

MARESFIELD CONSERVATION GROUP

Minutes of a Meeting of the Executive Committee

Held at 7.00pm on Monday 8th September 2025 at The Chequers, Maresfield

COMMITTEE MEMBERS:

Jo Lawrance (JL)	Chair
Terence Brady (TB)	Treasurer
Richard Wane (RW)	Secretary
Bruce Milton (BM)	
Tom Merchant (TM)	
Caroline Shaw (CS)	
Tracie Coe (TC)	
Stephany Reed-Perkins (SRP)	

PRESENT: RW, BM, TC, TM, TB, (a quorum of 4 Trustees was achieved)

APOLOGIES: JL, CS, SRP

ALSO ATTENDING: Jeremy Hendy, Jane Hendy, Carol Jeffrey, Ceri Jenkins

CONFLICTS OF INTEREST – No additional conflicts noted.

The minutes of the previous Committee meeting were APPROVED

1) Matters Arising - RW

Maresfield Historical website - We welcomed Jeremy and Jane Hendy to discuss the idea of setting up a history site for Maresfield (either linked to or as part of the MCG site – although we noted each might be on different platforms). Carol Jeffrey and Ceri Jenkins from MHS were also in attendance.

Jeremy noted that on-going costs of hosting the site might be £100-200 a year and noted that there may be some grants available (e.g. the community grants recently publicised). As an example of information out there, Jeremy noted that Brighton Council have some interesting information on Maresfield Park's sale back in 1925.

Questions were discussed around site content and ownership.

RW noted for clarity that the MHS was a separate organization and this would be an MCG initiative.

In response to a question to Carol Jeffrey about what had happened since the closure of Maresfield Historical Society (MHS), she noted that she had handed to us a list of members who had been happy to have their details provided to MCG and that a couple of boxes of MHS items had been handed to BM. It was also noted that some of the MHS money had been used to purchase two cabinets to house some of the more valuable items as displays for the school.

After some discussion we thanked Jeremy and Jane for sharing their suggestion with us and noted we would be in touch further. The additional attendees then left the meeting.

After further positive discussion around the proposition, we agreed to support it in principle and we would invite Jeremy and Jane back to the next Committee – especially as some members will not have met them. BM will take the lead on this.

AP1:

RW will confirm our support in principle to Jeremy.

BM will then follow-up with Jeremy to take the proposition forward.

Other **Matters Arising actions** from the last meeting were reviewed and updated (and attached to these minutes).

3. Notes from the Chair

RW noted that the details for Parish Magazine content and timing have been clarified on the matters arising and that we have so far 'rotated' the content writing around the Committee (TM, SRP, RW) and proposed that we continue to do so.

There was comment that the content deadline seems a long way ahead of the publication date and RW said he will follow-up on this.

AP2: RW will circulate a schedule of content rotation, deadline and requirements and double-check on deadline requirements to see whether there is any flexibility. NOTE: The deadline has been further clarified with the Magazine and is now re-stated in the Action Points!

4. MEMBERSHIP & MERCHANDISING - TC

Membership - We had some discussion around the use of Stripe and the ability to reconcile who has paid what amount and for what purpose (e.g. membership or merchandise). We agreed to continue with the use of Stripe and suggested TC may make further enquiries of MemberMojo as to how to solve this issue.

Merchandising – TC is collecting all of the tea towels, booklets and cards. We agreed that it would be good to be able to offer these items online and use MM in order to pay – and deliver by ourselves locally within Maresfield with an option for postage if required.

Calendars – We noted CS's message indicating that a number of further entries for the photo competition have been received. We discussed the sale of calendars – and will seek to use our site (pay online) and The Chequers. We might also consider the shop again – given they sold around 20 we believe, last year.

AP3: TM will look with CS into printing and pricing point of the 2026 calendar with a view to printing 100 copies and will monitor photo competition result.

AP4: TM and TC to work on adding the payment link to our MCG shop for our items.

5. TREASURER'S REPORT – TB

TB reported on the account balances and that he continues to be in dialogue with our external auditor in connection with our year end accounts concerning how to manage payment authorisations for our accounts. The policy produced covering payments and authorisations (circulated with the agenda) was noted. We will keep it on hold pending responses we have made to the auditor. TC noted it was important to get these things completed for appropriate control.

There was also some discussion about whether the legacy money donation we had received might be able to have Gift Aid applied.

AP5: TB to keep us updated on accounts and authorization.

AP6: TC will follow-up to investigate how we can make a Gift Aid filing (per action points).

6. FOOTPATHS GROUP UPDATE - BM

The programme of work continues and our Facebook page reflects the progress made, including the cutting down of a tree that had collapsed across the path opposite Blu Auto.

BM noted that, as agreed, a new hedge trimmer has been purchased and a further hedge trimmer will be needed. BM will notify and request views of all on any purchase decisions, as per previous practice.

7. PLANNING UPDATE – AII

There was some general discussion around how MCG might approach planning matters. RW noted the responses and follow-ups (see Action points from July meeting) concerning the Conservation Area council document and the bio-diversity survey.

AP7: RW to follow-up with Cllr Tysh on the Conservation document and further on the bio-diversity survey.

8. GOVERNANCE - RW

No update.

10. ANY OTHER BUSINESS

Christmas Tree. As per the action points, our role has been clarified.

There was no further business and the **meeting closed** at 8.50pm.

Note: Remaining dates for 2025 Committee Meetings (so far) – all at The Chequers at 7.00pm:

- 20 Oct
- 17 Nov
- 15 Dec (AP8: RW will follow up with JL to work out a new date)

Action Points from the July Committee Meeting – Updates (in italics)

- Matters Arising

a. Fingerposts – Replacement and Repair

AP1: BM undertook to see whether he could source any further quotes for fingerposts replacement and repair.

BM noted with the committee that he received a quote from another company dealing in repair/replacement of finger posts. This was higher than the original JAAK quote and sought written approval from the Committee to proceed with JAAK, which was obtained. Closed.

b. Booklet

AP2: BM will follow up on printing and ownership (copyright) of the Millennium Walk booklet.

BM had made contact with Quarry Printing and will continue to follow up to seek a price for 100 copies of the re-worked booklet. We will bring this item forward.

c. Maresfield Historical Society

AP3: BM will follow up with the couple concerned who have expressed interest in carrying on the work of MHS and invite them to the Sept meeting.

BM has invited Jeremy Hendy to attend the Sept meeting and Jeremy has sent an out of a proposal which has been forwarded to the Committee. Closed.

- Notes from the Chair

AP4: RW will update the Asset Register – please could Committee members let him know what they ‘acquire’ from IS.

Updated based on feedback to date now stored on Committee part of website. Closed.

a. Monthly Parish Magazine

AP5: SRP will contact JL to get details of what is required and the deadline – and pass on to the Committee.

Sept and Oct entries done.

The requirements are:

Around 200 words

Emailed to the editor at: admin@maresfieldandnutleychurches.com

Deadline is 1st Friday of month unless that Friday is one of the first three days of the month, in which case it is the second Friday.

b. 'Any Questions'

AP6: RW will ask JL to clarify what this is about.

Clarified. The event has happened! Closed.

- MEMBERSHIP & MERCHANDISING

AP6: TC will review member messaging using Member Mojo with RW

Reviewed and message sent to members. Closed.

AP7: CS will share a sample data privacy policy

Policy shared. Closed

AP8: RW will review our privacy obligations in relation to the website and connecting use of Membermojo.

Privacy and cookie policy developed and now on website. Added to MCG calendar for annual review. Closed.

AP9: RW will ask The Chequers about existing stock and follow up with JL too – and then liaise with TC.

The Chequers handed over tea towels (13) and 2025 calendars (5) plus sundry cash of £26.85. Cash will be handed to Treasurer. The Chequers is happy to re-stock and re-promote MCG items. Closed.

Also, we have confirmed that there are an additional 128 booklets, 5 greetings cards and 20 tea towels with Bruce.

So we have:

38 tea towels

128 booklets

5 greetings cards

Please could we ensure all stock is with Tracie for future use.

- TREASURER'S REPORT

AP10: TB will look into what we have done on Gift Aid.

TB has found that Stan used to do the claims.

- EVENTS

AP11: CS will post further FB message about the Photo competition and remind the Camera Club.

FB updated. Closed.

- ANY OTHER BUSINESS

AP12: JL to determine the communication to the Church re the Christmas Tree

JL has reported that the Church accepts full liability for any Church service event connected with the tree and that MCG's involvement is limited to the purchase, putting up and taking down of the tree. Closed.

AP13: RW will follow up on the next steps that we might take with the Biodiversity survey (this was from the East Sussex Biodiversity Centre) and with Cllr Tysh on the question raised in the post AGM session on the Conservation Area Appraisal.

Cllr. Tysh has followed up with Wealden District Council. The document covering Maresfield is one of a set of 33 that are being worked through by the Council. Maresfield was one of the first – and they're still not completed. When they are they will then go out to consultation.

East Sussex BioDiversity Centre confirmed that they are only a holder of data. They have however referred us to Sussex Wildlife Trust who have sent a booklet covering wildlife surveys and monitoring – as circulated to the Committee. See pages 6 and 7 which cover survey activity etc. The immediate action is closed but this is something to discuss further but any forward progress will require maybe a few of us to work on it.