

Minutes of the Bromyard Downs Common Association

General Meeting

Wednesday 15 March 2017

7:30 - 9:30 Falcon Hotel Bromyard

Committee Attendees

James Hawkins (Chair)
Clive Brazier (Treasurer)
Nicki Howard
Nigel Shaw
Jan Densham

Lauren Smith (Secretary)
David Boddington
Gill Churchill
Karen Rock
Jo Allsopp

Ben Hiley (Vice Chair)
Jo Stoddart
Hannah Welsh
Ray Pullen

1. Welcome & Apologies for absence;

Nic Hinchcliffe
David Grant

Graham Cooper

George Thompson

2. Action points ongoing from previous meetings

- 2.1 **Interpretation Boards** – Design has been agreed for the board to advertise the WWII bunker, awaiting quotes.
- 2.2 **School poetry and art competition** – James has made initial contact with the schools; the competition is scheduled for the spring – **Ongoing**
- 2.3 **Wheelchair access to Downs – Ongoing** Stones by Brockhampton School are to be moved to allow a wider access for wheelchairs – Buckenhill drive access point to be made wider and stones laid to improve ground access.
- 2.4 Steering group decided that as it is the BDCA which make the decisions there was no value in publishing the Steering Group minutes – **Action Closed**
- 2.5 **Sapphire Jubilee planting successful – Action Closed**
- 2.6 **The white Railings** along the top Downs road will be checked by Balfour Beatty – **Action closed.**

Minutes of the last meeting approved

3. Finance Update

Current Balance = £9498.65 Balance – Please see attached finance sheet attached for detail.

Clive submitted a draft income and expenditure sheet to track BDCA finances going forward – To be used to balance known income against annual expenditure.

Hannah called for a separate meeting to go through the finances leading up to the end of the project and to start to look at opportunities for additional external funding
Action – Hannah, Clive and James to arrange finance meeting

4. Parish Council Update

- Karen confirmed that a Gas power station at Linton Trading Estate had been approved, although there were some members who thought it was only one of several sites which were being considered.
- The next Parish Council Meeting had scheduled Permanent fencing as an item for discussion - Hannah and James are due to attend to answer questions.
- It has been noted that the 2004 Byelaws need to be posted on the notice boards – Hannah confirmed that the byelaws will be posted on the new notice board by Brockhampton School and the main carpark board.
- One notice Board is being trialled at Brockhampton School - a further 4 parish notice boards are planned.

5 Downs Management

5.1 Project Update

Hannah thanked the History Society and the helpers in making the opening of the Bromyard Downs exhibition a success. Hannah proposed to make a donation towards costs to the History Centre to purchase storage boxes to store the exhibition. The committee agreed to a Cost of £250.

Toposcope- Roger has mapped the main views on a draft ready to be etched into the finished stainless steel plaque, still need to consider base, idea put forward to use one of the stones currently at the School carpark.

Hannah had received feedback from the Steve Elsby draft showing the sculptured designs to be added to the new Interpretation board by Brockhampton School.

- Generally felt the Butterfly sculpture was too large and would be broken too easily. Most liked the woodpecker and squirrel
- Better to have a wavy top board and sculpt relief images
- Ensure the board when sited could be moved if the school carpark was extended
- All agreed that a roof was too costly
- NT – Nic organising Posts to be cut to size
- Ben to price actual joinery to set up and site of board.

Volunteer Management training course had been arranged for Monday but main members weren't available Hannah to postpone and reschedule when members could attend.

Roles and Responsibilities: –

- Hannah introduced Jo Allsopp who has agreed to take the lead in the Surveying and monitoring of the Downs. Jo will monitor and organise surveys when needed and collate the data to be passed to the BDCA to be recorded
- QGIS mapping - Lauren and Nic
- publicity and promotion - Jo and Lauren
- Karen runs the Bromyard Events Intranet webpage and has offered to add volunteering days to the events lists.

- James and Ben identified as the main contacts to notify, if areas are identified as of special interest and not to be cut until optimum time.
- Fundraising – James
- Off the Record article– James
- Education and Learning – Gill
- Malvern College volunteers – Graham

Project Finances

- Salary: currently remaining £3,789 (if extended extra £690) leaving £3,100 remaining
- Repair & Conservation works: After planned expenses including £3,700 temp fencing, £250 heathland and the £2,000 for the interpretation board there is approx. £2500
- Publicity & Promotion: £1,299 remaining
- Training for staff: £132 remaining
- Evaluation: minus £21
- Training for volunteers: minus £1,300
- Full Cost Recovery: if extended would be minus approx. £600
- Travel for staff: approx. minus £1,000
- Contingency: Claimed but unused £6,200, remaining £2,200
- Travel & expenses for volunteers: Approx. £3,500 remaining
- Inflation: £1,300 remaining (must be claimed)
- Equipment & materials: minus £247 – likely more around £500
- Professional fees: minus £174
- Other - events: remaining £265

Overall remaining £14,296 (that includes £205.58 VAT) minus negative amounts (£2742) = £11,554

*Without contingency and inflation = £8,000

Ideas for spending the remaining funding;

Definite

- | | |
|------------------------|---------------------|
| • Shelving for lock up | £500 |
| • Tractor service | £500 |
| • Lock up insurance | £700 |
| • Quarry insurance | £500 |
| • Final celebration | £500 |
| • History Society | £250 |
| • Total | <u>£3000</u> |

Possible?

- Benches & Picnic Tables for Carpark
- Chipper £2500?
- Village gates (white fencing traffic calming)

Training and Events

- Volunteer management training - Mon 20th March – postponed

- Final Celebration Sat 6th May
- Dawn Chorus Survey Wed 3rd May
- £180 to spend in Wildplay budget – event with youth club Hannah meeting to discuss and or Brockhampton final
- Hedgehog event with Brockhampton School and Nigel Shaw - Hedgehog week 1st May. All agreed a hedgehog to be released in the quarry.

Training to consider

- Livestock checkers course at Holme Lacy (only college certified) Hannah to obtain quotes.
- BDCA volunteers to attend conflict resolution training with Matt Croney £75

5.2 General Management

- Three quotes have now been received for the ditching and drainage work at the following areas:
 - Catch pools by the Top Downs road by Down Manor down to the end of Muddy Lane
 - Catch Pool by Royal Oak down to Fox cottage
 - Lower end of racecourse
 - Park Head clear trees and scrape Ditch
- Quotes ranged from £2,400 to £5,000
- Committee agreed to split the ditching work between the two lower quotes from John Poyner and Martin Read.
- Grazing compartments are all mapped and the first grazing area will utilise the Malvern Road site.
- James has met with George Thompson (HC) regarding the fixed fencing proposal. Hereford Council as land owners of the common will not make a decision whether to support the proposal until a full consultation has been carried out with all interested parties.
- A core volunteer meeting needs to be scheduled to ensure all volunteers are fully aware of the protocols and procedure's we will be adopting going forward after Hannah relinquishes her role.
- It would be a good idea to have a meeting when the Malvern College volunteers can meet up with the main core volunteers – Also need to look forward to incorporating the Duke of Edinburgh award group.

6. Public Member Questions

The secretary had received a request from Kevin Badham to erect a bench on Bromyard Downs to “celebrate the lives of Ian & Ivy Hogg who gave so much to achieve the right outcome for the children of Froome Bank”

As we are aware there are a plethora of benches on the Downs, some of which have not been maintained. If this request was to be agreed we would need to set down some ground rules;

The bench would need to be a design agreed by the BDCA and sited where stipulated.

No Flowers trees or shrubs can be planted by the bench.

Action - James to have a word with Bringsty Forge to quote for a specifically designed bench and plaque for the Downs which the BDCA would commission and then site for a suitable cost to include on-going maintenance

7. Any Other Business

- 7.1 Speed limits – The Open Spaces Society have joined the call for a speed limit of 30 miles per hour on the A44 over Bringsty Common.

An idea put forward to help with speed over Bromyard Downs is the erection of village gates to show as cars enter the Downs area. This was a Parish Council scheme at one time to aid traffic calming, possibly something to consider going forward.

Charity Status – We have started to look at the process to register the BDCA as a charity which can help in raising money for ongoing maintenance of the Downs. It is a big step to take on the responsibilities of running a charity and we should ensure we know fully what the duties and accountability will be for the committee members and the BDCA as an entity.

Action Lauren to look into the Pros and Cons of charitable status and email around to the committee members to consider

Hannah nominated the BDCA for a Herefordshire Sustainability Champion Award and we are pleased to confirm we have been shortlisted in the category. 4 members of the committee have been invited to attend the awards ceremony on Thursday 4th March at the Assembly rooms Town Hall, St Owens Street Hereford at 6:30.

The 4 volunteers attending will be James Hawkins as Chair, Ben Hiley, Lauren Smith and Jo Stoddart. James and Hannah will also attend a pre-meeting for the event on Tuesday 21st to discuss the meeting in detail. Fingers crossed for our success.

Our next meeting will be the AGM – We will need a speaker can committee members please e-mail Lauren with suggestions ASAP.

Action - Lauren to organise venue and event and send out re-election forms to all current members and mailing list

Date of next meeting

**The Annual General Meeting on Wednesday 10th May 2017 – Falcon Hotel
Bromyard 7:30 – 9:30**

Meeting Close

Lauren Smith

BDCA Secretary
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BDCA Meeting Schedule for the coming Year	
<i>AGM – Wednesday 10th May</i>	<i>All meetings currently scheduled to meet at the Falcon Hotel Bromyard From at 7:30 to 9:30</i>
<i>28th June 2017</i>	
<i>Next 12 months meetings to be scheduled and agreed</i>	