**The Stubbs Wood Strategic Management Committee:**

**Meeting Notes 4th January at 4pm**

**Attendance:**

Clive Witton, Richard Don, Stephen Palmer, Caroline Lingham, Graham Hughes, Don Baker, Roni Lovegrove.

1. The committee discussed a request for members of public to be able to attend the Strategic Management Committee meetings and it was concluded that the public had access to the Amenities Committee Meetings and the Full Council Meetings where they could provide interactive dialogue about Stubbs Wood. However it was acknowledged that a full report of the Strategic Management Committee meetings should be posted on the PC website so that the public can have full access and knowledge of the decisions reached by the committee**.**
2. Roni L reported on the successful application to the RPA for a SPI number which is 200262034 for Stubbs Woods so that the woodland is now registered. However, the registration needs to be transferred from Henden Manor to Sundridge with Ide Hill PC. **A/P:** Roni L to transfer the ownership to the Parish Council asap.
3. This committee agreed to pursue the application for a grant of £1000 from Natural England to offset the cost of a professionally prepared Management Plan for Stubbs Wood.

**A/P:** Caroline L will prepare the application documents which will then be sent by the Parish Clerk on behalf of the Parish Council. It was suggested that Amanda Barlow is asked to provide her electronic signature to attach to the application form and sent to Natural England for their consideration.

1. The responses to the tender for the completion of the Management Plan were reviewed and it was agreed to employ Miller Land Management at a cost of £1600 + VAT as per quotation.

**A/P:** Clive W will make the necessary arrangements so that Miller Land Management can carry out the survey as quickly as possible.

1. Concern had already been expressed at previous meetings regarding the PC legal position if regular surveys were not carried out at Stubbs Wood which led to an accident or injury. It was agreed that an annual survey should be carried out by a professional contractor to establish the safety of the site for public access. This survey will focus on the roadside and public rights of way which should remain clear.

**A/P:** Clive will ask Miller Land Management if he would carry out this survey at the same time as preparing the Man. Plan. If this is not successful, then the Parish Clerk will be asked to gain 3 quotations from other qualified contractors.

1. The committee are aware that ad hoc remedial work is required from time to time and discussed the current work which has been left from the lack maintenance by the previous owners. It was agreed that the PC should repair the car park by resurfacing the car park and clearing the picnic table area and renewing the picnic tables prior to the spring 2018. This work would aslo include the replacement Bins, Notice Board, Map, Benches and Tables.

The committee suggests that an email address is created for Stubbs Wood and placed on the Notice Board and PC Website which will allow members of the public who spot tree damage or blocked paths etc in the woods to report the issue through email so that the committee can take the necessary action in the case of an emergency.

**A/P:** Graham H to take this forward at the Amenities Committee meeting on the 10th January 2018.

1. However, there was considerable concern by all members of the committee that ad hoc work is being undertaken by unauthorised personnel. **No work can be carried out at Stubbs Wood with chainsaws or chemical spraying without the correct licences** **in accordance with all the relevant Regulations.** **Health and Safety must be paramount in public areas.** The committee wish to draw to the attention of PC that they will stand liable for any injury or accident caused to the public from the activities which are not regulated even in emergency circumstances.

**A/P:** Roni L to make the Parish Council aware of the committee’s concerns on this matter.

Meeting concluded at 6pm

Next Meeting will be fixed following receipt of the draft Management Plan.