

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