



minutes

**Draft Meeting Minutes of the
Boughton Fen Committee
Date: 29th July 2011
Location: All Saints' Church, Boughton**

Present

Mark Pogmore (MP) – Chair
Allan Hale (AH)
David Cooper (DC)
Kevin Fisher (KF)
Tim Madgwick (TM)

1 Apologies

Angela Faherty (AF)
Frank Reid (FR)
Paul Smith (PS)

2 Matters Arising/Action List from Meeting of 25th 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 Nothing specific to report, accounts being audited.

4 Boughton Fen Wildlife Walk

- 4.1 Work has to be completed by 31st March 2012 and therefore a lot of pressure to get activities planned and underway.
- 4.2 To help determine the optimum route the site has been 'walked' by the committee. Topographical paper plans will be used with drawn overlays to identify the route and give interested parties and contractors an idea of the scheme.

Action 148: KF to provide TM with paper copies of the plans by mid August



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Action 149: TM, MP and AH - Once the route has been mapped, walk the area again to verify accuracy and identify 'tricky' areas.

Action 150: KF to produce a project plan of activities and circulate to committee by end August

4.3 Wildlife Walk Activities

4.3.1 Community Payback will be used to assist in some of the work

Action 151: MP to contact Community Payback to help with the work from October onwards.

4.3.2 Boardwalk – MP in discussion with contacts and has also measured the Norfolk Coastal Path for indicative dimensions.

Action 152: MP to continue progressing the acquisition of prices for boardwalk.

4.3.3 Signage – AH has obtained the price of a 4'*3' sign (£170). Artwork will be required.

Action 153: KJF to forward previous sign artwork by mid August.

4.3.4 DC kindly offered to 'strim' the initial thoroughfare onto Highland Fen

Action 154: DC to 'strim' thoroughfare.

4.3.5 To provide a creditable audit trail AF has agreed to open up a separate account for this work. All quotes and orders to go via MP.

Action 155: AF to create a separate financial account for the duration of this work.

4.3.6 Publicity – It is proposed to hold a village open event in early October publicising the work on The Fen.

Action 156: MP to e:mail committee to obtain availability first half of October

4.3.7 A proposed name for the Wildlife Walk is 'Jubilee Wildlife Walk' all thought this was an apt name due to 2012 being Jubilee Year. Note: Perhaps we could hold a competition at the Village Open Day or via Group4 News to propose suitable names??

5 Programme of work Autumn and Winter 2011/12

5.1 AH currently identifying a programme of work for Autumn and Winter 2011/2012 (Action 144).



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6 Natural Neighbours

Nothing to report.

7 AOB

7.1 AH advised that a parishioner may ask for a full and in-depth discussion for work being conducted on The Fen. We are happy to engage anyone who has an interest in any of the work conducted by the BFC and they are more than welcome to attend any of our meetings.

7.2 To assist with possible application to Charitable status and future funding streams, BFC advised to maintain log of hours worked by volunteers.

Action 157: MP to maintain log of volunteer working hours.

7.3 Date of next meeting TBA.



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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 – Discussion with Andy Wallace of NCC was positive and further action likely
65	AH	to look at developing a quiz as a future fund raising event	08/07/08	31/07/08	Closed – Not to be performed at the moment due to other commitments
67	MP	to pursue options regarding sheep grazing on The Fen	08/07/08	31/08/08	On-hold until fencing issue resolved.
85	MP	to pursue the requirement for a felling licence with NE	05/11/08	30/11/08	Closed – No current requirement
105	MP	to obtain contractor quotes for gate installation	29/04/09	30/05/09	Closed – Overtaken by other activities..
111	FR	to contact Bill Chapman to see whether he would be able to trim the overhang at the 'Y' junction by Middle and Lower Fen	19/08/09	30/09/09	Closed - New Action, see xyz
116	AH/MP	to talk to Bill Chapman regarding proposed fence-line.	19/08/09	08/11/09	Closed – Proposed fence line no longer a problem
120	AH	to investigate optimum way of working for reed cutting 2010 and onwards	02/12/09	30/01/10	Complete
121	MP	to write to Parish Council to obtain permission to control vermin on the fen	02/12/09	30/01/10	Complete

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No:	Name	Action description	Date of Action	To be completed by	Comments
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.
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.
141	AH	to purchase 'Round Up' and submit receipt to AF for reimbursement	25/02/11	31/03/11	Complete
142	MP	to liaise with Community Pay Back Scheme to arrange suitable dates and BFC supervision for these workers	25/02/11	31/03/11	Complete
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	On-going
145	MP	to discuss completion of Survey of Voluntary and Community Environmental Groups in Norfolk with AF.	25/02/11	30/05/11	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



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No:	Name	Action description	Date of Action	To be completed by	Comments
148	KF	to provide TM with paper copies of the plans	29/07/11	14/08/11	Complete
149	TM, MP, AH	to walk the route again once mapped to verify accuracy and identify 'tricky' areas.	29/07/11	30/08/11	New
150	KJF	to produce a project plan of activities and circulate to committee.	29/07/11	30/08/11	New
151	MP	to contact Community Payback to help with the work from October onwards	29/07/11	30/08/11	New
152	MP	to continue progressing the acquisition of prices for boardwalk	29/07/11	30/08/11	New
153	KJF	to forward previous sign artwork.	29/07/11	15/08/11	New
154	DC	to 'strim' thoroughfare onto Highland Fen.	29/07/11	30/08/11	New
155	AF	to create a separate financial account for the Boughton Fen Wildlife Walk.	29/07/11	30/08/11	New
156	MP	to e:mail committee to obtain availability first half of October for 'Village Open Day'	29/07/11	30/08/11	New
157	MP	to commence and maintain log of volunteer working hours to assist with funding applications.	29/07/11	30/08/11	New

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