

# Minutes of the Bromyard Downs Common Association

## Ordinary Meeting

Tuesday 1<sup>st</sup> March 2016

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

### Attendees

James Hawkins (Chair)  
Ben Hiley (Vice Chair)  
Ray Pullen  
Karen Rock

Lauren Smith (Secretary)  
Nigel Shaw (BwC)  
David Grant

Clive Brazier (Treasurer)  
Nick Hinchcliffe (NT)

### 1. Welcome & Apologies for absence;

Graham Cooper  
*Dave Cave (BGPC)*  
*Neville Turner*

Hannah Welsh (P Manager)  
*Gillian Churchill (BTC)*  
*George Thompson(HC)*

David Boddington  
*Ben Turner*  
Helen Allan

### 2. Action points from the last meeting

2.1 Lease of quarry – Item held until we receive further information but will be raised at the next meeting with George Thompson due on Thursday 3<sup>rd</sup> March

2.2 Wood carving commission –

**Action** - Hannah to finalise a second quote from local woodcarver

2.3 Simplification of management plan – Now being taken over by Chris Wright HWT who will draft a 4 sheet with simple plan and project update

**Action** Hannah to organise

2.4 Purchase Trailer to transport equipment - **Action completed & Closed**

2.5 Grant towards trailer cost – Unfortunately Hannah told the purchase does not meet the criteria which is surprising given the initial encouragement given to apply

**Action** Nigel Shaw to ask them to re-consider

2.6 Details requested on date of expiry of the caravan Club lease – Nigel confirmed lease expires 31<sup>st</sup> December 2019 – **Action Closed**

2.7/8 Process to purchase and store dog bin bags confirmed – BDCA to co-ordinate and send invoice to Parish Council to reimburse – Bags to be stored in the gallery at Warren Farm- **Action Closed**

2.9 New notice boards have been sourced at £99.80 each – Minute to Parish council to discuss and agree costs at their next meeting –

**Action** Ben Hiley to contact Mary Seldon with quotes

2.10 & 11

Overflows from Road ditches blocked along top Downs road– James and Ray have completed a site visit and suggested the following actions

- Culverts from Down Manor to Muddy Lane need clearing
- Need to reinstate ditches into quarry and redirect flow
- Two scrapes to be cleared to slow down the flow of water

- Downs ditch to be re-connected to Muddy Lane ditch  
**Action** James to obtain quotes for work
  - Road Culverts opposite the Royal Oak need clearing  
**Action** Nigel to approach Balfour Beatty to ask if they will take a look as it is a potential hazard for walkers
- 2.12 Damage to Washcroft area by Western Power contractors – Gary Lambert from Western Power has telephoned and agreed to pay for the repair to the area  
**Action** as soon as ground is suitable for flattening James will repair and invoice for the work to Western Power
- 2.13 Staggered posts to be placed at entrances to the Downs to stop vehicles accessing the Downs  
**Action** - Too wet at the moment to set up held until weather and ground improves
- 2.14 Washcroft pond to be cleared – partially completed – **Action closed**

### **Minutes of the January meeting approved and signed**

#### **3 Financial Report**

- 3.1 BDCA finance breakdown attached Bank account balance currently stands at £10,991.91

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

- 4.1 Council meeting was cancelled

#### **5 Downs Management Plan**

- 5.1 **Ditching** – There is money in the contingency fund which could be allocated to carry out ditching work around the common  
**Action** – James to request quote for ditching work by white railings  
**Action** – James and Hannah - Further site visits around downs to be carried out to pinpoint further work needed
- 5.2 **Grazing** – Need to allocate further funds to purchase more electric fencing  
Although we have advertised for further graziers local residents are not keen on having to deal with any public related concerns raised by the public and possible dog worrying  
Further adverts are being placed in Off the Record and will consider the Hereford Times
- 5.3 **The main carpark** needs to be cleared and tidied and pot holes filled in ready for the summer. A litter pick involving the Girl Guides has been arranged
- 5.4 There has been further damage to the Downs due to hedge trimming  
**Action** - James to have a word with the links man
- 5.5 Jubilee Oak – It has been noted that a bough on the Oak is unsafe and needs to be dealt with urgently  
**Action** - James to speak to George Thompson and see if Council Tree surgeon can action
- 5.6 Work party clearing by the old Chapel have left a pile of brash which will be in the way of tractors accessing the Downs  
**Action** Hannah to rectify
- 5.5 The committee independently of Hannah have undertaken to arrange an event on the Downs as a separate project - A separate small sub group has been set up to

initially manage the project consisting of, Lauren Smith, James Hawkins, Clive Brazier, David Grant. Ben Hiley – **Action Ongoing**

#### 5.6 **Project Update –**

The second round bid for the lottery funding is now due      Action - Hannah to send round the list of actions to the committee

Archaeological dig to open the bunkers in Warren Wood is ongoing this week – hoping for more interest from the local school

Looking to further revamp the large notice board in the Main carpark and use as an interpretation board

Suggestion made to have a toposcope marker in the pull in layby along the top road  
**Action** Nigel to ask Paul Friend how much the one on Bringsty Common cost

Ideas put forward to have leaflets published on different aspects of the project this could include

- History & Culture
- Guided Walks and points of interest

Hannah has arranged varied events and surveys all of which will be advertised on the website and via the face book page and included in the next newsletter

#### 5.7 **Rural Media Commons Project**

Concerns have been raised that we have not considered other options other than the Rural Media company to further the Common People filming project

Hannah confirmed that we are justified in using the Rural Media Company under the single tender process but we could look at local talent to help in the filming. However, time is now quite short to start on this project and a lot of work and discussion has been taken with the Rural Media Company.

**Action** - Ben, Hannah and James to explore further options

### 6. **Public Member questions**

#### 6.1 Karen Rock had previously submitted a letter to the Chair voicing her concerns on allowing the hunt to use the Downs for laying trails which could cause problems with the local residents and damage to the Downs itself

There were differing opinions from members of the committee as to how to take this forward – Nigel Shaw pointed out that this question had been raised on Bringsty Common and a vote was put to all residents on how they wanted to proceed.

A general consensus by all present agreed to ask the residents of the Downs their opinion and how they would like the issue taken forward

It was decided to pose the question in the next newsletter which is either emailed or posted to all residents and Commons rights holders

Karen pointed out that we should also include the residents of Linton Court flats and also offered to hand deliver to the residents

**Action** - Lauren to draft question to add to the newsletter

**Action** - Hannah to arrange a further 50 copies for Karen to deliver

**Action** - Lauren to draft reply to Karen to confirm our actions

- 6.2 Clarification was asked for on the use of the wood cut as a result from glade and scrub clearance on the Downs  
The committee confirmed that as a perk for volunteers help, it was perfectly in order for volunteers to help themselves to the wood for personal use

## 7. Any Other business

- 7.1 Idea posed that where there is a surplus of wood this could be distributed to pensioners in Bromyard now that we have a trailer to transport the logs. We would need to compile a contact list for people interested
- 7.2 Noted that gas cylinders had been fly tipped by Slipstone cottage – need a contact number to report the incident to the council
- 7.3 Is there justification to purchase a tractor mounted wood chipper for the Downs use – concerns were raised with maintenance and any mess or damage from its use – Agreed not to buy but to hire when needed
- 7.4 A course is available on meadows management which would be financed under the project training budget
- 7.5 Interest on setting up a wider commons network is gaining interest. There were no objections in taking this forward
- 7.6 Still waiting for more information from Hereford Council on taking the common over. Obviously the legal aspect would have to be closely looked at before any decision was made – further discussion needed with George Thompson although its known that Hereford Council are keen to release the common

## 8 Date of Next General Meeting – Wednesday 12<sup>th</sup> April 2016 – 7:30 Falcon Hotel Bromyard

### Future meetings to note

Date	Type	Time & Venue
Wednesday 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  
01885 488223  
<mailto:laurenc@smithaam.plus.com>

*Latest finance update attached;*

				<b>BDCA FINANCES</b>				
	<b>MONEY</b>	<b>MONEY</b>						<b>vat pd</b>
<b>DATE</b>	<b>TO</b>	<b>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		1 <sup>st</sup> payment	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		
15/09/39	b hiley		100082	car park fencing	-348.84	5191.28		
05/10/15		west pwr		Wayleave 1/10/15	755.72	5947		
22/10/15		els		payment	1694.50	7641.5		
03/11/15	b hiley		100083	scythe repair	-15.50	7626	2.58	
10/11/15	falcon		100084	room hire	-10.00	7616		
10/11/15	rd fencing		100085	common fencing and gates	-756.00	6860	126.00	
	byd timber		100086	fencing	-259.20	6600.8	43.20	
10/11/15	willder		100087	chainsaw training	-640.00	5960.8		
01/10/15	hwt		100088	Q2/15[11428.88]+full cost recovery[2837.50]	-14266.38	-8305.58		
14/12/15	b hiley		100089	car park materials	-43.00	-8348.58	5.00	
20/11/15		lottery		2 <sup>nd</sup> payment	17108.16	8759.58		
06/01/16		cvan club		site lease	1181.77	9941.35		
13/01/16	gratkowski		100090	trailer purchase	-449.89	9491.46		

13/01/16	falcon		100091	room hire	-10.00	9481.46		
22/02/16		lottery		3 <sup>d</sup> payment	18924.48	28405.94		
22/02/16	cooper		100092	big dug shelving	-128.40	28277.54	21.40	
24/02/16		rpa		rpa payment	1694.50	29972.04		
01/03/16	hwt		100093	Q3/15 [17581.38 + fcr [1418.75]	-19000.13	10971.91		
01/03/16	falcon		100094	room hire	-10.00	10961.91		
01/03/16	b hiley		100095	padlock	-14.95	10946.96	2.99	
01/03/16		u3a		donation	20.00	10966.96		