

THREE BROOKS NATURE CONSERVATION GROUP
Minutes of inaugural meeting
Held on 13 April 2005 at the Jubilee Centre, Bradley Stoke

Present:

Hannah Watts (Chair)

Steven Callow (Treasurer)

Martin Collier

Emma Creasey (Secretary)

Richard Cridland

Garry Jones (Vice-Chair)

Sara Messenger

John Morris

Caroline Stealey

Apologies received from: Rachel Callow, Graham Capell, Paul Humpheys, Alan Stealey.

Minutes of the last meeting (17 February 2005)

1. Martin Collier's name to be added to the list of those present.
2. Otherwise the minutes were approved.

Matters arising

3. Minute 6a, current council works: John reported that all the desilting work at the lake had been completed and the contractors were now making good the paths. A culvert would be made near the new secondary school. The bridge between Tesco and Ellicks Close had been completed. Two newt ponds had also been completed - this was in mitigation for the filling in of a pond near Dewfalls which contained great crested newts.
4. Minute 6b, funding for BTCV worker: Hannah reported that Paul had succeeded in obtaining funding for working with the group for a further year.
5. Minute 6d, motorbikes on the reserve: Hannah reported that permanent signs had been erected around the reserve indicating that motorcycle riding was prohibited.

Agreement of the constitution

6. The draft constitution was discussed and the following amendments agreed:
 - 2 should be amended to read "Three Brooks *Local* Nature Reserve".
 - 6d should be amended to read "*at least* four times a year".
 - At 10a, "the group" should be changed to "the Committee".

- An extra clause to be inserted at 10 to read, “The group will perform a risk assessment of the site for each workday.”

7. Those present agreed that they were happy for the Chair and Secretary to sign the Constitution once these amendments had been made. **Action: Emma to make the changes then sign with Hannah.**

8. Insurance for the group was discussed. John indicated that when Paul was not present the group was covered by the Council’s insurance (as long as the Council knows a workday is going ahead - currently John ensures this is the case). However, he advised that it might be beneficial for the group to have its own insurance. The Patchway group were insured through BTCV at a cost of approximately £135 a year; a grant might be available from the Council for this.

9. John also advised the group that a standard risk assessment guide was available from the Council. **Action: John to provide list to Emma.**

Election of two further officers

10. Hannah explained that two further officers would be elected to the Committee in the future, and posts for Education/Schools Liaison and Press and Publicity had been suggested. Graham Capell had expressed an interest in the Schools post. Sara expressed a possible interest in the P&P post. However, it was agreed that we would wait for the group to “settle” before formally electing these posts. **Action: to be on the agenda at a future meeting when deemed appropriate.**

Working processes

Membership forms

11. The draft of the membership form was discussed and the following amendments agreed:

- Space to be added for children’s dates of birth.
- Space to be added on the top for a membership number.

Action: EC to make changes and email amended form to all those present.

12. Further matters concerning membership were discussed:

- a. The group agreed that “children” should be under-16s; over-16s would complete their own form.
- b. Membership should be reaffirmed annually, to avoid having a backlog of names on the database.
- c. A copy of the constitution should be attached to the form for new members.
- d. Forms would not be generally available - instead a poster for the library and other public places should provide a contact (Hannah) and forms would be sent to anyone who contacted the group wishing to join. In general, however, the preference was that only people showing the commitment of attending a workday should become members. Emma should bring copies of the forms and constitution to workdays.

Publicity

13. A poster and some leaflets to be left in the library and other public places should be drawn up. John provided a leaflet from the Golden Valley nature reserve which had been drawn up by local residents. 3 Brooks members agreed that they would like to design a similar leaflet.

14. John explained that a leaflet for a walk round the reserve already exists, but a new one is to be designed when supplies run out and the Council would like the group's help in this. The Council would print publicity for the group.

15. The group needed a logo - a "design a logo" competition for the local community, especially schools, might help here. This could perhaps be "launched" at the community fair in June, with accompanying publicity in the Observer.

Action: Committee to produce first draft of a publicity leaflet for circulating around members

Committee to discuss "design a logo" competition

Committee to discuss outline of website

John Morris to draft a poster for display in library etc and provide to Hannah by 29 April

Emma to start an archive of past workdays

If members have good photographs of the reserve then these would be a great help

Frequency of meetings

16. Members agreed that there should be 4 general meetings a year. Committee meetings should be held between these.

When workdays should be

17. Members agreed that it would help planning to have the workday on a fixed day each month, although this would obviously depend on Paul. As Patchway Conservation Group use the first Saturday in each month, 3 Brooks could take the last Saturday. **Action: Hannah to discuss with Paul to check availability**

AGM date

18. AGMs would be held approximately on the anniversary of this inaugural meeting, i.e. mid-April. This would also give Steve time to prepare and present the previous financial year's accounts.

Other working matters

19. Finance: Steve is to consult Paul on opening a bank account, including looking into online banking. **Action: Steve.** Sara will look into whether we can claim Gift Aid (we may need to be a registered charity). **Action: Sara.**

20. Tools: we could ask a store such as B&Q if they would be willing to donate tools.

Fisheries proposal

21. Garry explained that the Environment Agency, where he worked, spent approximately £2.5m p.a. on fisheries which in turn brought in £5m funding. A bid had been received and approved to turn the Three Brooks lake into a fishery (when the desilting contractors drained the site, 700kg of fish were recovered). The proposal included improving the amenity value of the site and putting in fishing platforms around the lake.

22. John will check for further details from Heather Marshall, the Open Spaces officer. **Action: John.**

Draft management plan

23. John explained that the Council had commissioned Rupert Higgins, of the Wessex Ecological Consultancy, to draft a management plan for the reserve. The idea of the plan was to set out a calendar of work; the group could use this to plan workdays. Paul was particularly good at converting formal plans into action. John handed out copies of the first draft of the plan (it will be on the Council website when complete). A management committee would need to be set up for the reserve, which would include members of the 3 Brooks group. After the discussion the group agreed that it would be useful for Rupert to walk the group round the site and that this could form at least part of the May workday. **Action: John to check Rupert's availability for Saturdays in May.**

Workdays

24. Emma advised the group that Patchway conservation group are working on The Common East to replace the wooden bollards on 7 May, meeting on the Common at 10.00. It might be useful to have some contact with Patchway and 3 Brooks members are encouraged to attend.

25. The next 3 Brooks workday will be Saturday 23 April - meet outside the leisure centre at 10.00 for tree maintenance. The group agreed that it would be useful to advertise this in the Observer. **Action: Sara.**

AOB

Bradley Stoke Community Festival, 11 June

26. It was agreed that the group should have a stall at the community festival, with members taking turns to staff the stall. Suggests for the stall were:

- provide information in the form of maps and leaflets
- run a "make a batbox" session
- provide animal masks to colour in
- launch the design-a-logo competition

Actions:

Emma to fill in and send the festival registration form

Sara to look into getting a gazebo tent, possibly donated

Discussion about festival to be added to the next workday, after the walk with Rupert

Members to take photos at workdays to display

Wildways walk

27. John reminded members about the Wildways walk to be held in Keynsham on 8 May.

Ideas list

28. The committee had started an “ideas list” for things the group might do, both for workdays and other activities. This was shared with those present and other ideas suggested. The revised ideas list is attached.

Other actions:

Emma to arrange a committee meeting in May (to include Paul)

John to provide Emma with reports on the history of the nature reserve to start a “library”

John to approach the Bradley Stoke library about updating their “conservation” display space

3 Brooks Meeting 13 April 2005

Summary of Actions

Emma

Make the changes to constitution then sign with Hannah.
Put extra committee members on the agenda at a future meeting when deemed appropriate.
Make changes to membership form and email amended form to all those present.
Start an archive of past workdays
Fill in and send the festival registration form
Arrange committee meeting in May

John

Provide risk assessment list to Emma.
Draft a poster for display in library etc and provide to Hannah by 29 April
Check with Heather Marshall for more details of fishery plan
Check Rupert's availability for Saturdays in May.
Provide Emma with reports on the history of the nature reserve to start a "library"
Approach the Bradley Stoke library about updating their "conservation" display space

Hannah

Discuss timing of workdays (last Saturday of each month?) with Paul to check availability

Sara

Look into Gift Aid status
Advertise 23 April in Observer
Look into getting a gazebo tent, possibly donated

Steve

Consult Paul on opening a bank account

Committee

Produce first draft of a publicity leaflet for circulating around members
Discuss "design a logo" competition
Discuss outline of website

Members

If members have good photographs of the reserve then these would be a great help -
take photos at workdays to display
Discuss festival at the next workday, after the walk with Rupert

