

Apologies received from: Nancy Main

### 1. OVERVIEW

Thanks to Grenville for attending this meeting. He was here largely to advise on the Letter and Plan for Malcolm Purvis's solicitor.

Malcolm was contacted by Sally before Christmas to be kept up to date with progress regarding Solicitors.

### 2. SOLICITORS

The group agreed to use the Solicitor that Nancy has found.

Nancy provided a copy of Solicitors letter to date. This was read through by the group. An amendment was made to the letter and Maria will take this to Nancy to re draft.

It was also decided to use a different plan of the land. A simpler plan was chosen and Nigel will outline the plot of land on it then give it to Nancy.

Maria will ask Nancy to circulate the finished letter and plan to the group for approval. It was agreed that this letter is now a priority and we need to instruct and get it the Solicitors as soon as possible.

### 3. MANAGEMENT PLAN

Nick prior has kindly agreed to draft a Management plan with the help of Nigel Kerridge.

Grenville has offered to enlarge the planting plan that Nigel and Nancy have started, when a copy of it is received from Nigel or Nancy.

The management plan will need to include;

- Plan of Site
    - Map of Location
    - Brief description of the site with a grid reference.
    - History of site.
    - Outline of general intentions to include year plan
- i.e. Year 1 Solicitor / fencing / Grass cutting etc...  
 Year 2 Planting etc..

Fund raising information is not to be included in the management plan.

### 4. OTHER

#### Website

John Holmes from the Parish council has now started a Yoxford page on a government website. We need to put Yoxwood information on this site.

Website address; [www.onesuffolk.co.uk/YoxfordPC](http://www.onesuffolk.co.uk/YoxfordPC)

It would also be an idea to put a link on the page so that the general public can access the Minutes from there. Adam Barker has offered to set up a link for this.

Open access to meetings was discussed and it was decided that non committee members are welcome to meetings as observers but can only speak before and after the meeting but cannot take active part in the meeting itself. There is a draw back to this idea in that the meeting venues, with the exception of the school cannot accommodate many guests. Having a link to the minutes via a website might help to alleviate this problem.

It was decided that the time and venue of the next meeting should be promoted so that any interested parties can attend.

## Sub Groups

- **Fundraising**

Anne Gouge  
Liz Morris  
Sam Cutler

- **Land Management**

Nick Prior  
Nigel Kerridge  
(Grenville -advice)

- **Publicity**

Jan Williams

- **School Links**

Sam Cutler  
Jan Williams

## Insurance

Sally to obtain quotes for Public Liability Insurance from;  
Suffolk Acre (recommended) or  
BTCV Insurances.

To quote including use of Tractor and Topper but not Chainsaws, Brushcutters etc.

## Big Fun Day

Tuesday 27<sup>th</sup> March 10-3pm (8am set-up) (School holiday)

Maria and Sally Promotional tree stall. Sally to provide Gazebo.  
If Solicitors have finalised lease we can promote and first work party from the stand.

Anne Gouge. Related art and craft stall. Materials to be supplied by group if possible.

NEXT MEETING Wednesday 6<sup>th</sup> Febuary at 4.30pm.  
At Liz Morris's house. 1 Oakwood Park, Yoxford.