

FFOG meeting- Decisions & Actions

Location: Tite & Locke

Date: 02.07.26

Time: 7.00pm to 9.00pm

Attendees: Hilary Short (chair), Graham Brandwood, Rick Gould, Clio Graham, Anne Greenwood, Rebekah Mulligan, Ian Procter, Michael Sheppard, Mark Tanner, Chris Workman.

Apologies: Dave Brookes, Steve Bullen, David Elliott.

ITEM	ISSUE	DECISION	ACTION	OWNER
2. Previous Minutes	Accepted.			
Matters Arising 3.1.	Pony Wood board: IP had previously circulated a quote from promotional Gods for converting the current Pony Wood sightings board into an information board. The quotation includes 5 hours of work for £291.88. IP had suggested a subgroup to progress this including CW for Pony Wood & DB for iNaturalist, IP for the hedge laying content. The specification for the board is gloss/anti-graffiti		IP will lead on this.	IP See matters arising
3.2.	Update on grant for path repairs: Although initially unsuccessful, we are now to receive a grant for 30K. Sue Holden will also apply to Garfield Weston & the Uni Turbine fund for further grants. Quotes have been received from Hanafins (responsible for installing the Fauna path) & Lancashire Wildlife Trust. A list of questions for contractors prepared by MT has been circulated to FFOG. The funding does not include the cost of a project manager.	A decision on contractor to be made after a response to the questions is received A project manager will be required.	HS to ask DB if he can suggest a suitable project manager	HS See matters arising
3.3.	Progress with new gates for Carr House Meadow & Hay Meadow: HS reported slow progress. Craig Walker has not responded to HS or Robin. Richard Parker, a fencing contractor, has inspected the required work, though equipment access may be an issue. We are awaiting a cost estimate.	To proceed with Richard Parker if the quote is considered acceptable by FFOG.	HS will inform FFOG of the quote received.	HS No response Richard Parker. Craig didn't show up. To ask the contractor who will be doing the footpaths.

3.4.	Dogs on Lead sign. Refer to minutes of last meeting- the "dogs on lead" sign on Pony wood path to replace the stolen sign on Fauna path. GB noted that this had not been done.		Volunteers to move the sign from Pony Wood path to Fauna path.	RM ✓
4.6	Review of Health & safety policy: Michael Sheppard, trustee lead for health and safety, attended the meeting to discuss this issue. The current H & S documents, last updated in 2020, had been circulated to FFOG members. MS noted that all documents should be current, reviewed regularly, and supported by evidence that practice aligns with the guidance. HS and MT have begun drafting a volunteer guide, which could include basic H & S information and signpost volunteers to further guidance. RM would be responsible for ensuring that new volunteers receive the relevant information and orientation, although this task could be delegated. IP emphasised the importance of each team being contactable, and of all teams being able to contact RM. H & S issues relating to lone workers need to be clarified. This includes confirming that the activity has been approved by FFOG and that it is known when the lone worker is carrying out the task.	A subgroup will be required to take this forward. Michael Sheppard to lead & members to be IP, RM & AG.	MS will suggest initial dates for the subgroup to meet.	MS ongoing
5.1.	Volunteer Activities for May & June: see report RM.	This report was agreed.		
5.2.	Volunteer job report. See report GB. Ragwort is widespread in Big Meadow and is coming into flower. GB recommended that it should be removed within the next few weeks. Vegetation removal in Flora Pond was proposed. HS has contacted LWT, who would prefer to carry out the work themselves in September. Cutting back phragmites and clearing the channel in US were discussed. Volunteers clear the channel annually and cut back the phragmites on a rotational basis. Contractors are needed every five years and could complete this work when machinery is already on site. Machinery access would be created from LS.	Ragwort to be controlled by removal in quadrants/ areas. LWT to be responsible clearing out all the ponds that belong to them, including West Field & Flora Field. The rest of the report was agreed.	HS to ask LWT to clear the channels in US when they are on site later this year.	HS. ✓ Waiting for a response from LWT
5.3.	Proposed tasks for March & April. See report RM. Vegetation behind the bike rack, seats and notice boards to be controlled. The evening scything group has been discontinued and the task is carried out by Wednesday morning volunteers.	This report was agreed.		
6.1	Monitoring Report. See report GB. GB recommended that the cattle should go in West Field to graze as the grass is overgrown and the water supply will dry up shortly. RG & IP agreed. GB reported that there was no activity in and around the beehives.		HS will contact Robin to make him aware of the issues re water supply	HS ✓

			and overgrown grass in West field. RM will contact Keith about the bee hives.	RM ✓ see matters arising
6.2	Surveys. Frequency of snipe counts: CG reported difficulties recruiting volunteers last winter. She had contacted the RSPB, which advised that three flush counts over the winter would be sufficient, scheduled for early November, mid-December and late January. The aim is to recruit at least eight volunteers for each survey. CG planned to gauge interest from the Bird Group and consider holding the surveys over a weekend.			
6.3.1	Livestock report: See report RG. There are 17 cattle in total. There were 7 calves born in March & April, 4 of which were male. The bull calves will be removed from the herd in autumn.	RG agreed to attend future meetings with the graziers along with HS.		
6.3.2.	Future responsibility for cattle monitoring: RG asked to pass responsibility for monitoring the cattle to another volunteer. He said he would continue in the role until a replacement was found.			
6.4.	Supplementary report on fences: See report RG. The report was shared with FFOG members who had responded. HS had received two quotes for the required work, covering both sides of West Field. LWT quoted £5,900 plus VAT, with the work to be completed while the equipment was already on site. The second quote was £11 per metre for a total length of 550 metres. IP expressed the view that the fence around the bays on the east side would provide an adequate barrier for the cattle. RM said volunteers could carry out repairs on the bays as required. However, the electric fence on the west side had proved ineffective	It was agreed that a fence is needed along the 300m west side of West Field, replacing the electric fence. It was agreed that volunteers would maintain the bays on the east side.	HS to contact LWT to inform them that a fence was required on the west side of West Field only.	HS ✓ No definite answer from LWT but will be irrelevant if Ian's proposal (item 4.2.1) accepted.
7.1	Standing Items Arrangements: Volunteers to stake the wildflower margins in Flora Field ahead of the August crop harvest and to confirm that the seeds have germinated. RM will check with MS where the stakes should be placed. HS is currently liaising with the farmer but would be happy for someone else to take this on.		Stake wildflower margins To add "cutting of docks" to no.11 in July arrangements.	RM see matters arising AG ✓
7.2	Financial Control: Nothing to report.			

7.3	Organised Events: Apple Day will take place if someone volunteers to organise it. HS said it could take place earlier than the usual late September/early October. Pavlos would organise the gazebos.			
7.4.1	The FA Respect statement & procedure for raising a concern. (see 2 reports circulated by MT) The FA is becoming a Charitable Incorporated Organisation and is drafting a constitution for submission to the Charity Commission. As part of this work, related policies and procedures are also being reviewed. The procedure for raising a concern begins with informal resolution where appropriate, then sets out the formal process if the concern needs to be escalated.			
7.4.2	Link to the minutes of the last FA meeting below: https://fairfieldassociation.org/meeting-information/fairfield-association-minutes-16-june-2026/			
7.5	Items to report from Trustees (SN) Nothing to report.			
8. AOB	Nothing was raised.			

Next meeting: 10th September 7.00 pm at the Tite & Locke