

Board Meeting

15 January 2019

6.00pm Woodend, Scarborough



MINUTES

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

In attendance

From Scarborough Field Archers Group – Colin Greenway, Jean Greenway, Jason Leach – item 3 only.
Mark Feather (MF), Woodland Trust, Angela Doherty (AD) - Administrator and Company Secretary

1. Apologies

Roy Blenkin (RB), Simon Marrington (SM), Robert Peacock (RP).

Action

2. Declarations of Interest

None

3. Row Brow Archery Proposal

Colin Greenway, Jean Greenway and Jason Leach from the Scarborough Field Archers Group had been invited to the meeting to discuss with the Board their proposal for a Field Archery course at Row Brow. The following key points were noted:

- The group is branch of the Scarborough Archers. It currently has its own land at Cayton for target shooting which includes small area of woodland. However, with now half of the members now using it, it has become too small for their needs. They are also restricted as to when they can access it.
- In the woodland near Row Brow, they are proposing a full size field archery course comprising 36 targets in a figure of 8 pattern, which would take c4/5 hours to get around. They would like full access at any time.
- It would be open to members of the National Field Archery Association (NFAS) only and would be fully risk assessed in line with stringent health and safety rules.
- The access to the course would be via Row Brow Farm where there would be a signing in and out system using the member reference number.
- The farmer at Row Brow is happy to provide parking and already has refreshment and other facilities on site.
- If successful they would be able to invite national shoots to the area.
- The area is rough ground but the Field Archers are willing to do work to improve the terrain - such as natural steps – without damaging the woodland. There would not be an excessive number of paths.
- Now is an ideal time to set up a route as it is easier to identify pathways and optimal sites for the targets to be placed.
- The route will take into account the existing badger set.
- The wood is open access, although this area is rarely used currently, and the idea is to keep it that way. There would be signs to advise anyone in that area that field archery was taking place. The targets are sited in such a way as to avoid damage from stray arrows and the participants only shoot at these specific targets with rules governing when they can/cannot shoot.
- Open access works very well already at the course in Great Ayton which has a footpath running through the middle of it.
- As mentioned above the course would only be used by NFAS members who are accredited. NFAS insurance is in place.
- Ideally the targets would be wired into the ground but, even if not, they are very heavy and hard to move so the risk of them being stolen/damaged is minimal.
- They would like a minimum of a 5 year agreement given the time and work it would take to get it established. They would do their own fundraising and maintenance.
- The proposal would need final approval by Scarborough Borough Council (SBC).

On behalf of the Board, RS thanked the Scarborough Field Archers Group for their time and they left the meeting at this point.

The Board were satisfied that health and safety regulations were robust, that the group were very professional in their approach, that open access could be retained, that it would bring into use an area of woodland which is currently very underused and that it fitted well with RWCE's aim of encouraging more people to use the woods. In his discussions with SBC, RS confirmed that they were supportive of the proposal as long as open access was not compromised.

The Board **AGREED** in principle to support the proposal with the understanding that SBC would need to give final approval. It was **AGREED** that a licence would need to be drawn up.

A sub-group of KG, SP and MV will meet with them again to start drafting Head of Terms for the licence agreement to include a rent. It should also include the need for monitoring by RWCE.

KG/SP/MV

RS can help drafting the actual licence. Once these further discussions have taken place, SBC would be asked for their approval.

RS

4. Minutes of meeting on 20 November 2018

The minutes of the meeting on 20 November 2018 were **AGREED** as a true record.

a) Matters Arising not on the Agenda

(i) *PCSO for Raincliffe area* – The PCSO for the area is Daniel Begg. JR reported that there had been more issues with cyclists building tracks. He did challenge those involved but is in a difficult position as RWCE currently has no authority to tell them what they can/cannot do-this is still the responsibility of SBC. JR/IH will continue to monitor and take down tracks as necessary and will continue to post messages on their Facebook group about acceptable behaviour.

JR/IH

Once the lease is in place ID cards might be useful. In the meantime high vis jackets with RWCE on would be helpful. RS to ask WW if he still has any.

RS

(ii) *RWCE materials* – AD sent a reminder to WW regarding the inventory but no progress has been made. RS will follow up directly with WW.

RS

(iii) *Stronger Communities/Wild About the Woods* – AD has been in touch with WW regarding the final reports for these grants but these are still awaited. RS will follow up directly with WW.

RS

(iv) *Year End Accounts* – The accountants have been instructed to prepare the year end accounts 2017/2018. They hope to have the draft accounts ready for the February Board meeting.

(v) *Ash die back* – MF agreed to review the trees in the woods and provide an update on their condition in September.

MF

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

5. Governance

a) *CIC update* - In addition to the changes agreed at the last meeting, new definitions for 'beneficiary' and 'reasonable and proper' have been included at article 6.5.

The Board **AGREED** the new definitions and the final draft articles.

RS has contacted Richard Grunwell for legal advice but he was unable to help. He gave RS the name of another person (Jessica Appleby) who might be able to help but, to date, RS has not had a reply. RS will try once more and, if he does not make any progress by the end of the week, alternatives will need to be looked at. RS

Perhaps the legal team at Wykeham might be able to help. JS will also look at WIRE members, a couple of whom are solicitors, and will pass on their details. JS

b) Confirmation of EGM

The current proposal is for the EGM to be held on Tuesday 19 February prior to the Board meeting. For this to go ahead the notice would need to be sent to members no later than 29 January. It was agreed that the notice would state that the EGM would be from 6pm to 6.30pm. AD confirmed that the quorum was 15 (either in person or by proxy) excluding the Board members.

6. Licence and lease update

RS/RP met with Martin Pedley, Jo Ireland and Carol Rehill on 8 January. The following key points from the meeting and the Board discussion were noted:

- SBC will be carrying out work on the carparks to get them into a good condition before RWCE takes over responsibility for them.
- SBC will be responsible for refuse collection for the first 18 months after which RWCE would have to take this on. How RWCE will manage this is still to be decided but there is time to find a solution.
- The list of third party rights has been received and RS/RP are currently going through this. RS/RP
- SBC now want to hand responsibility to RWCE to seek agreement with Natural England in respect of SSSI and a new national Nature Reserve Agreement. RS/RP will take this forward. RS/RP
- Maintenance of the Boardwalk if the bid is not successful will not be the responsibility of RWCE. There will be a side letter to the lease to this effect.
- RWCE will be responsible for maintaining the tracks in the woods. It was noted that this should not include public rights of way which are the responsibility of the National Park. This needs to be made explicit in the lease. RS
- Tree safety would be the responsibility of RWCE if the trees are within the boundary. Trees on highway verges are the responsibility of NYCC. There was concern that this was a big responsibility to take on. A discussion with Natural England would be advisable to see if they can help with ash dieback. SBC have stated that they won't carry out a condition survey but MF may be able to help with quick survey to get a general idea of any issues. MF

7. Financial update

a) I & E 2018/2019

The current overall balance is £6,940.82 allocated as below:

- *Wild About the Woods* - The current balance is £1,461.05. The project has now finished. A final payment of £3,594 is due to be paid in two instalments - £2,396 and £1,198. A report is still awaited from WW
- *Unrestricted funds* - The current balance is £5,479.82. This includes costs (£2,600) and income (£4,000) from the thinning work done to date.

b) WATW funding update from WW

Nothing to report - see item 4a(iii).

8. Business Plan Focus Group

(i) Woodland Management

a) Timber felling update/future projections

- DE is keeping a record of when the regular checks are done.

- Photographs of the work are now on the website.
- The response from the public has been positive.
- To date 75.95 tonnes have been extracted with an income of c£4k.
- Another two loads have just been extracted with extraction of hardwood planned.
- More trees have been marked up today with MF's help.
- As long as the weather holds extraction will continue so will provide an ongoing income stream.
- MF is generally happy with what is being done. He did advise reminding the contractors that they need to ensure they are following health and safety rules at all times. There are a few minor points which need to be addressed – MF will do a note of the issues identified for DE.
- MF will provide assistance again next month.

MF

b) Joint foot/cycle path – Raincliffe School/Mere update.

- Very positive contact has been made with Scarborough & Ryedale Community Cycling, Sustrans (Yorkshire), North York Moors NP Cycling Friendly Initiative and the Chair of Friends of the Old Railway (Scarborough)
- DE/SP met with Pete Rogers at Row Brow Farm on 11 January.
- Meeting to be arranged with Highways to investigate possible route for shared cycleway/footpath along Lady Edith's Avenue. Section 106 money is needed to make this work.
- There will be housing on Throxenby Lane but SBC are insisting on keeping the trees so any path would go around these.
- The middle track from the saw mill car park is already driveable but just needs some maintenance in parts.

c) Boardwalk Project update

RP was unable to attend the meeting but an update had been circulated to the Board together with the draft risk register for the project, the contents of which were noted by the Board.

d) Other

Horse logging:

- Meeting took place 8th January with Chris Wadsworth who operates a Horse Logging business from Guisborough.
- A compartment of around 20 tonnes was offered to him to determine the benefits of this approach for thinning work. The site is fairly inaccessible so RWCE acknowledge that the extraction costs may be higher.
- The Board supported this approach.

Improving Access East Ayton/Castlegate

- The planned meeting with NY Highways had been cancelled as is yet to be rearranged.

Charcoal (also known as BioChar and Carbon Gold) production

- Possible opportunity to work with a local expert on charcoal, David Hutchinson, who is keen to develop charcoal production in the woods.
- DE/SP/RP will consider this further.

DE/SP/RP

(ii) Funding applications update

- Nothing to report from DE/SP/RP.
- MF thought that Forestry Grants for biodiversity work might be an option for RWCE to apply for. He will send information to RS.

MF

9. Publicity, marketing and events:

Photographs of timber felling are now on the website.

The user survey was actively promoted on the East and West Ayton Facebook page and this has generated a good number of responses.

10. Health and Safety:

As stated above some minor health and safety issues are to be addressed with the contractors doing the timber extraction.

11. Any other business

a) Round Barrow in Raincliffe Woods

RS has received an enquiry from Jo Collins, Monuments for the Future Volunteers and Community Officer, NYMNP regarding a Scheduled Monument round barrow at the end of Raincliffe Woods and Forge Valley to ask if RWCE might be interested in keeping an eye on the round barrow and perhaps coordinating any conservation work that might need doing. The Board did not feel able to take this on currently and would prefer if the NYMNP own volunteers did this work. RS will send a reply accordingly.

RS

b) Meeting with SBC

RWCE have been invited to a meeting at 3pm on 18 March to present an update of progress to SBC Councillors. Last year MF did the presentation but this year it will be 2 or 3 Board members. RS will produce a report and will confirm details nearer the time.

RS

12. Date of next meetings

- 19 February 2019 - possible EGM at 6.00pm, Board meeting at 6.30pm
- 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

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.