

NOTES OF HOLME PARK QUARRY LOCAL NATURE RESERVE MANAGEMENT COMMITTEE MEETING HELD ON WED 21 APR 09 AT THE CLAWTHORPE HALL BUSINESS CENTRE

**Present:** Judy Palmer (JAP), Mark Broadley (MB), Ann Dale (AD), Reg Hesketh, Kath Unsworth (KU), Kathryn Smith (KS) Tony Wood (TW)

**1. Apologies and Minutes of the Last Meeting (held on 11th Mar 08).** Apologies were received from Roger Bingham and Maria Gettle. After a correction at para 3, Map 8 to read Map 9 the minutes of the meeting held on 11<sup>th</sup> Mar 08 were accepted..

**2. Matters Arising.** The headmistress of Burton Morewood School, Mrs Sue Woodburn wished to continue an association with the Local Nature Reserve, but did not have a teacher with the time or enthusiasm to sit on the committee. The headmistress of Holme Community School was quite new in post and although unable to attend the meeting did indicate a willingness to participate in LNR activities. JP had made some small amendments to the Education Pack and a **hard copy of this and CD would be issued to both local schools. Other new copies were issued to committee members and would also be issued to the list of other educational establishments held by the Quarry. MB was also asked to provide feedback from any educational visit.** **Action: KP/MB**

A Report for the year 07/08 had not been done but **PS agreed to produce a report for Apr 08 to Mar 09 by 31<sup>st</sup> May 09. He would ask to publish the full version on the Burton and Holme web sites and a summary in both parish magazines.** **Action: PS**

**Meeting between JP, MB and Geoff Storey(GS) from Aggregate Industries (AI) had been held on 13<sup>th</sup> May 08.** (Copy of notes of this meeting held with file copy of these minutes)

Although the issue of extending the LNR to the east had appeared to have been resolved at the time AI was now not certain about the legality of this. Likewise there now appeared to be doubt over whether the trees and growth on the bund could be removed without further investigation as to why it had been placed there in the first place. **JP would look at this with the county planners and MB was asked to investigate both these issues with GS**

**Action: JP/MB**

The responsibility for boundaries had also been addressed and generally (although not definitely) agreed that AI was responsible for the outer boundary fence, the internal fence marking the extent of the LNR was the responsibility of CCC. As this fence was in poor condition **MB was asked to make suggestions to replace this internal fence, but only as a boundary demarcation not as a security fence.** **Action: MB**

**Management Plan.** JP had redone Table 1.9.1 but there was still lack of clarity about what 'Other' meant. **JP would resolve this.** **Action: JP**

**3. Health and Safety** The meeting on 13<sup>th</sup> May had concluded that responsibility for H&S for those accessing the LNR lay with the CCC. The Management Committee agreed that it had a role to play in identifying H&S issues and recommending procedures and actions to minimise risk to visitors in the LNR, but was not in, a legal sense, responsible for H&S. However, the committee, as the agents of Cumbria County Council and appointed by the CC to manage the LNR agreed that **insurance cover from BTCV for both public liability and**

**personal accident should be arranged. (Sec's Note: PS has submitted completed insurance application forms to MB for forward transmission to BTCV along with payment).**

**Action: MB**

The Education Pack already contained a list of hazards, precautions to be taken and a risk assessment form for leaders to complete. However, a separate H&S file was needed and some hazards had been identified. **(Sec's Note: Work initially done by RPJ covers this topic and his Risk Assessment Proformae are attached and will be used as the basis for the H&S file.)** Committee members should also use this risk assessment to inform their own visits to the LNR and are asked to forward any other suggestions to KS by 30<sup>th</sup> Apr 09. **Action: ALL**

JP had also provided a Risk Assessment template which would be included in the H&S file.

**Action: JP**

**4. Reserve Activities up to Apr 09** Bracken had been bruised and cleared from the usual area. In addition Timberwolf had cut bracken in 'the bracken clearing' as an experiment. RH had completed the Butterfly Transect and the records entered on Transect Walker and emailed to Dave Wainwright the Butterfly Conservation contact (Report and transect record attached to file copy of minutes). Tony Wood had also continued monitoring plants in the LNR and his records would also be attached to the minutes.

**5. Proposed Work Programme Apr 09- Mar 10** RH and TW would continue recording plant and butterfly data. RH would contact Martin Wain (who works for Butterfly Conservation). Bracken bruising would be organised in early June and the same area as last year cut. MB would arrange for payment of Timberwolf and PS would ensure that their invoice was submitted at their earliest convenience. **Action: RH/TW/PS/MB**

**6. Terms of Reference** JP had drafted a Section 1.4 for the MP covering LNR Administrative Structures and Responsibilities and separate TORs. KS had also drafted some ideas about TORs. **All committee members were asked to review these drafts and make suggestions/comments to KS by end Apr. MB would forward to KS the TORs for the Quarry Liaison Committee. KS would forward a draft based on these comments to JP by 5 May. JP would liaise with GS to clarify the area of Administrative Structures.**

**Action: KS**

**9. Any Other Business** JP suggested the possibility of a liaison visit to or by the Millom Reserve Group. This was thought to be a good idea and she was asked to progress this.

**Action: JP**

**10. Date and Location of Next Meetings.** The next meeting would be held on Wed 14<sup>th</sup> Oct 09 and Wed 10<sup>th</sup> Mar 10 at 6.00pm.

**Action: MB/All**

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