

## HAUGHLEY PARISH COUNCIL GALLOWSFIELD WOOD COMMITTEE MEETING

Minutes of the Virtual Meeting of the Gallowfield Wood Committee  
held on Tuesday 29<sup>th</sup> September 2020 via VIDEOCONFERENCING

<b>Present (by Video):</b>	Gerald Brown (Chairman), David Evans, Heidi Franklin, Bill Green, Lindsey Harvey, Geoffrey Kay, Richard Stacy, Judy Thomson and Denise Winder
<b>1.</b>	<b>To receive and consider apologies for absence:</b> Terry Stopher. Jo Ling advised that she expected to arrive late for the meeting – Joined at 19.41. The members noted these apologies.
<b>2.</b>	<b>To receive members' Declarations of Interest:</b> None received.
<b>3.</b>	<b>To receive any written requests for dispensations:</b> None received.
<b>4.</b>	<p><b>To note and approve the minutes of the Gallowfield Wood Committee Meeting held 24th July 2020 (as circulated) and to agree that delegated authority be given to the Chairman to sign the minutes outside of the meeting:</b></p> <p>All Committee members confirmed receipt of the minutes. The Committee unanimously accepted the minutes of 24 July 2020 as a true record and decisions made and that delegated authority is given to the Chairman to sign the minutes outside of the meeting.</p>
<b>5.</b>	<p><b>To agree a working party for the following projects and consider any actions:</b></p> <p style="text-align: center;">-</p> <p><b>1. Agree arrangements for Saturday 17<sup>th</sup> October.</b></p> <ul style="list-style-type: none"> <li>• The date was confirmed; to commence at 10am and end about 12noon; social distancing to be maintained; volunteers to disperse on arrival to agreed locations around the wood.</li> </ul> <p><b>2. Tree and flower planting and maintenance.</b></p> <ul style="list-style-type: none"> <li>• GK has several fairly large trees to plant at the Wood; RS agreed to help transport them to the Wood. RS has a supply of stakes and plastic tree guards.</li> <li>• Area for coppicing (primarily hazel) to be confirmed on the day; cuttings to be available for sale as pea/bean sticks etc if suitable.</li> <li>• Clear long growth around tree saplings planted during recent years.</li> <li>• Volunteers to be asked to bring their own tools – spades, secateurs, loppers, saws, machete, gloves, etc.</li> <li>• JT to ask Yvonne Tricker if she has any flowers or seeds for planting.</li> </ul> <p><b>3. Maintenance – Furniture</b></p> <ul style="list-style-type: none"> <li>• Repairs to seats/tables – DE agreed to ask RC is he would be willing to help.</li> <li>• Walk map holder is missing. JT has a supply of maps. GB agreed to follow up.</li> </ul>

	<ul style="list-style-type: none"> <li>Catering – due to Covid-19 restrictions, it was agreed that provision of catering would be inappropriate on this occasion. Volunteers to be invited to bring their own.</li> </ul> <p><b>4. Litter Picking</b></p> <ul style="list-style-type: none"> <li>Litter picking – if numbers permit, GB to coordinate litter picking, including in “ditch” to side of road to Tot Hill. Clerk to HPC had been asked to report to SCC fly tipping in the attenuation pond adjoining the entrance to Gallowsfield Wood.</li> </ul>
<b>6.</b>	<p><b>To receive a report on the progress of the shelter building</b></p> <p>The posts have been cut from the Wood and are in place; ready to order materials for the roof; invoice to be in the name of Haughley Parish Council.</p>
<b>7.</b>	<p><b>To receive a report on the progress of the pond</b></p> <p>In the absence of TS, no report was available and further consideration would be deferred to the next meeting</p>
<b>8.</b>	<p><b>To receive a report on the update on the litter bins</b></p> <p>The litter and dog poo bins are in place and arrangements made with MSDC for their regular emptying. Usual emptying day is Friday and appears to be satisfactory.</p>
<b>9.</b>	<p><b>To discuss and agree any action relating the grass cutting</b></p> <p>GB reported that he was due to meet the grass cutting contractor the following day to agree areas for cutting. The committee considered areas for cutting, particularly the path through the wildflower meadow with the suggestion to clear vegetation from cut area if possible. Usual cost has been £250 per cut.</p>
<b>10.</b>	<p><b>To discuss and agree any action relating to unwanted visitors and anti-social behaviour</b></p> <p>Discussion based on a range of potentially illegal, safeguarding and anti-social activities. Reports have been submitted to authorities who have made enquiries. It was agreed that GB would speak with RT.</p>
<b>11.</b>	<p><b>To receive an update on mapping</b></p> <p>GB had spoken with RT/YT. Much work has been undertaken but a means to transfer information to a plan is required. GB offered support with RT/YT if within his capabilities.</p>
<b>12.</b>	<p><b>To discuss and agree the use of premises by commercial undertakers</b></p> <p>GB referred to a section in the proposed management plan, including that commercial organisations have agreements with payments due for each occasion of use of the Wood or part thereof, the proceeds to be used for the benefit of Gallowsfield Wood. Discussion included existing and new commercial users. There had been problems with seeing some bookings on Google Calendar resulting in two users at the Wood at the same time. RS agreed to circulate information to the committee. GB agreed to review agreements with the clerk to the PC and the regular commercial users.</p>

13.	<p><b>To agree a budget for April 2021-March 2022</b></p> <p>GB explained that the PC considers in October and November its budget for the following financial year (April to March). As a PC committee, it is requested that we submit a budget before the October PC meeting. Expected expenditure to include:</p> <p>Grass cutting (3 cuts) £750. Bird seed. Squirrel control. Creation pond and fencing. Maintenance including notice boards (laminating), benches. IT/publicity. GB agreed to consider with the clerk to the PC. Grass cutting + £350 has covered routine expenditure during recent years. Pond and fencing would be exceptional. The committee agreed these proposals.</p>
14.	<p><b>To discuss the proposal for a management plan and consider any action:</b></p> <ol style="list-style-type: none"> <li>1. GB introduced the initial draft document with information for some sections. The committee considered the proposals with agreement in principle. Several headings could be combined, such as long-term tree management, coppicing.</li> </ol> <p>In the past, expert advice has been variable and to some extent contradictory. Advice on thinning has been delegated to a woodsman (Mark Allen) who undertook the work about 2 years ago and suggested further thinning after a further 5 years or thereabouts. Various organisations mentioned as possible advisors, including SWT, RSPB, Green Light Trust, Bradfield Woods, Silver Trust, SCC, FC. Committee invited to contribute articles for the proposed management plan - RS agreed to draft information for tree management.</p> <p>Need to consider other management proposals alongside tree management, including flora, fauna, educational and public use. RS wrote objectives for management some years ago and agreed to try to locate.</p> <ol style="list-style-type: none"> <li>2. Specific responsibilities by committee members – the initial draft management plan included a schedule identifying volunteers to lead/support a range of tasks. TS proposed to lead wildlife with support from others. Committee agreed to contact GB with their preferences and suggestions.</li> </ol>
15.	<p><b>Any other business</b></p> <p>There had been a glitch in the email circulation list; GB agreed to identify and remedy the problem.</p>
16.	<p><b>Future meetings</b></p> <p>Working party            Saturday 17 October 10am to 12noon  Committee meeting    Tuesday 10 November at 7.30pm</p>
	<p>The meeting closed at 20.51</p>