

## **Agreement between Friends of Park Wood and the Woodland Trust regarding Park Wood, Waterlooville.**

This is an agreement of responsibilities for the Woodland Trust and the Group to collectively benefit the site and to enhance the connection of the local community with the wood.

### **Woodland Trust staff will:**

1. Develop the management plan and offer the option to the Group to be involved in the condition assessment of the site.
2. Deliver the management plan for the site with contractors and/or with the Group via the agreed activities detailed in Appendix 1.
3. Approve the completed risk assessments from the Group for the agreed activities.
4. Share relevant guidance/policies used by staff and volunteers with the Group.
5. Liaise with the Group should the condition of the site change as soon as is practically possible.
6. Inform the group of the Estate Maintenance Contract schedule for the year ahead.
7. Annually meet with the Group to review the work carried out on the site, discuss and agree activities for the following year and funding for those activities.
8. The Woodland Trust may in the future offer the option to link the Group with other groups across the UK.
9. Provide leaflets to the Group about membership of the Woodland Trust.
10. Provide details of partners who offer discounted rates for first aid/insurance when available.
11. Share with the Group concerns raised in correspondence from the public about the site and the Trust's responses
12. Create a positive relationship with the Group members.

### **Documentation that Woodland Trust will share with the Group**

- Summary of Condition assessment of site
- Current management plan for site
- Risk assessment template(s)
- Safeguarding guidelines
- Diversity policy
- Biosecurity guidelines (and its application to the site)
- First Aid Procedure
- Health and Safety guidelines and guidance notes
- Estate Maintenance Contract Schedule

**The Group will:**

1. Register a person as lead for the Group on the Woodland Trust database and this person will liaise with the site manager on behalf of the Group.
2. Carry out activities in line with the current WT management plan, as agreed by the site manager and the Group (Appendix 1).
3. Maintain a valid public liability insurance policy of not less than £2,000,000 for the duration of the activities.
4. Have insurance that covers the Group to work alongside Woodland Trust volunteers and hold events with the public if this is an intended activity.
5. As part of the annual review, provide risk assessment(s) for the agreed activities. If there is unplanned activity the Group will provide risk assessments prior to the start of any activities for the Woodland Trust to approve.
6. Be accountable for the training and competence of Group member's use of any equipment to Woodland Trust standards as per the Health & Safety guidance notes supplied. This includes the use of power tools. All regulations must be met and competency demonstrated as required. This includes refresher courses every 5 years.
7. Consider first aid as part of the risk assessment for the agreed activities and have a first aider present during all activities. A table is available for reference in Woodland Trusts first aid procedure that gives suggested levels of first aid cover.
8. Ensure safeguarding best practice for the Group's activities involving children, young people or vulnerable persons.
9. Supply tools that are fit for purpose and ensure the Group are competent to use appropriate tools. Appropriate maintenance schedule should be implemented.
10. The members of the Group will supply their own personal protective equipment as appropriate.
11. Liaise with Woodland Trust staff to inform of any changes to the site as soon as practically possible.
12. Not apply any chemicals to the site without consent of the Woodland Trust in writing.
13. Adhere to Woodland Trust biosecurity guidelines to prevent the spread of disease.
14. Be part of a joint annual review of the activities carried out against the current WT management plan.
15. Share correspondence from the public about the site with the Woodland Trust.
16. Request permission from the Woodland Trust before making applications for grants that relate to site activities either during the annual review or should opportunities arise outside of the annual meeting the Group will speak to the site manager before applying for potential funding.
17. Create a positive relationship with the Woodland Trust staff.

**Documentation required to be shared with site manager before agreed tasks commence**

- Insurance certificate
- Risk assessment for agreed activities
- Tool certificates e.g. strimmer's (as detailed in 6. above)
- First aid certificate of member(s) where required (as detailed in 6. above)

## General

1. The members of the Group are permitted to enter the Woodland Trust's site entirely at its own risk and on the condition that it will have no claim whatsoever against the Woodland Trust for any loss, damage or injury to person or property, except where resulting from any malicious or wilful act or negligence on the part of the Woodland Trust.
2. The site is open to the public at all times for access on foot and thus activities shall not interfere with any visitors rights of access or adjoining property owners' existing rights to the site.
3. This Agreement shall not be construed as creating a legal relationship of principal and agent, partnership or joint venture of any kind between the Group and Woodland Trust.
4. This Agreement is personal to the Group and is not transferable to any affiliated groups/parties.
5. If one party decides to withdraw from the agreement, out of courtesy they will explain why to the other party.

This agreement is binding in honour only and is not intended to be a legally binding contract between us. It may be cancelled at any time by either party.

Signed for and on behalf of the Group

Signed for and on behalf of the Woodland Trust

Name:

Name:

Signature:

Signature:

Date:

Date:

## Appendix 1 – Schedule of Tasks - All tasks to be reviewed following the woodland condition assessment

| Agreed activities<br>Activity   | Management Plan reference  | Review of Activity (not started / in progress / completed)  |
|---|--|---|
| Maintenance of paths using scalplings   | Annual infrastructure inspection (paths, ditches, furniture, bridges etc) with Site Manager & undertake any maintenance or enhancements authorised by Site Manager.<br><b>Key Feature 5.2 'Informal Public Access' – Page 11</b> |   |
| Remove invasive species – e.g. laurel, bamboo, Japanese honeysuckle, sycamore, non-native bluebells   | Non-native invasive spp(?) management & monitoring<br><b>Long Term Policy - Page 8</b>   | In progress (Local authority TPO consent required for further works to live trees)                |
| Bramble clearance<br>Bracken clearance  | Vigorous vegetation management e.g. holly, bracken, bramble<br><b>Long Term Policy - Page 8</b>  | In progress   |
| Coppicing<br>Stacking of habitat piles  | Annual coppicing to maintain visual and structural diversity. Approximately 0.1ha of hazel will be coppiced during the plan period.<br><b>Key Feature 5.1 'Mixed Habitat Mosaic' - Page10</b>                                    | In progress - currently only consent for coppicing within grant 'operation map' areas this winter |
| Litter picking<br>Dog excrement spraying (with aerosol paint) or clearing.<br>Emptying litter/dog bins on loan from the council   | Local supporters regularly clear litter.<br><br><b>Key Feature 5.2 'Informal Public Access' – Page 11</b>  | In progress   |
| Potential activities:<br>Clearance, cleaning & maintenance of infrastructure – e.g. paths, fences, gates, noticeboards, footbridges, benches, interpretation panels & signs, <b>disabled access</b> | Annual infrastructure inspection (paths, ditches, furniture, bridges etc) with Site Manager & undertake any maintenance or enhancements authorised by Site Manager.<br><b>Key Feature 5.2 'Informal Public Access' – Page 11</b> | In progress   |

|  |   |   |
|--|---|---|
| <p>Potential activities:<br/>Removal of small fallen trees obstructing paths<br/>Removal of small fallen branches from paths<br/>Removal of small dead or dangerous trees.<br/>Clearance of arisings<br/>Bonfire to remove waste – in exceptional circumstances only, with specific risk assessment &amp; EA.<br/>*‘small’ is defined by those tasks risk assessed to be manageable with hand tools.</p> | <p>Site Manager to carry out annual tree safety survey and arrange any remedial work as necessary with FOPW or suitable contractors.<br/><b>Key Feature 5.2 ‘Informal Public Access’ – Page 11</b></p>  | <p>In progress<br/>(Local authority TPO consent required for further works to live trees, notice to be given for dead or dangerous trees)</p>   |
| <p>Strimming/brushcutting by trained FOPW members using specific trimmers/brushcutters authorised.</p>   | <p>The Friends of Park Wood will undertake annual path cuts.</p>  | <p><b>Training and certification achieved. Routine equipment maintenance. FOPW insurance. Certificates with Site Manager.</b><br/><br/>(Local authority TPO consent required for further works to live trees)</p> |
| <p>Pruning encroaching vegetation along paths. Cut back overhanging branches<br/>Maintain and clear the Treeside Way and Queens Road entrances</p>   | <p><b>Key Feature 5.2 ‘Informal Public Access’ – Page 11</b></p>  | <p>(Local authority TPO consent required for further works to live trees)</p>   |
| <p>Events<br/>e.g. Running ‘classes’ for children to learn skills e.g. hedgelaying, Guided walks to interested groups, Easter Egg Hunts, Woodland, Festivals (fetes in the wood), Christmas Trails, Story Trails, Tree Aging, Fungi Hunts, Spider Hunts, Bat Walks, Waterlooville Summer Fete</p>  | <p>The Friends of Park Wood will run a programme of task days and events to inform the public of the wood and get involved with its management.<br/><br/><b>Key Feature 5.2 ‘Informal Public Access’ – Page 11</b></p>                              | <p>In progress<br/>To be agreed with WT Comms &amp; Engagement team.</p>  |
| <p>Additional:<br/>Tree planting:<br/>Translocating existing saplings or planting new saplings<br/>&amp; installing sundries/protection.</p>   | <p>Additional:<br/>Local authority re-stock requirement following tree risk management works to TPO trees.<br/>The Friends of Park Wood will continue to play an active role in the management of the wood<br/><b>Long Term Policy - Page 8</b></p> | <p>In progress</p>  |
| <p>Warden site monitoring e.g. :<br/>Boundary checks<br/>Monitoring for fires<br/>Anti-social behaviour<br/>Fire department liaison<br/>Police department liaison</p>  | <p>The Friends of Park Wood will continue to play an active role in the management of the wood<br/><b>Long Term Policy - Page 8</b></p>   | <p>In progress</p>  |
| <p>Surveys e.g.:<br/>Bat &amp; Owl box checks<br/>Butterfly and moth surveys<br/>Flora and fauna surveys<br/>History research</p>  | <p>The Friends of Park Wood will continue to play an active role in the management of the wood<br/><b>Long Term Policy - Page 8</b></p>   | <p>In progress</p>  |

## Appendix 1 – Schedule of Tasks

Agreed activities

**Activity can include:**

- Standard activities
- Specific projects
- Events
- Warden activity