



Greening Galleywood- **Placing wildlife in the heart of a parish**

**GALLEYWOOD PARISH COUNCIL
MINUTES OF THE GREENING GALLEYWOOD COMMITTEE MEETING
HELD ON WEDNESDAY 4 OCTOBER 2006, 10.30 am
AT THE SPORTS PAVILION, CHELMERS PARK**

PRESENT: Cllr B Cooper (Chairman), Cllr J Turkentine, Ms G Broad,
R Villa, M Stuart, Mrs A Whalley, D Stevenson, Mrs C Moles,
S Plumb (Chelmsford Borough Council)

1. APPOINTMENT OF MINUTE SECRETARY

It was agreed that Ms G Broad would take the minutes for the meeting and that members of the Committee would record the minutes in rotation for future meetings.

2. APOLOGIES FOR ABSENCE

Unknown reason for absence of Mrs S Davies. Apologies from M Humphrey due to work commitments.

3. MINUTES OF THE MEETING HELD ON 14 AUGUST 2006 AND ANY MATTERS ARISING

CBC checks – it is not known how long the checks last for. Ms G Broad and Mrs C Moles have not received the form from Chelmsford Borough Council. The Minutes were signed as correct.



4. **CORRESPONDENCE**

- 4.1 **Heritage Lottery Fund** Changes to the set-up of the funding arrangement were specified. It is now permissible to spend up to £100 without having receipts. HLF advised that the logos of the Countryside Agency and the Nationwide should no longer be used. The new template has been adopted already by the Committee.
- 4.2 **Partners Newsletter** This had been circulated to the Committee. Mrs A Whalley had not received it. *Action: Ms G Broad to send the Newsletter to Mrs Whalley's corrected email address.*
- 4.3 **Gt Baddow High School Chairman of the Governors**
The chairman will ask someone to respond to the Committee's request for the High School to join the project. Cllr J Turkentine has spoken to one of the Governors in the meantime with the result that the school will be joining the project. A visit from Essex Wildlife Trust education department is booked already.
- 4.4 **Countryside Agency** The letter describes the set-up changes to the HLF grant.
- 4.5 **Extract from the Journal of the Society of Local Council Clerks**
The article describing the Greening Galleywood project was shown.
- 4.6 **Cllr J Turkentine email** Kris Miners, professional photographer, has agreed that the Greening Galleywood project can use his photographs freely as long as he is credited. Photographs from the walk on 10 September are shown on his website <http://www.krisminers.co.uk/portfolio5675.html>. His email address is Bushcraftuk@aol.com.
- 4.7 **Thriftwood School** Martin Wilcox confirmed Thriftwood would like to help in the project.
- 4.8 **Barbara Lait email** Barbara joined the walk on 10 September. She is keen to volunteer in the project – the Committee is keeping in touch with her.

5. **REVIEW OF AUGUST/SEPTEMBER PROGRAMME**

August - the Committee meeting was held; meeting 3 key local groups will take place at the public meeting 25 October; the leaflet has been finalised, printed and distributed.

September – meeting 4 key local groups will take place at the public meeting 25 October; the leaflets have been collected in and are being analysed; the article will appear in the October Grapevine; display boards have been purchased and Progress to Date display will be ready in time for the 21 October What's On display; community walk was held 10 September; Youth Centre visit took place on 14 September (Cllr B Cooper attended).

- 5.1 **Preliminary Report on Questionnaire Response** Approximately 110 questionnaires have been received. Cllr J Turkentine is organising the analyses.
- 5.2 **Community Walk Feedback** The walk was well attended, in spite of the day being extremely hot, approximately 32 people. Mark Iley (Project Officer, Essex Biodiversity Project) led the walk. He had some good ideas for the two spinneys – coppicing in the first one – and for opening up the brook on the south side and adding sluices to maintain the water height.
- 5.3 **Youth Centre Bug Hunt** Very successful event – the Youth Centre would like to organise further events.
6. **IMPACT OF OTHER BIODIVERSITY PROJECTS WITHIN THE PARISH**
- 6.1. **Protocol regarding the planting of bulbs in green areas of the Village Envelope** Native daffodils can be sourced. Steve Plumb suggests planting wild flower seeds as shown in the Essex Special Roadside Verges leaflet. *Action: Ms G Broad to send leaflets to Cllr B Cooper.*
- 6.2. **Proposed tree planting at Pyms Road/Glebe View**
M Stuart will email S Plumb to ask advice about the tree species to be planted and the sites. *Action: Ms J Head to speak to Jackie Lane.*
7. **PUBLICITY MATERIAL**
- 7.1 **Management** The Committee must use the agreed format for logos without altering size or location.
- 7.2 **Archiving images** Cllr J Turkentine will organise archiving all images obtained onto a folder on the server as the project proceeds.
- 7.3 **Article for Galleywood Grapevine by Tony Rouy** Tony does work with the Essex Wildlife Trust and has offered to write an article and to lead a bird walk. It was agreed that the article would go into the January issue. The date of the walk needs to be agreed.
- 7.4 **BBC Breathing Places** The HLF have said there is no reason why Greening Galleywood should not use the Breathing Places branding logo. *Action: Cllr J Turkentine will draft the BBC Breathing Places agreement letter for the Clerk to forward.*
- 7.5 **Greening Galleywood Project website** It was agreed that an extra page would be developed from the Chelmsford Borough Council website for the Galleywood project.
8. **PAPERWORK**
- 8.1 **Completion of ‘Time in Kind’ record** All members of the Committee will fill in one copy, a collated version will be submitted by Ms J. Head. *Action: All to send information to Ms J Head by 31 October. Action: Ms J Head to prepare a simpler form for completion.*
- 8.2 **Quarterly Report** Ms G Broad will assist in completion of the quarterly report if requested. *Action: Ms J Head to complete the quarterly report.*
9. **FINANCIAL ISSUES**
- 9.1 **Ratification of bills paid** It was agreed that the bills could be ratified. The council is not VAT registered. *Action: Ms J Head to produce another sheet with the project details under the headings used in the application form.*

- 9.2 **Accounts to date** It was agreed that the income and expenditure sheets are satisfactory.
- 9.3 **Financing of ponds as part of the Galleywood School project** It may be possible to finance ponds as part of the project if they are agreed as suitable sites. The school visits are currently asking students how they would like to develop their school grounds. S Plumb mentioned there is a possibility of using volunteer labour through the Impact project (described in the Essex Biodiversity Project Partners Newsletter). Ideas should be developed and then the issue of funding addressed.

10. **OCTOBER/NOVEMBER/DECEMBER PROGRAMME**

It was agreed that a sub-group would be formed – Cllr J Turkentine, Ms G Broad, M Stuart, S Plumb, R Villa. The group will meet 16 October at 7.30 pm at M Stuart’s house. The work on identifying key sites, approaching landowners, visiting sites and drawing up site plans will be taken forward by the sub-group.

- 10.1 **Greening Galleywood Public Meeting** Ms G Broad will give a short presentation. The rest of the time will be given to a question and answer session – Mark Iley and Steve Plumb will also attend. *Action: Ms J Head to check the booking of the hall.*
- 10.2 **Identify and establish contact with landowners** In general, this has already been done. Chris Willetts is the major landowner involved, she supports the project.
- 10.3 **The Schools Outreach Programme** This is on-going – Anna Rule (EWT) has submitted an agenda for the 2006 programme.

11. **ANY OTHER BUSINESS**

- 11.1 **Aerial Photographs** M Stuart suggested obtaining historical and current day aerial photographs to show changes over time. It was agreed this would be a good idea, although copyright issues should be addressed. Costings to be decided.
- 11.2 **Old orchards** M Stuart had talked to Mark Iley about the possibility of identifying the sites of old orchards in the parish and identifying any old varieties of apple. It was agreed this should be undertaken.

12. **DATE OF NEXT MEETING** 6 December 10.30 a.m. venue tbc

- 12.1 **Programme of dates for 2007** It was agreed the Committee would meet on first Wednesday of the month at two monthly intervals.

Minutes taken by Gen Broad

.....

Signed Chairman
6 December 2006