

North Norfolk Community Woodland Trust

Minutes of Director Trustees on Thursday 31st March 2011 at the Methodist Chapel School Room, Knapton

Present:

Brian Abbs, Edward de Feyter, David Gosling (Chair of Meeting), Peter Kaye, Charles Utting, Mike Wright

Apologies:

Pip Thomas

No Show

Don Birch, Nick Sutherland

1. Apologies/ Welcome

1.1 Trustees were delighted to welcome PK back after his operation and initial recuperation

1.2 DG reported that PT was unable to attend as his wife was not well and in hospital

2. Minutes of Director/Trustees Meeting held on 27th November 2011

It was noted that the name in item 5.8 should be Dominic Arnold not Graham McDonald. Subject to this change the Minutes were approved by all and signed by DG

3. Community Spaces Grant.

3.1 Main Grant--DG was pleased to announce that the final reports and claims had been submitted in February had been agreed by Groundwork and paid to the Trust. The final total claim was £42,897.86, against the original award of £47,350. It had not been possible to persuade Groundwork (as agents for the Lottery) to allow us to spend at least part of the balance on reasonable additional works. Nevertheless the Trustees have been able to deliver valuable improvements and changes to and in the Wood

3.2 Sustainability Grant—The Award of £3,500 had finally been agreed. DG circulated the list of detailed parts of the Grant and responsibilities for delivery were agreed. The first item will be the Family Day on Sunday 15th May, which will be delivered by BTCV. All Trustees were encouraged to play the main part in welcoming, controlling parking and assisting generally. It was noted that BA & MW will be leading some activities. PK will source identification badges from S&R Print for all Trustees to wear on the day.

4. Other Grants

4.1 Awards For All—DG confirmed that we had been awarded a Grant of £7,500 to undertake partial regeneration of the wetland

reed-beds. The application for this had originally been submitted to the Community Wildlife Fund; but because it was over-subscribed, the application was diverted to Awards for All. The Project will involve lowering ground levels to increase wet levels and creating compensating banks; it cannot start until November to protect wildlife and has to be finished by March 2012. Excellent PR before the start must be put in place to avoid any misconceptions amongst users.

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This will be a far easier reporting/ cash flow grant than Community Spaces

4.2 **Biffa Environmental Grants**—It was noted that Pigneys Wood appears to be eligible for such Grants; but it was agreed not to apply at present as the Wood and the Trustees needed a period of consolidation after the 3 plus years that the Community Spaces Grant had taken up and any decision should wait until the Awards For All Grant had been completed.

5. **Woodland Management**

5.1 **Working Parties** Agreed to publish broad list of tasks on a three monthly basis for the Notice Board and the website. *BA will provide list to MW & PK.*

BA explained his strategy for softening the edges of the main compartments

5.2 **N Norfolk Workout Project** Agreed that closer specification of their exact tasks for each visit was needed to avoid misunderstandings and occasional over-zealous work by their members. *BA will provide this*

5.3 **IDB Work** This had been completed and created some concern from users. The opening of the banks beside the Canal backsoke had given the opportunity to divert the footpath by the upper canal bridge. *Our own ditches in the wetland area now need managing*

5.4 **Grass Cutting** The 2011 schedules/ areas were agreed with EdeF. *Areas such as the butterfly zone need marking by MW. EdeF will do a cut of the areas by the entrance before the Family Fun Day in mid May.* He also advised that the recent fencing off of the main wetland and certain other new plantings will result in a reduction in the amount of land being rented to him and thus the annual rental by up to one third

5.5 **Tree Register/ Inspections** *Carried forward- PT handling*

5.6 **Bridge to Concessionary Path**— by Water Centre. This is a Trust responsibility and needs some fundamental work on its

supports. *EdF will speak to the landowner about the possibility of installing a culvert, which would be longer lasting and possibly cheaper.* EdeF was thanked for offering to take on the required cutting of the path from this Bridge to the metalled road. This will be a great benefit to the Trust and to the Trustees

5.6 **Sycamore Coppicing in Old Wood**—Postponed until Autumn due to early Bluebell growth—*BA to identify suitable contractor to cut and remove and make a small payment to the Trust.* This will eliminate the losses hitherto being made by the Trust on these sales

5.7 **Timber Sales** *BA will identify a suitable contractor to take away small quantities of thinned trees from around the Wood...and pay the Trust a small fee for doing it.* Noted that there are small piles of Silver Birch and Scots Pine for sale. *DG will approach his contacts including M Kirby*

5.8 **Barn**--The improvements to the damaged side wall were welcomed—the cost had been met by DG. *D Arnold is to be employed to dig and clear the weedy/ stony area at the front—before the Family Day*

5.9 **D Arnold** Agreed that he should *be contracted on an day/hour basis to deal with heavyweight or specialist digging or clearing work*

5.10 **Viewing Platform** Noted that BA is dealing with this
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5.11 **Wood vehicle** There are differing views amongst the Trustees on the need for/ use of a Tractor. In the meantime CU has offered to build a hand drawn Timber Carrier for the purpose. He was thanked for this.

6. Finance

6.1 **Cash Flow** DG reported that this is getting back to normal

after being very difficult to manage due to grant work funding. The final large

VAT claim will be submitted in April

6.2 **Special Reserves** These comprised Insurance Proceeds from

The Bird Hide Fire— £ 4,500 and an “in memoriam” donation of £525. Within

reason these monies can be spent on any Wood Project. Now that cash

balances has stabilised, *Trustees should discuss/ agree how to spend them*

at a future meeting.

7. Other items

7.1 **Website Review** PK was congratulated on its presentation and contents . *Certain enhancements remain to be done with or through*

Beauchamp Partnership

7.2 **Promotion Event at Community Centre** . Agreed that as many Trustees as possible will attend alongside other Town based Charities/

Voluntary Groups

7.3 **Public Relations/ Publicity** *Ideally we still need find an individual to handle these matters for us.* A limited supply of brochures etc

will be passed to Mundesley Visitor Centre

7.4 **Recruitment of New Volunteers/ Trustees** *This remains urgent and needs fuller consideration at the next meeting. All Trustees to treat the Family Day on 15th May as an important recruitment opportunity*

8 **Next Meeting** Re-arranged for Wednesday 25th May at Knapton. PK to change date with Methodist Church authorities