

Board Meeting

16 October 2018

6.00pm Woodend, Scarborough



MINUTES

Present: Robert Sword (RS) – Chair, Roy Blenkin (RB), Dave Evans (DE), Karl Gerhardsen (KG), Ian Horton (IH), Cllr Andrew Jenkinson (AJ), Stephen Parker (SP), Mark Vesey (MV), James Risker (JR) Julie Stewart (JS)

In attendance

Angela Doherty (AD) - Administrator and Company Secretary, Will Watts (WW) – Hidden Horizons

Action

1. Apologies

Simon Marrington (SM), Robert Peacock (RP)

2. Declarations of Interest

None

3. Minutes of meeting on 11 September 2018

The minutes of the meeting on 11 September 2018 were **AGREED** as a true record.

a) *Matters Arising not on the Agenda*

(i) *SAHS Presentation* – this was a very good and interesting presentation. SAHS are keen to work with RWCE on joint projects and useful links were made at the meeting. The report is now on RWCE website.

(ii) *Notice boards* – draft notices have been done for the timber felling(see item 8). The email address on the earlier notices will be amended when the new signs are put up.

RS/DE

(iii) *PCSO for Raincliffe area* – JR will find out who this is and let RS know. RB mentioned a designated task force being set up by the Police in the Barrowcliff/Graham area and wondered if this could be linked to the woods area as well. JR agreed to investigate further.

JR

(iv) *RWCE materials* – inventory still to be done. WW to take forward asap.

WW

b) *Confirmation of Confidential items*

The Board agreed that no items on the last minutes were deemed to be confidential to the Board. The minutes will now be posted on the website.

AD

4. Stronger Communities/Wild about the Woods

WW gave a verbal update to the Board:

- Stronger Communities final report done and funding now ended. WW has had verbal confirmation that the report is acceptable but has asked for confirmation in writing.
- WATW final report has been sent to People's Health Trust but they have not yet responded. A final amount of c£3,500 will be paid once the final report has been confirmed.
- WW will pass over all paperwork to AD once confirmation has been received from the funders that all is in order.
- There has been no response to the bid to Sirius Minerals for a Project Officer. RWCE had expected to hear by end September. It was noted that the current governance structure might prevent the bid's success. WW will follow up.

WW

WW

- WW is still to meet with DE/SP/RP re other funding opportunities.
- Seed collection project –This is a bigger project than had been anticipated so Hidden Horizons(HH) have decided to begin with two trials, one with Northstead School Year 6 and one with Springhead School. Learning from the trials HH will put together a toolkit for any future seed collection activities. Springhead will grow the seeds at their site with HH looking after them during the summer months. Northstead pupils will take the seeds home with them. The aim is to replant the seeds once germinated – this is likely to take a couple of years.

5. Governance

a) CIC update

AD gave an update on progress towards becoming a CIC

- AD has cross-referenced the current articles with the CIC template articles and drawn up a draft document for RP/JS/RS to review.
- RP/JS/RS/AD will meet to go through the draft articles with a view to having a final draft ready for the Board meeting in November.
- Once the Board agree the new articles, the changes will need to be formally approved by a Special Resolution to Companies House thereby necessitating an Extraordinary General Meeting (EGM) of the members.
- 21 days' notice is needed for the EGM. The quorum for the EGM is 15 (excluding Board members). It was suggested that this could take place before the January Board meeting.

RP/RS/JS
/AD

b) Confirmation Statement

The annual Confirmation Statement has been filed at Companies House. The cost is £13.

6. Licence and lease update

RS/RP are due to meet with Martin Pedley (MP) from SBC next week. It is hoped that MP will bring to the meeting the details of the third party rights which RWCE has been asking for so that a final draft lease can be agreed. AJ advised that Carol Rehill (Legal) should be there as well. AJ/MV are happy to exert pressure to move things forward.

RS/RP

AJ/MV

7. Financial update

a) Financial update 2017/2018

The current overall balance is £6,664.88 allocated as below:

- *Wild About the Woods* - The current balance is £1,527.05. The project has now finished. A final payment of £3,594 is due to be paid in two instalments - £2,396 and £1,198.
- *Stronger Communities* – The project has now finished. The final balance of £8.90 will be transferred to unrestricted funds.
- *Unrestricted funds* - The current balance is £5,128.93.

8. Business Plan Focus Group

(i) Woodland Management

a) Timber felling

- As agreed at the last meeting, Andrew Spitalhouse has been asked to fell and extract the trees for £25 per tonne. His certification and qualifications have been checked and MF has provided a pre work checklist to be followed. Due to his other commitments, work is now scheduled to start w/c 29th October. The work will be controlled and monitored by DE/SP/RP.
- As no heavy machinery is being used, if the ground is wet this should not cause any problems.
- DE circulated the draft signs about the felling to the Board.
- As outlined at the last meeting, taking into account transport costs (£8 per tonne), weighbridge costs (£12 per weigh) and the prices offered by Flixtons (£60 per

tonne for hardwood and just over £50 per tonne for softwood), the estimate return on the softwood is £15-£18 per tonne and on the hardwood £20 per tonne.

b) Memorial Trees

- Since the last meeting, MV has become aware of a memorial wood of c4,000 trees being planned by the Parks Department to be located near Scalby Manor. It was agreed that it would be sensible to join with this bigger project. The project would welcome empty tubes which RWCE could provide. RWCE would be acknowledged as supporting the project.
- AJ can provide funding (minimum £1k) from NYCC to support RWCE next year.

c) Joint foot/cycle path – Raincliffe School/Mere

- DE has tried to contact Row Brow Farm (whose land could be used) but not yet had a reply. Once there is a plan in place a declaration of interest for Section 106 money can be made.

DE

d) Other

- DE/SP had met today with Unlimited who have funding available to support self-employed people setting up their own business with the proviso that they must have a proper business plan. They are considering supporting someone setting up as a woodsman. This could be an opportunity for RWCE to contract for their services – eg to do felling, move wood to the sawmill for collection. Thorn Park Farm have equipment for processing timber and storage facilities which could be leased eg for a day a week.
- It was agreed that this might be something worth pursuing but more detail was needed before the Board could make a decision. Financially RWCE needs to ensure that income is coming in first from the planned timber felling. It was noted, if it goes ahead, that it would be on the basis of a contract for services ie self-employed and, as such, they, not RWCE would be responsible for the necessary insurance. DE/SP will bring a more detailed proposal to the next Board meeting.

DE/SP

(ii) Funding/Project Manager

As reported earlier, there has not yet been a response from Sirius Minerals in respect of the bid for a Project Officer.

RS, on behalf of the Board, wished to record thanks to DE/SP/RP for all their work in respect of woodland management and the Boardwalk project.

9. Expression of Interest for a Boardwalk in Forge Valley and supporting infrastructure

RP was unable to attend the meeting but sent the following update:

- The funding towards the planning permission and bespoke EA permit has been confirmed by SBC and NYMNP. £5k each.
- A meeting is planned for Friday 26th October at the Town Hall to discuss brokerage for the project. An outline cash flow projection indicated that at a key stage in the project brokerage could be required up to £420k.
- A meeting is being planned for the week commencing the 5th November with NY Planning, NY Highways, SBC, Environment Agency, Natural England, Fairhurst, the architects and ourselves in Forge Valley to establish the full requirements and constraints.
- KC Plastics a potential supplier of the material has updated their delivery timescales and has indicated that the German plant could provide the materials in 4 months not 6 now which helps if they were to be the actual supplier.
- Once we have a date for submission of our planning application we will also arrange public event to inform on the project.
- Our web site has been updated with the project and several other schemes.

RS, on behalf of the Board, wished to acknowledge the incredible amount of work RP has done in moving this forward and to formally thank him for all his efforts.

10. Publicity, marketing and events:

- Details about the Boardwalk project have gone on the website.
- SAHS report is also on the website.
- Timber felling will be on the website once start date is confirmed.

DE/JS

11. Health and Safety:

None

12. Any other business

a) *Cyclists* - AJ has received complaints about cyclists in the woods riding in a dangerous manner and using bad language. RS suggested that once the lease is in place a cycle management plan for the whole wood would be a good idea, and would include appropriate signage regarding woodland etiquette. Better sight lines could also be created at crossings by better management of the vegetation. There is little RWCE can do without the lease but IH will send out a further reminder to the cyclist Facebook group regarding acceptable standards of behaviour. He will send a copy to the Board.

IH

b) *Locks* - There is a broken lock at the Green Gate site and at the Saw Mill site. RS will check if MP has picked these up in his recent car park survey

RS

c) *Yorkshire Coast Remembers* – MV reminded the Board about the invitation to this event to be held on Saturday 10th November which had been circulated to the Board. If anyone would like to attend they should email MV directly.

ALL

13. Date of next meetings

- 20 November 2018
- 15 January 2019
- 19 February 2019
- 26 March 2019
- 30 April 2019- Annual General Meeting
- 28 May 2019
- 2 July 2019
- No meeting August
- 10 September 2019
- 15 October 2019
- 19 November 2019

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