

WALMER PARISH COUNCIL

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10 January 2018

**To: Councillors D Thompson, Mrs M Beard-Gould & C Grant
Mr John Gooding, Mrs Lindsay Gorringe, Mr Stan Stockley, Dr Michael Sykes & Mr
Eddie Turner**

Email Copy: G Harlow

I am writing to confirm that the next meeting of the **Hawkshill Freedown Working Group** will take place on **Thursday 18 January 2018** at 7pm at the Parish Council Offices, 8 The Strand, Walmer to discuss matters set out below: -

Kirsty Holroyd
Clerk to Walmer Parish Council

Copied to: Kirk Alexander (White Cliffs Countryside Project) and Councillor P Heath

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A G E N D A

- 1. WELCOME AND APOLOGIES**
- 2. MINUTES OF THE PREVIOUS MEETING**
To approve the minutes of the meeting held on Thursday 9 November 2017 **Attach 1**
- 3. MATTERS ARISING NOT COVERED ELSEWHERE.**
- 4. MANAGEMENT ISSUES**
 - i) To receive a verbal update on working parties' progress
 - ii) To consider a draft Health and Safety card to be distributed to volunteers
- 5. MONITORING**
To receive reports from volunteers working at the Freedown
- 6. PUBLICITY & EVENTS**
- 7. ANY OTHER BUSINESS**
- 8. DATE OF NEXT MEETING - Thursday 15 March 2018 at 7 pm at the Parish Office**

Minutes of the meeting of Hawkshill Freedown Working Group held on Thursday 9 November 2017 at 7pm at the Parish Council Office.

Present: Cllrs C Grant, D Thompson & Mrs M Beard-Gould
Dr M Sykes, Mrs L Gorringer & Mr J Gooding

Officer Present: Mrs K Holroyd

652. WELCOME & APOLOGIES FOR ABSENCE

None received

653. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Thursday 28 September 2017 were agreed as a true record and duly signed by the chairman.

654. MATTERS ARISING NOT COVERED ELSEWHERE

Mrs Gorringer confirmed that she had given her apologies for the previous meeting.

655. MANAGEMENT ISSUES

i) Working Parties: Cllr David Thompson reported that a total of four volunteers had attended the last working party and had used the rake, shears and loppers. All wore gloves. The butterfly walk is now clear at the northern end too. Dr Sykes thanked Cllr Thompson for this. Cllr Grant wished to commend Cllr Thompson and all the volunteers for the huge amount of work they have undertaken lately. The Freedown is looking particularly smart.

ii) Health and Safety

Members received a copy of the handbook and considered any changes necessary.

RESOLVED:

i) That the document is fit for purpose.

ii) That the document be distributed to all volunteers working on the Freedown.

iii) That the Clerk produce a small laminated checklist of the key points contained within the Health and Safety Document along with relevant phone numbers etc.

iii) Training requirements

a) First Aid

RESOLVED: That Cllr Thompson will check the contents and availability of the first aid box. He will also ask whether any of the new volunteers would like to undergo first aid training.

b) Tools and machinery training

The Clerk confirmed that Graham Harris had visited the office to provide a copy of his brush cutter and hedge trimmer training certificate.

RESOLVED: That Graham be asked to undertake a refresher course since his training took place fifteen years ago.

iv) Risk Assessment

Members received the document and considered whether it is still fit for purpose.

RESOLVED: That the document be accepted

v) Inspection report

Members received the report and discussed any actions necessary.

RESOLVED: That the document is accepted. No action is necessary.

656. MANAGEMENT PLAN

Members reviewed Martin Newcombe's 2010 plan and discussed priorities for 2018.

RESOLVED:

i) That the cutting of the grass on the western bank is a priority. This is to be done once per year in late September by professional contractors in order that flora and butterflies continue to flourish.

ii) That the grass plateau is also a priority.

iii) That the encroachment of hedges and scrub at the western boundary (compartments 1, 3 and 6) is also a priority and will be tackled by volunteers over the winter. If this proves too much for volunteers contractors can be hired.

657. MONITORING

i) No monitoring reports were received from volunteers due to the time of year.

Dr Sykes agreed he would talk to Cllr Murray about a report for Rural Round up.

ii) Members discussed the photographic record

RESOLVED: That Cllr Thompson will ask Jim Whalley whether he is interested in keeping a permanent record.

658. INFORMATION BOARDS

Members considered the amended drafts.

RESOLVED:

i) That a few small amendments are necessary.

ii) That the quote for £100 to make the adjustments so far be accepted

iii) That the quote for £268.60 to produce and install two new information boards be accepted.

659. BUDGET

Members considered budgetary requirements for 2018/19

RECOMMENDATION: That a total of £3900 be requested for 2018/19

660. PUBLICITY AND EVENTS

Members received information from a third party, Vintage Air Rally, who wish to use the Freedown as an air field on one leg of a journey from Belgium to Goodwood. The proposal has the backing of English Heritage and Lord Boyce who will host a lunch at Walmer Castle for the participants before they begin the next part of their journey. The organisers will arrange and pay for everything but need the permission of the Parish Council to proceed. They have confirmed that they wish as many local people to watch the spectacle as possible and that the Freedown will remain open to the public although marshals will be on site to guarantee safety. A strip of grass will need to be cut on the plateau. Dr Sykes suggested checking that this can be accomplished without disturbing the orchids which grow in a small area of the Freedown.

RESOLVED:

i) That Cllr Grant will measure out the proposed strip and ascertain whether the flowers will be disturbed

ii) That the Clerk will get advice if necessary from Mr Turner and the Royal Horticultural Society.

iii) That this committee supports the proposal in principle subject to points i) and ii) above being satisfied.

661. DATE OF NEXT MEETING

Thursday 18 January 2018 at 7pm at the Parish Office.

The meeting closed at 8.35 pm

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Signature

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Date