



Heartwood Community Wood Fuel Group

Committee Meeting 18th December 2017 7pm @ The Railway Inn – MINUTES

Attendees: Graham Bowers, Kevin Banton, David Gravett, Mark Beer, Chris Conway

Visitors: Maddie Parker

Apologies: James Powell, Mark Eydman and Rupert May

Minutes:

1. Welcome

KB opened the meeting at 7:00pm and thanked all for attending.

This meeting was postponed on the 11th December due to adverse weather conditions and re-scheduled for this date

2. Apologies

Apologies as recorded above were accepted.

3. Approval of Previous Minutes

Minutes of 7th November 2017 agreed by attendees as a true and accurate record.

4. Matters Arising unless otherwise on Agenda

Action: DG continues to develop Booking System with aim to have Beta version available for “internal” use in December – Ongoing, agreed that the Intellectual rights to the system will remain David’s

Bio-Security. Action: ME to investigate policy. (Clean Boots, Spray etc.) Ongoing, GB also taking a look at policy – Update action completed, Graham has completed the policy, there are a few small updates from the meeting after which the document will be issued for all to read and follow. The document will be circulated to all members for information and awareness. Graham is now looking at a Biosecurity kit for use at wood fuel sessions, working with Helen Bralesford.

5. Strategy

A first review of the group strategy was started. This consisted of an initial Brainstorm of areas we would like to consider. These are to be commented upon further with pros/cons **Action KB will create a**

document to record these and act as a repository for updates – Complete and available on Dropbox for continued updates and reviews.

After a meeting with Norman Dandy of Plunkett which took place at one of the November wood fuel sessions there are a number of points for consideration: -

- A meeting to be convened with advisers to look at group structure (CIC etc) and funding. It was agreed that we are now in a better position as a group to work with experts to achieve our desired outcome. This meeting will be arranged after the planned meeting with the NFC on the 11th January – target before end of January.

6. Treasurer's Report

We discussed the need for monthly finance updates and projections. As RM has not been to the committee meetings for some months **Action: KB will speak to him to see whether he will be able to carry out the treasurer's role moving forward. Complete. RM was at the meeting and confirmed he will put financial reports and forecasts (training, service costs, etc) in place. This action still required and to include information from Mark B on the grant funding (both received and to be claimed)**

Transactions this month have included the payment of the Woodland Management training. Incoming funds from the voluntary contributions have been deposited in the account. **Action MB will now progress the claiming of grants for all work and training completed to date. Complete and money in group account.**

Action – All group members to progress claims on outstanding expenses and to include scanned copies of receipts for storage on Dropbox

7. Shortheath Farm

Action Ben Reid looking into the best policy on tool protection/insurance –Agreed action to be closed. Spreading of risk will be covered by distribution of chainsaws between committee members.

8. Wood fuel Session Updates

Session management & roles/responsibilities documentation is still undergoing reviews and updates. After the session on the 24th November **Action GB will update the documents with any changes after which we plan to laminate the documents for field use - Ongoing**

Action GB – Graham will speak to CC to discuss the management of session held on his sites. The committee would like all Heartwood sessions to have the same look and feel so suggest that CC's session are ran by Heartwood. Graham meeting Chris on the 15/11/17 at their next volunteer session – Complete. Chris is happy with the Heartwood team managing the sessions on LCC woodlands.

An additional session will be added to the calendar by Dave Gravett to replace the cancelled session on the 15th December.

The remaining LCC session could be at Donisthorpe or Sarah's Wood depending on Chris's needs. Dave will ensure the invites show either site could be used.

Action – As a result of the review Graham has carried out on the progress at Willesley the committee agreed an “Operations” role needs to be created on the committee. Graham will outline the role description and Mark Beer will assume the role for the remainder of this season

9. Non-Wood fuel & External Events

We discussed the “Timber” festival and Heartwoods involvement. There are two proposals: -

- Heartwood to provide logs for the campfires – felling, processing and storage of logs is a priority and needs to progress. Kev suggested that Steve at CEEP will be a good partner for the storage or timber.
- Heartwood to run the Charcoal Retort at the festival as a demonstration

Action – Kev B to speak to Bethan/Jo Maker to ensure the position is clarified as soon as possible to ensure timber can be harvested and seasoned in time for the event.

Action – Kev B to speak to Steve Berrill regarding partnership for firewood and charcoal (storage etc)

10. Training

The 4-day Forrester’s Course with Robin Brook requires clarification and confirmation of dates and attendees. **Action: MB to progress – ongoing. A sub team met with Robin to discuss the content. Robin is actioned to provide this. Committee agreed that if not content is in place by the end of the calendar year we should speak to Charles Robinson to ensure the grant funding is not wasted or is handed back – Ongoing Mark Beer to chase Robin**

11. Health and Safety

First aid was discussed and the need for personal first aid kits for the chainsaw users. **Action: KB to chase Rupert to ensure the first aid kits for chainsaw operators are in place for the next session (Rupert has ordered the components)**

From the coppicing session and the pre-checks carried out by Graham and Kev, there are a couple of serious issues to highlight: -

- Working in proximity of Power Lines
 - Historic tree marking was found which was within the danger areas of the power lines. These were left over from the tree marking session last year when the importance of the power line restrictions was not understood. It was agreed that the “Operations” lead being put in place will mitigate this issue by ensuring a full site survey is carried out when grant work is awarded
 - There was coppice work undertaken too close to the power lines due to the Hazel stools not being marked (on this occasion this did not present a danger due to the short height of the stools). It was agreed power line restriction boundaries will be marked in the future to ensure there is no encroachment into the danger zone and the session lead will always be in the proximity of the work to ensure no risks are taken. The session lead will also ensure power line safety and safe working areas are covered in each session brief, including zero or very limited timber extraction underneath power line routes. These actions will mitigate any risks from these issues.

12. Plant and Tools

Agreed chainsaw logs should be put in place for each device. **Action RM will create a log for each CS, ensuring the saws are given identities for tracking of service, use and issues. Also considering the purchase of Chainsaw bags to keep the saw and all accessories together - Ongoing**

Agreed we will provide a bar and chain for all chainsaw trained people in the group. **Action KB will review numbers as there are three sets for the 171 saw, this may mean the purchase of a further set for the 261 – Complete all issued to chainsaw operators**

Induction packs discussed for use when new people attend sessions **Action GB will produce a draft for discussion, including best practice tool use for the next committee meeting - Ongoing**

13. Items for Next Meeting

None in addition to Minutes and Agenda

14. AOB

Kev reported that the group are now members of “Small Woods”. This provides a number of benefits which Kev will put into an email for all of the members along with links to the monthly newsletter etc. Membership gives access to expertise, training and insurance.

15. Date of Next Meeting

January 8th 2018 @ The Railway Inn

Signed as a true and accurate record;

Name:

Date: