



Fittleworth Parish Council

Members of the Hesworth Common Management Committee
are summoned to a meeting of
Hesworth Common Management Committee

The meeting will be held at
The Bradley Williams Room, Fittleworth Village Hall
on
Friday 26th July 2024 at 10.00

Members of the Public - Members of the public are very welcome to attend and will be given the opportunity to speak at item 5 on the agenda.

Rachel Gorvin, Parish Clerk, On behalf of Fittleworth Parish Council. 22 July 2024

AGENDA

- 1 **Apologies for absence (KM)** – to receive and approve apologies for absence.
- 2 **Minutes of the last meeting (CM)** – to consider approval of the minutes of the meeting held on 14th June 2024
- 3 **Matters arising from the minutes of the last meeting (All)**
- 4 **Action points from the minutes of the last meeting (All)**
- 5 **Public questions (CM)** – to receive questions and comments from members of the public.
- 6 **Birchwalk Woods Management Working Group (HB)** – update from Hazel Barkworth, Member, with discussion around collaborative work planned on both Hesworth Common and Birchwalk Woods.
- 7 **Declarations by Council Members of personal or prejudicial interest (CM)** – to receive any declarations of interest as defined under the Localism Act 2011.
- 8 **Work undertaken since last meeting (CM)**
 - (a) Capital works – days worked in the quarter April to June 24
 - (b) Volunteer working parties – number of volunteer days
 - (c) Bracken Control Group – update
 - (d) Surveys
- 9 **Work planned for remainder of 2024**
 - (a) Capital works for remainder of 2024 – third and final cut & collect of bracken, maintenance, conservation actions, heather seed collection, birch trees (CM)
 - (b) Tree planting Winter 24/25 – Sourcing local provenance trees; numbers of trees; tree guards (CM)
 - (c) Working party dates - SDNPA Rangers (DS)
 - (d) Working party dates – Environment Agency, Fittleworth village, Worthing Conservation volunteers (KM)

- (e) Review of volunteer working and number of volunteer days **(CM)**
- (f) Communications – WhatsApp, Village News (article in August edition), FPC website **(KM)**

10 Financial Management

- (a) Financial report – budget review; forecast; cashflow
- (b) CIL draw down of funds (by 31/10/24) – CIL application form

11 Countryside Stewardship Agreement (CSA)

- (a) Capital Claim to RPA **(CM)**
- (b) CSA Terms & Conditions
 - Mapping of all existing and new heathland areas, using What3Words and Google Maps **(CM)**
 - Update on Field Mapping App or equivalent for reference purposes **(KM)**
 - Requirement to update CSA submission map to reflect local geology **(CM)**
- (c) Framework contract template for contractors – update **(CM)**
- (d) Site visit by Nigel Hiscoke, Natural England **(CM)**

12 Health and Safety

- Tree Survey Report – 37 actions (shareable spreadsheet); oak tree felled; beech tree not felled
- Pine plantation trees. National Tree Safety Group advice on tree inspection of trees away from footpaths
- Repairs to Hesworth Lane access and car park
- Benches – repair and maintenance of Trig Point, Contour, Lower, Worthing Vols, Barkworth **(WH)**
- Risk Assessment for Volunteer Days, Risk register, Contingency planning **(CM)**
- Signage **(CM/KM)**
 - Signage for contractor work
 - Birch trees
 - Swan Pub route

13 Date of next meetings (CM) – to agree date and location of proposed next meetings

- Frequency of meetings
- Friday 13th September at 10.00 (Bradley Williams Room, Fittleworth Village Hall)
- Friday 25th October at 10.00 (Bradley Williams Room, Fittleworth Village Hall)

Papers – by Agenda Item

Agenda item 8

- 8. Contractor days – summary (see Management Plan 2024)
- 8. Working Party days 2024
- 8. Bracken Control Group – update

Agenda item 9

- 9. Tree Planting – tree and guard quotes
- 9. Village News August edition – Hesworth Common article

Agenda item 10

- 10. Management Plan 2024
- 10. CIL application

Agenda item 11

- 11. Summary of Mapping exercise

Agenda item 12

- 12. Tree Survey (Andrew Gale) - now on shared spreadsheet
- 12. National Tree Safety Group guidance and summary