

MARESFIELD CONSERVATION GROUP

Minutes of a Meeting of the Executive Committee

Held at 7.00pm on Monday 15th December 2025 at The Chequers, Maresfield

COMMITTEE MEMBERS:

Jo Lawrance (JL)	Chair
Terence Brady (TB)	Treasurer
Richard Wane (RW)	Secretary
Graham Shaw (GS)	
Bruce Milton (BM)	
Tom Merchant (TM)	
Caroline Shaw (CS)	
Tracie Coe (TC)	
Jane Hendy (JaH)	
Jeremy Hendy (JeH)	

PRESENT: GS, RW, BM, TM, TC, JaH, JeH,

APOLOGIES: JL, TB, CS

1. QUORUM, CONFLICTS AND PREVIOUS MINUTES

- A quorum (of at least four Trustees) was achieved.
- In terms of conflicts, GS noted that he is a Wealden District Councillor, Trustee of Citizens Advice and in his Council role a Director of Sussex Weald Homes. RW also noted that he will including 'loyalty' conflicts in the register of interests to pick up on the fact that there are two married couples on the Committee.
- The minutes of the November meeting were approved.

AP1: RW to update and circulate register of interests.

2. MEMBERSHIP - TC

- TC noted that we have approximately 139 member records.
- TC circulated a further list of members who are either archived (no response) or membership expired. Some do not have an email address.

After discussion we agreed to send a letter to members who do not have an email address to seek to confirm their status.

AP2: TC will send a letter to members who do not have an email address in an attempt to establish their status and/or obtain an email for future correspondence.

3. TREASURER'S REPORT

- TB had sent his apologies and had circulated the most recent monthly account statements, which were noted.

4. FOOTPATHS

- BM reported that the team has completed its final leaf clearing of the year.
- Maps are still awaited from the printer for the walks booklet.
- No progress update has been received on the signposts.
- The Christmas tree has been put up.
- TC asked about the purchasing of new equipment. BM noted that we have not yet purchased anything and it will probably be better to go to see whatever we might want to buy before we do so – mindful also of the cost of some of the items.
- RW added that the Parish Council have confirmed that we have been given a £500 grant (to be paid in May 2026) to assist with the purchase and installation of a bench to be located on the land near Park Farm Lane (known as Site A). BM has messaged Garden Force and awaits a reply.

AP3: BM to follow-up with Garden Force, continue to liaise with the printer concerning the maps for the walks booklet (which JeH has offered to proof-read) and follow-up on the signposts activity.

5. EVENTS and ACTIVITIES

The updated list of 2026 events circulated prior to the meeting was discussed and various dates agreed.

- The AGM was agreed for 16th June. We discussed that we might use this time to do a brief talk on the new history website (JeH) which will hopefully be ready for review with the Committee at the February meeting. JeH continues to work on the site and will continue to review further with the Committee in due course.

RW asked whether we want to propose an amendment to the need for there to be 20 members present and there was discussion around the possibility of proposing wording to formalise the use of proxy voting.

- Quiz night. Further to discussion at the November meeting, we considered the event logistics further and agreed:

- Tables of 6
- Use our online shop for ticketing and be ready to take bookings early January
- GS will look to send a ‘new Chair’ email to members also early January
- We will review full Quiz logistics at the January meeting.

- Cheese & Wine. We continue to discuss whether to continue with this event but will ensure the date is free at the Village Hall. We might also consider this date for an alternative event – music, BBQ, other things mentioned.

- Speaker events. GS has reviewed the bios received from BM but nothing had jumped out. Various alternatives were discussed (e.g. Ashdown Forest, Sussex Wildlife Trust etc.). TM suggested that each member of the Committee come back to the next meeting with three suggestions for speaker/member events.

- Newsletter. We agreed that we would not need to continue with these given we now have the Parish Magazine slot and use Facebook and membermojo for general member communications.

AP4: RW will revise the Events list

AP5: Quiz logistics to be reviewed in January meeting.

AP6: Committee members to come up with three suggestions for events/talks for next meeting.

6. DISCUSSION TOPICS

- Land at Site A. We had a general discussion about the land and its possible use, including as a community orchard, referencing the Council information on

this topic. JaH noted that the latter requires quite a degree of pre-planning and work and we may also be ineligible given our current financial resources.

- Maresfield Woodlands Trust. With thanks to TC for the pick-up from the Parish Magazine, we noted the article about the Trust. JeH and JaH had taken a walk over to the area mentioned in the article. We agreed that we should look to make contact to see whether there may be any opportunity to assist.
- Bio-Diversity Survey. RW had sent around the outline and GS had kindly re-drawn the proposed survey area (to include Powder Mills). We agreed to confirm the appointment, including the optional bird survey.

AP5: BM will contact the Parish Council to understand what their plans might be for the land at Site A.

AP6: JeH will contact the Maresfield Woodlands Trust.

AP7: RW will confirm back to Izabela Kennedy that we wish to undertake the proposed Bio-Diversity Survey, including the option bird survey.

7. GOVERNANCE - RW

- RW noted that the balance sheet to complete the accounts for the Annual Return has been sent out to our accounting support by TB. We await a response.

- JeH noted that he will circulate notes about cyber security and that he has registered the domain of maresfield.org in the name of MCG. JeH has also created a mailbox (committee@maresfield.org) of which he is the owner; and is looking further into seeing if we can get a free Microsoft or Google account to manage it and which may enable further email addresses.

AP8: Sign-off of the balance sheet is awaited in order to complete the Annual Return (TB/RW).

AP9: JeH to circulate cyber security policies.

8. PLANNING

No report. RW noted that he attended the MGRC meeting but there was nothing of note for MCG.

9. ANY OTHER BUSINESS

The drinks being hosted by JL for the Committee is confirmed for 19th December at 7pm in The Chequers.

NEXT MEETING

JeH and JaH made their apologies for the January Committee meeting.

The meeting closed at 8.54 pm.

Rolling Action Points outstanding from Previous Committee Meetings – Updates (in italics)

AP: Gift Aid claim work to remain as an action for delivery.

Re-visit in the New Year.

AP: GS will follow-up with possible donors of gifts for the Quiz raffle.

Quiz logistics to be reviewed in January meeting.

**AP: RW to follow-up with Cllr Tysk on the Conservation document and
further on the bio-diversity survey.**

RW has followed up with Ian Tysk. Keep under review.