



# MANAGEMENT PLAN

## 1<sup>st</sup> March 2023

to

## 29<sup>th</sup> February 2024

### Vision

To maintain, and possibly extend, an amenity woodland of native species that is suitable for purpose i.e. a community woodland featuring:

- A safe and accessible environment, on the doorstep, that enables peaceful countryside walks within the confines of the village, without the need for vehicular travel.
- Low maintenance in terms of both man-hours and management costs.
- A resource for Tarvin CP School and a means by which all the users of the woodland can be informed about native fauna and flora.
- A woodland that is protected in perpetuity for the benefit of the village community.
- A woodland worthy of Green Flag (Community) status.

### Long Term Objectives

1. To endeavour to ensure that the ongoing annual maintenance costs of the woodland do not exceed the equivalent of £2,500 at 2010 prices and to ensure that funds are raised locally to cover these costs.
2. To identify and implement a small number of development projects that may be essential to achieve the vision.
3. To ensure that any development projects will meet the above requirement for minimal maintenance costs.
4. To seek funding, both within and beyond the local community, including applications to grant-awarding bodies, for prioritised projects.
5. To aim to extend the use made by (and the usefulness of the woodland for) Tarvin Primary School.
6. To maintain the annual Green Flag (Community) Award status.
7. To take ownership of any designated woodland areas for the benefit of the Community in perpetuity. The existing land is owned by a non-profit-making "Company Limited by Guarantee" called Tarvin Community Woodland Trust Ltd. Registered Charity 1163180.

## Projects in hand

1. Remove non-native trees and shrubs and coppice some of the trees as necessary. This will give us a sustainable supply of logs or garden poles from the coppiced trees.

**Ongoing – good progress**

2. A monthly survey of Bird Species in the Woodland (commenced Feb 2017) to assist in developing breeding habitat and feeding sources. Any new trees planted in the woodland are ones that are “berried” for bird food. **Ongoing**
3. A new “wild” area has been created that is fenced to prevent access by people or dogs. This ten-year project has set aside approximately 2,300 sq. m. to provide an additional, protected understorey environment with the objective of encouraging additional bird species and small mammals. The area has been divided into four sections that will be progressively managed. In the first two areas several existing trees have been felled to create a glade that lets in light that will encourage new growth. **Ongoing**
4. “Dry Hedges” have been created, mainly in the wilding area so the brash from felling and maintenance can be stored, creating a significant new habitat. There is another next to the bridleway in area 1B for brash from the hedge along section 3B. Dry hedges will added as necessary because they also help to reinforce the existing boundary fences.

## Future Projects

1. Work towards the adoption by the Trust of a strip of land (to form a wildlife corridor) between our Townfield Lane boundary up to the roundabout at the A51/A54 junction, so that ultimately there is a thoroughfare (with entrances at each end and at intermediate points). This long-term aspiration has been incorporated into the Village’s Neighbourhood Plan that has been approved by a referendum. It is the highest priority aspiration along with a “Highways” footway along the A54 that would link with a woodland extension to permit a continuous walk around the perimeter of the village.

## Woodland Management

### 1 Ecology

- a. **General** With the introduction of the new woodland site, our management task has become more diverse in that we have relatively mature existing woodland and a newly planted but very immature opportunity. For some time, Trustees have felt the need for professional advice on both ecological and botanical issues. The Trust has retained the services of a botanical consultant who is already influencing our activities. This has resulted in a plan to develop particular areas for uses that are appropriate to that area’s attributes e.g., use the wet areas for a wider range of wet-loving flora. Because the above is most relevant to Saxon Heath there is a specific plan below.
- b. **The Saxon Heath section of Tarvin Community Woodland.**

Being the most recently established section of our woodland, the Saxon Heath section is different from the previous two sections in a number of ways. It is: -

- The section established by a house builder, not the Highways Agency.
- In places, the narrowest of the sections.
- Often the place where the pathway is closest to the A51.
- The section in which the pathway is closest to homes.
- The only section to have had the involvement of a landscape architect at its planning stage.

- The section which includes the greatest range of soil qualities.

As the newest of the sections, it benefits from very few established trees. The new trees and bushes were planted in ‘blocks’, with a number of identical trees adjacent to each other but then none anywhere else. The outcome will be interesting!

Our original management plan suffered from an excess of optimism as to what might realistically be achieved and, as a consequence, this iteration of the plan needs to be much simpler. It must also be acknowledged that it is merely a step in a very lengthy process and our job is to do things which will help the final outcome to be really good! The expression “benign neglect” may be misleading but, essentially, this is what we must do - it means that we must allow time for the trees and shrubs to grow and begin to occupy the space, with good management going hand-in-hand with nature.

### **Boundaries.**

- a) **With A51.** This edge of our property is marked with a tall close-board acoustic fence. When it was being installed, we commuted some of the ‘dowry’ funding in order to have a higher grade of tanalised timber used, so that the longevity of the fence would be extended. However, the life of the fence must be finite and replacing the fence will at some point be an extremely expensive task for the Trust. Therefore, any strategy which can help to delay that dire event ought to be employed.

“Outside” the fence. At the top of the banking along the A51, there is a hawthorn hedge growing immediately outside the boundary to the height of the acoustic fencing. This is not our hedge and no one else seems very interested in it but, situated where it is, it serves to protect our vulnerable, south-facing fence boards from sun, from wind and from rain. Were the hawthorn bushes to grow and eventually become trees, they would no longer offer that protection and so our fence would quickly deteriorate. In the circumstances, it makes sense for us to shoulder the financial burden of having the A51 hedge cut every few years, in order to keep the hedge growth adjacent to the fence at a good density, in order that it can protect the acoustic fencing.

“Inside” the fence. The side of the acoustic fence inside the woodland faces north and so is not exposed to the harsh southerly sun. However, the fence will benefit from any protection it can get and, along most of the distance between Broomheath Lane and Austins Hill, bushes and trees have been planted. In many places, the fence is not visible and, where it is, additional whips should be put in so that the protective layer of growth builds up.

- b) **Along the post-and-rail fencing.** All our boundaries (other than the ones where there is acoustic or garden fencing) are marked with post-and-rail fencing. This is quickly and easily maintained by our volunteers and people are discouraged from hopping over it by means of the hedge which is being planted inside. This hedge is growing well and gaps are being filled by planting whips each winter.

### **Pathways.**

All of the made-up pathways through the Saxon Heath section of the woodland are 2 metres wide and are surfaced with “Toptrek”. The grass strip on each side of the pathway should be kept mown to a width of just one pass of the mower, except for the areas adjacent to seats and notice boards, where common sense widths should be mown. There is no need for any additional mowing in Saxon Heath (other than the annual mowing and raking-off of the ‘meadow’).

### **Pernicious weeds.**

For the period 2022 to 2024, Ragwort is being treated differently from the other designated plant pest species in order to try to encourage the Cinnabar Moth caterpillars which feed on it. We have agreed to try to avoid the use of pesticides and so the treatment becomes a 'War of Attrition', with physical removal replacing chemical treatment. This is slower and sometimes tedious but, given persistence, we will win!

**Bracken.** Bracken is not good stuff to handle and the safest (although not the quickest) treatment would be to cut the fronds with a pair of secateurs every time they have unrolled sufficiently for you to be sure that they are not a fern. (Spotting the difference between bracken and ferns can be done easily if you remember that every fern frond grows from the base/ground, while bracken fronds have branches growing off a central stem.)

**Docks and Thistles.** While digging out the huge tap root would theoretically be the best method, it is difficult to get the whole root out without breaking it and thereby leaving a piece which will regrow. Taking out as much as you can every time you are able will result eventually in us winning, as long as we stick at it and don't give up!

### **"The Meadow".**

This area was used to house the Contractors' Site Office and their Cement and Concrete Silos during construction. As a consequence, the ground formed a thick and impermeable pan, above which nothing would grow. The Trust believed that they had made a deal with Taylor Wimpey that the compacted surface layers would be removed down to the bottom of the 'pan', the subsoil rotavated to break it up and then topsoil spread on the whole area to make up the level. However, Taylor Wimpey contracted the work out and the new contractors spotted a way around the extra work – they just spread an inch of topsoil over the whole area and then rolled turf over it! With so little drainage, it is no wonder that trees planted there will die unless given a hole that is deep enough to break through the pan. Even grass finds it hard to survive!

Our work in Saxon Heath has been concentrated on the meadow. We have eventually succeeded in establishing Wild Daffodils (Lenten Lilies – *Narcissus pseudonarcissus*), together with some Ox-eye Daisies (*Leucanthemum vulgare*) and a few other wild flowers. During Summer 2022, the area will be inoculated with seeds of Yellow Rattle (*Rhinanthus minor*) – the so-called 'meadow maker' - in an attempt to reduce the (already limited) vigour of the grass and both seeds and plants of other wild flowers will thereafter be introduced, in an attempt to find some that will succeed.

The meadow will need cutting between the middle and the end of August. The mowings must be raked off, in order to limit the soil fertility.

### **Wild flowers.**

The originally disturbed land demonstrated splendidly the extent of the seed bank in the soil and in the first year, a wonderful show of wild flowers was evident. However, they were swamped by growth of the grass, thanks to the inherent fertility of the soil and attempts to maintain the area as a wild flower meadow were doomed to failure. Our best chance is to try to find flowers that will thrive in the areas of limited fertility. All of this work will be experimental.

Different plants thrive in different areas and many of the flowers we have planted in 2022 have succumbed to the exceedingly dry conditions that we have experienced. Most significant amongst the losses have been a large number of cowslips (*Primula veris*), which, in other circumstances, might have had a good chance of success. However, other plants

will be tried in different areas across the woodland, including the wild Geranium (Meadow Cranesbill – *Geranium pratense*), foxgloves (*Digitalis purpurea*) and Wood Betony (*Betonica officinalis*).

### **Coppicing.**

It is important that at least some of the potential trees across the Saxon Heath woodland should develop into adult trees. However, we ought to have learned our lesson about the overcrowding of our trees and so a good number of the trees and bushes that are growing so well and getting so large will need coppicing. They should be included in the winter coppicing programme but only after the trees that are to be allowed to grow to maturity have been identified and marked.

### **c. Birds**

- i. **Feeding** A feeding station has been established in the woodland close to the boundary fence separating the woodland from Tarvin CP School. Two hides had been constructed to allow bird activity to be observed; one in the school grounds and the other in the woodland, the latter being for the benefit of local or visiting ornithologists. Unfortunately, the hide within the woodland was the subject of inappropriate use and regular vandalism. After a particular episode which caused severe damage to it the decision was, regrettably, taken to remove it. The feeding station has a possible four bird feeders (two currently in use) to allow a variety of feed to be offered to attract different bird species and to offer them appropriate nutrition at different times of year and having regard to varying weather conditions. There is a rota of three trustees to ensure that the feeding station is checked and, if necessary replenished, regularly.
- ii. Managing the woodland as both a public amenity and a wildlife sanctuary is difficult as the two aims are potentially mutually exclusive. The bird survey was introduced to improve knowledge of the resident and visiting species and to help identify annual breeding and feeding activity. An initial review of the data arising was carried out by the two original trustees undertaking the research and recommendations for improvement were made, including after consultation with Peter Aspin, the proprietor of the Shropshire Agroforestry Project. Further reviews will be carried out by the two trustees now undertaking the research. In the meantime, it is known that breeding habitat can be improved by allowing development of the understory in certain parts of the woodland and winter-feeding opportunities improved by increasing the number of berried trees. Elsewhere in this document (see planting in Saxon Heath) proposals for the installation of some berried trees at Saxon Heath are included but proposals for the woodland as a whole will be formulated on an ongoing basis.

## **2 Safety.**

- a. Ensure that all trustees who use tools and machinery have attended the relevant training courses.
- b. Carry out regular risk assessment procedures. Copy to be recorded in Company minutes.
- c. Maintain and use a supply of safety equipment for use in the woodland: - high visibility waistcoats, gloves, extra hard hats, goggles, versatile signs (to warn of woodland working), etc.
- d. Draw up an asset register of Trust safety equipment and work towards establishing a procedure to ensure that the correct equipment is used whenever work in the woodland is being carried out and keep a record of all equipment issued.

### **3 Gates, fences and hedges.**

- a. Regularly repair and maintain all boundary fences and gates.
- b. Maintain all existing boundary hedges to traditional conservation standards.
- c. Maintain the laid and reinstated original field hedges within the woodland.
- d. Keep a gap alongside the hedges so hedge cutting can be done manually.

### **4 Emergency remedial work**

Carry out such work as may be necessary from time to time.

### **5 Regular Maintenance.**

Work regularly undertaken within the woodland will include: -

- a A two-metre-wide fine cut along both sides of the path.
- b Hand-remove large intruders (willows and thistles particularly) from the wild flower areas. Thereafter, strimming in the autumn, followed by the removal of the residue, will help to keep this ground nutrient-poor.
- c A 'conservation cut' of the rest of the woodland, as appropriate, at least twice a year - in Spring and Autumn (March and September).
- d Pruning and crown-raising of trees as necessary.
- e Ensure that all waste generated on site is composted, chipped or shredded for use on the site or, in the case of coarse brush, removed to the dry hedges.
- f Maintain the bird boxes and regularly survey their utilisation.
- g As a public service, include the occasional upkeep of the bridleway verges and cutting back intruders as a part of the routine maintenance of the woodland.

### **6 Training.**

Trustees will undertake relevant BTCV / Reaseheath training courses in woodland management as appropriate.

# Running of the Trust

## 1 Overall Management

- a. The registered proprietor of the freehold title to the original woodland is a non-profit-making company, limited by guarantee – Tarvin Community Woodland Trust Ltd (TCWT Ltd), registered charity number 1163180. TCWT Ltd completed its purchase of the original woodland from Cheshire West and Chester Council on 22nd December 2014. Completion of Taylor Wimpey's Transfer to TCWT Ltd of the freehold title to the Saxon Heath extension to the woodland was completed on 21st April 2017
- b. The company has a board of directors. This company limits the individual legal liability borne by generations of Trustees to come.
- c. There are also Members, who are representatives of the Community, who assist with the operation of the woodland or have special skills that can assist with the running of the company. Members of the Community may contact the chairman or secretary (currently John Sim and Charles Bradley) if they wish to apply for membership.
- d. The operation of the trust is driven by this management plan that is updated annually both to reflect any achievement of previously set objectives and to reflect any changes in the overall situation or new aspirations. As and when any other areas come under the management of the Trust their management will be incorporated into this plan.
- e. A series of Policies covers Risk, Volunteers, Complaints, Safeguarding, Governance, Conflict of Interest and Equality and Diversity; see appendix 3.
- f. There is an annual planning diary that provides monthly prompts; see appendix 2 below.
- g. Trust meetings are minuted and incorporate a rolling list of any outstanding actions.

## 2 Safety Audits.

Carry out regular site safety audits at least every three months. Copy to be recorded in Company minutes.

At least annually, carry out a safety review specifically of the large trees and, every 3 years, buy in a professional opinion, so that Trustees can be reassured that they are discharging their responsibilities. Copy to be recorded in Company minutes.

## 3 Partnerships.

- a. Maintain the existing collaborations with Tarvin Parish Council and Cheshire West and Chester Borough Council on environmental issues and public access.
- b. Continue to support Tarvin Primary School wherever possible, and especially through the annual Countryside and Wildlife Award scheme.
- c. Continue to work with Tarvin Methodist Church, to mutual benefit.
- d. Encourage the development of, and the use made of, the woodland by the newly formed Tarvin Wildlife Watch Group.
- e. Continue to develop new partnerships that may be mutually beneficial to the woodland and the partner. Especially, to try to ensure that, wherever appropriate, the Trust takes a full and active part in all village activities.

## 4 Woodland Volunteers.

Encourage the involvement, and manage the participation, of volunteers and local community groups in order to continue the development of the amenity woodland.

## **5 Preserving our momentum.**

- a. The Chairman, Vice Chairman, Treasurer and Secretary (with others as necessary), working together as an 'Executive', can reduce the amount of business that needs to be referred to the full Trust. It has been found that small ad-hoc groups of trustees and sometimes volunteers, created to manage a specific project, can make good progress when operating within clear rules and reporting to the Executive or full Trust as appropriate. When necessary, we can also use minuted meetings of the F&GP Group to supplement the monthly meetings of the Trust in order to drive progress forward. Working in this way has avoided a lot of detailed problem-solving discussion at Trust meetings and has been proven to be extremely beneficial in practice.

## **6 Accessibility.**

Ensure that all our projects are in accordance with the Accessibility Audit carried out by Chester City Council wherever that is possible.

## **7 Biodiversity.**

Continue to introduce and conserve native species of flora and encourage a greater diversity of fauna on the woodland.

## **8 Public awareness and use.**

This should be maintained and increased by: -

- a. Exploring new means whereby awareness of the woodland and its use by the public can be increased.
- b. Maintaining and developing the Tarvin Community Woodland Trust website to increase the awareness and understanding of the Trust's aims and progress.
- c. Publishing monthly schedules of tasks completed and work to be done in the Woodland as bulletins in the woodland notice boards.
- d. Maintaining a variety of displays within the woodland. There are two large landscape boards describing the history and future intentions respectively for the overall woodland. There is also a selection of A4 sized panels that may be displayed (portrait or landscape as relevant) to explain various trees, plants, birds etc as the seasons change. There are also single posts describing specimen trees. All these have been welcomed by users.
- e. Publishing Newsletters at least once a year (usually twice), currently hand-delivered to each dwelling in the area. There has been a hiatus during the pandemic.
- f. Monthly 'Notes from the Woodland' published in the Parish Magazine and quarterly notes similarly published in the Methodist Church newsletter.
- g. Occasional notes will appear on the village web site: "Tarvinonline". These are indexed on the web site.
- h. Social media will be used as appropriate **when** a person or persons volunteers to provide a regular service.

## **9 Fundraising.**

We must work on our own "internal" fund raising on behalf of the Trust. Items under consideration include: -

- a. Annual Plant Sale in May and Autumn Coffee Morning.
- b. The bulk of charitable donations are eligible for Gift Aid.

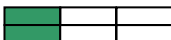


## The Woodland Area

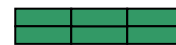
The woodland may be represented in a simple way by the following diagram.

T o w n f i e l d	2A	H o c k e n h u l	1A	B r o o m h e a t h	3A  New Area	A u s t i n s
	Grogan's Walk		Grogan's Walk		Grogan's Walk	
L a n e	2B	L a n e	1B	L a n e	3B  New Area	H i l l
	Bridleway		Bridleway		A51 SW By-pass	

The following pages list in more detail the various elements within the woodland and a more detailed view of the work to be done.

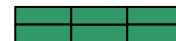
The relevant area is indicated using e.g.  to indicate that it occurs in 2A and 2B.

### 1. Hedges



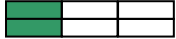



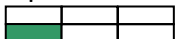
- 1.1. Our ownership conditions state that we maintain the boundary fences and hedges other than the 1.3 metre boundary fence to the rear of gardens adjacent to the woodland. Should any changes take place close to the boundaries, it would be prudent to allow access for necessary hedge maintenance wherever this is desirable. All hedge-work is done outside the bird nesting season. Hedges adjacent to fences will be developed as necessary in the new section.

### 2. Trees




- 2.1. Continue selective removal of non-native species, staged so as to avoid any area becoming devoid of trees.
- 2.2. No major planting of any further large species of tree. Replace non-natives, where required, only with a suitable native species.
- 2.3. The ratio of open space to tree coverage is about right.  
(The open space will diminish with the growth of existing trees.)
- 2.4. Clear all brambles from the site (except in wild area).  
(Brambles are extremely difficult to control and there are sufficient brambles growing along the bridleway and the A51.)
- 2.5. Remove all dog roses from the site (except in wild area).  
(They are a danger to both the public and working parties.)
- 2.6. Carefully manage the growth of the young trees in the new section, adding a small number as necessary.

### 3. Wild Flowers

- 3.1. Wild flowers massed together provide a spectacular sight. They are low maintenance and could become a source of income from sales to similar projects when the plants are established and we have a surplus.
- 3.2. Transplant the few bluebells growing in the area adjacent to Townfield Lane. Continue to increase the snowdrop cover and establish wood anemones for main ground cover. A small area of Yellow Archangel (which is quite rare) is present in this area and should be allowed to flourish. 2B, 2A 
- 3.3. When the felling is completed in the area between the 11KV supply and the wildflower area to the rear of the school, plant primroses and wood anemones between the trees. 1B 
- 3.4. Continue to split and increase the newly established snowdrop cover at the Broomheath and Hockenhull Lane entrances to the woodland. 2B, 2A, 1B, 1A 
- 3.5. The new wildflower area planted on the soil removed from the drainage project is slowly developing and will be managed in sympathy with what is happy growing there. 1A 
- 3.6. Extend the bluebell area adjacent to the Hockenhull Lane entrance to 2B once the many sycamores have been removed. A bluebell-lined pathway through the trees parallel to the bridleway would be very attractive 2B 

### 4. Birds

- 4.1. As the new nest boxes have proved to be an immediate success, continue to monitor their use and increase the number installed as need and finance allows. 
- 4.2. A limited number of bat boxes and owl / raptor boxes is maintained.
- 4.3. The new area is very open and is currently unsuitable for nest boxes until some of the trees mature however, we will install them as and when appropriate.

### 5. Access and Signage

- 5.1. Maintain the main footpaths through the woodland and to the back entrance of the school.
- 5.2. Mow "informal tracks" through the grassed areas to provide variety and additional opportunities for exploration of the woodland.
- 5.3. Monitor the condition of the signage to the woodland.
- 5.4. We have just installed two large information boards that cover the history, current state and future intentions. These are in the two original sections. There may, at some time, be an additional one in Saxon Heath.
- 5.5. There are 30 or 40 A4 sized signs that may be displayed on about a dozen movable posts that highlight particular plants, trees or birds at different times during the year.
- 5.6. There are more than a dozen tree-identification signs.
- 5.7. At each of the 8 entrances to the woodland there is a sign to identify Tarvin Community Woodland and its Green Flag credentials.
- 5.8. There are three large noticeboards, one still to be reinstalled.

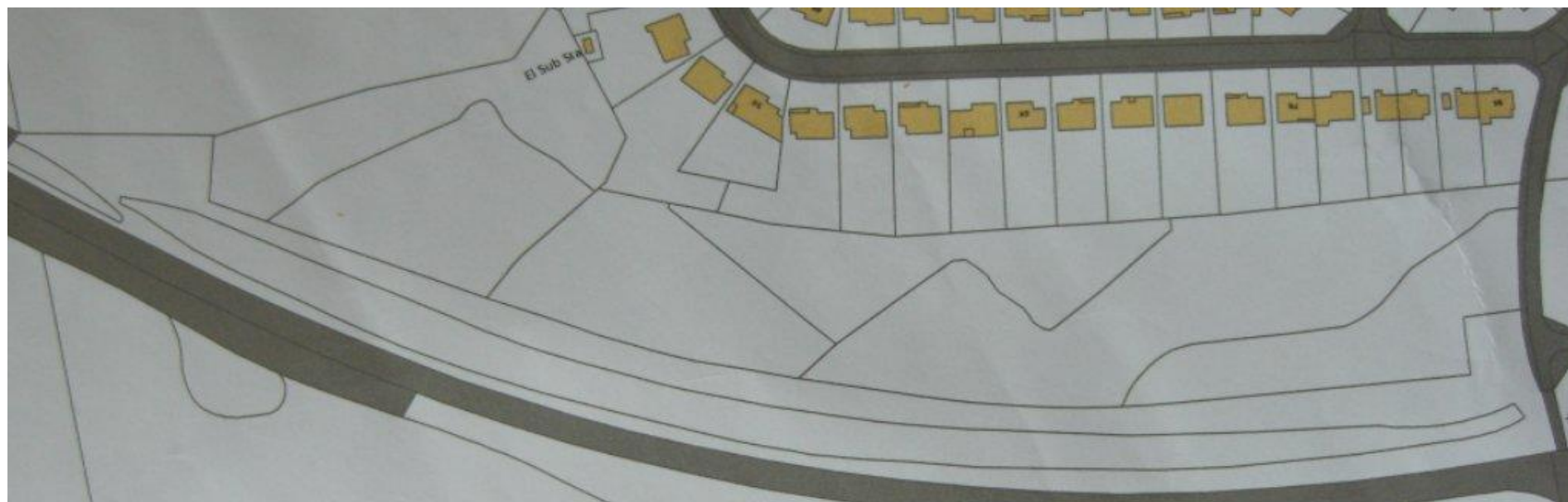
**In Summary**

<b>T o w n f i e l d</b>	<b>2A</b>  1.1, 2.1 – 2.5, 3.2, 3.4, 4, 5	<b>H o c k e n h u l l</b>	<b>1A</b>  1.1, 2.1 – 2.5, 3.4, 3.5, 4, 5	<b>B r o o m h e a t h</b>	<b>3A</b>  1.1, 2.2, 2.3, 2.6, 5	<b>A u s t i n s</b>
Grogan's Walk		Grogan's Walk		Grogan's Walk		
<b>L a n e</b>	<b>2B</b>  1.1, 2.1 – 2.5, 3.2, 3.4, 3.6, 4, 5	<b>L a n e</b>	<b>1B</b>  1.1, 2.1 – 2.5, 3.3, 3.4, 4, 5	<b>L a n e</b>	<b>3B</b>  1.1, 2.2, 2.3, 2.6, 5	<b>H i l l</b>
Bridleway		Bridleway		A51 SW By-pass		

Item numbers from the textual descriptions that refer to specific areas are shown in the above boxes.

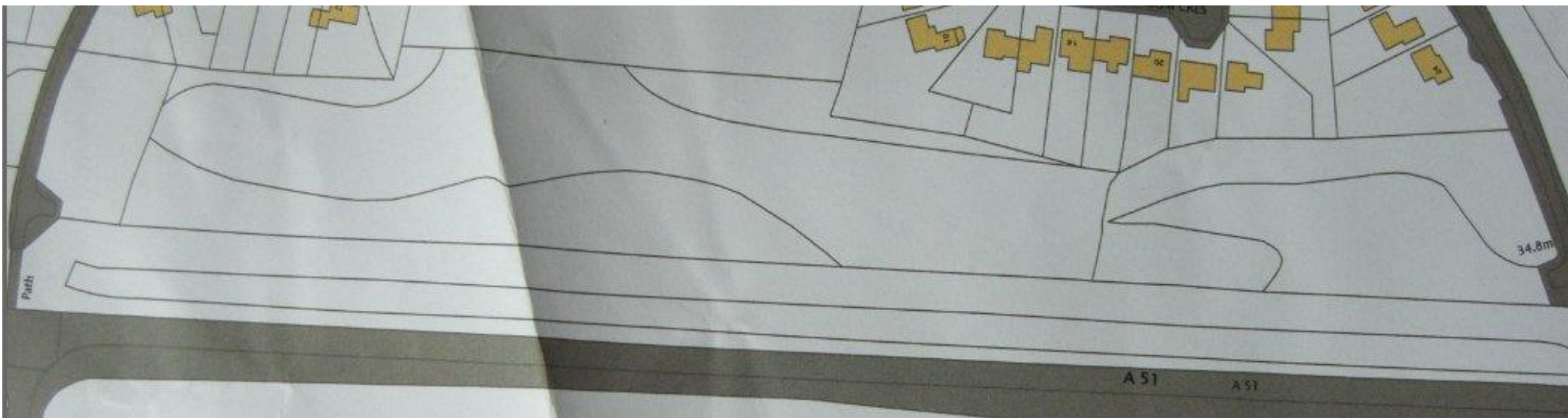
See appendix 1 below for overhead views of the above diagrammatic view.

The "Crossfields" section.





The "Broomheath" section.



The "Saxon Heath" section.



**Planning Diary.**

<b>MONTH</b>	<b>SCHEDULED ACTIONS</b>
January	Special Meeting to elect Officers for calendar year (plus new Trustees, if any). Make Green Flag Application. Convene Plant Sale Group. Safety Audit. Finally agree and then publish the final version of the Management Plan
February	Begin to draft leaflet for distribution prior to plant sale. Completion of business before Trust 'year-end' at the end of February.
March	Preparation of Year End Accounts. Audit of Accounts. Submission to Charity Commissioners. Agree leaflet for distribution. Visit wholesale nursery.
April	Duplicate the leaflets and distribute them to the whole village. Annual Members' Meeting. Safety Audit. Check insurance requirements.
May	Posters and flyers for Plant Sale around village. Hold Plant Sale. Pay insurance. Make contact with School about Countryside & Wildlife Award.
June	Talk to School about name of winner of Award and presentation arrangements. Make certificate. Buy £20 book token. Prepare plaque.
July	Presentation of Jim Grogan Award. Begin to draft leaflet for distribution prior to coffee morning. Safety Audit. Annual Risk Assessment.
August	Agree leaflet for distribution.
September	Duplicate the leaflets and distribute them to the whole village.
October	Decide on dates for next year's meetings. Book meeting room. Posters and flyers for Coffee Morning around village. Hold Coffee Morning. Apple Pressing Day in the woodland Safety Audit. Request suggestions for new Trustees. Initial consideration and suggestion of items for next year's Management Plan
November	Discussion and decisions about who to approach (if anyone) as new Trustees. Ask potential Trustees to put together a sheet (One side of A4 max) to introduce themselves to existing Trustees – who may not know them. (Offer help with this, if needed). Consideration of first draft of the new Management Plan.
December	All Trustees meet and talk with <u>all</u> potential Trustees. Decide who will be invited to January's meeting. Prepare for next year's Green Flag Application. Debate the firm draft of the new Management Plan.

**Policies.**

The Trust has a series of policies, listed below, that govern its activities.

1. Assessment of Risk
2. Volunteer Management
3. Complaints Handling
4. Conflict of Interest
5. Safeguarding
6. Governance
7. Investment
8. Equality and Diversity
9. Becoming a Member or Director





## Tarvin Community Woodland Trust Ltd

### Policy Documents

# Assessment of Risk

The safety of everyone who uses the woodland is of paramount importance to the Trust and the Trust's working documentation must always reflect the importance of the issues involved. In addition to this document, the annual Management Plan should place the consideration both of risk and of safety at the very front of our consciousness on a day-to-day basis.

### Assessing Risk

This is an important task but is not one which can be carried out by only one person on behalf of all. While the Trust may (and does) carry out an annual risk assessment of the whole woodland and of all the activities which might conceivably take place within it, this does not remove the responsibility from each individual who undertakes tasks on behalf of the Trust to assess ALL of the aspects of the task (and of the final result) before they begin the task. They must assess not only the risk to themselves but also to those who may be affected by their actions or omissions.

1. The Trust will take out each year such insurance as is necessary to give liability cover in respect of claims by persons using the woodland as a public amenity or who are working as volunteers in the woodland and the word "volunteer" shall include trustees.
2. The annual risk assessment for the woodland (in all aspects) is to be carried in July each year by suitably qualified persons and is available to all. Copy to be recorded in Company minutes.
3. Although they may not need to commit it to paper, it is expected that every Trustee/Director and volunteer doing work in the woodland will thoroughly assess **all** the risks to themselves and others that are inherent in what they are doing before ever they begin a particular task.
4. Where hand tools are involved, it is expected that these will always be treated with respect and handled with competence. Should it be needed, instruction on the use of tools must be given before work is undertaken.
5. Protective equipment is owned by the Trust and is provided for the use of volunteers - high visibility waistcoats, gloves, extra hard hats, goggles, versatile signs (to warn of woodland working), etc.. A record of such personal protective equipment is maintained. It is incumbent on all volunteers to ensure that they attend fully to their own personal protection and safety, as well as to that of others, without being reminded.
6. Some jobs require people who are suitably trained, qualified and experienced in order to complete them safely. Such tasks may not be carried out by anyone lacking such training, qualification and experience.
7. Power tools may only be used in the woodland by trustees/directors and volunteers with the expressed permission of the Trust, and used only by those qualified to do so. Where felling work is being undertaken on trees, there must be a minimum of two qualified workers present plus at least one banksman (who should be equipped with a working mobile phone).

8. Where contractors or external volunteers work in the woodland, it will always be a condition of their engagement that they conduct a full and accurate risk assessment, suitably recorded and made available as necessary, and that they are fully trained and insured for risks to the general public, including Tarvin Community Woodland trustees/directors and volunteers, their own workers, their equipment and Trust property.

### **Safety**

It is important that people who use the woodland are able to do so safely and securely. In order to facilitate this, the Trust will: -

1. Have the topic of 'Safety' on the agenda of EVERY full meeting of Trustees/Directors that is held.
2. Arrange for a Safety Audit of the whole woodland to be undertaken quarterly and the results communicated to every Trustee. Copy to be recorded in Company minutes.
3. At least annually, carry out a safety review specifically of the large trees. Every 3 years, the Trust should buy in a professional opinion, so that Trustees/Directors can be reassured that they are discharging their responsibilities.
4. Trustees/Directors and volunteers who walk or work in the woodland should report all potential problems or dangers which they see, as soon as possible and/or deal with the problem if appropriate with due regard to their own safety.
5. Where a problem is encountered that needs rapid attention by more than one trustee/director or volunteer, the Trust maintains a 'Telephone Tree', so that all Trustees/directors can be apprised of situations as rapidly as possible.

Updated 7<sup>th</sup> March 2017



## Tarvin Community Woodland Trust Ltd

### Policy Documents

# Volunteer Management

With the exception of professionals and contractors who are employed for their very specific skills, everyone who works for the Trust is a volunteer. Anyone doing a job for the benefit of the community and without hope of reward deserves the very best of treatment and so the Trustees/Directors take very seriously their responsibilities to them. There is a huge difference between general volunteering and working in the woodland and it is to the second of these that this note applies.

1. Where Trustees/Directors are delegated by the Trustee Body/Board of Directors to carry out a task, it is expected that they will have skill and judgement sufficient to carry out the task efficiently, effectively and, above all, safely. No Trustee/Director should ever agree to take on a task which might be beyond them. In this sense, the Volunteer Trustee/ Director is assuming responsibility for his/her own safety, as well as that of others who may be affected by their actions or inactions.
2. Unless the Trustee body/Board of Directors has given specific permission in advance for non-Trustee/Director volunteers to carry out tasks, there should always be a Trustee/Director working as a part of the group and 'in charge' of the activity. In the absence of specific permission or of any of the Trustees/Directors who can take responsibility, no work should be undertaken in the woodland.
3. Individuals who have the prior and written agreement of the Board of Trustees, may be permitted to undertake GARDENING tasks (using hand tools only) in the woodland without the presence and supervision of one of the Trustees. All jobs undertaken must be in harmony with the Annual Management Plan for the area involved. Suitable reflective gear must be distributed and worn. Access to a mobile phone will be essential in case of any incident. Such permissions will usually be given annually and, if necessary, can be revoked.
  - a) Each person given permission to work in this way must give notice to their 'Reporting Trustee' before they go out and the Trustee is to record this, so that the Trust can be aware of the people who will be working before they start. Likewise, those having worked in the woodland during a calendar month must report the jobs that they have undertaken that month to the Reporting Trustee, who can then convey this information to the Board, and thereby enable a type of after-the-event control to be exercised.
  - b.) All such permissions given and recorded by the Reporting Trustee will be collated and will form a part of our Annual Safety Audit. Our Safety Officer (JRS) will oversee this.
  - c.) All such volunteers must go through the Trust's current Annual Risk Assessment with JRS, in order to highlight the Trust's commitment to Health and Safety issues.
4. Volunteer's time is a precious commodity and so efforts will be made to ensure that they are aware when sessions are cancelled and, on occasions when sessions are run, that useful and productive tasks are available for those volunteers who are available.

Updated 9<sup>th</sup> August 2018



## Tarvin Community Woodland Trust Ltd

### Policy Documents

# Complaints Handling

Trustees/Directors take their motto, “Created by the community for the community” very seriously. It is essential that the woodland is maintained and developed in ways that meet the approval of the majority of the woodland’s users. By various means: meeting people as they use the woodland, being available at Coffee Mornings, having all of their telephone numbers shown on all bulletins posted in the woodland notice boards, the Trustees/Directors make themselves available to listen to comments and can then discuss them. It would be impossible for everything that is done to please everyone, but everyone is carefully listened to.

When a complaint is received:

1. The complaint is circulated, initially amongst the Executive Group (Chairman, Vice-Chairman, Treasurer and Secretary).
2. The Secretary will send an acknowledgement of the complaint, with an indication of the timescale for it to be considered.
3. The Executive Group will decide whether immediate action is required.
4. Where necessary, any additional information required will be gathered.
5. The complaint will appear on the agenda for the next monthly meeting of the Trust.
6. The complaint will be fully debated by the Trustees/Directors.
7. A letter setting out the Trustees/Directors’ decision will be sent to the complainant immediately after the meeting.

It is accepted that, very occasionally, the complainant will have a view with which Trustees/Directors cannot agree. While this is regrettable, the Trustees/Directors must always strive to maintain the woodland to suit the majority of the community.

Updated 7<sup>th</sup> March 2017



## Tarvin Community Woodland Trust Ltd

### Policy Documents

# Conflict of Interest

Tarvin Community Woodland Trust's original Trust Deed covered the issues involved.

Paragraph 19 of the Trust Deed of Tarvin Community Woodland Trust stated:-

#### **19. Conflict of Interest**

**A Trustee must absent himself or herself from any discussion of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).**

This means that any Trustee/Director who experiences (or thinks that they might experience) a conflict (or potential conflict) between the interests of the Trust and their own personal interests must immediately declare it and thereafter will be excluded from all discussions and decisions that are in any way connected to that conflict of interest.

A Trustee/Director failing to so declare a conflict of interest can be asked to resign their Trustee/Directorship. Should they fail to do so, the Trustee body/Board of Directors may resolve thereafter to dismiss them.

This is extended by paragraph 25 to cover financial transactions:-

#### **25. Trustees not to benefit financially from their Trusteeship**

**Unless expressly authorised in writing in advance by the Commission to do so no Trustee may buy goods or services from the Charity or sell goods or services to the Charity or receive remuneration or receive any other financial benefit from the Charity or from any trading company owned by the Charity.**

This means that no Trustee/Director can engage in any form of financial transaction with the Trust.

However, the legitimate paying of incurred expenses is covered by paragraph 27.

## **27. Expenses**

**The Trustees may use the Charity's funds to meet any necessary and reasonable expenses which they incur in the course of carrying out their responsibilities as Trustees of the Charity.**

Thus, Trustees/Directors are fully entitled to reclaim expenditures made ON BEHALF OF THE TRUST and which they have been authorised to make by the body of Trustees/Board of Directors. All expenditures must be supported by relevant receipts, which must be submitted to the Treasurer and will become part of the Trust's accounts.

Updated 7<sup>th</sup> March 2017



## Tarvin Community Woodland Trust Ltd

### Policy Documents

# Safeguarding of Children and Vulnerable Adults.

Safeguarding is a term which is broader than just 'protection' and relates to the action taken to promote the welfare of children & vulnerable adults and to protect them from harm. Safeguarding must be everyone's responsibility. There are detailed guidelines (for instance "Safeguarding *children and young people*" on the Gov.UK website, published 14 July 2014) which establish the procedures and practices which organisations must adopt if they set out to work with children and vulnerable adults.

These procedures are, of necessity, complex and detailed. For an organisation like Tarvin Community Woodland Trust Ltd., where the activities involved in the maintenance of the woodland never involve such people, there seems to be little point in setting up mechanisms which are destined never to be used. For the present time (and until alteration is found to be necessary), therefore, the Company Policy will be as follows:

1. Unsupervised children and vulnerable adults will NOT be a part of the Trust's maintenance or routine activities.
2. Children and vulnerable adults should always be encouraged to use and to be a part of organised activities in the woodland, BUT they must be the responsibility of a parent or of an adult in possession of the relevant authorisations and checks. Trustees and volunteers can never be more than an assisting presence.
3. Where an organisation sets up an activity within the woodland (with or without the collaboration of the Trust), IT IS THE RESPONSIBILITY OF THAT ORGANISATION TO FULFIL ALL OF THE RELEVANT SAFEGUARDING REQUIREMENTS.
4. No Trustee or Volunteer may ignore the requirement for any children or vulnerable adults who are undertaking activities in the woodland to have responsible adult(s) (other than Trustees or volunteers) with them. However, it remains the responsibility of the organisation (and **NOT** the Trust) to ensure that all relevant permissions are in place.
5. However, we must always be aware that, whilst it is the responsibility of the organisation running an activity to ensure that appropriate safeguarding measures are in place, there remains a responsibility of the Trust to ensure that we have sight of the relevant documentation that confirms this. (A well-meaning but untrained adult volunteer cannot run an activity without supervision)
6. In the event that the Trust itself decides to begin work with Children and Vulnerable Adults, then this policy must immediately be revisited and revised.

Updated 7<sup>th</sup> March 2017





Registered Charity 1163180

Tarvin Community Woodland Trust  
Created by the community for the community

## Tarvin Community Woodland Trust Ltd

### Policy Documents

# Governance of the Trust

The purpose of the Trust is to care for and to ensure the development of Tarvin Community Woodland. The Trust is run by a small group of Directors, with the assistance of a much larger group of Members. Both groups have a distinctive part to play in the life of the Trust.

#### The Directors.

- The Directors, hereafter referred to as Trustees, are the people who carry the full responsibility for the day-to-day running (the management) of the Trust.
- Already members of the Trust, they are appointed for a four-year term, after which they may offer themselves for re-election.
- They will meet regularly – there is usually a Trustees meeting every month – and, while it is not expected that every Trustee will attend every meeting, it is desirable for them to be there on most of the occasions. If Trustees are absent from monthly meetings for six consecutive months without the approval of the other Trustees, they may be removed from the group.
- Additional to their attendance at meetings, it is expected that Trustees will employ their skills, expertise and experience in the best interests of the Trust whenever necessary and appropriate. Trustees invest time in a wide range of activities, which include planning, directing and carrying out work in the woodland, producing publicity for the Trust and its activities and events, organising fundraising activities, liaising with other organisations, both within the village and beyond it and so on.
- Part of the rôle of the Trustees is, on a day-to-day basis, to listen to the views of people (especially Members) as they are raised, to consider them carefully and then to act on them as thought appropriate. Another part of the management process is planning for the future - especially the preparation of the Annual Management Plan which will set out the future direction to be taken by the Trust during the short term (the following year), medium term (planning, perhaps, two or three years ahead) and long term (for developments at a time which is, say, five years or more ahead.)

#### The Members.

- It is by means of the involvement of the members that the Trustees can be sure that Tarvin Community Woodland Trust really is being provided “by the community for the community”. Members will always reflect the views of the wider community as well as they are able, both informally and at designated meetings.
- People become members for a period which is not time-limited. They may resign at any time (with a period of notice of only seven days).
- As with Trustees, it is hoped that Members will also employ their skills, expertise and experience in the best interests of the Trust where necessary and appropriate, although there will be far fewer meetings for them to attend. They may be able to join practical work groups in the woodland, assist with fundraising, distribute newsletters, give support to Tarvin Community Woodland Trust social events and so on.



- Each April, there will be the Annual General Meeting (AGM) of the Trust and it is hoped that all members will try to be present for this, both to hear the report on the Trust's progress through the year and to review the accounts. It is at this meeting – and also at any Special General Meetings that may be called during the year – that the members will be able to discuss the various activities of the Trust and can help the Trustees to choose the developments, the possible changes and improvements in the woodland, towards which everyone should be working.
- Discussions at the AGM will centre upon the Annual Management Plan – the plan that sets out the way the woodland is to be developed. This will always be reviewed at each AGM. Prepared by the Trustees, its medium and long-term aspects will be subject to amendment/ revision/ extension to incorporate the views of the Members, if appropriate. By agreement, it can incorporate ideas from long-term planning “Wish List” of the Members – a look forward (perhaps ten or more years) which carries the ‘blue sky’ ideas and aspirations of all the Members and the Trustees. This may have been established at earlier AGMs.
- The only legal responsibility which Members have is to contribute £10 each in the event that the Trust is ever wound up.

### **Appointment of Trustees (Directors).**

- From within the membership, potential Trustees might offer themselves by approaching existing Trustees or might be invited to consider by the Trustee meeting whether they will offer themselves.
- People offering themselves as Trustees should be prepared to explain to the Trustees the ways in which they believe their involvement can benefit the Trust.
- All Trustees are appointed by means of an election – either by the body of Trustees themselves or by an Ordinary resolution of a General meeting of the Members of the Trust.
- When choosing Trustees, the skills, knowledge and experience required must always be borne in mind, as must the ability of appointees to work in the best interests of the Trust and with the existing Trustees.
- There is no established limit on the number of Trustees, although it is not anticipated that the body of trustees will usually comprise more than ten members.

### **Appointment of members**

- Members will represent the interests of the wider community at meetings of the Trust.
- Potential Members can talk to any of the existing Trustees to find out what is involved. Initially, they might then make a personal approach to either the Chairman or Secretary of the Trust. If that conversation is positive, candidates will be asked to write a brief note (submitted via the Trust Secretary) outlining their interest and setting out the contribution that they believe that they could make. Where appropriate, the Trustees may then wish to engage in a brief discussion with potential members about their view of the contribution they may be able to make. It is also possible for people to become candidates for membership by invitation of the Trustees meeting.
- The criteria for any person to be considered as a potential member of the Trust should include an ability and willingness to be active in the life of the Trust – perhaps by giving their time and effort in volunteering as a part of the woodland maintenance crew, by assisting with various ancillary or secretarial tasks or by promoting the woodland (and its “by the community for the community” ethos) within the wider community. Members of all types can provide a powerful voice working in the community on behalf of the Trust.
- Everyone becoming a member must have their candidature approved by a General Meeting of Trustees.

As a general rule, the membership (in addition to those members who are also Trustees) should not exceed thirty (30), to facilitate the transfer of ideas within a relatively small, cohesive group.

Updated 7<sup>th</sup> March 2017



Registered Charity 1163180

Tarvin Community Woodland Trust  
Created by the community for the community

## Tarvin Community Woodland Trust Ltd

### Policy Documents

## Investing our money

1. The initial Trust Deed of Tarvin Community Woodland Trust said that  
*The Trustees must apply the income of the Charity in furthering the following objects ("the objects"):-*
  - a) *To conserve, restore and re-establishing native trees, plants and all types of wildlife by provision of a Community Woodland area in Tarvin for the benefit of the public at large and with the view to improving the quality of life*
  - b) *The promotion of any other exclusively charitable objects and purposes as the Trustees in their discretion see fit provided the objects are regarded as charitable by the law of England and Wales and based within the parish of Tarvin.*
2. Further, it has been agreed that Tarvin Community Woodland will be run (as far as is possible) as a low maintenance, low cost woodland. It is therefore envisaged that our financial assets will never be great.
3. **Our income comes from three regular sources:-**
  - a. An annual grant (currently £1,000pa) from Tarvin Parish Council.
  - b. Our own fund-raising. This makes up the largest portion of our income.
  - c. Donations from generous individuals – usually members of the community.**And from three very irregular sources:-**
  - d. Occasional donations from organisations or groups.
  - e. Very occasional large grants for particular large projects.
  - f. Money attached to land which has been “given” to the Trust.
4. **Categories a, b & c** are all cash which is intended and is needed to help maintain and develop the woodland. Because they will all be used in the immediately foreseeable future, these sums are all placed in a Current Account (currently) at NatWest Bank.  
In addition, a Deposit account (currently also with NatWest Bank) is run in parallel, so that, once the deposits reach a certain level, they can be moved across in order to become interest-earning. (It is not expected that these will yield a lot in the present situation.)
5. **Categories d & e** are donations or grants for particular (and more costly) purposes. Because they, too, are intended to be used soon, they are kept in the same Current Account (although separately identified in the annual accounts).
6. **Category f** is the money which we received as part of the transfer of land from the builders, Taylor Wimpey. It is intended to cover the running and development costs of that particular portion of our woodland for the next ten years. Therefore, it is kept in a second Deposit Account (again currently with NatWest Bank). While generally expected to be transferred into the Current Account at the rate of 10% of the original sum per annum, this money may, at the Trustees’ discretion, be additionally drawn on for special projects (involving only that land) which otherwise would be unmanageable.
7. The Trustees may change banks or look for a more effective place for deposited funds to achieve a better rate of return provided that the risk is minimal.
8. Small sums will never earn much interest and so little will be lost by keeping all of our funds in the Bank. In the event that the Trust should ever acquire financial assets greatly in excess of the small sums involved at present, the Trustees **must** take professional advice as to the best way to look after them. They **must** also re-visit this Investment Policy and re-write it, so that it fully reflects the altered situation.

Updated 2<sup>nd</sup> September 2017



## Tarvin Community Woodland Trust Ltd

### Policy Documents

# Equality and Diversity

Tarvin Community Woodland Trust is committed to encouraging equality and diversity and eliminating unlawful discrimination and harassment. The aim is for the Trust to be truly representative of all sections of society and for everyone to feel respected. The Trust - in providing our facilities - is also committed against unlawful discrimination or harassment of any of our volunteers or woodland users.

This policy's purpose is to set the tone by which the Trust will work in order to:-

- provide equality, fairness and respect for all who are involved in any way with the Trust and, where it applies, not unlawfully discriminate (because of the Equality Act 2010) by reference to protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- oppose and avoid all forms of unlawful discrimination or harassment. This includes in dealing with grievances or in other developmental opportunities.

The Trust commits to work to:

- encourage equality and diversity amongst the membership of the Trust and the users of the woodland.
- create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.
- provide (so far as is reasonably and practically possible) equal access to the woodland: this means that where there are special needs or disability which prevents access, we will take reasonable steps to make suitable arrangements to accommodate the needs of the individual.
- treat everyone with respect: this means listening, seeking to understand, and respecting differences of others.
- behave fairly and decently: this means being open minded and unprejudiced to others.

The Trust recognises the benefits of having a diverse membership and volunteer group and will take steps to ensure that selection criteria and processes do not discriminate unjustifiably on the grounds of disability; gender; marital status; race; racial group; colour; ethnic or national origin; nationality; religion or belief; or sexual orientation.

#### Monitoring and review

This policy will be monitored and reviewed annually to monitor its appropriateness, measure its progress and judge its effectiveness.

Following review, any changes made will be recorded in a new version of this policy document and distributed to all Trustees.

Updated 5<sup>th</sup> July 2019



## Tarvin Community Woodland Trust Ltd

### Policy Document

# Becoming a Member or a Director.

1. The initial Articles of Association of Tarvin Community Woodland Trust Ltd state that  
*To become a member of the Company, a person or organisation must comply with the application procedures drawn up by the Directors (Trustees) and have the approval of the Directors' meeting. (Para 21.1)*  
and  
*Members willing and permitted by law may be appointed a Director by an ordinary resolution of a General meeting or by a decision of the Directors. (Para 17.1)*
2. When members or Trustees are being chosen, the criterion at the front of every selector's mind should be, "How can this person contribute to the continuing success and the development of Tarvin woodland?" This contribution could be in a wide variety of ways, all of which have importance and value, but certainly should be more than just a general approval of the woodland as being a 'good thing'.
3. **MEMBERS.**
  - i) The suggestion that someone might become a member could come from a Trustee, from another member or from themselves. The suggestion has to be put forward through a serving Trustee. Wherever the suggestion has come from, it must be treated exactly like all others.
  - ii) The Trustee involved should arrange an opportunity to have an informal but none-the-less serious chat with the prospective member. The chat should, in some form, include the three important aspects of membership: -
    - a. Membership of the Trust implies a commitment to help in the continued success and to assist in the future development of the woodland.
    - b. Members have the ability to vote at General Meetings of the Trust. While most votes may be routine, there can be occasions when the matter is serious and the ability to vote carries with it a great responsibility.
    - c. Members of the Trust have the responsibility to pay £10 in the event of the Trust becoming insolvent.
  - iii) The Trustee concerned, if convinced that the applicant will be an asset to the Trust, will notify the Secretary, who will then include their name on the agenda of the next Trustees meeting. At that meeting, the Trustee concerned will give a brief resume of the conversation that they have had with the prospective applicant, together with their recommendation. The decision will then be made by means of a resolution of the meeting. A simple majority of those voting is required for success. The Secretary will write to a successful candidate.
  - iv) In the event of an application for membership being declined, the reasons should be explained to the person involved by the Trustee who has been involved.

**v)** Having had a request for membership turned down once does not preclude a further application at some point in the future.

#### **4. DIRECTORS (TRUSTEES).**

The Board of Directors (Trustees) has the responsibility for running the Trust. Thus, it has the total responsibility for managing Tarvin woodland and therefore requires a wide range of skills, knowledge, experience and abilities within its members. It also has the responsibility to represent the whole of the Tarvin community. Therefore, when a new Trustee is required, efforts should be made to identify the skills and abilities which the new Trustee should have. Every effort also needs to be made to ensure that the Board of Trustees adequately represents the diversity existing within the Tarvin community. Advertising (e.g., using TarvinOnLine) may be considered.

It should be remembered that a resolution of a General Members' Meeting may also be used to appoint a Director/Trustee. (*Articles of Association, Para 17.1*)

**i)** Anyone who is to be considered as a Trustee must first be a Member of the Trust. If they are not already a member, they must become one before their candidacy as a Trustee can be considered.

**ii)** It may be that a member volunteers themselves as a Trustee, or they may be suggested by another Member or an existing Trustee. That person should be talked to by one of the existing Trustees to explain exactly what would be involved and to answer any questions that they may have.

**iii)** If they are still interested, then they should be asked to set out on paper a brief description of themselves: their interests, aptitudes, skills and abilities and how they would be prepared to invest these on behalf of the woodland. These will then be copied by the Secretary and circulated to all of the existing Trustees.

**iv)** An agenda item for the next Trustees' meeting would allow a full discussion of the impression thereby created and judgements reached about the person's suitability. The decision will be made by means of a resolution of the meeting. A simple majority of those voting is required for success. The Secretary will write to a successful candidate.

**iv)** In the event of an application for membership being declined, the reasons should be explained to the member concerned by the Trustee involved.

**v)** Having had a request for Trusteeship turned down once does not preclude a further application at some point in the future.

Updated 14<sup>th</sup> July 2022