work, see Action 166.

7 AOB



minutes

7.1 The EA holds a very outdated list of Boughton Fen contacts.

Action 176: MP to provide latest contact details.



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ACTION LIST STATUS

No:	Name	Action description	Date of Action	To be completed by	Comments
7	MP	to progress resolution of the council drain problem	24/10/07	5/12/07	On-going – Meeting with NE, EA and Andy Wallace has resulted in verbal agreement to be programmed at end of calendar year. This does not necessarily mean it will be actioned!
122	AH	to perform an ‘exploratory dig’ of one or two of the gullies along Stringside Drain	02/12/09	30/01/10	On-going – 2 nd gully partially successful more work to be done
123	MP	to complete fencing paperwork and circulate to Committee for comment and review	02/12/09	30/01/10	Closed – See Action 166
143	KJF	to arrange review of BFC Management Plan	25/02/11	31/12/11	On-going
146	KJF	to determine if there is a suitable RA for our insurance providers	25/02/11	30/05/11	On-going
147	FR	To contact NALC and take advice on whether the BFC is suitable for charitable trust status	25/02/11	30/05/11	On-going – Further discussion to be held within the PC to determine options and way forward
157	MP	to commence and maintain log of volunteer working hours to assist with funding applications.	29/07/11	30/08/11	Complete
158	MP	to produce and submit report on Wildlife Walk completion to	20/07/12	30/08/12	Complete

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No:	Name	Action description	Date of Action	To be completed by	Comments
		the Big Lottery Fund			
159	MP	to arrange Trimmer Mower demonstration and procure in the event of successful demonstration.	20/07/12	30/08/12	Complete
160	FR	to add 'Dogs and Fouling on the Fen' to the PC agenda	20/07/12	30/08/12	Complete
161	KJF	to complete updates and contact sign manufacturers to initiate proof copies. Commence artwork for playground sign	20/07/12	30/08/12	Complete
162	AH	to identify a programme of work for Autumn and Winter 2012/20123 (Action 144).	20/07/12	30/08/12	Complete
163	MP	to check if Community Payback can cut at the roadside.	20/07/12	30/08/12	Complete
164	AH	to ensure 3 quotes are obtained for any fen work.	20/07/12	30/12/12	Complete – 3 quotes where possible. For continuing work not necessary if BFC agree
165	MP	to obtain reed cutter contact details from Geoff Proctor.	20/07/12	30/08/12	On-going
166	MP/TM	to commence plans and paperwork for fencing common land	20/07/12	30/09/12	On-going
167	MP	to arrange working party(ies)	20/07/12	30/08/12	On-going. Suggestion to bury the bottles



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No:	Name	Action description	Date of Action	To be completed by	Comments
		for log and glass clearance			
168	MP	to re-circulate Fen Committee meeting dates	20/07/12	30/08/12	Complete – Next Meeting 25 th January 2013
169	MP	to email date for sign erection and request volunteers. Arrange availability of any required materials.	19/10/12	26/10/12	New
170	MP	to publicise required assistance for Fen Walk maintenance with as much advance notice as possible.	19/10/12	As required	New
171	DC	to obtain spare strimmer cassette	19/10/12	31/12/12	New
172	AH	to provide copy of programme of works to NE for their consideration and review	19/10/12	9/11/12	New
173	DC	to obtain formal quote from IDB contact for roadside works	19/10/12	9/11/12	New
174	MP	to obtain dates of Community Payback availability	19/10/12	9/11/12	New
175	AH	to draft response to EA and circulate for agreement of the BFC	19/10/12	9/11/12	New
176	MP	to provide latest Boughton Fen contact details to the EA	19/10/12	9/11/12	New