

# The National Tree Safety Group Management Committee

**Venue:** Country Land & Business Association (CLA), 16 Belgrave Square, London SW1 11.30am to 4.30pm

**Present:** Judith Webb (Chair); FC, Jon Stokes; Tree Council, Nev Fay Tree Works Environmental Practice, Andy Tipping; London Tree Officers Association, Mick Boddy BSI B/213 Committee, Antony Wallis; FC Wales, David Ball; DARM, Mike Seville; CLA, Paul Johnston; FC England, John Lockhart; RICS, Rebecca Haskell; WT, Caroline Harrison; CONFOR, John Booth; AA, Mark Daniels National Trust, Jim Smith FC England.

**Minutes for:** Wednesday 3rd February 2011

## 1. Introductions

Jim Smith gave an update on his re-editing of the document based on all the comments received:

- The methodology for assessment of all the comments received on the draft guidance document.
- There was no material change in the content/advice given in the document.
- There was no change in the core principles of the guidance

This was followed by a brief background view from David Ball of DARM on the issue of Risk.

## 2. General discussion:

Covering the risks and benefits approach with the HSE currently deliberating on the issue. The HSE position is developing and the new NTSG document helps persuade and inform legislation. It also contributes to a credible and defensible approach. The NTSG

represents a very large number of stakeholders making its advice credible and this should be included in the Foreword.

There then followed some discussion about certain sections of the text in the guidance document with amendments being made as the Committee was talked through the document:

- Page 9 Civil and Criminal law
- Tolerability of Risk
- Refer to ALARP in footnotes.
- 1:10,000 to 1:1,000,000
- Change "tolerable" to "Broadly acceptable"
- Need to state how the NTSG document started
- Discuss last paragraph on page 24 with Richard Stead.
- Page 25 add marine access legislation
- Check with Richard on terminology used.
- Page 27 Talk to Richard about Criminal Courts
- Page 35 Move tree inspection
- Page 40 Insert "frequency and intensity of inspections"

### 3. Finance and Resources

General discussion about finances

- Arboricultural Association happy to continue to hold NTSG funds and pay invoices / accept receipts
- Caroline Harrison (Confor) happy to continue as Treasurer
- Forestry Commission England- no more funds available after 31/3/11 except for one meeting in early 2012 to discuss NTSG future
- FCE staff support – in the form of Jim Smith will be available until 31.3.12
- Budget for printing and distribution discussed
- How should the documents be distributed when printed
- What sort of quantity does each individual Committee organisation require?
- Will the document be published on the web?

Then followed a general discussion on the pros and cons of how to publish, what is the dissemination plan and how will the document be priced.

- NTSG Comms Group will look into options
- Hard copy and PDF's available

- Paul Johnston tasked with proof reading document
- Photos to Paul Johnston
- Ownership of document files to be by NTSG
- 10K Householder leaflets to be made available to garden centres
- A text only version of the Landowner summary also to be produced from main document at CLA's request.
- Flyer for main document possibly with an order form
- Flyer to be made available at Committee member events
- Delegated authority to NTSG Comms Group to make decisions on publicity
- Need to define forward role of the NTSG Management Committee after publication of the documents.
- All Management Committee members asked to consider what the NTSG's life beyond the document should be.

The Final drafting group meeting is scheduled for Friday the 11<sup>th</sup> February 2011.

#### 4. HSE Advice and Support

Judith reported that there had been encouraging discussions with the HSE and that they may agree to provide an endorsement to the document. Judith will continue these discussions seeking to agree some supporting text with the HSE.

Suggested text put forward by the Management Committee:

"Welcome idea of incorporating benefits in to the overall tree management but not within risk assessment"

It was suggested that the text should incorporate a reference to the Play and Visitor safety in the countryside.

#### 5. Householder Leaflet

- Andy and Jim to meet and go through draft
- Connection with Better Regulation Task Force

#### 6. Insurance Sector

There was a brief discussion on whether or not the NTSG should seek engagement with the insurance sector but the consensus was that it should not.

