



minutes

**Draft Meeting Minutes of the  
Boughton Fen Committee  
Date: 20<sup>th</sup> July 2012  
Location: All Saints' Church, Boughton**

**Present**

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

**1 Apologies**

None

**2 Matters Arising/Action List from Meeting of 25<sup>th</sup> February 2011**

- 2.1 No matters arising.
- 2.2 BFC reviewed action list, updates appended to these minutes.

**3 Budgets and Financial Report**

- 3.1 AF presented status of accounts. Liability outstanding for Fen Signs.
- 3.2 Problem with Barclays Bank to be left as is until further notice.

**4 Boughton Fen Wildlife Walk**

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

**Action 158:** MP to produce and submit report.

- 4.2 DC charged with looking after Fen maintenance.
- 4.3 A 'Trimmer Mower' (wide track strimmer with wheels) has been identified as a solution for cutting the Fen walkways. Lawn Boy in Downham Market has a 'push' trimmer mower that can be used for demonstration purposes. This cost was around £750 with a powered one sub £1000. All were in agreement that



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the Committee should purchase the powered one upon successful demonstration.

**Action 159:** MP to arrange Trimmer Mower demonstration and procure in the event of successful demonstration.

4.4 Dogs and Fouling – FR to table this as an agenda item at the next PC meeting. The PC has a legal duty to action in the event of continued nuisance.

**Action 160:** FR to add 'Dogs and Fouling' to the PC agenda.

4.5 Fen Signs – These have been circulated to the Committee and comments incorporated as updates. The signs are not cheap but will be a fitting completion to our work.

**Action 161:** KJF complete updates and contact sign manufacturers to initiate proof copies. Commence artwork for playground sign.

### 5 Programme of work Autumn and Winter 2012/13

5.1 **Action 162:** AH to identify a programme of work for Autumn and Winter 2012/2013.

5.2 Is Community Payback able to assist in cutting roadside willow?

**Action 163:** MP to check if CP can cut at the roadside.

5.3 Any work to be undertaken this year by external contractors shall be subject to competitive tender.

**Action 164:** AH to ensure 3 quotes are obtained for any fen work.

5.4 Reed Cutting – Geoff Proctor knows of someone with suitable tools..

**Action 165:** MP to obtain reed cutter contact details from Geoff Proctor.

### 6 Fencing

6.1 Paperwork to be completed in order to fence on common land.

**Action 166:** MP and TM to commence paperwork for fencing common land.

### 7 AOB

7.1 Wood chippings on the Fen are available for anyone to use.

7.2 Logs are still on Fen and need moving – Working Party?

7.3 Glass on Highland Fen needs removing – Working Party?

**Action 167:** MP to arrange working party(ies) for log and glass clearance.

7.4 Future meeting dates –

**Action 168:** MP to re-circulate dates.



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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 – MP has copy of email from NE enquiring on progress, will use this to engender some action
67	MP	to pursue options regarding sheep grazing on The Fen	08/07/08	31/08/08	Complete
122	AH	to perform an 'exploratory dig' of one or two of the gullies along Stringsides Drain	02/12/09	30/01/10	On-going – 1 <sup>st</sup> gully successful, further work to be done on the 2nd
123	MP	to complete fencing paperwork and circulate to Committee for comment and review	02/12/09	30/01/10	On-going, efforts suspended temporarily for further investigation.
143	KJF	to arrange review of BFC Management Plan	25/02/11	31/12/11	On-going
144	AH	to identify and arrange program of work for 2011/2012	25/02/11	30/08/11	Complete
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
149	TM, MP, AH	to walk the route again once mapped to verify accuracy and identify 'tricky' areas.	29/07/11	30/08/11	Complete



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No:	Name	Action description	Date of Action	To be completed by	Comments
150	KJF	to produce a project plan of activities and circulate to committee.	29/07/11	30/08/11	Complete
151	MP	to contact Community Payback to help with the work from October onwards	29/07/11	30/08/11	Complete
152	MP	to continue progressing the acquisition of prices for boardwalk	29/07/11	30/08/11	Complete
153	KJF	to forward previous sign artwork.	29/07/11	15/08/11	Complete
154	DC	to 'strim' thoroughfare onto Highland Fen.	29/07/11	30/08/11	Complete
155	AF	to create a separate financial account for the Boughton Fen Wildlife Walk.	29/07/11	30/08/11	Complete
156	MP	to e:mail committee to obtain availability first half of October for 'Village Open Day'	29/07/11	30/08/11	Complete
157	MP	to commence and maintain log of volunteer working hours to assist with funding applications.	29/07/11	30/08/11	On-going
158	MP	to produce and submit report on Wildlife Walk completion to the Big Lottery Fund	20/07/12	30/08/12	New
159	MP	to arrange Trimmer Mower demonstration and procure in	20/07/12	30/08/12	New



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No:	Name	Action description	Date of Action	To be completed by	Comments
		the event of successful demonstration.			
160	FR	to add 'Dogs and Fouling on the Fen' to the PC agenda	20/07/12	30/08/12	New
161	KJF	to complete updates and contact sign manufacturers to initiate proof copies. Commence artwork for playground sign	20/07/12	30/08/12	New
162	AH	to identify a programme of work for Autumn and Winter 2012/20123 (Action 144).	20/07/12	30/08/12	New
163	MP	to check if Community Payback can cut at the roadside.	20/07/12	30/08/12	New
164	AH	to ensure 3 quotes are obtained for any fen work.	20/07/12	30/12/12	New
165	MP	to obtain reed cutter contact details from Geoff Proctor.	20/07/12	30/08/12	New
166	MP/TM	to commence paperwork for fencing common land	20/07/12	30/09/12	New
167	MP	to arrange working party(ies) for log and glass clearance	20/07/12	30/08/12	New
168	MP	to re-circulate Fen Committee meeting dates	20/07/12	30/08/12	New