

**Hemyock Parish Council**  
**Commons Management Group**  
**held at Higher Mead at 7.30pm on 18<sup>th</sup> April 2013**

Subject	Action
<p><b>1. <u>Present</u></b>            Mr I McCulloch, Mr S Clist, Mr J Edwards, Mr S Major, Mr L Povah, Mrs D Evans (Parish Clerk),  <b><u>Apologies</u></b> None.</p>	
<p><b>2. <u>Introduction</u></b>            The council has already agreed the following:- To establish a council led Commons Management Group with the aim of mitigating as far as possible the effects of all users of the commons.</p> <p>The purpose of this session was to discuss and agree the terms of reference for the group and report back recommendations at the next Parish Council meeting.</p>	
<p><b>3. <u>Basic Principles</u></b>            It was agreed to recommend to full council that:-</p> <ul style="list-style-type: none"> <li>• The group will consider and collate information from various sources and make recommendations to full council for consideration and agreement.</li> <li>• The Commons Management Group (CMG) should consist of 5 councillors to be elected annually in May.</li> <li>• The group is chaired by Simon Clist - Chair to be appointed annually at the first meeting following the full council meeting in May.</li> <li>• Vice Chair is Steve Major – Vice Chair to be appointed annually at the first meeting following the full council meeting in May.</li> <li>• Meetings will be held monthly initially, then at least every 2 months* on or around the third Thursday of the month. Venue to be confirmed. *The frequency of meetings will be reviewed once the group is up and running.</li> <li>• An agenda will be issued in the usual way (3 clear days before a meeting on website and noticeboards)</li> <li>• The minutes will be taken and published on website.</li> <li>• Public Participation at meetings will be towards the end of the meeting and will be limited to 20 minutes maximum, 2 minutes per person.</li> <li>• To close each meeting, the chair will summarise any recommendations/information to be reported at the next full council meeting.</li> <li>• A verbal report will be made at the next appropriate full council meeting by the Chair.</li> </ul>	
<p><b>4. <u>Next Steps</u></b>            Initially the group will look at the issues raised, draft terms and conditions and agreements for the existing users (Gun Club and Rough Shoot Syndicate) and make initial contacts with (Devon Wildlife Trust, Natural England, AONB, Devon Biodiversity Records Office etc.) and gather information. Secondly, the group will arrange for working parties to be established to tackle specific tasks. This will involve working with others and 7 people have already contacted the clerk noting their interest in working with the group.</p>	
<p><b>5. <u>Action List</u></b></p> <p><b>5.1</b> Simon Clist to report back recommendations at next council meeting.</p> <p><b>5.2</b> Clerk to make contact with the various organisations to get contact details and any other useful information such as recent reports on the commons etc.</p> <p><b>5.3</b> Clerk to write to Secretary of Gun Club asking for answers to the questions concerning</p> <ul style="list-style-type: none"> <li>• Clay pigeon materials and biodegradability</li> <li>• Disposal of cartridges, types of cartridges used and general tidiness of area after</li> </ul>	<p>SC Clerk</p> <p>Clerk</p>

shoot. <ul style="list-style-type: none"> <li>• What arrangements are in place concerning use of gas appliances on site and toilet discharge.</li> </ul>	
5.4 Clerk will check with neighbouring property owner concerning water quality.	Clerk
5.5 Clerk will clarify with Richard Thomas (Natural England) the application process and how long his decision (when we receive it) will be valid for.	Clerk
5.6 Clerk will contact the member of public who has volunteered to clear away some rubbish at Shuttleton and arrange for insurance cover via Litterpickers.	Clerk
5.7 Clerk will locate map of commons to display at APM.	Clerk
5.8 Simon Clist will speak to members of the public at the APM and gauge public opinion of and interest in the commons.	SC
5.9 Clerk will investigate whether any standard lease agreements are available.	Clerk
6. <b>Next Meeting</b> will be 23 <sup>rd</sup> May at 7.30pm Longmead	

Meeting closed at 9.30pm

*Signed*.....*Date*.....