

**Minutes of a meeting of the Monks Wall Nature Reserve Management Committee, 18<sup>th</sup> September 2019, in the Council Chamber, Guildhall, Sandwich at 5:00pm**

**Present:**        **The Mayor, Cllr J Franklin (left early)**  
                      **Cllr P G Graeme (in the Chair)**  
                      **Cllr D Friend**  
                      **Cllr D Sivrikaya**  
                      **Mr M Chandler, Finns**  
                      **Mr K Chapman, Warden**  
                      **Mr R A Daw**  
                      **Mrs S Hunter**  
                      **Mr A Henderson**  
                      **Mr A Lipczynski**

**Officer:**        **Amandajayne Hollobon-Baxter**

**Mr Mayor was unable to chair the entire meeting due to a prior commitment. It was therefore proposed and seconded that Cllr Graeme should chair.**

**39.09.19        APOLOGIES FOR ABSENCE**

Cllr's Heaven and Holloway gave their apologies.

**40.09.19        DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

There were no declarations of interest.

**41.09.19        MINUTES**

The Committee received the minutes of the meeting of 10<sup>th</sup> April 2019 which had already been approved by Council.

**RESOLUTION: These minutes were noted.**

**42.09.19        FINNS**

(i)        The Committee received and considered Finn's management report. The Chair thanked Finn's for their efforts.

**RESOLUTION: Flailing works to be completed together with Hedge cutting works at a total cost of £5,000 plus vat with Finn's facilitating these works as soon as possible.**

(ii)        Basic Payment Scheme Application 2019 letters dated 10<sup>th</sup> April and 3<sup>rd</sup> May 2019 were noted by Committee. Payments will begin December 2019.

**RESOLUTION: Noted**

(iii)        The Committee received Finn's invoice in relation to Basic Payment Scheme application which was approved for payment.

**RESOLUTION: Payment to be made to Finn's.**

#### **43.09.19 WARDEN'S REPORT**

The Chair thanked the Warden for his efforts.

Health and Safety in relation to the new sluice surround was discussed and it was agreed that a metal key clamp fence would be erected on the sluice together with post fencing across this corner of land to enclose the sluice and discourage the cattle from this area. Finn's to facilitate this work with a budget of £2,500 plus vat.

The Project Manager was tasked with investigating Skyguard to ensure the Warden's safety whilst on site.

**RESOLUTION: Finn's to facilitate fencing and Project Manager to investigate Skyguard and report back to Committee.**

Mr Mayor left during this item for another engagement.

#### **44.09.19 FINANCE**

(i) To receive a statement of the Monks Wall Nature Reserve draft balance as at 31<sup>st</sup> August 2019.

**RESOLUTION: Noted.**

(ii) To receive correspondence in relation to Rural Payments Agency.

**RESOLUTION: Noted.**

(iii) To consider any forthcoming expenditure/income relevant to the Monks Wall Nature Reserve.

**RESOLUTION: This had taken place during the meeting item by item.**

#### **45.09.19 RE-OPENING OF THE RESERVE**

The Committee discussed Health and Safety, Permits and padlocks and Signage.

(i) Committee agreed that the Warden would facilitate the signage required (2 larger signs each end of the reserve, 2 smaller signs – Monks Wall this way and a permissive sign for the footpath). Committee agreed to a budget of £2,500 plus vat which would include installation. The Committee further agreed that the Warden, Cllr Graeme and Finn's would liaise.

(ii) The Warden advised that all padlocks are in place and Committee felt no need for permits to be issued.

(iii) Health and Safety – Project Manager was tasked with facilitating an onsite meeting with Roger Wragg, DDC Parks and Open Spaces, to realise the opening of the Reserve

**RESOLUTION: Signs to be facilitated by Warden, Finn's and Cllr Graeme. Health and Safety onsite visit from DDC Parks and Open Spaces to be facilitated by Project Manager.**

#### **46.09.19 MEETINGS DATES**

Committee discussed how often they should meet in future and it was agreed that the Committee would meet monthly until a few months after the opening to ensure all is well.

**RESOLUTION: Committee, if necessary, to meet monthly to facilitate the opening of the Reserve.**

**47.09.19 CONFIDENTIAL ITEM**

(i) It was agreed that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

(ii) Committee received and considered a report from Cllr Paul Graeme, circulated with the agenda, in relation to Open Parks and Spaces (including Gazen Salts & Monks Wall Nature Reserves) that will be submitted to Sandwich Town Council on 30<sup>th</sup> September 2019 for consideration. It was recommended that this item be considered confidentially due to the inclusion of contractual information. The report follows a meeting that took place on 10<sup>th</sup> September 2019 with representatives from Gazen Salts Nature Reserve, Monks Wall Nature Reserve, Sandwich Town Council & Dover District Council to discuss possible future amalgamation of the two Reserves. The Committee discussed and considered this proposal, being content with proposal agreeing it should be recommended to Council as the way forward for the reserve.

**RESOLUTION: This proposal should be considered by Council with the backing of MWNR Committee recommending this proposal go ahead.**

(iii) The Committee received a report from the Project/HR Manager in relation to a review of the Warden current fees. It was recommended that this item be considered confidentially due to the inclusion of contract information. The Warden was asked to leave the room whilst discussion took place. The Project Manager advised Committee that having considered this proposal in more detail since the agenda was circulated, she believed this increase was insufficient. Committee discussed further and agreed an increase to £2,500 per annum with effect from 1st October 2019.

**RESOLUTION: Warden's fees be increased to £2,500 per annum with effect from 1st October 2019.**

**48.07.18 DATE OF NEXT MEETING**

Wednesday 10<sup>th</sup> October 2019, at 5pm, in the Council Chamber.

**MWNR (18/9/19) Summary of Actions:**

<b>Minutes</b>	<b>Action</b>	<b>Member/Officer to complete</b>	<b>Update/record of completion</b>
<b>42.09.19</b>	<b>Flailing and Hedge cutting works</b>	<b>Finn's/P.M.</b>	<b>Email to Finns to facilitate 1/10/19</b>

<b>42.09.19</b>	<b>Payment to be made to Finn's</b>	<b>R.F.O.</b>	<b>1/10/19 and will be paid on 3/10/19</b>
<b>43.09.19</b>	<b>Fencing and Key Clamp Fencing around sluice.</b>	<b>Finn's &amp; P.M.</b>	<b>Email to Finns to facilitate 1/10/19</b>
<b>43.09.19</b>	<b>Skyguard to be investigated.</b>	<b>P.M.</b>	<b>Email to Skyguard</b>
<b>45.09.19</b>	<b>Signs to be created, printed and erected facilitated by Warden, Finn's and Cllr Graeme.</b>	<b>Warden, Finn's &amp; Cllr Graeme</b>	<b>Meeting on 27/9/19 Warden progressing</b>
<b>45.09.19</b>	<b>Health and Safety sign off with DDC</b>	<b>D.D.C. &amp; P.M.</b>	<b>Booked for 23<sup>rd</sup> October 2019</b>
<b>47.09.19</b>	<b>Amalgamation of nature reserves within Sandwich proposal to be considered by Council</b>	<b>Council</b>	<b>Agreed at Council Working group to proceed</b>
<b>47.09.19</b>	<b>Warden's fees be increased to £2,500 per annum with effect from 1st October 2019</b>	<b>P.M. &amp; R.F.O.</b>	<b>RFO advised by PM 1/10/19</b>