

# Minutes of the Bromyard Downs Common Association

## Ordinary Meeting

Wednesday 19<sup>th</sup> September 2015

7:30 - 9:30 Oak Room Falcon Hotel Bromyard

### Attendees

James Hawkins (Chair)  
Neville Turner  
Ray Pullen  
Anne Sayce

Lauren Smith (Secretary)  
Ben Hiley (Vice Chair)  
Fred Clark

Clive Brazier (Treasurer)  
Hannah Welsh (P Manager)  
Nick Hinchcliffe (NT)

### 1. Welcome & Apologies for absence;

George Thompson  
Andrew Morris  
Graham Cooper

Dave Cave  
David Grant  
Helen Allan

Ben Turner  
David Boddington

### 2. Action points from the last meeting

- 2.1 Proposal for the BDCA to take over ownership of the Downs from Hereford we are still waiting for further information from Hereford Council. However, further research needs to be carried; out consider contact with a Community Asset Transfer organisation for further advice - **On hold until all information available - will be discussed in future under the management plan item**
- 2.2 **Byelaws** – Committee to re-assess current byelaws – still waiting for any acknowledgement from Hereford Council re our request – Current Byelaws have been posted on accessible notice boards – *to be discussed in future as a management plan item*
- 2.3 **Lease of Quarry** – Update on progress – Insurance is still a sticking point HC are insisting on cover up to 10million the yearly cost of this would be £1,625 – Ben will continue to research a cheaper quote - *action closed future progress will be reviewed under management items*
- 2.4 **Dog mess bag dispensers** – Dispensers been erected on the Downs publicity will be promoted as part of the big Picnic - **Action Closed**
- 2.5 Simplification of management plan – **Action** - Graham ongoing
- 2.6 Full expenditure details to be circulated to all committee members to approve – - Expenditure details circulated - **Action Closed**
- 2.7 Heritage Lottery Funding Annual Review – Will be completed within the next few weeks – **Action Lauren**
- 2.8 Site Survey to be arranged to discuss problem flooding from Downs into Muddy Lane **Action** - James to arrange meeting with Ray ongoing

Minutes of the July meeting approved and signed

### **3 Financial Report**

- 3.1 BDCA finance breakdown attached Bank account balance currently stands at £5550
- 3.2 James confirmed that local farmer Mark Brodie took the hay so there was no cost to the BDCA to remove the cut.
- 3.3 Wedges of grass were left in the Downs to allow seeds to reset and as long as this is topped before the end of the year the BDCA will not lose any ELS funding
- 3.4 The caravan club season profit amounted to £45,995. The BDCA in accordance with the current lease arrangements is entitled to 3%

### **4 Brockhampton Group Parish Council Update**

- 4.1 The Brockhampton Group Parish Council AGM took place on 16<sup>th</sup> May 2015, the next meeting is due on \*\*\*\*\*

### **5 Downs Management Plan**

- 5.1 Tim Hoverd as part of the Downs Archaeology project undertook a search at the Butts rifle range – The day was successful with a lot of bullets being recovered as well as a WW2 example
- 5.2 Hannah reminder every one of the Big Picnic due on Saturday 19<sup>th</sup> between 12:30 and 2:30  
A folk group Emma and the Professor as well as a willow weaving workshop and a chainsaw wood carving demonstration would be the main attractions  
Leggs Pies and Orchard Origins Cider and apple juice would also be available.  
Weather is set to be good so we hope to see a good turnout.
- 5.3 Hannah proposed we commission a wood carving as a feature in the main carpark this could be in the form of a bird or an animal. Cost will be in the region of £250 to £600 depending on size and what we decide. The committee were generally in favour of the idea – **Action Hannah to send around ideas and costs to the committee**
- 5.4 First Aid Training has now been arranged there are a few places left if anyone else would like to be involved. It was general discussed that all chainsaw users should also attend a first aid training course; currently only Ben H is a trained first aider. The next stage Chainsaw training also needs to be arranged however it has proved difficult to contact Steve Beresford the previous trainer to arrange – **Action ongoing**
- 5.5 October will see the launch of the children’s Downs Education pack. The resource box will be kept at Brockhampton School but will be available to any group who would like to use the resources available. The school will also maintain a book for groups to sign in and out the equipment. Full Teacher training will be available
- 5.6 Quarry update – Insurance is still a problem as Hereford Council are insisting on cover up to £10million (public liability is usually 5million) – Although the area has not

been used as a quarry for many years the fact that it is still styled as a disused quarry ups the insurance premiums – currently the lowest quote is £1,625 per annum  
**Action Ben to research cheaper quotes and keep the committee informed.**

- 5.7 As the quarry is still unavailable the idea was put forward to establish a different area of the Downs as a meeting area/camping area for educational groups like the Guides, Scouts or brownies. A secluded area could be cleared and logs for seating set up. **Action - Area to be identified as suitable as a camping area**

If any recognised groups wished to camp on the Downs it was agreed that this was in order as long as permission was granted by the committee

- 5.8 Hannah has contacted Worcester University who are interested in students either surveying the Downs or as a subject for a dissertation.
- 5.9 The website is now live could everyone please take a look and feedback to Hannah Hannah has also sent round the first draft of the Downs leaflet; feedback has been received and once the next draft is available Hannah will resend to the committee Interpretation boards will use the same map as the leaflet so once this is agreed Hannah can start on the design and draft of the boards
- 5.10 Skills audit form is now available and was completed by members of the committee who attended the meeting. The leaflet will be sent round to all members not at the meeting for completion – **Action all members to complete and return to Hannah**
- 5.11 Formal arrangement for borrowing equipment needs to be agreed. Generally groups i.e. NT WWT ok, but decided against individual members of the public
- 5.12 It is noted that the notice board at the bottom of the Burying Lane is broken and tied up with string and the one placed on the Linton Bus stop has lost the front door panel. The only notice board currently unscathed is the one at Brockhampton School  
**Action – Dave Cave** to bring up the question at the Parish Council Meeting as to replacements being made available
- 5.13 James noted that he has made initial expressions of interest to the Downs entering the HLS scheme. However, rules have now changed and we cannot enter the HLS scheme until the current ELS scheme is completed
- 5.14 James had met with George Thompson the Hereford Council Rep on the Downs. Generally pleased with the Ragwort being pulled and how the paths and rides had been cut. Also the imminent introduction of grazing
- 5.15 The temporary fencing has now been erected for a few weeks and a 15ft gate erected to ensure easy access for tractors or people to the area; no one has phoned to complain or comment on the fencing. Therefore a token 15 sheep belonging to James will be introduced as a trial in October.

5.16 James has included the insurance for the lock up under his general farm insurance for Warren Farm

**6. Public Member questions**

. No Questions  
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**7. Any Other business**

**8 Date of Next General Meeting – Tuesday 10<sup>th</sup> November 2015 – 7:30 Falcon Hotel Bromyard**

Hannah has already offered her apologies as she will be unable to attend

**Also meetings to note**

<b>Date</b>	<b>Type</b>	<b>Time &amp; Venue</b>
Tuesday 10 November 2015	Ordinary	7:30 – 9:30 - Falcon Hotel Bromyard
Wednesday 13 January 2016	Ordinary	7:30 – 9:30 - Falcon Hotel Bromyard
Tuesday 1 March 2016	Ordinary	7:30 – 9:30 - Falcon Hotel Bromyard
Tuesday 12 April 2016	Ordinary	7:30 – 9:30 - Falcon Hotel Bromyard
Wednesday 11 May 2016	AGM	7:30 – 9:30 - Falcon Hotel Bromyard

**Meeting Close**

Lauren Smith  
BDCA Secretary  
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*Latest finance update attached;*

**BDCA FINANCES**

<b>DATE</b>	<b>MONEY TO</b>	<b>MONEY FROM</b>	<b>DOC</b>	<b>DESCRIPTION</b>	<b>EXP(-) INC</b>	<b>BALANCE</b>
31/03/15				opening balance		9336.79
29/04/15	secy		100053	falcon room hire	-10.00	9326.79
29/04/15	warren fm		100054	catering for celebration event	-225.00	9101.79
29/04/15	treasurer		100055	stamps stationery	-13.30	9088.49
29/04/15	falcon		100056	agm room and refreshments	-37.00	9051.49
03/06/15	falcon		100057	falcon room hire	-10.00	9041.49
14/07/15	falcon		100058	falcon room hire	-10.00	9031.49
13/08/15		lottery			8772.48	17803.97
16/09/15	falcon		100059	falcon room hire	-10.00	17793.97
16/09/15	hwt		100060	Q1 2015[9142.51] + interim [1237.90]	-10380.41	7413.56
16/09/15	m pullen		100061	downs topping and fire breaks 2015	-1739.00	5674.56
29/09/15	b hiley		100080	car park noticeboard repairs	-80.12	5594.44
29/09/15	secy		100081	office materials	-54.32	5540.12