

Board Meeting

30 May 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), Simon Marrington (SM), Stephen Parker (SP)

In attendance

Will Watts (WW) – Hidden Horizons Ltd, and Angela Doherty (AD) -Administrator and Company Secretary, Nigel Lowthrop (Making Local Woodlands Work/Plunkett Foundation)

Description

Action

1. Apologies

Julie Stewart (JS) - Vice Chair, Cllr Andrew Jenkinson (AJ), Robert Peacock (RP), James Risker (JR) and Mark Feather (MF) - Woodland Trust

2. Declarations of Interest

There were no declarations of interest in relation to matters on the agenda.

3 Minutes of meeting on 28 March 2017

The minutes of the meeting on 28 March 2017 were **AGREED** as a true record.

a) Matters Arising not on the Agenda

- (i) MF still to confirm if NYMNP will cover the VAT element of the Euroforest invoice.
- (ii) Container for storage of tools still to costed.

**MF
WW/SP**

4. Governance

a) Publishing Minutes

Following on from the discussion at the last meeting, it was restated that certain items must necessarily remain confidential as they are commercially sensitive but this does not apply to all matters discussed at meetings. It was agreed that the best way forward would be for the minutes to be published on the website (once agreed by the Board) but with any items deemed to be confidential/commercially sensitive to be simply noted as such on the minutes.

Starting with this meeting, AD will note on the draft minutes any items which are potentially confidential. The Board will then review these when the minutes are considered at the next Board meeting and agree what can be published. AD will then put the minutes on the website.

AD

5 Financial update

THIS ITEM IS CONFIDENTIAL TO THE BOARD.

6. Licence and lease update

RS had now received a draft lease and provided the Board with a summary of the key points for further discussion. He invited comments/suggestions to take back to SBC.

THE DISCUSSION IS CONFIDENTIAL TO THE BOARD.

RS will contact Martin Pedley at SBC and arrange a meeting, following which he will report back to the Board.

RS

7. Publicity, marketing and events

a) Public/open meeting – 21 June 2017, Raincliffe Wood

As announced at the AGM it is proposed to hold a public/open meeting on 21 June. The following was agreed:

- RWCE to use WATW money to buy a shelter (with logo) which can be used for this and other events. WW will email RS options. **WW**
- Meeting point to be the Sawmill Carpark. Shelter to be erected here.
- Event to take place early evening – exact time still to be confirmed.
- Event should include a tour, led by MF, to show areas where work has been done. **MF**
- Could have goods on display made from wood (Thorn Park). **WW**
- Promotion options: via website, mailing to schools, Barrowcliff Newsletter, local press (Scarborough News, In Focus, Scarborough Review). WW will draft proposed outline. **WW**
- RS will agree at date with WW to plan the event and will let the Board know so that others can attend if they would like to. **WW/RS**

8. Wild about the Woods /Stronger Communities

a) Update from Will Watts, Hidden Horizons

WW had circulated his update report to the Board.

The key points to note are:

- Toad Patrol sessions at Throxenby Mere now finished
- Struggled with numbers on the Volunteer Saturdays but the sessions with Sidewalk and Starfish (Young Carers) groups, and the Archaeology Walks groups have been very successful.
- The Dawn Chorus Walk attracted 20 people.
- The Saturday Woodland Explorer Clubs are oversubscribed.
- Overall over target in terms of engagement and numbers for the Wild about the Woods Project.

Future events:

- Regular free drop in forest activity session for families, to be held every Tuesday and Friday during the summer holidays, marketed to Northstead and Barrowcliff families via schools.
- Summer club workshops with Gallows Close - this will include sessions at Gallows Close and some in the woods.
- Three one day bushcraft sessions to be offered free to Barrowcliff and Northstead residents as part of the Wild about the Woods project.
- Archaeology events as part of the Festival of British archaeology and Heritage Open Days events.

WATW project spend

WW outlined the proposed spend for the remaining WATW budget including buying IT kit for future use of RWCE and spend on training for young people. WW will action. **WW**

For the training element of the funding WW proposed a summer 'intern' scheme which would be open to Barrowcliff and Northstead residents over 16 years of age. They would work with Hidden Horizons delivering events and activities and would be paid a small bursary. They would receive training in all relevant areas and would get a certificate on completion of the scheme. This would be great experience for those taking part and could potentially provide RWCE with a pool of people to work with moving forward.

The Board **AGREED** the spend and were fully supportive of the summer 'intern' scheme project. WW will take forward. **WW**

b) Access – public/private rights of way

For Board members information, a map showing public footpaths and bridleways had been circulated prior to the meeting. The following points were noted:

- DE has been in contact with NYCC about the bridleway via Raincliffe House/Row Brow Farm which is currently blocked. NYCC are speaking to the land owners to get it reinstated.
- RB thought that the Right to Roam had ceased to exist and that applications needed to be made to get the paths remapped. RB has application forms and will send to RS.
- WW has found the work done by previous Board member, Tom Mutton, to map paths. He will circulate to the Board.

RB

WW

9. Tender Process

THIS ITEM IS CONFIDENTIAL TO THE BOARD.

10. Woodland Management

a) Harvesting Work 2017

THIS ITEM IS CONFIDENTIAL TO THE BOARD.

b) WREN funding spend

WREN have agreed to use the remaining funding for the following, subject to the Board's agreement:

- Difficult un-economic thinning - one small portion of fell to waste.
- Enrichment planting (Throughout woodland area)
- Rhododendron Removal

The Board **AGREED** that the remaining WREN funding be spent as above. MF to take forward.

MF

11. Making Local Woodlands Work (Plunkett Foundation)

Nigel Lowthrop invited Board members to take part in a fact finding visit to a small forestry business and a saw mill in Scotland on 14 and 15 July. The visit would be funded by the Plunkett Foundation and is open to all Board members. BC, SP and RB are all happy to attend. AD will email members not present to find out if they wish to go.

AD

The next workshop to be led by Mark Walton will take place on 12 June, at 5.30pm at Wykeham Business Park. The Chair encouraged as many members as possible to attend

12. Health and Safety

None

13. Any other business

None

14 Date of next meeting

Tuesday 4 July 2017, 6pm, Woodend

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.