



Woodcote Millennium Green Trust

Charity Registered Number 1075872

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Minutes of the 74th meeting of the Woodcote Millennium Green Trust 8:00pm on 17/01/18, 34 Sunnybank Epsom

Present:

Mark Swan	Chair
Jeremy Hawken	Treasurer
Liz Frost	Trustee representing WERS
Sarah Nicholls	Minutes

Brian Saxby	Trustee
Paul Masters	Trustee
Chris Frost	Trustee
Jason Cowling	Trustee

1. Apologies:

Andrew Broadbent, Luke Jennings

2. Minutes of last meeting

LF represents Woodcote Epsom Residents Society (WERS)

JH requested that agenda Item 3 should be amended to say that there was £14k in the General Fund of this, £4k-5k could be used if necessary to help fund the pond refurbishment.

Subject to above- minutes agreed

3. Election of Chairman as per Clause 13 of the Trust Deed

Mark Swan unanimously re elected as Chairman of the Trust for 2018.

4. Financial Report

JH presented the financial report.

£850 pounds still to raise for the pond refurbishment, but tax re-claims should get us there.

The largest expenditure has been £2,900.00 for the first phase of the pond refurbishment: clearing the trees around the pond.

In summary : The finance position is looking 'fine' and fundraising target met.

Fitness on the Green is doing well: £100.00 raised so far.

JH confirmed that he will switch bank providers from CAF to Metro. CAF is costing £60 a year, Metro is free for charities and is convenient in terms of opening hours. JH will send the necessary account opening forms to MS and other Trustees who will be signatories.

JC asked if the ride-on mower should be serviced this year, if it does, funding will be required to pay for this. CF advised that a service is required every 50 hours of use. Usage should be automatically recorded on a clock on the mower dashboard assuming it was re-set during last service.

ACTION:

17Jan18-1	JC	JC to check mower to confirm whether or not a service is required. And apply to JH for funding if necessary.
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5. AGM – Wednesday 7th March @8:00pm in the Epsom Sports Club

Agreed that display boards will be put up to show:

- Maps of the Green
- Photos of the bulb planting by the scouts
- Photos of Fitness on the Green
- Photos of the tree work around the pond
- Photos of the bulbs if they are in bloom by the beginning of March

ACTION:

17Jan18-2	BS	BS to provide display boards and maps of the Green
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ACTION:

17Jan18-3	JC	JC to arrange post meeting refreshments and glasses
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6. Next Newsletter

Notice of the AGM on 7th March to be included in the next newsletter. Newsletter must therefore be distributed prior to the end of February.

ACTION:

17Jan18-4	MS SN	MS to provide suggestions for content of the newsletter, SN to produce draft for circulation to trustees for comment.
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Formal notice of the AGM must also be published elsewhere. It was agreed that this would be in the Woodcote Epsom Residents Society (WERS) newsletter. CF as editor will insert required notice.

ACTION:

17Jan18-5	CF	CF to include notice of the WMG AGM in the WERS newsletter.
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The WMG newsletter distribution list is out of date and needs to be refreshed.

ACTION:

17Jan18-6	SN BS	SN to forward existing list to BS. BS to update and return to SN .
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SN advised that she would not be able to help with the printing this time, the contact used previously is no longer available.

ACTION:

17Jan18-7	LJ MS	MS to ask LJ to arrange printing of the newsletter.
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7. Pond Refurbishment

MS provided an update on fundraising for the pond refurbishment:

- Epsom Civic Society (ECS) – In October MS was contacted by Margaret Hollings of the ECS and invited to present details of the WMG and the pond refurbishment project to a meeting of the ECS. Following this meeting ECS pledged to donate £5,000.00 on condition that that Trust raised £10,000.00 for the project.
- Lower Mole Countryside Trust – MS was contacted by Mike Richardson of the Lower Mole Countryside Trust. Mike Richardson advised that the Lower Mole Countryside Trust has approved a grant of £1,000.00 for the pond refurbishment. This is to be paid in two instalments, £500.00 on the WMG Trust raising £1,900.00 and a further £500.00 on raising £10, 000.00.
- Surrey County Council (SCC) – In May MS wrote to Tina Mountain of SCC to see if she would support a funding contribution by SCC for the pond refurbishment. In November Tina Mountain contacted MS and suggested that MS submit a formal application for funding to SCC. The application was successful. SCC has agreed to a grant of £4,500.00

- MS was recently contacted by a local resident, an elderly lady who advised that she had sold the dolls house that her father had made for her. She wished to donate the proceeds of this sale to the pond refurbishment fund. She handed MS and envelope containing a cheque for £200.00.

As the £15,000.00 target has been achieved active fund raising now needs to stop. If there is any surplus this will contribute to on-going annual pond maintenance costs.

The Trust is now in a position to progress with the next phase of the project: removal of the bulrushes and other weeds clogging up the pond.

ACTION:

17Jan18-8	JC	JC to contact Aquajoy to arrange for the work to be scheduled, the work needs to be carried out before the end of March.
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ACTION:

17Jan18-9	MS	MS to contact ECS and Lower Mole Countryside Trust to confirm that the required fund raising target has been achieved
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ACTION:

17Jan18-10	MS SN	MS/SN in addition to acknowledging contributions to the fund raising by local residents will acknowledge the donations from ECS, SCC and Lower Mole Countryside Trust in the newsletter.
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8. Tree Felling/Work

Note for the record: conflict of interest:

Sarah Nicholls has a close family relationship with Daniel Nicholls of Dan Nicholls Arboriculture.

Whilst the preferred supplier is currently Dan Nicholls Arboriculture, because he is competitively priced, lives locally, knows the Green and can respond at short notice when and if the need arises, MS re-iterated Trust policy for engagement of contactors for major planned work on the Green: Invitations to tender should be issued to three qualified and interested suppliers. The suppliers will be selected based on price, availability and proposed delivery terms.

It was agreed that the threshold above which invitations to tender are required is to be set at £1,000. This will be re-assessed annually.

9. Risk Assessment -Target Areas

'Target Areas', e.g. foot paths and benches (anywhere that has regular footfall) should be risk assessed regularly to ensure there are no potential hazards e.g. unstable overhanging branches. It was noted that there is currently a potential hazard over one bench. This requires urgent attention.

ACTION:

12Sep17-11	MS	MS to tape around the bench to ensure that it is not used.
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ACTION:

12Sep17-12	JC	JC to contact Dan Nicholls Arboriculture to see if he would be able to undertake an appraisal of target areas.
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10. Riding on the Green

Note for the record – conflict of interest:

- PM advised the trustees that he knew Andrew Luttlely (the solicitor who handled the transfer of the Millennium Green to the trust) and had had dealings with him in previous roles.
- LF advised that Hugh Craddock attends the Epsom and Walton Downs Conservators meetings and represents the British Horse Society (BHS) on the Epsom Downs Consultative committee, both of which she chairs.

MS advised that at the end of 2017 the Trust received an email from Hugh Craddock who is the BHS's District Access & Bridleway Officer, covering the Epsom & Ewell area (NB he is not a Borough Council Officer). Mr Craddock challenged the validity of the trust's position in not allowing horse riding on the Millennium Green. He drew attention to comments on this issue on the Trust's web site.

The premise of the challenge is that the Millennium Green is common land and as such horse riding should be permitted.

PM has drafted a report on title, which has been previously circulated to the trustees, which clarified the status of the land managed by the Trust.

He has identified anomalies between various public records and the fact that not all the Millennium Green land was common land.

PM has raised the issue of discrepancies with Natural England and advised that the trust should await their response before replying definitively to Hugh Craddock.

PM advised that he will continue his investigations but at this stage believes that Hugh Craddock is wrong in claiming that the road is common land.

Post meeting update: PM has drafted a response to Hugh Craddock but before it is despatched plans to meet Hamish Everett very shortly to discuss the position of the estate roads.

11. Grants

- LJ is liaising with TESCO re a potential grant.

LJ provided the following post meeting update:

LJ confirms that he did apply for funding to a few places for the pond refurbishment, including Biffa and Tescos and advises that the application to Tesco was successful.

The next steps are that the project along with two other local projects will go forward to a vote in Tesco nearby local stores where customers will decide the outcome by voting for their favorite project each time they shop. Voting takes place throughout April. f

LJ originally applied at end of last year and suggests that now that we have reached our target any grant awarded should be our contingency fund should problems arise and any surplus be used for ongoing pond maintenance.

- BS has investigated Landfill Tax funding. Landfill companies are required to support ecological projects under a national scheme (referred to as the Landfill Communities Fund – LCF). It is possible that we may be able to obtain a grant under this scheme to support (part of) a substantial ecological development project for the future.

BS provided the following post meeting update:

The overall funding scheme is regulated by a QUANGO called ENTRUST, directly over-seen by HMRC, which operates through a number of registered Funders, or directly through landfill operators. It is funded mostly by Landfill Tax (up to 90%), but requires input from a "Third Party Contributor" prepared to foot the rest of grant; this cannot be project applicants themselves, nor a beneficiary of the project.

We (WMGT) are eligible to apply for such funding through one of the registered funders/distributors (SUEZ Communities Trust Ltd), say, because we are within 2.5 miles of a local SUEZ-run landfill site (Beddington Farmlands Landfill Site, Epsom), and we meet other LCF requirements (e.g. we are a not-for-profit Organization). There are a number of such registered funders, e.g. BIFFA, TARMAC ... some with direct associations with the landfill industry. We may be within the proximity range of more than one such distributor; they all have different proximity range requirements and focus on different objectives for their funding, within the defined set of LCF objectives.

We would need to identify a "Third Party Contributor", as above.

The application process is not straightforward, and is time-consuming.

From ENTRUST statistics it seems average spend of LCF per project has been about £64k under the **Land Remediation** objective (A), about £22k for **Public Parks or other Public Amenities' Maintenance/Improvement** objective (D), and about £33k for **Biodiversity Conservation or Promotion** objective (DA), one of which categories of objective a project of ours might fall in.

12. Data Protection

With effect from the end of May 2018 the existing Data Protection legislation will be repealed and will be replaced by new regulation. The new regulation will cover a wider remit than currently, e.g. manual records and photographs. Additionally the definition of personal data has changed.

Personal data currently maintained by the Trust is the email list used by JC for maintenance day reminders. Post meeting update provided by LF:

In addition to the maintenance day volunteer list the following personal data is held:

- Details of patrons
- AGM Attendees
- Donors
- Those who deliver newsletters

ACTION:

17Jan18-13	PM	PM to investigate to ensure the Trust is compliant with the new legislation.
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JH asked what the trust would do if an Information Access Request (IAR) request was served on the Trust. And advised that there is a specific time period allowed for the response to these requests.

The trust should have an agreed process for the response to an IAR.

It is also necessary to clarify the position regarding the publication of photographs. Whilst current Trust policy is never to publish names alongside photographs, clarification is required to confirm the position on this.

ACTION:

17Jan18-14	PM	PM to investigate to confirm what is required if an Information Access Request was served on the Trust, and also to confirm the position under the DPA for the publication of photographs.
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13. Date and venue of next Meeting

Date of next Trustee's meeting: Wednesday 6th June 2018, 8:00pm at 35 Sunnybank

14. Action Update

Ref	Owner	Action	Update	Status
19Jan17-5	JC PM	Damage to seedlings during installation of pedestrian crossing- JP to draft letter for MS to send to council requesting compensation of £500.	17/01/18-JC has contacted Richard Lea, no photos are available. 12/09/17-JC to contact Richard Lea to see if he has photos that could provide evidence of damage caused. PM to contact a colleague to clarify WMG position in terms of a claim for damages. LF has provided details of who a claim should be sent to . 26/07/17-Whilst some time has elapsed since crossing was installed it was agreed that it was still worth approaching the council with a request for compensation. LF to advise who to send letter to. JC to re-assess extent of damage to confirm if it is £500 ? PM to draft letter for MS to send. Carry over to next meeting	agreed to close

Ref	Owner	Action	Update	Status
26Jul17-1	JH/LJ	Contact donors to request completion of gift aid form	17/01/18-carried over to next meeting 12/09/17-carried over to next meeting	open
26Jul17-3	JH	JH to investigate alternative account providers to see if anything with lower costs is available.	17/01/18-JH confirms that he will switch bank accounts to Metro Bank, and will send the necessary application forms to Trustees who will be signatories to the account. 12/09/17-JH advises LBG and Metro banks are both free of charge for charities. Metro has more flexible opening hours, JH to investigate further. 18/07/17-SN advised post meeting via MS that Lloyds provide free bank for charities, may be worth Jeremy considering.	open
26Jul17-4	LJ	LJ to arrange for another quote and to pencil in the work to be undertaken February 2018	12/09/2017-LJ has consulted with his pond clearance contacts to firm up estimate- £3100 to clear tree canopy overhanging the pond, £13,000 to clear pond of sludge and weed and to remove waste from site. Does not include re-lining.	open
26Jul17-6	LJ	LJ to investigate feasibility of using Google Grant to lead more visitors to the WMG Website	12/09/17-carried over to next meeting	open
26Jul17-7	LJ	LJ to contact Paul Taylor and invite him to the next maintenance day and/or invite him to be shown around the green by MS with a view to including an article about the WMG in What's on in Epsom.	17/01/18-Paul Taylor visited the Green and filmed some of the activity during the October bulb planting maintenance afternoon. 12/09/17-LJ and MS have met Paul Taylor who is willing to visit the Green to see what we are doing and perhaps film a short video. All agreed it would be good if he could come on 21/10/17 when the scouts are planting bulbs. LJ to arrange for Paul Taylor to visit green on 21/10/17	Agreed to Close
26Jul17-9	ALL	All Trustees to review Trustee Roles and Responsibilities paper produced by MS and to provide feedback so that MS can finalize paper.	17/01/18-Carried over to next meeting 12/09/17-carried over to next meeting	open
26Jul17-10	AB	AB to invite one of the Hospital exec. team to look around the green to view first hand what the trust is doing and to see the issue caused by smoking.	17/01/18-Carried over to next meeting 12/09/17-carried over to next meeting	open
26Jul17-13	PM	MS to discuss duty of care liabilities re chainsaw use by volunteers and trustees with Paul Masters.	17/01/18-carried over to next meeting 12/09/17-PM advises Health and Safety at Work does not apply in this case, he needs to investigate further what the trusts duty of care is to volunteers using machinery - this applies to all machinery not just the chainsaws e.g. the mowers and the trimmers. The view was that any volunteer using equipment or machinery owned by the Trust should have had training on how to use that machinery/equipment.	open
12Sep17-3	JH & MS	To find another contractor to quote prior to engaging contractors to undertake phase1 of project in Q1 2018	17/01/18-JC has contacted Aquajoy- it has been agreed that Aquajoy will undertake the next phase of the pond project. This will be to drain the pond, dredge out the silt and remove the weeds.	agreed to close

Ref	Owner	Action	Update	Status
12Sep17-4	JC	To seek specialist advice on relining the pond and to obtain an estimate for phase2.	see action 12Sep17-3	agreed to close
12Sep17-5	LJ	LJ to copy email from John Wood on to the website and to the Facebook		agreed to close
12Sep17-6	MS	MS to contact local estate agents and the RAC club with a specific request for a donation – previous contact was 2-3 years ago with a request to mention the green in estate agents sales brochures. There was no response at that time from estate agents or the RAC club.	17/01/18-given that funding target has been achieved, this was no longer felt necessary.	agreed to close

15. AOB

- PM advised that the Charity Commission website contains a list of useful publications. It is worth the trustees being aware of this resource.
- JC advised that some of the lawn mowers are not worth repairing, will therefore scrap.
- Given that Fitness on the Green has been so successful and has raised £100.00 so far, JC proposed buying a small gift for Harriet in appreciation. MS suggested that if Trustees wished to personally contribute to a small token of appreciation then they should pass any donation to JC who will arrange. The success of fitness on the green will be acknowledged at the AGM.
- The pond restoration fund position should be published in the newsletter and the website to advise that finding target has been met for phase 1 and that the fund is now closed.
Post meeting update: SN has contacted LJ to see if he could arrange.
- MS asked if public liability insurance is required? The consensus of opinion was that given some of the land is private and that the Trust encourages use of the Green, public liability insurance is required.
- Post meeting update: AB advised via MS that the Hospital are looking into the possibility of installing shelters for staff and visitors who vape.