

**HAUGHLEY PARISH COUNCIL
GALLOWSFIELD WOOD COMMITTEE**

Wednesday 1st September 2021

| ITEM | D R A F T | ACTION |
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| | <p>Attendance</p> <p>Gerald Brown (Chairman), David Evans, Lindsey Harvey, Richard Stacey, Judy Thomson and Denise Winder</p> <p>Alf Hannan – Chairman Haughley Parish Council in attendance</p> | |
| 1 | <p>Apologies for absence.</p> <p>Heidi Franklin, Jo Ling, Terry Stopher, Denise Winder sent apologies as expecting to arrive late.</p> | |
| 2 | <p>Declarations of Interest in any item on the Agenda</p> <p>None</p> | |
| 3 | <p>Written requests for any dispensations relating to disclosable interest.</p> <p>Not applicable</p> | |
| 4 | <p>Minutes of the Gallowfields Wood meeting of 14th July 2021</p> <p>Having been previously circulated, the minutes were approved.</p> | |
| 5 | <p>Changes to the committee</p> <p>An expression of interest had been received from Gavin Deans; all in favour.</p> | |
| 6 | <p>Commissioning a specialist person or company to advise on updating the Gallowfields Wood management plan, including identifying area for thinning, removed of dead or diseased trees and an application for a Felling Licence</p> <p>This item remained outstanding. Not yet in a position to commission the person. JL and GB to consider specification to quote on. Needs to include manage vegetation and shrubs back from the paths, perhaps including coppicing.</p> | JL and GB |
| 7 | <p>Grass cutting arrangements</p> <p>The extent of areas with long grass was discussed – mixed opinions especially for the areas by the mound and between the young trees. The extent of long grass had impeded children’s play in the area. DE agreed to meet the grass cutting operative on 13 September. Conservation cut for wildflower areas and remaining long grass in GFW.</p> <p>Blue Bell areas – noted volunteer had weeded areas; task for working party.</p> | DE GB via Clerk JT |
| 8 | <p>Management arrangements for the earth closet</p> <ol style="list-style-type: none"> 1. JT advised she would collect a supply of sawdust/shavings on Friday following this meeting. 2. JT has acquired new lock and hasp – <u>working party target to install.</u> | JT Wk party |

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| | <p>3. Possibility of “long drop”; JT had been unable to find suitable information to consider; it was suggested that Stonham Walks and/or Green Suffolk may be able to advise. JT agreed to make enquiries.</p> | JT |
| 9 | <p>Storage container at Gallowsfield Wood</p> <p>WildPlay sought committee views on having a storage container at GFW – suggested location other side of path from fire pit area. Could be made available for GFW committee tools etc. AH had obtained prices over a year ago; consider type of container at Luke’s Meadow, Elmswell as possibility. Committee agreed in principle for matter to be investigated; access for containing and lifting equipment would be required; strong unit with HD padlock required to minimise risk of unauthorised access and antisocial behaviour; colour needs to be appropriate.</p> | Wild Play |
| 10 | <p>Working parties</p> <p>14th August – wiring to bridge and sleeper by fire pit area improved; clearance of vegetation on drive to car park started.</p> <p>9th October</p> <ul style="list-style-type: none"> - Improve footbridge widening RS agreed to check if suitable sleepers/telegraph pole(s) remain at the allotments for use and report back to chairman. Allow new boards to give wider path area; questioned in handrails will be required for wider path. Budget agreed at £250 for materials; estimates/quotes yet to be received. - Parking area – continue weeding - DE - Cut foliage by gate and access into field - Notice boards – repairs; remove broken “glazing and perhaps door - Access to meadow towards A14 – existing steps considered ok but extending to a higher level would be beneficial. - Remove redundant tree guards. <p>Widening of rides a big job – leave until after leaf fall.</p> | RS |
| 11 | <p>Other matters for the management of the Wood</p> <ol style="list-style-type: none"> 1. JT asked if GFW could be plastic free, including tree guards; old guards seldom removed; consider bio-degradable guards; consider with tree suppliers – Woodland Trust (DE) 2. Use of GFW by H Crawfords Primary School – AH had spoken with Head Teacher <ul style="list-style-type: none"> · Until the school can fund transport, there will be no school use of Gallowsfield Wood · The earliest Rob thinks there could be use is October · No commitment had been made to which days of the week the school could use the Wood, although it would suit the Forest Schools leader and the school curriculum if the days were to be Wednesday and Friday · Rob will look to work with whatever days suits Gallowsfield Wood and the pre-existing, paying users of the Wood | |

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| | <ul style="list-style-type: none"> · The Parish Council to conclude a written contract with the school, having similar terms as existing paying users, but will not charge unless there is a commercial benefit to any group by the school using Gallowsfield Wood for educational or other purposes · The school will provide risk assessments in line with Committee templates. <p>It was agreed</p> <ul style="list-style-type: none"> • To delete the calendar bookings made for the school (RS) • Bookings and details to be agreed with GFW committee. • School to confirm transport is available before booking dates. • Contract and risk assessments to be in place between the school and the Parish Council, together with public liability insurance certificates lodged with the Parish Council. <p>GB agreed to draft heads of agreement for committee and Head Teacher to consider - to include days of the week that GWC is prepared to offer the school, the preferred area of the Wood to be used by the school, the limit on pupils using the Wood at any one time, template for risk assessments and certificates of insurance.</p> | GB |
| 12 | <p>Date for the next committee meeting Wednesday 3rd November 2021 at 7.00pm</p> <p>Venue to be considered. (The first Wednesday of the month, bi-monthly)</p> | |