

## BASTED MILL PUBLIC OPEN SPACE JOINT COMMITTEE

Minutes of the Annual Committee Meeting held at 7.25pm on Wednesday 11 May 2016 at Potters Mede

**Present:** Mrs P Darby, Mrs T Dawson, Mr M Harris, Mr K Johnson, Ms P Moorecroft, Mrs W Palmer, Mr S Perry,  
Mr R Simpson, Mrs S Woolven  
Mrs H Damiral (Clerk)  
There was one member of the public in attendance

**Apologies for Absence** Mr M Coffin, Mrs B Uffindell)

1. **Election of Chairman**

**01/16** Mrs Dawson proposed Mr Perry, seconded by Mr Simpson. Ms Moorecroft proposed Mrs Darby, seconded by Mrs Palmer. Full committee members voted by paper and pencil and results were 4:3 Mrs Darby: Mr Perry  
Mrs Darby was duly elected and took the chair. She thanked Mr Perry for his hard work as Chairman over the past year.

2. **Election of Vice-Chairman**

**02/16** Ms Moorecroft proposed Mr Simpson, seconded by Mrs Dawson. There being no other nominations, RESOLVED.  
Chairman welcomed Mrs Palmer to the committee as a representative from Platt PC, replacing Mr Scade.

3. **Minutes of the committee meeting held on 10 March 2015**

The minutes had been circulated to all members.  
Item 5 Public Relations: There was some discussion about the Woodland Trust being the host for the website.  
Agreed to delete 'will' and add 'may'. RESOLVED that the amended minutes be approved and signed by the **03/16** Chairman.

4. **Matters Arising from the Minutes**

None

5. **Finances**

- (i) All members had received copies of the current financial statement showing receipts and payments since the last meeting and the end of year accounts. It was noted that the 2015/2016 accounts have been internally audited and were all in order.

**04/16** RESOLVED that the following payments be approved/made:

<b>Pre-Meeting 2015/2016 expenditure</b>	
James Whale	60.00
Dormouse boxes	
H+E Tree Services	480.00
Tree Surgery	
<b>Cheques for signature</b>	
BGPC	37.50
(Use of office, supplies and equipment April - June)	
H Damiral, Clerk	234.51
(Clerk March - May 2016)	
Office allowance April-June 2016)	
Inland Revenue	51.00
PAYE April - June 2016	
David Buckett	50.00
Internal audit 2015/2016	
Total	<u>£373.01</u>

- (ii) All members had received copies of the updated budget sheet for 2016/2017. All contributing authorities were thanked for making their payments so promptly in this current F/Y.
- (iii) It was noted that due to T&MBC cutbacks in the next F/Y, the contributing authorities may be asked to contribute more. The Management Plan, with costings, for the 2017/2018 F/Y must be considered by the committee in good time to decide this - early autumn.
- (iv) There was discussion about budgeting methods and Mr Harris advised of T&MBC budgeting procedures which have to be flexible for open spaces as there are so many 'unknowns'. However, it was agreed that, if necessary, the breakdown of the current year's budget will be adjusted to reflect the Management Plan which will be considered later in the meeting.

**0516** (v) RESOLVED that Ms Moorecroft, Mr Perry and Mr Simpson will be signatories on the committee's account

**6. 2016/17 Work Programme**

All members had received copies of a draft Management Plan which was discussed. It was agreed that an audit trail should be kept on the volunteer work carried out by committee members. It was agreed to discuss the Draft Plan in more detail at a designated committee meeting on 12 July 2016.

A breakdown of expenditure over the last 3 years will be taken into account and all members will bring to the table projected costs of work for their particular areas of responsibility.

Mr Harris advised that tree management and health & safety issues must be given priority over aesthetic and management wishes. He clarified that T&MBC monitors the trees and prioritises required work every 3 years.

Thanks were expressed to Mr Perry for preparing the Draft Plan and to Mrs Dawson for her typing assistance.

Members were allocated the following areas of particular responsibility:

Mill Pond & waterside	Mrs Dawson
Grasslands & Meadows	Mrs Woolven and Mrs Palmer
Trees	Ms Moorecroft and Mr Johnson
Footpaths, fences & steps (including Woodland Walk)	Mr Simpson
Public relations	

**7. 2016/17 Work in Progress**

**Mill Pond:** All members had received copies of an email from the Chairman of BGPC to the Environment Agency re the culvert j/o Thong Lane/Basted Mill. Mrs Dawson will liaise with him and report back to the committee.

**Grasslands and Meadows:** The picnic area has been cut for the first time this year. Noted that MVCP advise cutting the Upper Meadow at the end of May; end of July and September/October.

Mrs Woolven will ask the West Kent Badger Group to visit the Open Space as there are signs of badger activity.

There are still instances of horses being ridden on the Upper Meadow and the Picnic Area. Consideration was given to sending a 'polite' letter to local horse owners/stable owners followed by more vigorous action if not effective. After discussion it was agreed that Mr Harris will prepare laminated signage and Mr Perry will install.

It was agreed to continue to monitor the damaged verge by the picnic area where parked cars have churned up the grass.

**Trees:** Mr Perry has carried out some minor tree surgery work but it was noted that there is a loose hanging branch by the picnic area for which Ms Moorecroft recommends priority action. Mr Perry will photograph and send to Mr Harris who will determine its urgency.

Mr Johnson has walked the Open Space and has not identified any trees that he considers dangerous.

**Footpaths, Fences & Steps:** Mr Simpson has checked and swept the steps. Some future work will be required to the Mill Lane steps as they have eroded. Some future work will be required to a stretch of fencing on the east side of the site.

**Woodland Walk:** No report.

**Public Relations:** An Interpretation Panel has been vandalised and its repair/replacement will have to be considered when the Management Plan is agreed. In the meantime Mrs Woolven will laminate and spray-mount a photographed copy of the map.

There was discussion about the website. Mr Perry advised that he has the user name and password for the page on the Woodland Trust site. Agreed that there will be links to this from the T&MBC and contributing parishes' websites.

8. **Matters raised by the parishes** None

9. **Any other correspondence or reports received**

A MVCP course on 'managing grassland for horses and wildflowers was noted.

Information on Tesco carrier bag community funding was noted to be rather complex.

10. **Date of Next Meeting**

The next meeting of BMPOS will be held at 7.30pm on Tuesday 12 July 2016 at Potters Mede to discuss the Management Plan and finances only.

The subsequent meeting will be held at 7.30pm on Thursday 15 September 2016 at Potters Mede.

PART 2 – PRIVATE

There were no items which would have disclosed exempt information.

The meeting ended at 10p.m