

**DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE**

11 February 2014

**NOTICE OF MEETING**

A meeting of the **DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE** will be held in the **BRAEHOLM, HELENSBURGH** on **TUESDAY, 18 FEBRUARY 2014** at **10:00 AM**, which you are requested to attend.

**BUSINESS**

1. **APOLOGIES**
2. **MINUTE OF PREVIOUS MEETING OF DUCHESS WOOD LOCAL NATURE RESERVE - 08/11/2013** (Pages 1 - 8)
3. **TERMS OF REFERENCE** (Pages 9 - 12)
4. **STRAMASH UPDATE**  
Verbal update by Chair
5. **FRIENDS OF DUCHESS WOODS REPORT** (Pages 13 - 16)
6. **WOOD DEVELOPMENT**
4. (a) **Noticeboards/way Markings Development**
- (b) **Green Gym Update**  
Verbal update by Charlie Cairns
5. (c) **Liaison with Employability Team**
7. **JOHN MUIR WAY EVENTS**
8. **EVENTS POLICY** (Pages 17 - 20)
9. **ROUTINE MAINTENANCE -TO FOLLOW**
10. **EDUCATION UPDATE**

Verbal update by Chair

**11. ANY OTHER BUSINESS**

**12. DATE OF NEXT MEETING**

The next meeting of the Duchess Woods Local Nature Reserve Committee will be on Tuesday 20<sup>th</sup> May 2014 at 10.00am within Braeholm, 31 East Montrose Street, Helensburgh.

Shirley MacLeod, Area Governance Manager

Contact: Lynsey Innis, Area Governance Assistant - Telephone: 01546 604338

**MINUTES of MEETING of DUCHESS WOOD LOCAL NATURE RESERVE COMMITTEE held in  
the BRAEHOLM, 31 E MONTROSE STREET, HELENSBURGH  
on FRIDAY, 8 NOVEMBER 2013**

**Present:** Councillor Aileen Morton (Chair)

**Attending:** Arlene Cullum, Social Enterprise Officer  
Catriona Scriven, Scottish Natural Heritage  
Niall Urquhart, Stramash  
Morag Head, Stramash  
Stewart Campbell, Friends of Duchess Woods  
Alastair Macbeth, Friends of Duchess Woods  
Morag Bain, Cornerstone Jigsaw  
Morevain Martin, Argyll Voluntary Action

**1. APOLOGIES**

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

Apologies for absence were intimated from:-

Stuart McCracken  
Alison MacKenzie  
Iain Wilkinson  
Dominic Swann  
Charles Reppke  
Robert Cowper  
Charlie Cairns  
Simon Mills  
David Chandler

The Chair noted that Mr Chandler was ill in hospital. The Committee wished Mr Chandler a speedy recovery.

**2. MINUTE**

The minute of the previous meeting which was held on 12 August 2013, was approved as a true record subject to the following amendments:-

Item 2 and Item 4

Removal of Strathclyde Court.

**3. JOHN MUIR EVENT**

The Committee heard a short presentation by Catriona Scriven of Scottish Natural Heritage outlining the objectives of the John Muir Festival and the events proposed in the programme. Ms Scriven sought feedback from the committee in terms of what the organisation could do to support the initiative and assist in the encouragement of community participation and engagement with the new route. She outlined the differences between

the John Muir Festival and John Muir Events.

Discussion ensued around the possibility of hosting events around the themes of Bug Life; Butterfly Conservation Trust and the Walking Theatre Company, with Morevainn Martin agreeing to discuss the possibility of a play surrounding the environment at Duchess Wood Local Nature Reserve and/or the life of John Muir with the Walking Theatre Company.

The Chair asked whether funding would be available from Scottish Natural Heritage to support the events being discussed. Catriona Scriven confirmed that funding would be available. She explained the process for obtaining both a Community Action Grant, between £1,000 and £20,000, which could be applied for at any time and the in house "John Muir Fund" for projects under £1,000. Ms Scriven undertook to forward the advice note on both funding options.

The Chair agreed to circulate a list of all committee members email addresses to all members.

### **Decision:**

The group identified three possible events; Bug Life, which may run during the week to incorporate the local schools, the Duchess Wood Flower Walk, which had already been in process but would be adapted to correspond with the John Muir Way Event and a Walking Theatre production. It was agreed that more exploratory discussion would take place at the next meeting of the Committee.

#### **4. OUTDOOR NURSERY PROPOSAL**

The Committee heard a short update from Niall Urquhart, Stramash which provided an update in regards to the current position of the outdoor nursery. He explained that Luss Estates were happy in principal to grant a ten year lease. He explained that it was necessary to have a ten year update due to funding issues. He further advised that the Care Inspectorate had agreed the proposal in principal but that a formal application required to be lodged, and that there was a requirement to tread carefully in terms of Planning due to the car parking designations. He advised that Planning would welcome an application for Change of Use. Discussion relating to the use of containers which could be buried to tie in with the surroundings was had with it being established that for each child who attended the nursery, 2.35 square metres of indoor space was required.

Alastair Macbeth advised the group of his visit to Pollock Park. He explained that he visited on a wet day and that the children were covered in mud but very happy. He spoke of how they had overcome the issues faced with this proposal, by meeting parents at the local church hall and taking the children in a minibus to the nursery rather than having a designated car park and how each day they moved site which was made easier by the use of awnings and "pop-up potties". He advised that his initial reservations had been removed by his visit.

**Decision:**

The Committee agreed:-

1. That the proposal be progressed without the requirement, for the Committee to decide on issues, but that a paper be provided to the February meeting of the group providing an update;
2. that the Chair would speak with the Council's Planning Department regarding the car park issues and Neil Urquhart would contact the Rugby Club regarding the use of their carpark; and
3. that notices be put up explaining the thought process and explaining that the proposal was supported by both the Local Nature Reserve and the Friends of Duchess Woods.

**5. MAINTENANCE UPDATE**

**(a) UPDATE ON GENERAL MAINTENANCE**

The Committee considered a report by Argyll and Bute Council's Service Development Officer outlining the works which had been carried out to date. The Chair confirmed that the Japanese Knotweed treatment had stopped for the winter and would resume in May or June 2014. She advised that this was an on-going issue. Stewart Campbell advised that in his experience the treatment that had taken place was not wide spread enough in at least 2 of the 5 sites.

Alastair Macbeth gave an update with regards to the works which Friends of Duchess Woods had agreed to do. He advised of the plan to carry out the tree work specifically at the back of Duchess Park over the winter and fix the fencing at various points, he confirmed that this would be completed by the year end. Mr Macbeth addressed the issue that the trees overhanging the garages at Strathclyde Court had not yet been dealt with.

Other maintenance issues were identified with the small bridge on the West side of the pony field still a significant maintenance priority.

**Decision:**

The Committee agreed:-

1. That the Chair, Councillor Morton would email Stuart McCracken and suggest partnership working as a starting point to addressing some of the issues; and
2. that a walk round of the wood to be scheduled between Stuart McCracken and Friends of Duchess Woods.

**(b) MAINTENANCE FUNDING**

The Committee considered a report by Argyll and Bute Council's

Service Development Officer outlining a fund which had been created to allow for maintenance required on an exceptional basis. It outlined works carried out over the last year together with planned future works.

The report advised that a recording system had been put in place for this fund which would enable both the Council and the Committee to see what is available and what had been spent. This system would generate an annual printed report which would be provided to the Committee at the meeting closest to the end of the financial year, with verbal updates provided on a quarterly basis if required.

Discussion ensued surrounding the culvert and the all-abilities path with it being agreed that the maintenance of both should be paid for by the Council.

### **Decision:**

The Committee agreed:-

1. To note the report; and
2. that a quarterly funding update would be sufficient.

### **(c) RESPONSE FROM NETWORK RAIL REGARDING FENCING**

The Chair, Councillor Morton advised the group in regards to numerous emails which had been sent to Network Rail in relation to concerns over fencing within the local area. Councillor Morton confirmed that she had received a response from the Chief Executive of Network Rail in regards to the concerns. The Committee considered the response and the pictures provided to illustrate that the only repair required was where a panel of Rylock fencing appeared to have been trampled into the vegetation and as such had left a gap of 1.92m. Ms Brown confirmed that this would be rectified within the week.

### **Decision:**

The Committee agreed:

1. to note the response; and
2. to seek clarification on the best person to contact at Network Rail in case of problems on the line.

## **6. SUB-GROUP UPDATES**

### **(a) FUNDING**

The Committee considered a report regarding funding proposals. A bid was submitted to the Community Seedcorn Fund 2013/14, specifically for the delivery of 8 Green Gym days in Duchess Wood between January and March 2014. It was established that the bid is

for support towards the cost of the supervision, which is to be provided by TCV at a daily rate of £300, as well as the purchase of some trees, tree guards, stakes and help with the cost of advertising. Further discussion over whose responsibility it would be to pay bills and whose responsibility with regards to who would lift the grants ensued. The Chair, suggested that the Council or Friends of Duchess Woods may be suitable in this regard. Stewart Campbell confirmed that at this point in time the Friends of Duchess Woods could not afford to be in this position. Councillor Morton confirmed that she would ask Charlie Cairns to speak with the Council's Development Projects and Renewables Manager regarding this.

**Decision:**

The Committee agreed to note the report.

**(b) EDUCATION**

As there was no-one in attendance to provide an update on this matter, it was agreed that the Chair would re-start this matter with the Council at the start of 2014 with a view to it being represented at the February meeting of the Committee.

**7. FRIENDS OF DUCHESS WOOD REPORT**

The Committee considered a report which outlined the work undertaken by Friends of Duchess Wood such as routine actions since the last meeting of the Committee. It outlined the Tri-Events Zombies, which took place on 19 October and the Walking Theatre event which took place on 20 October. Both events were considered a success.

It further outlined the grant application which had been awarded by the Argyll and Bute Third Sector scheme, the publicity through the local press and the AGM which was held on 21 October.

**Decision:**

The Committee agreed to note the contents of the report.

**8. EVENTS**

**(a) UPDATE ON RECENT EVENTS**

Morevainn Martin provided the Committee with an update regarding events which had recently been run with the Walking Theatre Company. She advised that all feedback received had been excellent. Further discussion regarding how the Walking Theatre Company could assist with the John Muir Events was had with Morevainn agreeing to speak with the company regarding hosting 40 to 50 minute events 3 times a day rather than a one-off 2 hour play.

**Decision:**

The Committee agreed to note the update.

(b) **EVENTS POLICY**

The Committee were provided with a brief update from the Chair on behalf of Charlie Cairns, with donations and bonds being addressed. Stewart Campbell and Alastair Macbeth advised that they were reluctant to discuss the matter of bonds without having discussed the issue with the Treasurer of Friends of Duchess Woods.

**Decision:**

The Committee agreed that they would provide feedback to Charlie Cairns by email and copy to the Chair within the next 4 weeks with a view to an updated version of the Policy being issued at the start of the year.

**9. ANY OTHER BUSINESS**

Stewart Campbell advised that the costing for the all-abilities path was available, as it had recently been renewed by the same contract . Morag Bain advised that this may link into a project that Cornerstone Jigsaw were in the process of organising and that it would be useful to exchange contact details to assist in this matter. The Chair agreed to circulate a note of all members contact details.

**10. DATES OF MEETINGS 2014**

The dates of the future meetings of Duchess Woods Local Nature Reserve for 2014 were agreed, but could be subject to change, as follows:

Tuesday 18<sup>th</sup> February 2014 at 10.00am

Tuesday 20<sup>th</sup> May 2014 at 10.00am

Tuesday 19<sup>th</sup> August 2014 at 10.00am

Tuesday 18<sup>th</sup> November 2014 at 10.00am





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## Terms of Reference

### Duchess Wood Local Nature Reserve Committee

### 2013

#### **Purpose**

The Duchess Wood Local Nature Reserve Committee's primary purpose is as follows:

- To establish the purpose and management objectives for the LNR
- To prepare, monitor and review the Local Nature Reserve Management plan
- To oversee and co-ordinate the active management of the LNR
- To secure funding for the future management of the LNR
- To foster a partnership approach to the management of the LNR
- To realise the education opportunities/potential of the woodland working with the key Education stakeholders

#### **Membership and administration**

The Committee will be chaired by an elected member from Argyll and Bute Council. Argyll and Bute Council shall resource the meetings of the Committee and the administrative support.

The core membership of the Committee shall be as follows:

- Argyll and Bute Council – 4 representatives consisting of elected member (Chair), Development & Infrastructure officer, Education officer and admin support provided by Area Governance Assistant
- Lower Clyde Greenspace – 1 representative
- Luss Estates – 1 representative
- Friends of Duchess Wood - 2 representatives (normally Chair and Secretary)
- Lomond School – 1 representative (representing neighbours of the Wood)
- Health – 1 representative
- Youth – 1 representative

With the agreement of the Committee, membership may be extended to representatives of voluntary and community organisations covering different sections of the community. It is expected that there will normally be no more than one representative on behalf of an organisation or group of organisations representing a particular interest.

#### **Circulation List**

To ensure wide engagement with the community, Duchess Wood Local Nature Reserve Committee is recognised by the Helensburgh & Lomond Community Planning Group as a Key Strategic Partnership and will receive Committee minutes on a quarterly basis, and further reports as required. This ensures that local organisations such as the Police, Fire and Helensburgh Community Council are all updated on the work of the Committee. In addition, the following organisations shall receive copies of the Minutes of DWLNRC and shall be invited to attending meetings as dictated by the Agenda:

- Scottish Natural Heritage
- Helensburgh and District Access Trust
- Paths for All Partnership Organisation
- Forestry Commission
- Helensburgh Cricket and Rugby Club
- Relevant Council officers – Environment Warden, Anti-social Behaviour Officer

## **Frequency and location of meetings**

The LNR Committee shall meet 4 times per year with the dates for the meeting being set in advance on an annual basis.

The meetings shall take place in locations as decided by the Committee, or in the absence of directions from the Committee, by the Chair.

## **Committee Working arrangements**

An invitation to suggest items for the agenda will be sent out 3-4 weeks ahead of each meeting. The agenda will then be circulated a week prior to the meeting, along with any reports for consideration.

Minutes of each meeting shall be prepared by the administrative support as defined under Membership and administration above and, following consultation with the Chair, shall be circulated timeously to the members of the Committee. The draft minutes shall also be circulated to those detailed on the circulation list and placed on the Argyll & Bute Council website.

The Minutes shall be considered and approved, with amendments where necessary, at the subsequent LNR Meeting. If there are any amendments to be made the approved minutes shall be circulated to those detailed on the circulation list and placed on the Argyll & Bute Council website.

Decisions shall be taken by consensus, indicted by a show of hands if necessary.

## **Communication with the media**

If any member of the Committee is in contact with the media in relation to Duchess Wood LNR, a copy of any printed material or a brief summary of any verbal update given should be noted with the Area Governance Assistant. If high profile, or likely to result in other members of the Committee being contacted, the Area Governance Assistant will pass details onto all Committee members. Otherwise, a brief report on all media coverage of the Wood will be provided at each Committee meeting.

## **Actions**

All activity undertaken in the Wood by any member organisation of the Committee should be with the prior agreement of the Committee as a whole.

The exception to this is work undertaken by the Council to ensure the Wood is safe.

## **Review of Terms of Reference**

The Terms of Reference should be reviewed annually.

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



**Report from the Friends of Duchess Wood (FODW)**  
to the  
**Duchess Wood Local Nature Reserve Committee (DWLNRC)**  
meeting on 18th February 2014

### 1. Routine

FODW have continued to carry out routine actions since the last meeting of the DWLNRC, such as **monthly work parties, fencing repairs, culvert clearing and litter control.**



### 2. Garage for tools, equipment and other storage

We are pleased to report that FODW has obtained (at preferential rent) the use of one of the Strathclyde Court garages in which to store tools, equipment, materials, etc. The equipment includes a newly purchased trolley for transporting heavy items.



### 3. Clearance of storm damage.

After a storm, FODW checks for fallen trees or branches over paths. Our first task is to enable pedestrian access. Subsequently we remove debris from the path sides. If appropriate we saw fallen boughs for logs. However, some fallen trees are too large for FODW to handle. In the storms of late 2013, two large trees fell across a path and we were grateful for the rapid response by Tom Murphy to our request for assistance. The A&BC team doing the work were both efficient and pleasant and, although we thanked them at the time, we would be pleased if the DWLNRC could add to that appreciation.

### 4. Finance

- (a) **Argyll & Bute Third Sector grant.** FODW are spending the awarded sum plus the same from our own funds. Spend on prepared wood for repairs (£200) will be completed soon. Spend allocated to wood preservative, materials and stationery is in hand. £200 on a charcoal burning course.
- (b) **CSV Action Earth Grant.** Raised by FODW and mostly spent.
- (c) **Babcock.** They have agreed to produce two information boards for FODW.
- (d) **Woodland Trust.** An application for free trees was submitted by FODW for spring planting and it has been confirmed that we will receive 30 native tree saplings for FODW to plant.

5. **Litter bins.** The task of litter removal matters for amenity and health reasons. The public have become increasingly conscientious about using the bins provided. Our own clear-ups supplement that. Bin emptying by A&BC is fundamental and we have frequently recorded our praise for the reliability of that essential service. We hope that, following discussions, some recent gaps in that service have been rectified.

6. **Other.** A number of activities are being planned for the first six months of the year, many of which will be run as events associated with the John Muir Festival. The Green Gym has begun eight weeks of work in the Wood and discussions have been held with the Community Payback team about the support they may be able to give this year.

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# Friends of Duchess Wood

Registered Scottish Charity No. SC039527

## Members' update

Dear member

As quite a lot of activities which will be of interest to all members are being planned for the next four months or so, I thought you would appreciate a brief update. A number of these events are being run as part of the events programme supporting the opening of the John Muir Way, which will run from Dunbar to Helensburgh, and be launched over the week of 21-26 April.

On 26 April, the John Muir Way walk will reach Helensburgh, with an afternoon programme of events, and will then return to Balloch for an evening fireworks display and ceilidh. That afternoon also, the Friends of Loch Lomond and the Helensburgh and District Access Trust are planning a walk from Helensburgh to Balloch with a time-travelling meeting between John Muir and Tom Weir on Gouk Hill. Not all of the events have been confirmed yet, but we will confirm the programme as soon as possible, hopefully in the spring newsletter which will be published in the normal way.

10 February	Helensburgh Green Gym in Duchess Wood on Mondays (11.00-14.00 for 8 weeks) – see posters on gates.
16 - 18 or 27 April	Walking Theatre Company in a John Muir-themed performance (date to be decided)
Easter weekend (20/21 April)	Easter scavenger hunt - similar to last year's event (date to be decided)
3-4 May	Rook count in pine wood rookery
24 May	Launch of self-guided flower walk based on Alison Rutherford's walk last year (lower wood) and guided visit by Plantlife Scotland (upper wood)
28 May	Visit by Buglife (The Invertebrate Conservation Trust) to explore the insect life of the Wood

During this period, we also hope to organise a musical tour of the Wood and we will carry out more bat observations. We plan to install new information boards near the original stone commemorating the opening of Duchess Wood as a LNR. We have a number of maintenance activities planned, and the monthly work parties will continue as normal.

Stewart Campbell  
Chair, FODW, 10.2.14

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## **Duchess Wood LNR Events Policy** updated 10<sup>th</sup> Feb 2014

The following paper outlines the suitability, or otherwise, of the use of Duchess Woods LNR for organised events

### Contents

1. Events encouraged within Duchess Wood
2. Events not encouraged within Duchess Wood
3. Approval and assessment criteria
4. Approval timescales
5. Wet weather policy
6. Fees and other charges
7. Documentation to be provided
8. Appropriate point of contact

### **1. Events and/or activities which can be accommodated within Duchess Wood LNR without need for approval**

**Community Events** – those events organised by charities, not for profit organisations, community or voluntary groups that directly benefit the residents and stakeholders

**Commercial Events** – those events that do not fall into the above category and have a commercial gain for the business. To be allowed, such events should be able to demonstrate some form of return for the community e.g. healthier lifestyles, young people connecting with the environment

**Education Events** – guided walks, classroom visits etc which directly lead to an enhanced understanding of the environment in general and Duchess Wood in particular.

**Commercial dog walking** – this already occurs commonly within the LNR, and practitioners are bound by existing laws, regulations and good practice relating to access to the countryside

**Filming** – there may be value in promoting the woods as a venue suitable for filming. Such use would require to be subject to standard assessment criteria.

**Use of Woods for Regular Classes** – for example fitness classes, tai chi etc. This should be encouraged as not requiring specific permission up to a set maximum number of participants (say 10). Any more than this set number of participants should be subject to standard assessment criteria set out below.

### **2. What events are not encouraged?**

There are a number of events that we should not accept, these include but are not limited to:

**Private Events** – e.g. private parties, weddings or corporate events  
**Car Boot sales**  
**Bonfires**  
**Barbecues**  
**Religious Events**  
**Political Events**

### **3. Approval criteria**

The following criteria will be used to determine whether approval will be given to a specific event when the Council is the organiser and/or the land/site owner:

- Security and public safety
- Effect on the fabric of the area and the damage limitation
- Effect of event on regular users of public spaces, stakeholders and local residents
- Timing of the event / frequency of the event
- Size of the location, numbers attending or estimated numbers
- Impact on transport infrastructure to support the event – e.g. parking, road closures
- Quality of the event to the area
- The creation of opportunities for local participation of people living within the immediate area
- The ability of the organisers to effectively plan, manage and control the event and adhere to best practice standards

### **4. Application time scales**

Where possible we will try to be flexible on the time scales used for applications as we appreciate that some events may be as a result of cancellations or demand. However we ask that the following guidelines are adopted. During busy summer months, we cannot guarantee that applications for events outside these timescales can be managed:

- **Small events (less than 50 people)** – at least 6 weeks
- **Medium events (50 to 500 people)** – at least 2 months
- **Large events (more than 500 people)** – 6 months at least, more if possible due to the complex nature of the event

### **5. Wet weather policy**

The Council reserves the right to cancel or close any event which, after consultation with the event organiser, is considered to carry unacceptable levels of risk or potential site damage due to inclement weather. The Council will not be liable for any losses sustained as a result of such a decision being made.

## **6. Fees and Charges**

For any medium scale or large scale event, as defined above, a bond will be payable to cover the costs of any reinstatement to the woodland infrastructure as a result of the event. The bond will be returnable after the conclusion of the event and a site inspection, and subject to agreed damage costs estimated by the Council. Bond monies would be paid to Argyll and Bute Council and held in a balance account code dedicated to Duchess Wood. In the event of bond monies being retained due to damage being caused, this balance account code would be available to Argyll and Bute Council but ring-fenced for maintenance of Duchess Wood.

Small scale events will not be subject to a bond, but will still be held liable for any unreasonable damage incurred as a result of their event. In the events of small donations being offered, these should go towards the Friends Of Duchess Wood and again be for making good of any limited damage/unsightliness that may have resulted from the activity.

It is suggested that the financial arrangements discussed above remain in place for 1 year, when they will become subject to review.

## **7. Information to be provided by event organiser**

All event organisers, regardless of the size of the event, will be asked to provide the following paperwork before their event is approved:

**Public liability Insurance Certificate**- this covers the event, activity and the general public.

**Completed risk assessment form** – It is the event organiser's duty of care to carry out a risk assessment and reduce any risks before the event begins. The aim of the risk assessment is to consider any foreseeable risks of the event as a whole and then implement controls to ensure a safe event before it begins..

**Event Manager** - All events must have a designated Event Manager or point of contact who is responsible for co-ordinating the event.

## **8. Appropriate Point of Contact**

An appropriate person within Argyll and Bute Council should be identified for this purpose. In the event of the initial enquiry being made to any other partners represented on the LNR Management Committee, they should be directed to the appropriate person at the earliest opportunity. This person would then be expected to liaise with the LNR Committee, or some working group derived from it.

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