**The Stubbs Wood Management Advisory Group:**

**Meeting Notes 6th July 2018 at 11.30am**

**Attendance:**

Richard Don, Dominic Rossi, Graham Hughes, Caroline Lingham, Don Baker, Roni Lovegrove.

Apologies: Clive Witton, Stephen Palmer

The following items on the Agenda were discussed:

Dominic Rossi was welcomed as a newcomer to the Group who will undertake the organisation and supervision of the volunteer’s programme for Stubbs Wood.

**1) Tree Survey:** There was a response from 3 contractors to undertake the work recommended by the Tree Survey which had been received in sealed envelopes from the Parish Clerk.

The meeting examined and marked each quotation/tender against a set of criteria previously agreed by the Group. Each tender being marked independently by each member of the Group.

Unanimously, the members of the Group all choose the same order from the selection process as follows:

1. TreeAbility - £5,130 plus VAT
2. Down To Earth Trees Ltd - £6,931.32 plus VAT
3. SL TreeCare Ltd - £8,173.75 plus VAT

**A/P: The Group agreed to recommend that TreeAbility should be selected as the successful contractors to carry out the work highlighted in the Tree Survey and the quotation/tender documents. Following full Council approval on 16th July then the PC should instruct TreeAbility accordingly.**

**2) Management Plan Update:** – Caroline updated the Group on the progress of the Man. Plan. And statd that the initial approval process had taken place without any issues and we should expect to hear from the FC after a further 5 weeks following registration and update procedures.

**A/P The Group agreed to pursue the availability of grants and the procedures to establish if we can benefit from any grants available. We will focus on this issue at the next meeting.**

**3) York Hill Repairs:** DMB stated that he would chase the PC to instruct Deano to repair the pothole in the entrance to the car park at Stubbs Wood.

**A/P: PC to instruct Deano to repair pothole.**

**4) Volunteer Scheme:** Dominicreported back on the second workday which had proved most beneficial. Again the Group recommended to the Parish Council that the volunteers should be thanked for their efforts and suggested that this may best be undertaken by enabling an amount of firewood to be given to each volunteer when the tree survey is carried out.

The Group expressed their appreciation for the work carried out at the Stubbs Wood Car Park and discussed the best way forward for the volunteer’s scheme.

Richard Don explained that the PC were vulnerable to legal action due to the restrictive nature of the Wildlife and SSSi regulations and suggested that an expert such as Julian Miller was asked to provide a definitive response to questions about the volunteers work which would enable the volunteers to work in the knowledge that they were not contravening any legislation. After a healthy debate it was decide to approach Julian Miller to establish the cost of this service with specific question arising from the volunteers work group.

A local contractor with qualifications and licence will be asked to spray the Japanese Knotweed next to the car park area.

**A/P: Richard Don, Roni and Dominic composed a suitable letter of questions for Julian Miller and he has already responded while on holiday in Greecethat the advice is likely to cost a total of £180 plus VAT. He has been instructed to carry out this advice in the hope that it will be available for Tuesday 17th July, which is the next volunteers work day.**

Meeting concluded at 13.30pm

Next Meeting will be arranged around the grant adviser.