



Established 1894

Angmering Parish Council

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West Sussex, BN16 4EA

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MINUTES OF THE MEETING OF THE COMMUNITY, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE HELD AT THE ANGMERING BAPTIST CHURCH ON WEDNESDAY 26 JANUARY 2022.

- Present:** Alison Reigate (Chair) Alan Evans (Vice Chair), Norma Harris, Lee Hamilton-Street, Rhys Evans and Nikki Hamilton-Street
- In attendance:** Tracy Lees (Committee Clerk), two representatives from AIB and one member of the public
- Acronym:** Angmering In Bloom: AIB, Angmering Parish Office: APC, Anti-Social Behavior: ASB, West Sussex County Council: WSCC, South Down National Park: SNDP, PCSO: Police Community Support Officers

AGENDA ITEM	MINUTE NO.		ACTION FOR
1.	21/106	APOLOGIES FOR ABSENCE Apologies were received and accepted for Cllr. Paul Bicknell.	
2.	21/107	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3.	21/108	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Wednesday 15 December 2021 were agreed and signed by the Chair.	
4.	21/109	ANGMERING IN BLOOM (AIB) The AIB representatives advised that there was no report to give this month as the group had not yet started back up again. However they wanted to thank APC for organising the new planters in the village and the Yarn Bombers for their efforts over the Christmas period. Cllr. Reigate said that the Yarn Bombers had loved doing it. The representatives also said that Hallmark Care Home had agreed to fund six trees in Roundstone Lane although a planting date was not known at this time.	
5.	21/110	PUBLIC CONSULTATION No questions were asked or had been sent in.	
6.	21/111	THE COMMITTEE CLERK'S REPORT ON ANY MATTERS NOT INCLUDED ON THIS AGENDA	

The Committee Clerk talked through the Action List and gave some updates including a paper with ideas for this year's Parish Assembly which will be discussed at the next meeting.

Action: Add the Parish Assembly to the next agenda.

TL

It was also reported that the Hedgehog Highways had now been received but the committee were disappointed to learn that an event to launch this initiative was not going to be possible. A short discussion followed and some suggestions on other contacts that might be able to help were put forward.

Action: Continue to see if an event is possible.

TG

7. **21/112 COMMUNITY EVENTS**

CPR & De-Fib Course – Wednesday 16 March

It was reported that the Community Centre had now decided to run these events, there's will be taking place prior to the planned APC March course and will take place during the day.

A discussion took place regarding if APC should still run their course now the Community Centre were going to run them. It was decided that attendance at both would be monitored, and a review will take place after the APC course in March.

Action: Add this event to the March agenda for discussion.

TL

Team Rubicon – Monday 21 February

The supporting paper was talked through, and all councillors agreed the event should go ahead.

Councillors were also asked to volunteer to help run the event and to contact the office if they can help with this.

8. **21/113 QUEENS JUBILEE COMMUNITY GRANT**

Cllr. Reigate presented the supporting paper and explained what decision needed to be made. A short discussion took place regarding youth engagement, maximum grant awards, deadlines and who would decide what grants would be granted.

The following was agreed:

- The Maximum grant will be £500.00 per application.
- The grant will be open from Tuesday 1 February until Monday 11 April 2022.

After discussion it was agreed that a small committee will decide who is to receive a grant.

RESOLUTION: Cllr. L Hamilton-Street **PROPOSED** that Cllr. A Evans, Cllr. Reigate and The Clerk will decide who is to receive a grant. Cllr. R Evans **SECONDED** and **All AGREED**.

Action: Queens Jubilee Community Grant to be advertised

Office

9. **21/114 QUEENS JUBILEE TRAIL**

The Committee Clerk explained how the event is run and a conversation took place including questions around how to incentivise participants to take part, costs involved and where the trail would take people.

As it is unclear what else will be going on in the village over the Jubilee period it was agreed to defer this item until the February meeting when hopefully plans for events will be published and a decision can be made if there is a place for this event.

Action: Add to February agenda.

TL

Cllr. A Evans gave a quick overview of what was officially planned for the Jubilee weekend by the Palace and as there were no plans yet known for the village asked who else he could contact to see if anything was going to be arranged. Cllr. N Hamilton-Street suggested contacting the Churches and uniformed groups.

It was reported that the Community Centre was planning a full day of events for the Saturday and that Cllr. A Evans should contact the centre manager for more information, which he advised he would.

10. 21/115 LOCAL COMMUNITIES' ACTIVITY SESSIONS, MAYFLOWER PARK

Cllr. Reigate drew the committees attention to the supporting paper and invited questions.

Everyone really liked the idea but wanted more information. Information requested was:

How many can take part per session?

How often can they run these sessions i.e. over how many weeks?

What facilities do they need – there was a concern that Mayflower Park does not have any facilities such as toilets.

Therefore it was agreed that this item was deferred to the February agenda so the answers can be sourced.

Action: To find out the answers to the above questions and report back. Add to February agenda.

TG/TL

11. 21/116 UPDATE ON ANGMERING AMBLE 2022

Cllr. R Evans reported on what he had managed to arrange so far, and that Audi had very kindly promised a donation of up to £750 for t-shirts. He will be meeting with the Men Walk and Talk group regarding how they could get involved.

He commented that after looking at the proposed 5k route he now felt that a 3k route would be more appropriate ending up at Worthing Rugby Club based in the village. A £10 entrance fee was suggested with a proportion of this fee going to charity.

Cllr. A Evans mentioned the possibility of a walking club being set up after the event which everyone agreed would be a good idea.

12. 21/117 MEMORY TREE 2022

Cllr. N Hamilton-Street suggested that a meeting was set up with the Traders Association to see if they would like to be involved with this event and if yes a group could be set up to move the event forward.

A short discussion took place including possible road closures, linking up with the Village Market if that was to become a regular event and also the possibility of using St Nicholas Gardens.

It was agreed that Cllr. N Hamilton-Street will contact the Traders Association to arrange a meeting and Cllr. Reigate will contact the Village Market provider to see what their plans are.

Action: Both to report back with their findings at the next meeting in February. **NHS/AR**

One member of the public left at 20.33

13. 21/118 FRED ROWLEY NAME BOARD

Cllr. L Hamilton-Street explained that this item was on the agenda at his request. He wanted to see something else in place to celebrate winning this prestigious award other than the letter and certificate that is currently given out.

Different areas where a name board could be placed were discussed along with other options such as carved bricks and a sculpture which could be engraved as new awards were given. QR codes which gave more information on each of the winners could also be considered.

The sculpture idea was particularly liked, and it was suggested that this could be located on the village square and could also be used as the Memory Tree at Christmas instead of the real tree we currently have each year.

It was also discussed that whatever form this takes that an explanation of what the Fred Rowley Award is and why it came about is displayed.

Cllr, R Evans stated that he had a contact that would be able to make a tree sculpture and that he would contact them and give a brief of what we were looking for. When he has a response he will report back to the committee.

Action: Cllr. R Evans to advise the Committee Clerk when this item is ready for further discussion so it can be added to the next agenda. **RE/TL**

14. 21/119 REPLACEMENT FOR PLAY PARKS BY THE COMMUNITY CENTRE

Cllr. N Hamilton-Street stated that as this is a main park she did not want to be restricted to suggestions by Play Park providers.

She reported on a meeting she had attended and asked councillors to look out for ideas so they can all be brought together and discussed directly with users of the play park.

Cllr. N Hamilton-Street requested that all ideas and pictures be presented at the March CLEW meeting so the next steps can be taken.

Action: Add this item to the March agenda. **TL**

15. 21/120 PLAY PARK STRATEGY AND PRIORITY MATRIX

No update was given.

16. 21/121 MAYFLOWER PARK WORKING GROUP

Nothing new to report but it was agreed that this needed to be re-visited.

Cllr. N Hamilton-Street did mention the potential Café project which could be situated in Mayflower Park. A visit has been undertaken to the Crate Café in Bosham and APC are currently looking at what could be possible.

17. 21/122 ANNUAL BUSINESS PLAN

No updates were given other than Cllr. A Evans advising the committee that there is now a Terracycling box located at the Village Hall.

18. 21/123 MATTERS REQUIRING CONSIDERATION AT FUTURE MEETINGS OF:

- 1) This Committee.
None.
- 2) Full Council.
None.

DATE OF NEXT MEETING

The Committee’s next meeting will be held on **Wednesday 23 February 2022** at **19:30** to be held at Angmering Baptist Church.

The meeting concluded at 20:56

..... Date.....
 Chairman

Please note: The supporting papers referred to in these minutes can be found on the Angmering Parish Council website, along with the meeting agenda or copies can be requested from the Clerk.

Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To	Completed Date
31.03.21	13	20/132	The Fred Awards	Put on agenda later in the year to continue discussions and identify a date, exact month to be decided		To stay on this list until time to put on the relevant agenda	TL	
25.08.21	8	21/038	Community Events	Set up and maintain a log detailing what events are being held to celebrate the Queens Jubilee 2022.	Update from the meeting on 29.09.21: Start to ask questions regarding what the pubs etc. have got planned and on what dates.	This is a working progress As of 10.01.22 no events have been advised	AE	
25.08.21	8	21/038	Community Events	Look into a design for a leaflet for the Queens Jubilee village events		Action to be started when information becomes available	TL	
24.11.21	7	21/085	Remembrance Day – How it Went	Include information about how to order a wreath in All About Angmering in September 2022		Deferred until end of August 2022	TL	
24.11.21	7	21/085	Remembrance Day – How it Went	Try to engage a volunteer to organise the sale of the poppies in the village and assist with the run up to the event.		Deferred until end of August 2023	TL	
26.01.22	13	21/118	Fred Rowley Name Board	Clr. R Evans to advise the Committee Clerk when this item is ready for further discussion so it can be added to the next agenda.			RE	
24.11.21	4	21/082	New sculpture by the Angmering Community Centre	Make a clear plan of who is going maintain the planters attached to the sculpture and share.	AIB will take this on with certain conditions - sent to KH for approval	TL contacted AIB to see if they would be able to take this on, awaiting response from the committee AIB agreed to take this on, APC will pay £100 per year and supply a water butt	TL / KH	07.02.22
24.11.21	7	21/085	Hedgehog Highways	Consider holding an event to give out the highways was agreed to in February/March 2022.	Purchase one box of Hedgehog Highways - the order has been placed and they have now been delivered - APC have now received the highways	Working with WADARS with regards to setting up an event Feb/March - an event is now not possible	TG	07.02.22
26.01.22	6	21/111	Clerks Report	Hedgehog Highways - Continue to see if an event is possible.	Contact to be made with various organisations to see what could be possible	Report written up and will be presented as a supporting paper at the February CLEW meeting	TG	

KEY

Task has been started
Task not yet started
Task has been completed and will be removed to completed action list
Deferred Task: Remain on the deferred list as future work required (see separate sheet)



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING WEDNESDAY 23 FEBRUARY 2020

Agenda Item 8 – HEDGEHOG HIGHWAYS

The office has been tasked with sourcing possibilities to arrange a Community Event to introduce Hedgehog Highways to local residents, some suggestions were made by Councillors and those have been followed up.

- WADARS: can supply information, however are short on staff so cannot supply a staff member.
- Local Resident Hedgehog Expert: Contacted but sadly already over committed.
- Sussex Wildlife Trust: Passed on information to their Community Engagement team, waiting on them to contact us.
- Grove Lodge Vets: Suggested Contacting WADARS
- Brent Lodge: Are keen to be involved, there is a charge of £60 for talks plus a £4.50 charge for mileage as we are out of the area.

It is requested that this talk take place indoors so a screen and projector can be utilised and activities be arranged. Brent Lodge would need to know if this was to be an evening or weekend event and asked how long we would like it to be, if it is aimed at just adults or more of a family activity. They are unable to do pop ups outdoors with information only.

After obtaining the above information, the office has discussed with various Councillors and the following suggestions have been made:

- Brent Lodge: Talk at indoor venue, information given above.
- Pop up on the Square: Councillors and staff to assist, information, leaflets and Hedgehog Highways to be handed out.
- Open the office at the weekend: Councillors and staff to assist with the giving out of leaflets and information. Hedgehog Highways will be in exchange for Hedgehog food donations.
- The office launch Hedgehog Highways project via two large posters in the window the cost being £16 each. Advertise in All About Angmering, encouraging neighbours to join the initiative together. With a donation of food in exchange for a Hedgehog Highway. Residents to come into the office where more information will be given.

All ideas will be advertised actively on Facebook and other free local advertising platforms, the main aim being highlighting the benefits of creating Hedgehog Highways.

Decision Needed: To decide the style of the event in order to educate and encourage the creation of Hedgehog Highways.



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SUPPORTING PAPER

COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 23 FEBRUARY 2022

AGENDA ITEM 9 – PARISH ASSEMBLY

Thursday 26 May 2022, Community Centre between 18:00 – 20:00

After discussion last year it was agreed to change the format of this years Parish Assembly, below are a selection of ideas of what this event could look like.

Agenda

Chair to give the welcome

Guest Speaker invited to the stage (need ideas as to who this could be)

Mini concert by Cancer United (max 5 songs)

Awards: Fred Rowley Award, Volunteer of the Year and Young Volunteer of the Year

Charity raffle to be drawn, if a lot of prizes the top 3 to be drawn at the event the rest of winners will be contacted the following day to arrange collection of their prizes

Chair to close the event

Charity Showcase

Invite local charities to showcase what they do, each to have a stand and be responsible for how it looks, information supplied etc. To be open throughout the evening for people to visit when they want to.

Angmering Parish Council Stand

Stand made up of two tables and display boards showcasing relevant items

Meet your Councillor opportunity

Handouts giving local information

Volunteer sign up station

Raffle

Prizes to be donated from local businesses, suppliers etc.

We can either charge of tickets with all monies raised to go to an agreed charity (to be decided on prior to the event) or make this a free raffle.

Recognition will be given to all those who donated a prize.

F&B

As before food and drinks to be served at no charge

Red & white wine, soft drinks as well as tea/coffee

Canapes (4 per person) to be tray served – 3 x savoury, 1 x sweet option

Alternatively we could consider a BBQ or Hog Roast which would be cooked outside, veggie/vegan option also to be available (this would replace the canape options) As outside wrist bands could be given out to prove attending event i.e. no wrist band, no food.

Equipment Required:

Stage

PA system

Cocktail tables with white cloths

Tables for the Charity Showcase

Table for the Raffle

Chairs

Advertisement

All About Angmering

APC social media

Village Facebook pages

Flyers placed around the village

Large poster in office window and in noticeboards

Agenda/Programme for the evening to be given out as people arrive

Decision Needed: To agree the format the event should take so arrangements can start to be made.



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COMMUNITIES, LEISURE, ENVIRONMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 23 FEBRUARY 2022

Agenda Item 11 – Local Active Communities, Mayflower Park

After questions raised at the last CLEW Committee meeting the office corresponded with the Local Communities Activities Team and collated answers to the questions raised please see the below responses. The Local Activities team work in partnership with District Council and fees are consequently subsidised:

Q: How many children can take part ?

A: There is no real limit, the staff will manage accordingly. We just ask that parents are present so that the staff can concentrate on the activity delivery.

Q: Would it be over the entire 6 week summer holiday. I know it was previously mentioned you could do one a week or more if we prefer, are the sessions exclusively run in Summer holidays only ?

A: This is really dependent on staffing.

How often would you like the sessions? Ferring have 1 per week, Littlehampton have 5 per week so it really depends on what you would like. I will try my hardest to accommodate. The scheme can run during other holidays, if the funds are there to pay for the sessions. We currently only run sessions during the summer mainly because weather plays a massive factor. Easter is the other holiday when we may potentially be able to run something if this is of interest.

Q: Would we need to provide facilities such as toilets nearby ?

A: Ideally yes, however, this is very much the parents responsibility. We don't have access to toilets in Wick or Bersted but do in Ferring. More importantly for us, it is making sure we are delivering . More importantly for us, it is making sure we are delivering for you in the heart of those communities who have limited access to activities for whatever reason.

The information provided at last CLEW Committee meeting is as follows:

Pricing

2 hours with 2 members of staff and play equipment for £75.00.

1 session per week or more provided it can be fully staffed.

Suitable ages:

Sessions are geared up for 5-12 year olds, however our sessions are really family orientated and we try to include younger ones especially, where we can. Older ones are welcome too however we ask that they lend a hand helping the younger ones rather than 'taking over' the equipment. Staff will manage this.

Supervision

Parents are required to stay. The staff are then able to focus more on delivering and engaging children with the activities. Parents/guardians are still required to sign children in and out of the session. Parents do not have to participate, most bring a picnic rug and pitch up. This is the natural course our sessions have taken over the years and we really like it as families are still spending time together but children are engaged with something a little different.

Equipment provided:

Equipment will primarily be sports and games equipment, including the following:

Balls & Bats

Rounders

Tennis

Basketballs & moveable hoops

Circus Skills

Assault courses

Athletics and Large Garden Games

For more information on this scheme the Freedom Leisure Framework for active communities document has been made available, please see supporting papers.

Decision Needed: To decide if to go ahead with this initiative.

freedomleisure – contributing to an active arun by working with our partners to deliver a bespoke offer, meeting local need... “improving lives through leisure”

arun priority outcomes

- Encourage Arun residents to take part in physical activity to benefit their wellbeing and for enjoyment
- Encourage young adults to take up sport to lead to lifelong habits
- Improve quality and accessibility of leisure activities
- Enable lower income residents to access high quality leisure
- Tackling inactivity and social isolation

active sport

- Encourage physical activity within our Centres through diverse and quality programmes such as Return 2 Netball and Freedom 2 Run.
- Work with existing and identified sports clubs to help develop and encourage membership.
- Support Talented Athletes to achieve their sporting aspirations by providing free access to training facilities.
- Engage with National Governing Bodies to deliver quality sports programmes with programmes such as Xplorer, Badminton Essentials a Kids Runs Free.
- Target new people to participate in sport through growing our membership.
- Deliver a strong swim programme across sites.
- Encourage an inclusive approach to programmes and facilities: i.e. Compass Card, Looked After Children and the Arun Leisure Activity Card.

active young people

- Encourage physical activity within and outside of our Centres and work with partners to support affordable access for target groups of young people.
- Support Looked After Children to access physical activity.
- Deliver school sport programmes to encourage active lifestyles.
- Develop opportunities with the University of Chichester.
- Work with further education colleges to increase participation in 16-19 year olds.
- Increase activity opportunities for teenage girls.
- Work with partners to encourage young people away from anti-social behaviour.
- Work with young people to develop idea with their input.
- Carry out consultation with young people annually.

active ageing

- Provide opportunities for older people to take part in physical activity.
- Develop key partnerships with agencies supporting older people.
- Provide unlimited swimming for the Over 75's at Arun Leisure Centre and Littlehampton Swimming and Sports Centre.
- Develop a falls prevention programme with key partners.
- Develop clear communication channels to ensure that Active Ageing projects are well promoted within the community.
- Support and deliver a walking sports programme.
- Provide a walking for health programme.
- Develop a suite of activities that are dementia friendly.
- Carry out consultation with older people annually.

active communities

- Deliver initiatives that encourage leisure activity in and for low income residents.
- Improve reach to community groups by increasing awareness of our Centres and Active Communities work via Facebook, twitter, dotmailer and our website pages.
- Provide affordable access to key target groups to encourage participation.
- Participate in community events that encourage physical activity.
- Carry out annual research to understand local community demographics.

active health

- Grow the exercise referral programme to support all areas of health rehabilitation.
- Work closely with the Wellbeing Team to support and compliment activity and ensure continued support for clients.
- Ensure an effective and simple referral process for all agencies to refer clients requiring specialist support.
- Provide a knowledgeable and trained workforce to encourage positive behavioural change.
- Work with key partners to reach the most inactive parts of our community, including MIND.
- Provide accessible pathways in to our activity programmes for a wide range of services, e.g. weight management, smoking cessation, long term conditions, diabetes prevention and cancer diagnosis.

active workforce

- Champion Best Practice - Encouraging staff to be healthy and active.
- Lead on quality coach and deliverer recruitment, developing capacity at sites to develop further Arun programmes.
- Work with local businesses to encourage employers to support workers to be healthy and active.
- Promote and grow the corporate membership rate for all Arun businesses.
- Champion equality – provide an active and representative workforce to support targeted programmes.
- Maximise use of our facilities by encouraging the local workforce to take part in programmes and activities.
- Develop an effective workplace health toolkit that encourages simple changes whilst at work that make people more active.
- Provide volunteering opportunities.

freedomleisure corporate values and priorities

Passionate, Bespoke & Local • Innovation & Creativity • Professional Trusted Partner • Environmentally responsible • Operational excellence • where customers matter • where staff matter • where clients matter

key local drivers and outcome measurers

DCMS - Sporting Future: Sport England - Towards an Active Nation: KPI's across Tackling Inactivity (KPI 1 & 2), CYP (KPI 4&6), Volunteering (KPI 7&8), Mass Market (KPI 1-3) & Core Market (KPI 1,2 & 19) investment programmes, Arun Leisure and Cultural Strategy, Arun Health and Wellbeing Board Priorities 2018

active.communities@freedom-leisure.co.uk



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SUPPORTING PAPER

COMMUNITIES, LEISURE, EMPLOYMENT AND WELLBEING COMMITTEE MEETING

WEDNESDAY 23 FEBRUARY 2022

- **AGENDA ITEM 12: PLANT A TREE FOR THE JUBILEE**

This paper was first submitted on the October agenda 2021.

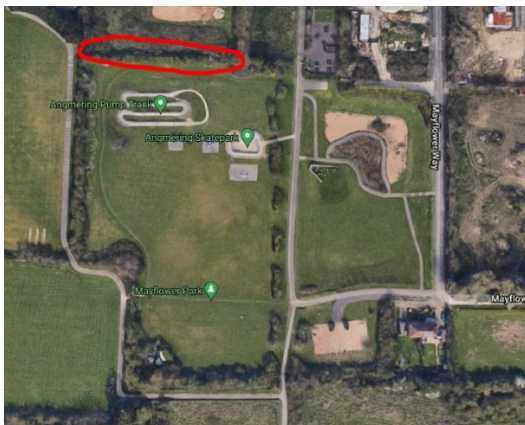
The Queen's Green Canopy (QGC) is a tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022. Everyone across the UK is being invited to plant trees from October 2021, when the tree planting season begins, through to the end of the Jubilee year in 2022.

The Queen's Green Canopy will create a network of individual trees, avenues, copses and whole woodlands in honour of The Queen's service and the legacy she has built.

This will create a green legacy of its own, with every tree planted bringing benefits for people, wildlife and climate, now and for the future.

The following link will give you more information and how we can request a free tree pack:
<https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/queens-green-canopy/>

The area circled in red shows the previously agreed planting area.



Mayflower Park

The trees will be arriving any time between 28 Feb and 11 March and we have been strongly advised to organise the planting event after the end of the delivery period.

The trees we have ordered are as follows:

- Medium Year Round Colour (105 saplings)
- Medium Wildlife (105 saplings)

All packs come with bamboo canes and 60cm spiral guards which protect the young trees from rabbits and other small mammals.

The saplings are 20-60cm tall. This makes them easy to transport, easy to handle and easy to plant. Saplings this size also establish very quickly and can reach an adult's head height in around eight years. The saplings can also be self-supporting, so they don't need increasingly large stakes to keep them secure.

We will receive planting instructions and care advice with our tree delivery.

Decision: To decide what type of event should take place when planting the trees and set a date.

Further information to consider for the event.

Arundel Town Council have recently held their event, this link gives you information on how their event went: <https://www.arundeltowncouncil.gov.uk/over-200-arundel-residents-and-visitors-turn-out-to-plant-a-tree-for-the-queens-jubilee/>

This has been taken from the **Woodland Trust Free Tree Packs FAQs**. Please click on the link for more information: [Free Tree Packs: Frequently Asked Questions - Woodland Trust](#)

How soon after delivery should my trees be planted?

You do not have to plant them immediately. They can be stored for several weeks as the roots are protected by a small earth plug, but we recommend planting them as soon as you can. Trees received in November should be planted by March, and trees received in March should be planted by May.

Remove the trees from the boxes and store them outside. A garage or outbuilding would be ideal. Keep your saplings upright and sheltered from frost and wind. Lightly spray the roots with water when they arrive, and check them weekly to ensure they don't dry out.

If you are organising a planting event we highly recommend planning for the last week in November or March at the earliest. This will allow for any hiccups in the delivery process to be

resolved. You can also find some tips on planning a successful tree planting event on the planting and tree care section of Tree Tools for Schools.

How should we prepare for planting day?

Experience and feedback from previous tree pack planters tells us that you should not underestimate this element of your project.

- The key to successful planting is planning, and establishing the best location for your trees to thrive is a great place to start. See [where to plant](#) for guidance on selecting the ideal planting position for your saplings.
- Some sites may require weeding or mowing if overgrown. This will also help reduce competition for water, nutrients and light for the young saplings
- If removing thick vegetation after mowing, rake or scrape the loose vegetation away to expose the ground. Clearing this excess will make the planting easier
- Mark out where each tree will go using stones, spray paint or canes. You could also paint the tips of the canes to correspond with the species colour codes. These are detailed in the planting instructions booklet you will receive with your trees
- If the soil is hard, you might want to dig holes before your event.

Make sure you have enough people to help you plant:

- An adult could probably plant between 12 and 20 trees in one hour
- Aim to plant between one to three trees per child, depending on the age of the children and the condition of the ground.

Make sure you have enough tools and equipment:

- Gloves and appropriate footwear
- Spades the right size for any children involved. Small children may find a trowel easier to handle.

Remember friends, family and community groups can provide an extra pair of hands and spades!