

Board Meeting

12 September 2017

6.00pm Woodend, Scarborough



RAINCLIFFE
WOOD
COMMUNITY
ENTERPRISE

MINUTES

Present:

Robert Sword (RS) - Chair, Roy Blenkin (RB), Cllr Bill Chatt (BC), Dave Evans (DE), Ian Horton (IH), Cllr Andrew Jenkinson (AJ), Simon Marrington (SM), Stephen Parker (SP)

In attendance

Richard McGuinn (RM) – Hidden Horizons Ltd, Mark Feather (MF) - Woodland Trust,
Angela Doherty (AD) - Administrator and Company Secretary and Mark Walton (MW), Shared Assets

Description

Action

1. Apologies

Julie Stewart (JS), Robert Peacock (RP), James Risker (JR)

2. Declarations of Interest

None

3 Minutes of meeting on 4 July 2017

The minutes of the meeting on 4 July 2017 were **AGREED** as a true record.

a) Matters Arising not on the Agenda

(i) Harvesting 2017 – this will be dealt with under Item 8

(ii) Right to Roam – RS will contact NYCC to get forms relating to Raincliffe Wood and Forge Valley.

RS

b) Confirmation of Confidential items

The Board agreed the items on the minutes which are deemed to be confidential to the Board. The minutes will now be posted on the website, excluding those confidential items.

AD

4. Governance

THIS ITEM IS CONFIDENTIAL TO THE BOARD.

5 Financial update

THIS ITEM IS CONFIDENTIAL TO THE BOARD.

6 Making Local Woodlands Work (Plunkett Foundation)

a) Notes from the workshop of 12 June 2017 were noted by the Board.

b) Notes from the visit to Scotland 14 July 2017 were noted by the Board. Those who went to Scotland felt it was an extremely useful trip and showed what could be possible for RWCE.

c) Update from Mark Walton - MW updated the Board on progress so far and next steps. The key points are:

- The first workshop considered aims and purposes and the second looked at vision/process of development/structure.
- MW proposed a further workshop to review the legal/governance structure options so that a proposal on the direction of travel can be brought to the Board in October. The workshop will be on **Wednesday 4 October from 6pm to 8pm**. Since the meeting AD has found out that Woodend is unfortunately not free that evening. RS is checking availability at Wykeham.

RS

- Nigel Lowthrop(NL) is working on the Business Plan focussing on the education strand and the Area Opportunities Fund as discussed at the last Board meeting. He is due to meet with heads of secondary schools to gauge interest.
- NL is speaking to MF to see how the Woodland Trust might be able to provide support.
- It is proposed to look at two strands for the Business Plan which could run in parallel - one focussing on education/training development (as above) and one focussing on community engagement/community asset stewardship for which Trust/Foundation grant applications could be submitted. This second strand could include a full-time officer for community engagement but that person could also oversee the work of the education arm.
- RB suggested that CLLD money might be available.
- All agreed that a full-time project manager was vital.
- A key point from the Scotland visit was that selling wood for wood chipping is not the best way to raise income in the long term. If RWCE had a sawmill (as per the original Business Plan) it could start generating a steady stream of income. Thorn Park Farm have a facility which they might consider leasing to RWCE. This could be an option to feed into the Business Plan. SP/NL to see what they could provide and then feed into the Business Plan as appropriate.
- There is a Making Local Woodlands Work fundraising/income generation workshop on 23 November at Hill Holt Wood. MW will send details to AD to circulate.
- A revised Business Plan/Governance Review proposal will be brought to the October Board meeting. These will be sent out to the Board in advance of the meeting.

SP/NL

MW

MW/NL

7. Licence and lease update

RS met with Martin Pedley and Carol Redfern of Scarborough Borough Council (SBC). He updated the Board on the main points. RS will feedback Board comments to SBC.

RS

8. Woodland Management

MF had circulated his update report to the Board. The key points to note are as below.

Harvesting 2017

The wet weather over the past couple of months has resulted in very wet ground conditions and a great risk of extensive damage from the harvesting machines. It might be possible to do the work using smaller machinery and extracting via a longer route but this would increase the cost and cut the income in half and there is no guarantee that the work could continue in any case given the continuing bad weather. In light of this MF is recommending that the work is postponed for this year.

The Board **AGREED** that the Harvesting 2017 be postponed.

Other updates:

- Access road improvements are now critical. The National Park Authority had turned down an application for funding but it might be worth contacting them again once the business plan has been finalised. York Potash might also be a source of funding. Whilst their focus is on new woodland RS will continue a dialogue with them, although this would be for the longer term (perhaps 2 years).
- Uneconomical thinning work has started with most of the work planned for late September and planting work will take place in October/November.
- Rhododendron removal work is ongoing but is being impacted by the weather.
- Woodland Trust would be willing to consider a wider window of operations (beyond their preferred timing of March to August) given the difficulties of the site.

9. Publicity, marketing and events

a) **Open Event 17 August 2017** – see item 10

b) **Publicity, PR and Events update**

JS had circulated an update on promotional activity. In the report, she asked for more stories from the open day. RM will check with WW re what has been sent.

RM

10 Wild about the Woods /Stronger Communities

WW had circulated his update report to the Board. RM attended the meeting on behalf of Hidden Horizons. He has been the main coordinator of the activities over the summer. The key points noted were:

- It has been a very busy summer of activities working with a variety of local groups with a total attendance of around 1000 people. All feedback has been positive.
- Meetings are being set up with secondary schools. RB suggested contacting Graham School. Askham Byram College have also been in touch.
- The Open Event on 17th August attracted around 200 people over the course of the day with lots of positive feedback. Unfortunately, the two guided walks were poorly attended.
- Intern scheme ran with 4 local young people – a separate report on this has been circulated to the Board. The scheme was very successful with all the interns feeling they got a lot out of the experience. The Board were very pleased with the success of the scheme in giving opportunities to local young people and wanted to thank Hidden Horizons for their work on this and over the summer.
- Funding from People's Health Trust is due to end this month but there might be an extension to the contact. Stronger Communities fund is due to continue to March 2018. Hidden Horizons are happy to discuss continued working with RWCE. RS to meet with WW to review options.
- Hidden Horizons are moving out of Woodend to larger premises on Barry's Lane. They are happy to continue to provide storage for RWCE and the use of their phones. However, once they move RWCE can no longer use Woodend as its registered office. If it wishes to retain the Woodend address RWCE would have to become a virtual tenant in its own right. The cost of this would be £25 plus VAT per month. Alternatively, RWCE could change its address to Hidden Horizons' new office. The Board were happy to leave it to RS/AD to decide

WW/RS

RS/AD

11. Health and Safety

None

12. Any other business

None

13. Date of next meetings

Workshop 4 October 2017 at 6pm – venue to be confirmed

Board meetings: All at 6pm at Woodend

- 17 October 2017
- 21 November 2017
- 16 January 2018

All members of the Board are bound by the principle of Collective Responsibility. This means that whilst Board members are at liberty to express their individual points of view at Board meetings, and are encouraged to engage in full and frank discussion, once a matter has been agreed, that decision is then owned by the Board. All Board members should present a united front outside of the meetings taking collective responsibility for that decision whether they personally agreed with it or not. Board members should not share with people outside of the Board the views expressed by individual Board members in discussions, or how they voted. Only the decision should be shared as recorded in the minutes.