

DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE

3 May 2013

NOTICE OF MEETING

A meeting of the **DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE** will be held in the **BRAEHOLM RSR, 31 EAST MONTROSE STREET HELENSBURGH, G84 7HR** on **MONDAY, 13 MAY 2013 at 2:30 PM**, which you are requested to attend.

BUSINESS

1. APOLOGIES FOR ABSENCE

2. MINUTE

Minute of Meeting 25 January 2013 (Pages 1 - 6)

3. CONSERVATION TRUST VOLUNTEERS

Introduction by Charlie Cairns, Lower Clyde Greenspace

4. MAINTENANCE UPDATE

Stuart McCracken, Argyll and Bute Council (Verbal Report)

5. EDUCATION UPDATE

Councillor Aileen Morton and David Chandler, Argyll and Bute Council (Verbal Report)

6. IMPLEMENTATION PLAN - REVISED

For Noting (Pages 7 - 38)

7. FRIENDS OF DUCHESS WOOD REPORT

Report by Friends of Duchess Wood (Pages 39 - 40)

8. WINTER FESTIVAL

Councillor Aileen Morton (Verbal Update)

9. TERMS OF REFERENCE - ROUTINE MAINTENANCE APPENDIX (Pages 41 - 42)

10. COUNCIL WEBSITE

Link to Website <http://www.argyll-bute.gov.uk/duchesswood>

11. DATE OF NEXT MEETING

Monday 12 August 2013, at 10.00am

Contact: Belinda Ruthven, Area Governance Assistant Tel: 01436 658825

**MINUTE of MEETING of DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE held in
the BRAEHOLD RSR, 31 EAST MONTROSE STREET HELENSBURGH,G84 7HR
on FRIDAY, 25 JANUARY 2013**

Present: Councillor Aileen Morton (Chair)
Andy Markey, Technical Officer, Argyll and Bute Council
Alastair MacBeth, Secretary Friends of Duchess Wood
Charlie Cairns, Area Manager, Lower Clyde Greenspace
David Chandler, Quality Improvement Officer, Argyll and Bute Council
Belinda Ruthven, Area Governance Assistant, Argyll and Bute Council

1. APOLOGIES

Apologies were intimated from :-

Stuart McCracken – Service Development Officer, Argyll and Bute Council
Stewart Campbell – Chair, Friends of Duchess Wood
Simon Mills, Head Teacher, Lomond School
Iain Wilkinson, Luss Estates

2. GENERAL INTRODUCTIONS

The Chair welcomed everyone to the meeting and general introductions were made.

3. MINUTE OF MEETING 29 OCTOBER 2012

The Minute of Meeting 29 October 2012 was approved as an accurate record.

4. APPOINTMENTS TO COMMITTEE

A paper on Duchess Wood Local Nature Reserve Committee was presented at the December meeting of the Helensburgh and Lomond Community Planning Group. Following this, it was suggested that Morevain Martin and Morag Bain be appointed to the Duchess Wood Local Nature Reserve Committee to represent Health and Young People respectively. The Committee unanimously welcomed these appointments to DWLNRC.

5. MAINTENANCE UPDATE

Andy Markey, Technical Officer, provided a short update on matters regarding maintenance. He advised that Japanese Knotweed was due to be treated in four areas. Work has now commenced on identified trees on the boundary of 22 Duchess Park and should be completed by the end of March.

Alastair MacBeth advised that much of the storm damage in the Wood was the remnant of the previous year's storms and that recent work carried out by West Coast Cutters had been well done.

Councillor Morton advised that she had received several complaints regarding potholes at the access to the Wood, however, following enquiries regarding this, it appeared that this part of the road was not adopted by the council and they are accordingly not responsible for its upkeep. As a gesture of goodwill, however, the potholes had been filled in by the council at the beginning of this week.

Alastair MacBeth reminded the Group that previously mentioned training sessions for Roads and Amenity Services staff on the eradication of the Japanese Knotweed were planned and he requested that this matter be followed up.

Action: Stuart McCracken

6. EDUCATION UPDATE

The Group was updated by David Chandler on the progress of the proposed Awareness Day, and were advised that he was currently in the process of arranging a meeting with Simon Mills to take this forward. Material had been received back from schools across Argyll and Bute, and Education Scotland are gathering best practice from across the country regarding outdoor education and forestry etc. It is anticipated that a short term working group of local schools will be set up to develop a project for community benefit and Lomond School will be included in this.

David advised that a meeting relating to Enterprise Education will take place next week with representation from the ten cluster areas in attendance. He informed that this would enable access to some good material and that this would link in to the Curriculum for Excellence.

Councillor Morton asked whether the Awareness Raising Day could still realistically be held in March as initially proposed and was advised that it was still possible to do this. It was suggested that it may be advantageous to hold an interim meeting with the sub group and this will be arranged on a date to be advised.

Alastair informed that voluntary assistance with work in the Duchess Wood had been provided by Duke of Edinburgh participants and David agreed to raise this with the schools. He also suggested that signage in the wood was of interest to all and that this should not be overlooked.

The possibility of an outdoor nursery was discussed and in this respect, it was agreed that a representative from Stramash and/or the council's Early Years team should be invited to a future meeting of the Committee to discuss this and other ideas.

Action: Aileen Morton/David Chandler

7. FRIENDS OF DUCHESS WOOD UPDATE - DR ALASTAIR MACBETH

The Group noted the activities carried out in Duchess Wood since the last meeting of DWLNRC. These included :-

- FODW, together with Liz Reay, commemorated the late Councillor Al Reay by planting a Rowan Tree in recognition of his work for the Duchess Wood. A plaque will be added in the near future.
- Work parties to carry out bracken, bramble and rhododendron control, and gradual sycamore sapling felling. Much of this as a result of last year's storms/
- Culvert and ditch clearing continues and at request of FODW, the Community Payback Team have carried out repairs and resurfacing of the badly eroded western path, continued to level the Pony Field, introduced three new drainage runs and repaired a bridge.
- A number of oak and birch trees have been planted in suitable areas of the wood. Hawthorn and blackthorn hedging plants and around 15 fruiting trees will assist wildlife to flourish, especially birds.
- FODW has continued to liaise with a range of other organisation which have assisted with the Wood either directly or indirectly. The importance of this function should not be underestimated as it has resulted in benefits in kind and funding and is integral of FODW work. It supplements but does not replace the requirement for major external grants.

8. FUNDING AND IMPLEMENTATION PLAN - CHARLIE CAIRNS

Charlie Cairns presented the Group with an updated version of the Funding and Implementation Plan which incorporated responses following discussion at the previous meeting and advised that there was still an opportunity for further input to the document prior to its distribution to the sub group for discussion.

Several suggestions were forthcoming and it was agreed in principle that the routine maintenance sections will be removed from the plan to form part of the Terms of Reference. Aileen Morton will liaise with Stephen Doogan and Stuart McCracken from Argyll and Bute Council to further develop the document. A meeting of the sub group will be arranged to further review the Funding and Implementation Plan, and the Committee agreed to delegate responsibility for signing off the Plan to the sub group.

Charlie also provided an update on his conversations with SNH and the Forestry Commission in relation to grant seeking. In addition to the sub group meeting, it was agreed that it would be beneficial for Charlie to arrange a walk round the Wood together with FODW with a map with a view to highlight areas which would most benefit from potential funding.

The Group also agreed to Charlie's suggestion to invite representatives of the Conservation Volunteers to attend the next meeting to provide information regarding the Green Gym Programme.

9. TERMS OF REFERENCE

An updated version of the TOR was distributed to the Group and noted and agreed. The appendix covering routine maintenance will come to the next meeting for approval.

10. COUNCIL WEBSITE

Aileen Morton advised that the Duchess Wood page was not yet up and running but that following some minor enhancements with the webmaster, should appear in the near future. The agenda and minutes of the meetings already appear and it is anticipated that links to other groups and related documents will also be added.

11. AOCB

Aileen informed the Group that following the success of the recent Helensburgh Winter Festival, suggestions would be welcomed as to how the Duchess Wood could be promoted and possibly incorporated into this year's event. The item will feature on the next agenda of DWLNR and also on that of FODW for further discussion.

12. DATE OF NEXT MEETING

Monday 29 April 2013

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Duchess Wood Local Nature Reserve Committee

FUNDING, IMPLEMENTATION AND DELIVERY PLAN 2012-16

for the

DUCHESS WOOD LOCAL NATURE RESERVE

Helensburgh

Argyll and Bute



Full management plan approved by A&BC Helensburgh & Lomond Area Committee, 9 October 2012

FUNDING, IMPLEMENTATION AND DELIVERY PLAN (FIDP)

Abbreviations used

DW	= Duchess Wood
LNR	= Local Nature Reserve
DWLNRC	= Duchess Wood Local Nature Reserve Committee
A&BC	= Argyll and Bute Council
H&LCPG	= Helensburgh and Lomond Area Community Planning Group
MP	= Management Plan (for Duchess Wood)
LCG	= Lower Clyde Greenspace
FODW	= Friends of Duchess Wood
R&AS	= Roads and Amenities Services
LE	= Luss Estates Company
Emp	= Employability Team
Comm Pay	= Community Payback Team
Gn Gym	= TCV Scotland Green Gym scheme
Lead	= Lead person / organisation for any task (responsibility to carry out)
Asst	= Person / organisation which might assist the lead

FUNDING, IMPLEMENTATION AND DELIVERY PLAN (FIDP)

Purpose

The central purpose of this paper is to identify:

- what needs to be implemented
- by whom it should be implemented
- when it needs to be implemented
- where resources might be obtained

(NB Estimated costs have been included for some elements, based on experience or indicative costs from potential contractors, but more precise costs will be needed for funding bids.)

Financial accountability and communication

The success of Duchess Wood depends on partnership and that implies openness and ready communication. It is suggested that any person or organisation that controls funds should report on the use of these funds to the DWLNRC even though formal accounting may be through other routes. Also, A&BC has a code of communication and it is suggested that this code should apply between the DW partners.

Background

The Duchess Wood Management Plan (MP) outlines 6 major long term objectives, under which sit a considerable number of actions deemed necessary to achieve these objectives. The Executive Summary of the MP is attached as Annex 1, which also summarises the medium-term objectives and actions. The six major objectives are:

1. To manage the Wood so as to maintain and enhance its semi-natural broadleaved habitat, and conserve and improve its biodiversity.
2. To provide and enhance provisions for public access.
3. To maintain access ways and other facilities used by visitors.
4. To encourage and publicise research.
5. To encourage and promote education and recreation.
6. To support voluntary involvement.

These objectives are supported by a range of day-to-day actions such as the voluntary safeguarding activities of FODW, or the A&BC resources dedicated to bin clearing or Japanese Knotweed treatment. In addition, there is much “negotiated” resource which can be accessed without a formal bidding process, such as that from FODW or A&BC funds; from the Employability Team, or Community Payback; or from “community spirit” (for example contractor support or from Lomond School). This type of support is formally recognised in the Terms of Reference of the DWLNRC. It is important to realise that, beyond those actions identified as falling within a routine maintenance programme, or with health and safety

implications, Argyll and Bute Council has very limited funding resource to direct towards the development of the woodland.

Therefore, in order to deliver the range of actions underlying these objectives, it will be necessary to proceed in a spirit of partnership. The various organisations with an interest in the Wood will need to work together to identify, bid for and hopefully achieve external funding that will allow Duchess Wood LNR to continue to be a valuable resource for the community of Helensburgh and the wider area.

Some external funders will be interested in supporting specific actions, while other external funders may be interested in delivering more than one identified action, and are more likely to consider funding a range of actions that fall within their funding criteria. Therefore, it is important both to identify single or small groups of projects (“parcels”) which relate directly to the individual long and medium term objectives and also to identify groups of actions (“baskets”) drawn from a number of the long-term objectives, but which have a commonality in terms of their themes and possible implementation methods, their interest to funders and the range of external partners that may be involved in their delivery.

Another important distinction between these approaches is the likely timescale. Larger more comprehensive projects are likely to take longer to set up and manage than smaller, more directed projects, which can be prioritised and acted on quickly. **Table 1** below sets out a comprehensive summary of four potential major baskets which will be helpful in guiding the approach to funding and implementation during the current MP (and indeed for the duration of the Management Agreement). **Table 2** below sets out those actions which can be prioritised and acted on quickly, and specifies how they will be implemented in terms of who does what, and when. It is anticipated that projects can be defined, justified, costed with quotations from contractors, and (as necessary) accompanied by maps or technical drawings, as a matter of priority so that either existing major funds can be approached as soon as possible or the DWLNRC can respond quickly when new sources of money are announced. Seeking major external grants is a high priority.

External grants are needed to carry out essential larger tasks which have not been attended to over the course of previous plans. The established process in the past has been for LCG (as agent of A&BC) to obtain major, fundamental grants and for FODW to obtain lesser, supplementary grants. No major grants have been sought in the last few years, the last major grant being £11,000 from NHS for a Duchess Wood Green Gym, achieved by Lower Clyde Greenspace in 2009. FODW has been successful in obtaining minor grants in the past few years, augmented by membership fees, which have been used for a number of maintenance and enhancement actions, often supported by the Employability and the Community Payback teams.

Major projects

Four major projects have been identified so far, each effectively representing a “basket” of actions that are detailed in the Management Plan. It is important to note that there is some commonality between the baskets, in that a number of actions appear in more than one basket; this reflects the thematic nature of the projects, which are;

1. Woodland Infrastructure – this will include actions to improve woodland management, or to improve the access network within the woodland, or actions that are likely to require the services of professional contractors, or actions which meet all of these criteria, or actions that form precursors to any of these actions.

The Woodland Infrastructure project is likely to be attractive to organisations interested in improving public access to the woodland environment, for example the Forestry Commission. Any funding bid in this respect should come from Argyll and Bute Council, represented by Lower Clyde Greenspace. The same organisations should have primary roles in delivery.

2. Healthy Wood, Healthy You – this Project captures the range of actions which may be achievable through a community volunteering programme and generally, although not exclusively, will comprise actions which relate to woodland management, for example cutting rhododendron, thinning small sycamore and replanting, but also perhaps some routine path work such as surface and drainage improvements. Some such activities are already carried out by the Friends of Duchess Wood, supported by the Employability and the Community Payback Teams. However, Healthy Wood Healthy You would see an increase in the scale of such activities in terms of the numbers participating, the range of community members participating and the frequency of activity. Healthy Wood Healthy You is likely to appeal to funders who will not have a strict interest in the physical outcomes in terms of woodland management, but who will have an interest in the process by which it is achieved. So, for example, a Duchess Wood Green Gym could be set up which initially involves a high degree of support from The Conservation Volunteers (TCV – previously known as BTCV). However within this initial TCV supported scheme we could build in a training element which would train key local people in leading volunteer work groups, thus enabling us to move away from a supported Green Gym Programme towards a Community Green Gym. Additionally, this makes the approach more sustainable in a longer term, less dependent on external funding, and increases the skills of local people. Such an approach is likely to be of interest to funders such as SNH, and also to NHS funding sources. Any bid to SNH should come from the local community, possibly FODW, and bids to NHS from Argyll and Bute Council, represented by Lower Clyde Greenspace. The Council should maintain an overarching responsibility for delivery, but remitted to FODW and LCG.

3. Know your Woodland - this is essentially an information gathering and awareness raising Project which is important in terms of providing a snapshot of the current health of the woodland, measuring change across the life of the current MP, and therefore helping to evolve possible actions for future revisions of the management plan.

Much valuable work has already been carried out, notably by the Friends of Duchess Wood, using local knowledge and expertise. Examples of the sort of information involved may be species lists, habitat mapping and visitor surveys. Additionally, raising awareness amongst the community of the value of the woodland, and awareness of the need for responsible access, are potential areas of activity. Due to the valuable networking already carried out by FODW, including identifying local expertise, it is likely that Know Your Woodland will not be a project requiring high levels of funding. Costs are more likely to be found in the need for

storage of data, dissemination of information and organisation of research. As it closely involves local communities with their own environment, it is likely that Know your Woodland will also be of interest to SNH in terms of funding. Given that it is likely to be less costly than Healthy Wood Healthy You, there would perhaps be benefits in lumping the two projects into one funding bid, therefore increasing outcomes without drastically increasing the costs. It is likely that any funding bid in this respect will be led by the local community, possibly FODW. Similarly, they will lead on delivery.

4. Learn in Your Woodland - this focuses strongly on education, using Duchess Wood as a resource for lifelong learning. Outcomes are likely to involve the updating of the education pack, encouraging educational establishments to contribute to the research element of the management plan, encouraging education beyond environmental education, and looking at new methods for delivering education (for example, new technologies). It is likely that any funding bid in this respect would be taken forward by Argyll and Bute Council, represented by the education representative on the DWLNRC.

Table 1: Major Projects follows

Basket	Parcel	Priority H/M/L	Relevant Management Plan Actions	Lead	Asst	Estimated cost	Notes
1. Woodland Infrastructure	Thinning of large sycamore and other trees	M	1(a) Secure professional support to advise on woodland management.			£300/day	
			1 (b) Fell standing deadwood near paths and where necessary create additional standing deadwood.	LCG	FODW	£6,000	Cost is based on buying in 10 days work from a certified Tree Surgeon @ approx. £600 per day. The specified work would be to; 1b Fell standing deadwood where indicated. 1e Create 6 glades where indicated. 1i clear fell designated coups 1k Fell other mature trees where indicated as part of species targetting (sycamore, beech).
			1 (c) Protect and retain native trees, unless they become unsafe near to paths.	LCG FODW		£0	
			1 (f) identify mature sycamore to be retained	LCG FODW		£0	
			1 (h) treat or manage to prevent regrowth	LCG FODW		£500	Some stumps sprayed in first growing season after felling (possible employability input). Selected stumps allowed to coppice to ensure structural diversity and creation of habitat niches. Natural regeneration of sycamore will be managed through volunteer input. Costs based on 2 day employability programme for spraying elements, plus materials

			1 (i) seek funding and professional support to clear-fell designated coups	LCG	FODW	*£6,000	Cross referenced to, and costs included within, Action 1b. Contractor duties will be to safely fell large trees and leave timber in manageable chunks. Further stacking/extraction/disposal will be achieved through other sources of manpower (volunteer, FODW, Green Gym, Employability). Volunteer input will target smaller trees, all combining to create clear felled coups and glades.
			1(j) re-plant cleared areas with appropriate native trees.	FODW	LCG	£500	Costs based on 800 trees with tree guards and stakes. Volunteer labour.
			1(k) A small number of other semi-mature beech trees will be identified for retention and protection, while the remaining trees will be removed at the same time as other operations are being carried out in the area.	LCG	FODW	*£6,000	Cross referenced to, and costs included within, Action 1b. Contractor duties will be to safely fell large trees and leave timber in manageable chunks. Further stacking/extraction/disposal will be achieved through other sources of manpower (volunteer, FODW, Green Gym, Employability). Volunteer input will target smaller trees, all combining to create clear felled coups and glades.
	Creation of glades	H	1 (b) Fell standing deadwood near paths and where necessary create additional standing deadwood.	LCG	FODW	*£6,000	Cross referenced to, and costs included within, Action 1b. Contractor duties will be to safely fell large trees and leave timber in

							manageable chunks. Further stacking/extraction/disposal will be achieved through other sources of manpower (volunteer, FODW, Green Gym, Employability). Volunteer input will target smaller trees, all combining to create clear felled coups and glades.
			1 (e) Create open glades around the peripheral path.	LCG	FODW	*£6,000	Cross referenced to, and costs included within, Action 1b. Contractor duties will be to safely fell large trees and leave timber in manageable chunks. Further stacking/extraction/disposal will be achieved through other sources of manpower (volunteer, FODW, Green Gym, Employability). Volunteer input will target smaller trees, all combining to create clear felled coups and glades.
Removal of standing or part fallen deadwood	H		1(a) Secure professional support to advise on woodland management.			£300/day	

		1 (b) Fell standing deadwood near paths and where necessary create additional standing deadwood.	LCG	FODW	*£6,000	Cross referenced to, and costs included within, Action 1b. Contractor duties will be to safely fell large trees and leave timber in manageable chunks. Further stacking/extraction/disposal will be achieved through other sources of manpower (volunteer, FODW, Green Gym, Employability). Volunteer input will target smaller trees, all combining to create clear felled coups and glades.
Woodland edge transition zone	L	1 (r) Carry out a thorough boundary survey, and fell or lop trees identified as particularly dangerous.	R&AS	FODW	£1,000	Costs indicated are for one boundary survey carried out by a professional arboriculturalist, and are based on previous such surveys. Costs for falling and lopping are included within item 1 (s) below
		1 (s)Begin to establish a transition zone between Wood and gardens	R&AS	FODW	£9,000	Costs based on a 3 week contractor led programme of targetted felling. 15 days @£600 per day
		1 (t)Organise a campaign to help improve understanding of how neighbouring residents can help protect and enhance the Wood.	FODW	LCG	£500	Costs based on a leaflet production with limited print run, plus two proposed information events.
		1 (u)Explore opportunities in relation to neighbouring land.	FODW	ALL	£0	
Seek professional advice		1(a) Secure professional support to advise on woodland management.			£300/day	

	Resurface the all abilities path	H	3 (a) Resurface the all-abilities path and the car park.	R&AS FODW	LCG	£4,500	Costs based on current quote held by FODW, plus 3 days employability input.
			2 (c) Investigate possibility of making new all-abilities path from area of Strathclyde Court garages to car park, so that the all-abilities route becomes circular.	FODW LCG	R&AS	£6,900	Costs are based on a 200m 1.5m wide stone path on geotextile, with a windust surface cambered and thoroughly rolled with occasional passing places, following specifications within the BT Countryside for All manual. Costs are based on materials and use of employability labour for construction, at an estimated 4 week programme. Estimated contractor costs are £14,700, and are based on a tendered footpath contract in Inverkip in 2010, with 5% added.). Prior to construction and also funding bids, it would be advisable to somehow quantify expected levels of use, and also ensure that maintenance could be absorbed into the R&AS programme. Funders are likely to require this information.
	(ii) Resurface the car park	H	3 (a) Resurface the all-abilities path and the car park.			*£4500	Costs based on current quote held by FODW, plus 3 days employability input.
	(iv) Replace bridges with culverts, when possible	M	2 (d) Progressively replace S Bridge, SW Bridge and NE Bridge by suitable culverts.			£4,000	Cost based on 2 weeks employability input plus cost of materials drawn from previous culvert construction.

			2 (e) Improve grading at Thurgood Bridge, NE Bridge, and S Culvert.			£4,000	This cost is a bit of a stab in the dark, but is based on the presumption that improving the grading will necessitate a new path line, meandering up the slope. Hence this will require a combination of machine excavation, hand digging in some areas not accessible by machine, and construction of new steps. I have assumed employability team for 3 weeks, plus materials.
			TOTAL COSTS BASKET 1; WOODLAND INFRASTRUCTURE			£36,900	
2. Healthy Wood Healthy You	Green Gym programme		Overarching development of a Duchess Wood Green Gym, enabling the delivery of many of the "Healthy Wood Healthy You basket.	FODW	LCG	£11,500	Costs based on 40 activity days supervised by TCV @ £250 per day, plus £500 for tools, £500 for protective clothing and £500 for Green Gym licence. Cost is for 1 year.
	Creation of glades		1 (d) Thin native trees in some areas.	LCG FODW	GG	£0	Costs included in overarching Green Gym programme
			1 (e) Create open glades around the peripheral path.	LCG FODW	GG	£0	Costs included in overarching Green Gym programme
	(iv) Replace bridges with culverts, when possible	M	2 (d) Progressively replace S Bridge, SW Bridge and NE Bridge by suitable culverts.			*£4000	Cost based on 2 weeks employability input plus cost of materials drawn from previous culvert construction.

			2 (e)Improve grading at Thurgood Bridge, NE Bridge, and S Culvert.			*£4000	This cost is a bit of a stab in the dark, but is based on the presumption that improving the grading will necessitate a new path line, meandering up the slope. Hence this will require a combination of machine excavation, hand digging in some areas not accessible by machine, and construction of new steps. I have assumed employability team for 3 weeks, plus materials.
(v) Signposting	M	2(a)Provide signage from Rhu Road Higher to car park.	A&RC		£400	Costs based on a core path signage programme in Inverclyde	
		2 (b)Provide colour-coded posts to indicate main routes round Wood, and incorporate these in maps of Wood.	LCG FODW	GG	£200	Costs included in overarching Green Gym programme, with £200 added for purchase of posts	
(iv)Woodland edge transition zone	L	1 (t)Organise a campaign to help improve understanding of how neighbouring residents can help protect and enhance the Wood.	FODW	LCG	*£500	Costs based on a leaflet production with limited print run, plus two proposed information events.	
		1 (u)Explore opportunities in relation to neighbouring land.	DWLNRC	FODW	£0		
(v) Establish Community Green Gym	H	1 (c) Protect and retain native trees, unless they become unsafe near to paths.	LCG FODW		£0	Costs included in overarching Green Gym programme	
		1 (f) identify mature sycamore to be retained	LCG FODW		£0	Costs included in overarching Green Gym programme	
		1 (g) cut back regrowth and saplings near peripheral path	LCG FODW	GG	£0	Costs included in overarching Green Gym programme	

			1 (h) treat or manage to prevent regrowth	LCG FODW	GG Emp	£0	Costs included in overarching Green Gym programme
			1(j) re-plant cleared areas with appropriate native trees.	LCG FODW	GG	£0	Costs included in overarching Green Gym programme
			1(k) A small number of other semi-mature beech trees will be identified for retention and protection, while the remaining trees will be removed at the same time as other operations are being carried out in the area.	LCG FODW	GG	*£6,000	Cross referenced to, and costs included within, Action 1b. Contractor duties will be to safely fell large trees and leave timber in manageable chunks. Further stacking/extraction/disposal will be achieved through other sources of manpower (volunteer, FODW, Green Gym, Employability). Volunteer input will target smaller trees, all combining to create clear felled coups and glades.
			1 (l)Remove rhododendron bushes progressively throughout Wood, beginning on west side.	LCG FODW	GG	£0	Costs included in overarching Green Gym programme
			1 (m) Chemically treat or physically inhibit regrowth.	LCG FODW	GG Emp	£0	Costs included in overarching Green Gym programme
			1 (o)Monitor and take action to control laurel and lamium when opportunities arise.	LCG FODW	GG	£0	Costs included in overarching Green Gym programme
			1 (p)Take action when necessary to control bramble and bracken.	LCG FODW	GG	£0	Costs included in overarching Green Gym programme

			TOTAL COSTS BASKET 2; HEALTHY WOOD HEALTHY YOU			£12,100	This is a cost for a one year programme to correspond to the one year SNH community grant. Subsequent applications could follow in further years	
3. Know Your Woodland	Community Biological recording/citizen science							
			4 (b) Undertake surveys of:					
			· the rookery population	FODW			£600	Costs are based on a process that is primarily community driven, but supported by 3 workshop days by TCV Natural Apprenticeship Programme
			· mammals (particularly bats)	FODW				
			· other animals (reptiles, amphibians, etc)	FODW				
			· insects and spiders (particularly butterflies and moths).	FODW				
			· water-living species.	FODW				
		4 (a) Investigate sources of information on surface geology and soils.	FODW			£0	Perhaps pursue links with Glasgow University Geography/Geology Depts to encourage research	
		5 (d) Survey visitors to get a better understanding of numbers and needs.	FODW			£250	Cost is estimated. Proposal is to employ a student to carry out a survey over an extended time period, say perhaps on 10 different days/times over a two month period. Precise methodology to be subject to discussion.	

Woodland enterprise	1 (y) Investigate other uses of wood products, such as charcoal production.	FODW		£400	Costs are based on possible attendance at workshops throughout Scotland
	1 (w) Establish a means of safely gathering and securely storing wood. Investigate partnership working with local firewood suppliers or of selling firewood directly.	FODW LCG		£3,000	Costs based on extraction and need to store. Costs possibly partly recouped through sales.
	1 (x) Establish links with local craft workers so that hardwoods can be made available for turning etc.	FODW		£0	Possible links through Arts Development programmes, Scottish Arts Council, Chamber of Commerce
Dissemination of woodland information	4 (c) Continue to update and enhance the existing checklists.	FODW		£0	Costs included above in 4b
	5 (e) Maintain the FODW website and publish information leaflets.	FODW		?	Through FODW independent fundraising
	5 (f) Establish and promulgate guidance on cycling and horseriding.	FODW LCG		£250	Leaflet production and dispersal
Community Safeguarding	3 (c) Regular inspections and safeguarding will continue, supported by regular and ad-hoc FODW work parties. Litter clearance and reporting problems to emergency services and others.	FODW			
Community action arising from citizen science	1 (v) Look for opportunities to lobby for the establishment of additional woodland.	DWLNRC			

			1 (q) Specific action will be considered in relation to plants; mammals, particularly bats; insects; and birds.	FODW		£500	Possible bird, bat and insect homes to be constructed. Costs for materials only, labour via Green Gym.
			Promote the Wood as a valuable community recreational resource.	DWLNRC		£0	Costs included in parcel 2 (iv)
			5 (g) Examine the possibility of developing the Pony Field area further as a central location for information and recreation information.	FODW		£500	Still subject to further discussion (e.g. status quo/development) but amount indicated will meet a basic design exercise
			6 (d) Local groups will, where necessary, coordinate their activities and priorities.	FODW		£0	
			6 (e) Groups will be alerted to opportunities for training and development.			£0	
			6 (a) Support the work of FODW and other local voluntary groups.			£0	
			6 (b) Direct support for insurance costs will continue to be covered by A&BC.			£0	Costs to date have been met from elsewhere in the Council budget
			6 (c) FODW will be represented on the DWLNRC.			£0	
			TOTAL COSTS BASKET 3; KNOW YOUR WOODLAND			£5,500	
Learn in your woodland	(i) Revise and relaunch Education Pack	H	5 (a) Improve the educational value of the Wood for teachers, pupils, students and adults of all ages.			£0	

			5 (b) Encourage greater involvement by local schools and colleges in supporting research, and protecting and enhancing the Wood.			£0	
			5 (c) Revise and relaunch the Education Pack aimed at primary schools.			£3,000	Costs represent research, design and production, especially focussing on new technology (e.g. apps). There is a possible Enterprise Education link here.
	(ii) Publish Research reports					£150	Printing and circulation
			TOTAL COST BASKET 4; LEARN IN YOUR WOODLAND			£3,150	

**TOTAL COSTS FOR DUCHESS
WOOD IMPLEMENTATION PLAN**

£57,650

Priorities for short-term action

Within the wide range of actions identified in the MP and in Table 1, there are a number where immediate short-term action should be concentrated as a priority. These actions are ones where:

- some action is already in hand, or
- relatively minor funding could achieve significant progress, or
- work is important to the woodland habitat, or users of the wood.

The priority projects are set out in Table 2 below.

Table 2: PROPOSED IMMEDIATE GRANT-BASED ACTIONS

(NB The colours in col 1 relate to the colours used in the main baskets in Table 1.)

BASKETS/ PARCELS	PARCELS/ ACTIONS	Responsible to research, describe & cost	Date by which to report description / costs to DWLNRC	Responsible for minor works	Responsible to seek grants / funds	Proposed completion date and comments
1. Glades	(i) Thin/remove windblow in area beside Strathclyde Court	FODW/LCG/ R&AS Lead : FODW	See indicative costs from West Coast Cutters attached. (NB check 20/25 difference in quote B)	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ???	Depends on grants
	(ii) 35 sycamores etc. above garages	FODW/LCG/ R&AS Lead : FODW	See indicative costs from West Coast Cutters attached.	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ???	Depends on grants
	(iii) 20 sycamores, etc. opposite "hammerhead"	FODW/LCG/ R&AS Lead : FODW	See indicative costs from West Coast Cutters attached.	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ???	Depends on grants

BASKETS/ PARCELS	PARCELS/ ACTIONS	Responsible to research, describe & cost	Date by which to report description / costs to DWLNRC	Responsible for minor works	Responsible to seek grants / funds	Proposed completion date and comments
	(iv) 20 sycamores etc from NE area below large fallen sycamore	FODW/LCG/ R&AS Lead : FODW	See indicative costs from West Coast Cutters attached.	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ???	Depends on grants
	(v) clearance of fallen trees from glade half way up west path on east side	FODW/LCG/ R&AS Lead : FODW	See indicative costs from West Coast Cutters attached.	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ???	Depends on grants
	(iv) Behind railway carriage	N / A	No grant required (work in hand)	FODW/GG	No grant required	Completion by end June 2013
	(v) Open area west of west path	N / A	No grant required (work in hand)	FODW/GG	No grant required	Completion by end Sept. 2013
2. Healthy Wood Healthy You	(i) Establish Green Gym programme	LCG/FODW/ TCV	David Graham (TCV) is attending next DWLNRC meeting and may be able to assist		FODW/LCG/ A&BC	Depends on grants – perhaps September 2013?

BASKETS/ PARCELS	PARCELS/ ACTIONS	Responsible to research, describe & cost	Date by which to report description / costs to DWLNRC	Responsible for minor works	Responsible to seek grants / funds	Proposed completion date and comments
	(ii) Rhododendron removal and treatment of regrowth.	LCG/FODW/ TCV				
	(iii) Bracken, bramble, laurel and lamium control	LCG/FODW/ TCV				
	(iv) Assist in creation of glades and tree thinning	LCG/FODW/ TCV				
	(v) Assist in establishing neighbours transitional zone	LCG/FODW/ TCV/A&BC				
	(vi) Assist in signage/ information improvement	LCG/FODW/ TCV/A&BC				
	(vii) assist in research activities	FODW/ TCV				

BASKETS/ PARCELS	PARCELS/ ACTIONS	Responsible to research, describe & cost	Date by which to report description / costs to DWLNRC	Responsible for minor works	Responsible to seek grants / funds	Proposed completion date and comments
3. Signposting	(i) Round DW signage refreshment	LCG and FODW Lead : LCG	By DWLNRC meeting 29.4.13	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ???	Depends on grants (CC to contact A&BC access officer) Core paths question?
	(ii) Signage from Rhu Road Higher and at car park	A&BC/R&AS	By DWLNRC meeting 29.4.13	FODW/GG/ Employability/ Community Payback	R&AS/LCG	1 June 2013?
	(iii) Info. boards at entrance Pony Field	LCG and FODW Lead : LCG	By DWLNRC meeting 29.4.13 (sub-committee can agree wording)	FODW/GG/ Employability/ Community Payback	FODW/LCG	Depends on grants (application has been made to Babcock, but no response as yet)
4. Paths	(i) Resurface all abilities path and car park (after tree clearance along line of path)	FODW/LCG	By DWLNRC meeting 29.4.13 See updated quote from Robert McKendry below	FODW/GG/ Employability/ Community Payback	FODW/LCG	Depends on grants

BASKETS/ PARCELS	PARCELS/ ACTIONS	Responsible to research, describe & cost	Date by which to report description / costs to DWLNRC	Responsible for minor works	Responsible to seek grants / funds	Proposed completion date and comments
	(ii) extension of all abilities path via Rugby Club	FODW	Construction is in hand March/April 2013	Community Payback	FODW to reflect on access map? Signage implications?	Depends on Rugby Club/Community Payback
5. Transition zone between DW and gardens / safety	(i) Backing MacLeod Crescent or end Duchess Park.	R&AS	???	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ??? ?? A&BC funds	
	(ii) Backing Strathclyde Court	R&AS	???	FODW/GG/ Employability/ Community Payback	Joint LCG / A&BC grant team / FODW Lead : ??? ?? A&BC funds	
6. Bridge / culvert	Replacement south-west lower bridge with large culvert	LCG/ Employability Team	???	Employability Team	LCG ?? A&BC funds	

BASKETS/ PARCELS	PARCELS/ ACTIONS	Responsible to research, describe & cost	Date by which to report description / costs to DWLNRC	Responsible for minor works	Responsible to seek grants / funds	Proposed completion date and comments
7. Woodland enterprise and knowing your woodland	(i) Tools / logs storage container	FODW	Update DWLNRC meeting 29.4.13	FODW/Com munity Payback	FODW funds or grant bid?	Planning issues under discussion
	(ii) Surveys of rooks, bats and butterflies	FODW	Report 12.8.13 meeting	Education?	FODW (may be no/low cost)	August 2013 – possible to link with Year of Natural Scotland?
8. Education pack for primary schools	Revise and relaunch	Education?	???	FODW/LCG	Education?	???

Tree work – Indicative costs from West Coast Cutters

For the supply of plant, labour, tools, materials and supervision to:

- A/ Thin areas 35no. trees.
1. Thin out glade areas by approximately 35no. Trees.
 2. Stack all timber in 2m lengths in neat habitat piles.
 3. Chip all branch wood and spread over woodland floor (do not leave in piles).
 4. Cut all stumps as close to ground level as possible.

Price: £2,960.00 + VAT Per Area £3,552.00 inc. VAT Per Area

B/ Thin areas 25 trees. **(FODW - NB Line below says 20)**

1. Thin out glade areas by approximately 20no. Trees.
2. Stack all timber in 2m lengths in neat habitat piles.
3. Chip all branch wood and spread over woodland floor (do not leave in piles).
4. Cut all stumps as close to ground level as possible.

Price: £2,220.00 + VAT Per Area £2,664.00 inc. VAT Per Area

C/ Remove path side trees 4 per day.

1. Remove trees adjacent to path, that are dead dying and/or dangerous 4no. Per day.
2. Stack all timber in 2m lengths in neat habitat piles.
3. Chip all branch wood and spread over woodland floor (do not leave in piles).
4. Cut all stumps as close to ground level as possible.

Price: £870.00 + VAT £1,044.00 inc. VAT

D/ Remove windblown trees 3 per day.

1. Cut to ground level windblown trees 3no. Per day.
2. Stack all timber in 2m lengths in neat habitat piles.
3. Chip all branch wood and spread over woodland floor (do not leave in piles).
4. Cut all stumps as close to ground level as possible.

Price: £740.00 + VAT £888.00 inc. VAT

E/ Crown lift to 5m, roadside trees (Rhu Road Higher).

1. Crown lift to a height of 5m, trees along Rhu Road Higher Boundary to give roadside clearance.

2. Chip all branch wood and spread over woodland floor (do not leave in piles).

Price: £1,480.00 + VAT £1,776.00 inc. VAT

Path Work – Indicative cost from Robert McKendry

Section 1. From the Rhu Road Higher entrance to the garages at the end of Millig Street. Approx length 225 metres. Section cost £1207.

Existing path needs compaction and a coating of whin dust. In addition the first section of the path bounded by Rhu Road Higher and the fence needs to be built up to prevent water lying.

Also a ditch at the bottom right of the path (going north) needs clearing to allow water to run away satisfactorily.

Section 2. From the Millig Street gate to the top of the Rugby pitch. Also including the small section of cross path linking the upper path to the All Abilities path. Section cost £1495.

Path in variable condition. Wooden edge to the left hand side of part of the path should be removed to facilitate drainage in certain places. Some additional type 1 needed plus compaction. The short section of cross path also needs examining and if needed additional type 1 added and compacted. The section of path adjacent to old rail wagon to be built up with type1 to allow better drainage. The whole length of this path, including the cross path, to be covered with whin dust

Approx length 325 metres.

Section 3. Wide section of path at the top of the Rugby Pitch to the gate at end of Rugby Pitch. Approx length 140 metres. Section cost £750. Path generally in good condition but some sections may need additional type1 and whole length to receive a coating of whin dust. Clarification regarding exactly who is responsible for the maintenance of this section of path to be clarified.

Section 4. Path from above gate and into the car park at the end of Kathleen Park. Approx length 55metres. Section cost £517.

Car park pot holes to be filled and compacted with type 1. Disabled parking bay to be cleaned of accumulated sludge and made good with No1 chips plus whin dust. Section of path from disabled bay to gate at bottom of Rugby Pitches to be given a layer of whin dust.

Revised quote total cost ~ £3970

Annex 1: EXECUTIVE SUMMARY

The Management Plan 2012-2016

i. This is the fourth consecutive Management Plan for Duchess Wood. It serves three main purposes:

- a. to provide a basis for actions within the five year span;
- b. to provide longer term policy within which the five-year work is set;
- c. to provide the basis for seeking funding to support the action.

Overall aims of the Management Plan

Duchess Wood will be managed as a semi-natural area, to conserve and enhance its biodiversity and landscape value, to encourage research, and to provide visitors with reasonable access and opportunities for quiet recreation and education.

Location

ii. Duchess Wood lies at the western edge of Helensburgh, north of Rhu Road Higher and south of the West Highland railway line. It is bounded on the east by a residential area and on the west by semi-improved wet grassland. At the southern edge there are sports pitches and some housing.

Designation

iii. Duchess Wood is the only Local Nature Reserve in Argyll and Bute. It lies within the Green Belt and is an Open Space Protection Area. It is a "Woodland of Long Established Plantation Origin" on the Scottish Natural Heritage Ancient Woodland Inventory.

Value

iv. Duchess Wood is highly valued by the local community and much used by local people and visitors. The importance of Duchess Wood has been recognised in official reports. The "Greenspace Audit and Action Plan" (2006) identified Duchess Wood as one of just four "most valued sites" in the Helensburgh area, and one of only seven designated for priority action. The "Green Belt Landscape Study" (2010, p76) defined Duchess Wood as of high value and described it as "managed well". The main paths in Duchess Wood have been designated by Argyll and Bute Council (A&BC) as Core Paths.

Management responsibilities

v. The landowner is Luss Estates Ltd which on 19 November 2010 renewed its Management Agreement with A&BC for the Council to manage the Wood as a Local Nature Reserve for a further ten years. Responsibility has been delegated to the Duchess Wood Local Nature Reserve Committee (DWLNRC) to oversee the Wood's management on behalf of the Council. The DWLNRC has prepared this plan, which was noted and approved by A&BC's Helensburgh & Lomond Area Committee on 9 October 2012.

Partnership

vi. Partnership with other organisations is integral to the management of the Wood. Lower Clyde Greenspace acts as the Council's agent over some aspects. The voluntary Scottish charity Friends of Duchess Wood assists with day-to-day safeguarding tasks and carries out certain management and educational tasks delegated to it by the DWLNRC; it

also seeks funding related to those tasks. Other official and voluntary organisations assist in different ways and they are listed in the body of this Plan. Duchess Wood is much valued in terms of biodiversity and recreational value by local residents and visitors. Partnership working helps foster a sense of service to the community and helps bring the community together.

vii. In line with the views of Scottish Natural Heritage and Forestry Commission Scotland the Wood will be managed to be multipurpose. The Plan takes into account the primary designation of the Wood as a Local Nature Reserve (and the protection and enhancement of its biodiversity), its function as community woodland with a wide range of users, and the possibility, arising from the management activities, of using timber from the Wood for a variety of purposes. We will do this by working in partnership both with official and with voluntary organisations, and by taking into account the needs of the different users of the Wood.

Long-term objectives

viii. The long term objectives are likely to remain unchanged for the foreseeable future, and reflect the aims above:

- a. to manage the Wood so as to maintain and enhance its semi-natural broad-leaved habitat and conserve and improve its biodiversity;
- b. to provide and enhance provisions for public access;
- c. to maintain access ways and other facilities used by visitors;
- d. to encourage and publicise research;
- e. to encourage and promote education and recreation
- f. to support voluntary involvement.

Medium term objectives and priorities for action

ix. Within each long-term objective are several medium-term objectives, and medium and short term actions, which we anticipate will be met during the life of this plan, **but with the proviso that many of the actions depend on the necessary external funding being found, and this is a major challenge.** The delivery of all of these objectives is supported by a number of agreed operational policies which help determine the approach to be taken. In the context of limited availability of funding it is important to be clear about where the priorities lie; the main elements are summarised below and set out in a comprehensive action table in the MP.

- a. Woodland management:
 - continue to restructure the woodland to a more native composition and condition and to assess, protect and enhance its biodiversity;
 - establish a strategy and action plan for the boundaries;
 - increase the "woodland corridors" around Duchess Wood;
 - investigate the use of timber from the Wood which becomes available as the result of action in support of the MP.

Action priorities

**secure professional advice on woodland management
remove selected storm-damaged trees
create open glades/fell sycamore near peripheral path
eradicate Japanese knotweed and rhododendron
clear fell small sycamore coups
plant/replant where opportunities arise
boundary management
establish how best to use timber from Wood**

- b. Public access:

- provide clear signage to the Wood and around the main paths;
- create no new paths (with one possible exception) but improve existing constructed paths, particularly at burn crossing points.

Action priorities

**new car park sign from Rhu Road Higher
additional direction and information signs in Wood
replace three bridges by large culverts**

c. Maintenance:

- maintain paths and drainage and other facilities to ensure the Wood remains an attractive, diverse and reasonably safe natural woodland through regular inspection, repair and safeguarding;

Action priorities

**resurface the all-abilities path and the car park
maintain existing paths, drainage, fencing and signs
deal with storm damage where it affects access or
safety
clear litter and report problems to fire, police and
other services**

d. Research:

- encourage research into the Wood's plants and wildlife and publish the results.

Action priorities

conduct surveys of animals, birds, insects and water life

e. Education and recreation:

- enhance the use of the Wood for educational purposes and maintain and enhance its educational values and facilities;
- establish policies for recreation which take account of the different needs of users.

Action priorities

**liaise with schools and tertiary education centres
revise and relaunch information pack for schools
visitor survey
maintain website and publish information leaflets**

f. Voluntary effort:

- support voluntary effort to protect, maintain and enhance the Wood and its facilities.

Action priorities

**support the Friends of Duchess Wood and coordinate
voluntary effort**

x. Some of the priorities will need substantial funding, some will need limited funding, whereas others can be undertaken by voluntary action. These priorities indicate a balanced and positive approach which should lead to significant improvements in the biodiversity of the Wood and its value to the local community.

**Report from the Friends of Duchess Wood
to the
Duchess Wood Local Nature Reserve Committee**
meeting on 13th May 2013

The Friends of Duchess Wood (FODW) have continued to be active since the last meeting of the Duchess Wood Local Nature Reserve Committee (DWLNRC) held on 25.1.13. Some aspects are listed below.

1. Besides regular litter clearance, FODW has mounted its monthly work parties to carry out heavier work such as bracken, bramble and rhododendron control, and bit-by-bit sycamore sapling felling. FODW has continued to clear culverts, but is appreciative of work on culverts carried out by the Employability Team. FODW is pleased that the professional report on drainage and culverts which it commissioned in 2009 has been so useful and that most of its 37 recommendations have been carried out. However, storm damage at one point requires rectification.



2. FODW has continued to liaise with other organisations which assist with the Wood. The annual meeting with the local Police was held in April (see photo). Inspector Claire Miller and Constable Gus Daniel toured the Wood with FODW members. Problem areas were pointed out and issues such as under-age drinking and quad bikes were discussed. Occasional Police patrols in the summer were agreed. The FODW advisory note to members about action to take in the case of problems was approved by the Police and revised contact 'phone numbers were exchanged.

3. FODW keeps up its search for lesser external grants to supplement major funding which to date has been the task of A&BC or its agent, Lower Clyde Greenspace. FODW has contacted a local firm about possible funding for a 20 ft. storage facility and an information and map notice board for the Pony Feld. These would require planning permission and informal discussions have been held with A&BC. A revised quotation for upgrading the all-abilities path has been received and FODW is concerned to progress with that. Applications are being considered for grants from Action Earth and the A&BC Third Sector scheme.

4. FODW has co-operated with the Helensburgh Cricket and Rugby Club to complete an all-abilities route from the DW car park, around the lower part of DW and the Rugby pitches, and back to the DW car park.

5. Regarding dog fouling, our campaign of posters has improved matters and our latest action has been an experiment to highlight offending deposits by spray-painting them with pink, biodegradable paint. We will monitor effects.

6. We have welcomed Richard Horrell onto the FODW committee and Bill Hassall will take over as Treasurer in June 2013. This change does not affect FODW's supplementary grant-seeking activities which continue to be headed by David Lewin.

7. FODW provided a newsletter for its members in March and has carried out more general publicity through the local press.

8. FODW has worked with Councillor Aileen Morton and Lower Clyde Greenspace in the next steps for the Funding and Implementation Report.

9. We note that the number of local nature reserves set up by local authorities continues to increase. We have just received information that the Scottish total is now 66.

10. The Friends of Duchess Wood organised an Easter treasure hunt for children in the Wood. A series of written clues were hidden all the way round the Wood, each clue leading to the next and a bag of 'treasure'. At the end there was a chocolate prize for any child who completed the course and returned with evidence of finding all the treasure spots.



And the tree-climbing bunnies? These images of rabbits around the Wood had to be counted by each participant and reported at the end.

The event was organised by Rachel Bailey and other members of the Friends of Duchess Wood. Rachel said, 'This was a great success and the weather was fine. We had a steady stream of participants who thoroughly enjoyed the outing. It helps children to enjoy the woodland and to see it as a fun place to visit. Duchess Wood is one of the town's great assets.'



11. Actions planned for the summer include a guided flower walk, a rook count, a bat survey, consideration of the issue of bumble bees (which are thought to be in decline) and a repeat performance by the Walking Theatre.

Appendix 1**Routine maintenance**

See end for key to abbreviations

NOTE : The person / organisation designated as **Lead** has the responsibility to ensure that the task is carried out in the given time-scale.

Implementation task	Responsibility	Frequency
1. boundary survey to remove dangerous trees / branches	Lead : R&AS Asst. in survey : FODW	Annual
2. Safeguarding / checking for social problems and report	Lead : FODW	Constant. Report problems to relevant authority immediately (e.g. police, fire, etc.).
3. Liaison with police, fire and environmental services	Lead : Convener Asst. : FODW	Annual tour of DW and discussion as established. Special extra contact as needed.
4. Litter clearance	Lead : FODW Asst. : Other volunteers	Constant near paths. FODW monthly work parties for larger tasks.
5. Fly tipping	Lead Environmental Officer Asst. : FODW	As required. A&BC Environmental Officer responds to notification from anyone, but FODW to be alert.
6. Culvert clearing	Lead : LCG Asst. : Emp. / FODW	Occasional
7. Dog fouling	Lead : Evir. Officer Asst. : FODW	Regular
8. Bin emptying	R&AS	Regular
9. Basic path maintenance	Lead : R&AS Asst. : Emp. / Comm. Pay.	As safety requires
10. Small sycamore clearance	Lead : FODW Asst. : Comm. Pay.	As time / opportunity permit
11. Rhododendron and bracken clearance	Lead : FODW Asst. : Comm. Pay.	As time / opportunity permit

Implementation task	Responsibility	Frequency
12. Japanese knotweed eradication	R&AS	Jan/Feb - train team in technique. Spraying April/May and August in both 2013 and 2014
13. Pony field grass cutting	Lead : Comm. Pay. (to be negotiated) Asst. : FODW	May/June and Aug./Sept.
14. Research studies on selected wildlife aspects	FODW	As seasons and expertise are appropriate/available.
15. Creation and printing FODW popular checklists based on research	FODW	As above.
16. Regular DW newsletters	FODW	At least twice a year
17. Liaison with residents neighbouring DW	R&AS	As required when resident contacts Council directly
18. Liaison with other local voluntary groups	FODW	As appropriate
19. Progress reports to DWLNRC	All those with responsibilities (e.g. R&AS, LCG, FODW, etc.)	For quarterly DWLNRC meetings

Abbreviations used

DW	=	Duchess Wood
LNR	=	Local Nature Reserve
DWLNRC	=	Duchess Wood Local Nature Reserve Committee
A&BC	=	Argyll and Bute Council
H&LCPG	=	Helensburgh and Lomond Area Community Planning Group
MP	=	Management Plan (for Duchess Wood)
LCG	=	Lower Clyde Greenspace
FODW	=	Friends of Duchess Wood
R&AS	=	Roads and Amenities Services
LE	=	Luss Estates Company
Emp.	=	Employability Team
Comm. Pay.	=	Community Payback Team
Gn. Gym	=	TCV Scotland Green Gym scheme