

Greenwood Community Woodland Handbook

Information for local groups who
are or want to be involved in
woodlands and green spaces



Nottinghamshire
County Council
Environment



Greenwood

Nottinghamshire's Countryside Forest bringing Skerwood Forest to your doorstep



The Countryside Agency
**Landscape
Access
Recreation**

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Introduction

Community woodlands are not new. Many centuries ago, small towns and villages prided themselves on their local copse on the edge of their settlements. Many place names like Underwood and Eastwood reflect the importance of this feature and they were, and still are, embedded in local cultures. Those traditional 'community woodlands' provided a whole range of staple requirements - fuel, food, shelter and protection, as well as being a place for recreation and relaxation. Since that time urban expansion and social and economic changes have resulted in many of those local woodlands disappearing or becoming fragmented.

More recently local communities have challenged these changes and have come forward to recreate and restore woodlands and green spaces for the benefit of landscape, wildlife and people.

This handbook is intended to introduce the key aspects of community woodlands and green spaces to enable communities to become active in creating and managing their own local spaces, improve their local environment and help create Greenwood, Nottinghamshire's Community Forest. Where appropriate suggested sources of further information are listed. Each section has been written to be read alone or as part of the handbook as a whole.

Community woodlands and green spaces deliver many benefits

- For wildlife
- For people to enjoy
- Enhancing the local area
- Absorbing noise and air pollution
- Producing timber and other products
- For future generations

The Greenwood Community Forest covers 161 square miles of west Nottinghamshire from Mansfield in the north to Nottingham in the south and from Eastwood in the west to Farnsfield in the east. It joins historic Sherwood Forest in the northeast and curves round to Attenborough in the southeast



The Greenwood Team has a range of experience and expertise. If the information you need is not provided here try contacting one of us and we'll try to help or point you in the right direction. Contact us on 01623 758231



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Nottinghamshire's Community Forest bringing Sherwood Forest to your doorstep

The Greenwood Team has the task of developing Greenwood, Nottinghamshire's Community Forest. One of the main components contained in the Strategic Plan for Greenwood (2000), is the establishment of new community woodlands on the urban fringe and the management of existing community woodlands, now and for generations to come.

The essential guide to community woodland and green space management

The sections highlighted below are the minimum that a new group should consider to get themselves going. We imagine that you'll want to consider some of the other sections of the handbook as you progress.

		For more details refer to...
A group	Many hands make light work and if there's a group of you its more fun too	<ul style="list-style-type: none"> • Setting up a group • Ideas for involving everyone
A community woodland or green space	A woodland, wildspace, or an area of neglected land close to your community. Remember that you need the permission of the landowner before starting work.	<ul style="list-style-type: none"> • Land
An annual work programme	Who's doing what where and when	<ul style="list-style-type: none"> • A clear vision • Developing your site
Resources	Tools, equipment, facilities, funding. As your group progresses you'll want more and more of these	<ul style="list-style-type: none"> • Finding resources • Funding
Evaluating your work	You've done it! Now make the most of the experience	<ul style="list-style-type: none"> • Evaluating your achievements
Site and activity risk assessments	The health and safety of volunteers is essential. Make sure you know the risks and how to reduce them. Do you have sufficient first aid provision?	<ul style="list-style-type: none"> • Health, Safety and Insurance
Insurance	It is essential that your group has public liability insurance before starting work. You should also consider personal accident insurance.	<ul style="list-style-type: none"> • Health, Safety and Insurance

Land

Often 'Friends of' groups arise from a desire to improve existing woodland, to protect an area from sudden threat or from an opportunity to enhance a local area. Groups can also grow from like-minded people who want to do something!

There is a range of ways for groups to become involved in community woodlands and green spaces. The simplest is to come to an agreement with a local landowner. Buying a piece of land or small woodland will be more complicated but ultimately ownership gives more freedom to manage it the way you want to.

The options are:

LIAISON - This involves contact with the owner or manager of the land on a regular basis to discuss and agree management. This can be informal (simply meeting up in the pub) or formal (scheduled meetings).

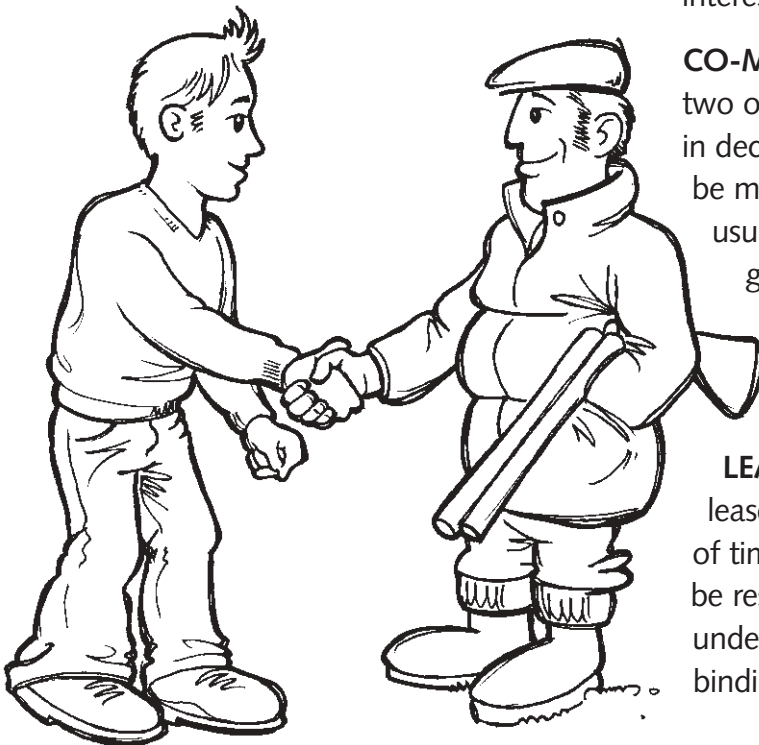
MANAGEMENT AGREEMENT - This involves agreement with the owner regarding such things as water access and recreational use. Agreements can

be informal (verbal or written) or formal, for example a legal agreement to rights of way or to extract water.

PARTNERSHIP - This involves a formal arrangement where, for example, a woodland owner, a local group, the council and other landowners agree jointly on how land should be managed. Usually representatives meet regularly to discuss matters of mutual interest.

CO-MANAGEMENT - This is where two or more bodies have an equal say in decisions about how the land should be managed. Whereas partnerships usually work on the basis of voluntary goodwill, co-management implies a degree of legal agreement, whereby each party has defined powers and responsibilities.

LEASING - A community group can lease an area of land for a set period of time such as 25, 50 or 99 years and be responsible for its management under the terms of a written, legally binding lease.



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Northamptonshire's Community Forest bringing Skarwood Forest to your doorstep

OWNERSHIP - This can be achieved through buying an existing woodland or purchasing a site and planting trees. A useful feature of woodlands is that it is possible to separate the ownership of the land from the ownership of the

timber crop growing on it. This means that it may be possible to purchase forest land relatively cheaply. The tree crop remains the property of existing landowners until it is harvested.

It can be difficult to establish who owns woodlands and green spaces. Where the land forms part of a larger estate, it is usually simple enough to identify the owner through local contacts. Where a private landowner is concerned, it is worth contacting the company that manages the area. Signs or contractors working on the site will usually identify the company. The company may be unwilling to divulge the name of the owners in which case enquiries can be made to your local authority for advice. Approaching owners directly is worth a try. If an owner is thinking of selling the whole of a property, then disposing of an area of woodland or green space which currently generates little or no income could allow him or her time to rationalise the rest of the holding. Woodlands are generally sold through land agents who work for statutory bodies (Forestry Commission, Ministry of Defence, Railtrack, Highways Agency, Environment Agency), utility companies (Severn Trent Water, Powergen) and private landowners. Ask to be put on land agents' mailing lists so you can keep up to date with what is on the market. The Greenwood Community Forest Team knows the ownership of many areas in Greenwood and has a list of local land agents.

The Land Registry


Another way of finding out land ownership details is through the Land Registry, which records the ownership of, and interests in, registered land in England and Wales. It was possible to register land voluntarily in the 1890s although it did not become compulsory until many decades later. There are still areas of land that haven't been registered. Compulsory registration of all land bought and sold in Nottinghamshire became law in 1986, although in many districts compulsory registration began in the 1970s. The Land Registry holds a wealth of information, so if you can't find out who owns the land you're interested in, for a small fee they can search their information for you. If the land isn't registered the search should be free.


) *The Nottingham East District Land Registry is based at Robins Wood Road, Nottingham, NG8 3RQ and can be contacted on 0115 906 5353*
or visit the Land Registry website: www.landreg.gov.uk

Local Authorities provide an interesting possibility since they hold a variety of land, on behalf of the local population. Local authorities within the Greenwood are generally supportive of community group management of woodlands and local green spaces.

Land Agents

Companies specialising in selling woodland and land include the following:

 Woodlands for sale
www.woodlands.co.uk.

 John Clegg and Co is a national organisation specialising in selling woodlands www.johnclegg.co.uk.

 Farmers weekly interactive includes information on land and woodland for sale www.fwi.co.uk

 Eco-Lots www.ecolots.co.uk
Eco-Lots is a free service designed to help the rural economy by assisting with the environmentally sensitive and sustainable management of land, trees and wildlife in the UK. It seeks to do this by providing a free online advertising medium for sales, wants and events covering a wide range of rural products and services.

Land Costs

The value of woodland or land on which to develop a woodland or green space will depend on a number of factors. These include the value of any timber on the site, access provision, any constraints on the area; is it in a conservation area, for example, or are any trees protected by Tree Preservation Orders?

To give you an idea of possible costs, farmland without any development potential (e.g. not near to existing housing) was sold in Nottinghamshire in 2003 for £2650 per acre. Woodlands can cost anywhere in the region of £1000 - £10, 000 per acre depending on the size, location etc., large woodlands usually cost less per acre.

Maintaining Good Relationships with the Landowner

This is vital. Whether your site is owned by the local authority, parish council or a private landowner each party needs to have the same understanding of what the other will do as part of the agreement. This should be in writing, signed by all parties and a copy kept on record. Ensure that you don't sign anything you don't understand and consider taking legal advice before you put pen to paper.

As the work develops it is a good idea to have regular meetings with the landowner. Ensure that you send them copies of the minutes of your meetings and progress reports at the appropriate time.

Issues to Cover in Letter of Agreement, Licence or Lease

Prime purpose of the group and the nature of activities that it will undertake

Area of land included in the agreement (include a map defining the area)

Location of public rights of way or permissive access agreements

Responsibility for preparing a management plan for the site

Responsibility for agreeing what needs to be undertaken and when

Access arrangements into the site and within the site for the general public, volunteers and if applicable, vehicles

Parking arrangements for volunteers

Any other permitted site users

Responsibility for maintaining insurances for the site, equipment and public liability

Responsibility for maintaining public rights of way

Responsibility for maintaining site boundaries, stiles, fences, stone walls, watercourses, ponds, bridges, buildings, clearing rubbish, etc.

Responsibility for undertaking site risk assessments and project risk assessments

Who will cover the cost of materials and transport for volunteers

Who will undertake the work

Who will receive the income from the sale of any site products e.g. timber

What additional resources the land owner may be able to provide the group with, for example professional expertise, training, equipment, access to water, toilets, links with other organisations

Activities that may or may not be permissible on the site, for example public events, barbecues or fires, alcohol, camping, construction of all weather structures

Length of agreement

Procedures for terminating and renewing the agreement

Land Ownership

Owning your site can be great as, as long as you stay within the law you are much freer to choose how it is managed. However as well as taking on the responsibility for improving its value for wildlife you could also be taking on a wide range of other responsibilities:

- Pollution prevention and control (this can be a major issue on some derelict land sites)
- The safety of the public using the land (including those who enter the land without permission as well as group members and users of public footpaths)
- Cutting back vegetation from public rights of way and providing gates and stiles

If your group is considering taking on land consider the potential costs of carrying out these duties. If you are considering taking on land from a donor, you may wish to ask the donor for an endowment. This is a sum of money to be held in trust for the site. The capital sum is invested and the interest gained is used to manage the site.

Setting up a Group

There are many reasons for setting up a formal group to manage your land. It will give your group identity, protection, credibility and continuity. It also gives a basis for making decisions and for organising how you achieve your group's objectives. But first things first! Check there isn't already a group active in your area working on the same site or area you're interested in. If it's a small group you may not have heard of it but it will be interested in you joining it! For groups in the Greenwood Community Forest area there is a booklet, Friends of Greenwood which lists many of the existing groups which you could join. Contact the Greenwood Team for a copy. These groups also meet four times a year to share information, support the development of new and existing groups and provide a forum for discussion. This is the Friends of Greenwood Community Forum contact the Team if your group would like to join.

There is a range of options available to you. To decide which of these is right for you, you will need to consider your relationship with your woodland or land and what best fits the local community.

In some cases, it may be simpler in the short, or even in the long term for your group to be attached to an existing group or organisation, for example a school or parish council.

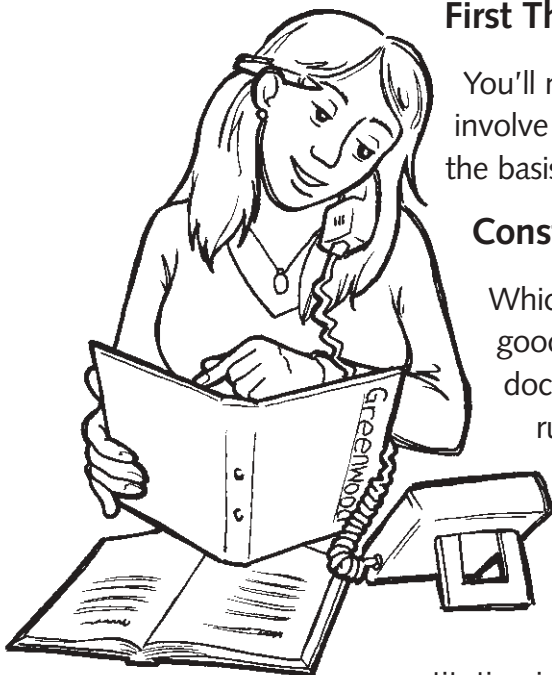
First Things First:

You'll need a name, to agree aims for the group, involve more people, agree who does what. This is the basis for a group constitution.

Constitution

Whichever format you choose for your group it is a good idea to have a constitution; that is a legal document that describes how your group will be run. It is possible to obtain ready-made constitutions, or ones that you can adapt to the needs of the group. Your constitution should define the aims of the group, provide a structure for making decisions and clarify rights, liabilities and responsibilities. A

constitution is useful for many purposes and essential if you intend to become a charity or want to apply for funding from the National Lottery and most other funding organisations. Creating your own



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constitution can be a good way of deciding and debating what you want your group to achieve.

The Greenwood Community Forest Team has sample constitutions to help guide you in creating your own.

Unincorporated Organisations

Most small voluntary groups come under this heading. Members of an unincorporated organisation can be held liable for the debts of that organisation.

ASSOCIATION - This is the simplest and most common type. It is easy and cheap to set up and run. It offers a democratic structure, but it cannot hold property in its own name.

Suitability - For a small group which doesn't own its own site and has a

limited budget, this may be the best option.

TRUST - A trust can be set up quickly and fairly cheaply. Legal advice to prepare a trust deed is a good idea. Land and other property can be held and managed for clearly defined purposes. However, the trustees are liable for debts and stay in position until they resign, unless some election procedure is built in.

Suitability - Best for a small group which wants to own land, especially if democracy is built in.

Incorporated Organisations

There are two relevant types: company limited by guarantee and Industrial Provident Society (IPS). A Company limited by guarantee, set up under the Companies Act, has a clear legal identity, separate from its members. You can make a profit but it cannot be distributed amongst your members. An IPS also has a separate legal identity and is most commonly used by housing associations and credit unions. There are standard rules, which can only be deviated from with difficulty. The difference between the two is that it is easier to register a company; seven people are required to form an IPS. Industrial Provident Societies are less common and you may have to explain the structure to others. It is possible to convert from one to the other.

Charitable Status

All the organisations listed above, both unincorporated and incorporated, can become charities and thereby eligible to apply to charitable trusts for funding. Being a charity also increases your group's attractiveness to potential donors. You will be exempt from paying tax on bank deposit interest, rent from property or income from investments. You can also recover income tax paid on donations made under deed

of covenant. The ideal procedure is to apply for recognition as a charity before the organisation is set up. Charities must exist solely for the benefit of the public.

 www.charity-commission.gov.uk

For any more information on this, contact Nottingham CVS or the East Midlands Voluntary Sector Forum. See sources of useful information

The Core Group

By its very nature a community woodland or green space is something that the community has very close links with. However, it is unlikely that all the members of the group can be involved in decision making and it is usually easier to have an elected group or committee, which reports regularly to the community.

Your Committee

It is important that your committee members are committed, enthusiastic and have time available to help make the group work. Once your group is established it is best to have an elected committee consisting of a secretary, treasurer and chair plus a number of other people. How many, can depend on various factors, for example, it may include members of interested groups, a local school, and if the group does not own the land, the landowner or their representative. Elections should take place at a meeting open to the whole community; nominees for the committee are usually put forward by a proposer and a second. It is often useful to do some investigation work before the meeting to ensure the people nominated will be useful rather than someone who simply joins lots of committees.

Sub-committees

If you have a large site, or people with varied skills then you may wish to have one or more sub-committees, for example, an events, education or habitat management group. Any sub-committees should have a clear idea of what their sub-group should do and report back to the main committee at agreed times on their achievements.

Finances

Your accounts must be properly kept and you should record all the income and outgoings and keep copies of invoices and receipts. For some mainly larger grant applications you may need audited accounts. The treasurer should present the accounts to the group at the Annual General Meeting (AGM)

How to Run a Good Meeting

Thorough planning can ensure your meetings cover all the necessary points and keep everyone interested without burning the midnight oil! You should have an

agenda which lists the items for discussion. Anyone should be able to put items forward for the agenda as long as these are relevant. You should take minutes of the meeting to include all the agreed actions and who agreed to take these forward. You should ensure that all actions are followed up and the results and any further action required are reported back to the group. The chair of the group would normally manage the meeting and try to ensure that everyone can have their say without the meeting running over.

A Suggested Agenda

1. Introductions
2. Apologies
3. Minutes of the last meeting
4. Matters Arising (Actions or further discussion from the minutes not included elsewhere in the agenda)
5. Updates on projects or activities
6. Any other business
7. Date of Next Meeting

Annual General Meetings

It is a good idea and it may be stated in your constitution that you should have an annual general meeting each year. This is a good opportunity to open up your group to the wider community and is the time to elect the chair, secretary, treasurer and other members of the committee for the coming year.

Publicise Your Group

See publicity for information on general publicity for your group, but if you're setting up a new group you'll need to consider a name for it. This could simply be "Friends of the woodland". Whatever it is, consider a formal launch for your group as part of your drive to encourage more people to join.

Imagine the Perfect Group

And strive to become more like it!

Finding Resources

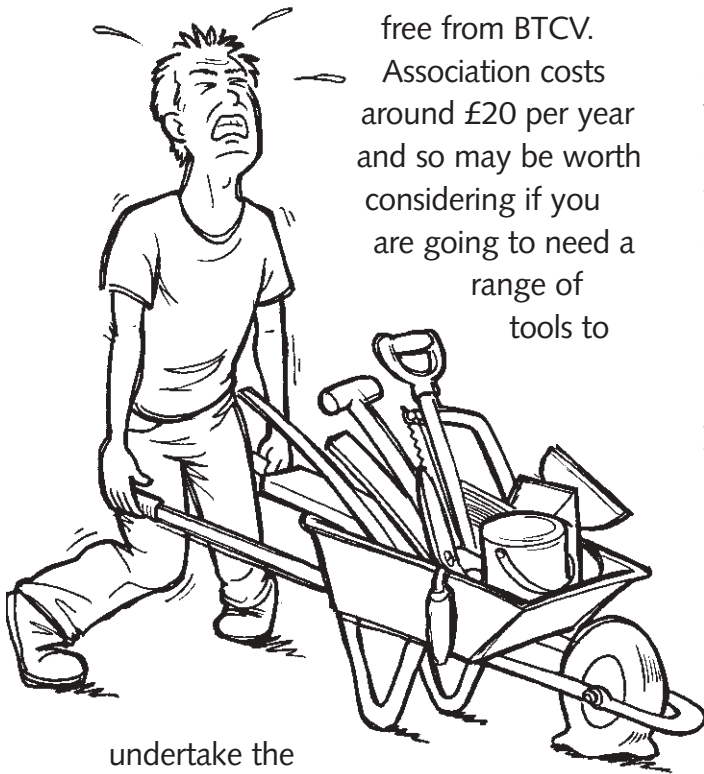
Whether it's something as simple as getting hold of some spades to hold a tree planting event or producing 50 or a hundred copies of your group newsletter it's these straightforward fairly simple things that can hold you back especially when your group's starting out.

Tools

If you're holding a practical task day and need some tools, consider what it is you need. For some of the more common tools such as spades for tree planting ask your volunteers to bring one with them if they have one. BTCV associated groups may be able to

borrow tools for free from BTCV.

Association costs around £20 per year and so may be worth considering if you are going to need a range of tools to



undertake the tasks you have planned. Its best to contact BTCV as soon as possible when planning your task as certain tools can get booked up quickly at certain times of the year. If you are looking to borrow some less common items such as billhooks or shuv-holders for example,

BTCV will need to ensure that you are confident in their correct use, are adequately insured and understand any relevant health and safety requirements before they loan you the tools. For more information contact BTCV on 0115 9313316 see sources of useful information.

Nottinghamshire County Council also has a range of tools, which may be available for you to borrow although they will only lend these to you if they are sure that you understand the correct way to use them. Call 01623 758231 and ask to speak to someone from Countryside and Communities for more information.

Ultimately the best way to ensure that you have the tools you need, when you need them and that they are well looked after and appreciated, is to build up your own toolbox or shed!

There are some grant sources available to help you to do this. For example, Chestnut grants from BTCV see 'sources of useful information' for the contact details.

When buying new tools consider where you will keep them and insuring them in the long term.

Elizabeth Agate, Toolcare,
BTCV ISBN 0 946752 9



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Finding a Meeting Room

Whilst your group is small and starting out it may be possible for you to take turns to meet in each others' houses, although when your group begins to grow this may soon become impractical. You may have a friendly local pub where they would be happy for you to hold your meeting on one of the quieter days of the week. Although this can be great for the social side of things, if you need to have a more formal meeting this kind of relaxed and laid back setting can be uncondusive to the progress you may be hoping for, unless there is a specific room that can be used for meetings and is isolated from the rest of the pub. There is a range of community centres, village or church halls and visitor or leisure centres where you may be able to host your meeting. The Rural Community Council will be able to give you the contact details you will need to hire your local village hall or contact your local authority for details of community centres, see sources of useful information for contact details. This may be free for community groups or in some locations there will be a small charge. It will be worth shopping around if there is a choice to ensure that you get the best available deal.

Photocopying

It's a sad fact that things as simple as photocopying can become a real burden. You should remember that just because Fred works in an office it doesn't mean that he can sneak in everytime you need a newsletter printing and get the photocopying done for free! If one of your group does work in a friendly office environment consider asking the boss if they'd be happy for you to do a certain number of copies each month for example in return for an acknowledgement on the newsletter you're producing. Alternatively consider buying your own paper if you can have use of the machine. If you can't borrow use of a photocopier local community or resource centres can have cheap rates for community groups.

IT Equipment and Uses

If your group does not have use of a computer your local library will let you use one for free and this includes use of the Internet. Some Councils for Voluntary Services can provide computer training at low or no cost. There may also be schemes which can provide computers at low or reduced cost to community groups.

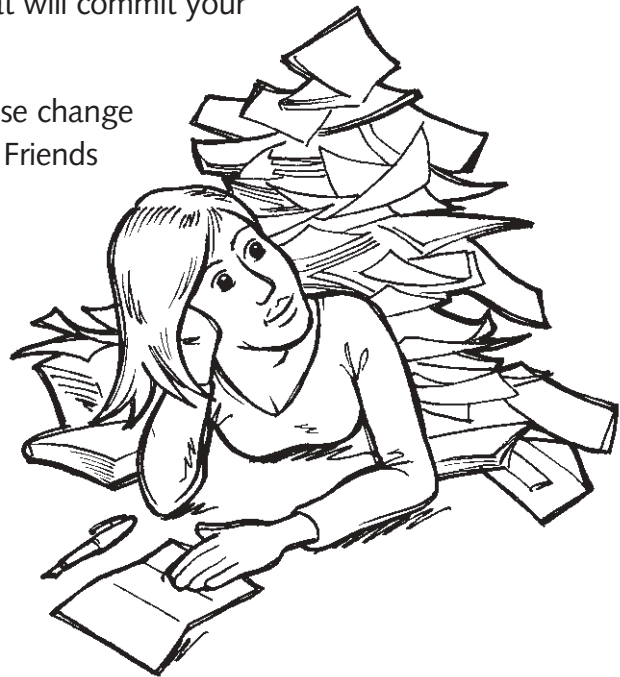
Funding

You may need a large amount of money to buy a site or a smaller amount just to keep ticking over. Whatever your situation, there are usually sources of funding available. Nevertheless, making the most of them can be a time-consuming and frustrating business. On the other hand, it is wonderful when that long awaited grant confirmation arrives and you realise that you can turn your vision into reality.

If you are using grants for capital projects e.g. buying equipment or building a bird hide you are likely to need the money to maintain them. Funding for maintenance is notoriously hard to come by so make sure you think the long term effects through before you sign up to a project that will commit your group to long term expenditure.

There are many sources of funding and these change often. To keep up to date why not join the Friends of Greenwood Community Forum.

Before you apply for funding, work out exactly how much money you need. There is a wide range of funding opportunities available. To make the most of them decide exactly what you want to do and then look for the funding to allow you to achieve it. It can be easy to fall into finding a project that meets the criteria of the latest funding opportunities, rather than to decide exactly what you want to do and fundraise for that.



Remember that very few funders will fund retrospectively so make sure that you secure funding before you start work.

Many funding organisations will want to ensure that your project serves the local community and is supported by it. Keeping good records or even a scrapbook of events; involvement; consultation work; etc can all be used to strengthen your cause if necessary. Application forms often ask the same questions. Who will benefit from this project? What is special about the local area? Consider building a fact pack for your site and the local area. Include statistics covering the people who do, and who could, benefit from the site/project. How old are they? Are there ethnic minority groups? Disabled people? Young people? Does the site have any special status? What are the links to other areas?



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Few funding sources will provide 100% of the cash you need. Some will count volunteer time in kind so estimate how much time that you are likely to spend on the project yourselves.

What is it You Need?

Can a local company provide any of the materials or tools you need? Some may be able to give you a small but vital amount of cash to match with your other funds. Can you get the work you need done by providing a site for a training event? Why not challenge a local organisation to do something to help from planting a hedge to ragwort pulling... The world's your oyster!

Before applying for funding consider:
Planning your funding application
What do you want the funding for?
How will the funding help deliver the groups aims and objectives?
Why is the project needed?
Who are the key partners?
What is the main aim of the project?
What will be the main outputs (e.g. seats, metres of path) and outcomes, the effects of these outputs (more people using the site) of the project?
How will you know when you have achieved your objectives?
How will you monitor and evaluate the project?
Is the group eligible to make an application to this funder?
How does the project meet the fund objectives?
How much money do you need to achieve the whole project?
How much of your own funds (or matched funds) are you able to contribute?
How much grant are you looking for?
When do you need the grant?
When will the project be undertaken and completed?

Valuing Volunteer Time

If you are contributing your time for a specific project in some cases this can be matched against the funding you are applying for. The following rates for valuing volunteer time are taken from the Heritage Lottery Fund Information for Applicants, April 2003.

Type of voluntary labour	Maximum per day
General unskilled labour	£50
Specialist, skilled, trained labour	£150
Professional services	£350

When making an application for funding ensure you:

- Read the application form and any guidance notes carefully and thoroughly
- Check all your figures carefully
- Include all relevant supporting information but leave out any irrelevant material
- Keep a copy of the application. You may be asked to provide extra detail or need to refer to it if you're successful
- Grants are often awarded after the work has been completed. Ensure that this will not cause cash flow problems or speak to the funder to see if they can pay the money in instalments
- Keep clear records of how the money is spent and comply with any auditing arrangements required by the funder

Start-up Funding

The Chestnut Fund Grants, an independent grant giving body which is administered through BTCV.

- Start-up Grants are available to help with membership, administration costs and insurance in the first year of membership.
- Support Grants are available to cover the costs of training and tools for any groups associated to BTCV.

Fundraising Events

Local fundraising may be all you need to keep going or it may have an added value in demonstrating local commitment to larger funders. When well organised, local fundraising can also be great fun and help to build team spirit.

All fundraising events should have a budget, and someone to oversee spending, usually your group's treasurer.

Most local authority events allow community groups to have a fundraising stall. There are also events run by volunteer bureaux that allow fundraising.

Other events include jumble sales, car boot sales and Christmas fairs where you could sell calendars or home-produced items.

Car Boots and Jumble Sales

Ask everyone you know to have a clearout - it's a good money earner - but you'll need to think about storage or disposal of unsold items. Make sure there are plenty of willing helpers. See local newspapers for advertisements of these events in your area. Consider displaying a poster alongside your stall to raise awareness of your site or group at the same time.

Raffles

There are three kinds of raffle, which can raise varying amounts. Below is a brief description of each type. The Greenwood Community Forest Team has more information on each of these types of raffle. **Please note:** *you are strongly recommended to seek advice from your local council particularly if you are considering holding a raffle for the first time.* They are also responsible for any licences that may be required:

- Private Lotteries are confined to members of a club to further the club's activities.

- Small Lotteries take place at a larger event such as a ceilidh or sporting event. No private gain is allowed and prizes must not exceed £50 in value.
- Society Lotteries are conducted over a period of time for charitable purposes. No private gain is allowed. If ticket sales exceed £20,000, the lottery must be registered with the Gaming Board for Great Britain.

Ask your group if they have any suitable raffle prizes or approach local companies to see if they are able to donate a prize.

Sponsored Events

The more unusual the event and the more people who sponsor, the more money you will raise. Collecting the sponsorship money afterwards can be a problem, so have a final date for collection and several contacts to collect sponsorships and money owed.

Social Events

BBQs and barn dances not only raise money but also get people together. Ask for recommendations when booking outside caterers and entertainment to find the most competitive and the best. You must consider insurance, health & hygiene, fire regulations and entertainment and bar licences - contact your local authority for information. Planning well ahead and targeted publicity is the key to good attendance.


Many of these events can raise the profile of your group at the same time as adding to your funds. Local examples include Friends of Moor Pond Wood's calendar and barn dances.

Subscriptions

A valuable source of funds, but high subscriptions will stop people from joining your group. Consider having different categories of membership or special rates for older people and people on benefits or young people. This can be a good way of securing involvement from people within the community who support your group but are unable to spare time to help the project.

Say Thank-you

Use the local paper, radio stations, interpretation on site or an invitation to the opening; to recognise the support you've been given. Local businesses and organisations will particularly appreciate this gesture and may remember you more fondly next time you ask for help!

 **www.funderfinder.org.uk is a useful source of information for support and advice regarding funding**

A Clear Vision

It is very helpful to have a collective vision for your site. What will it be like to walk through in 50 or 100 years time? It may be that the peace and tranquillity motivates your efforts in setting up or managing a community woodland or green space. It may be a love of trees for their sheer beauty. It may be the realisation that Nottinghamshire was once a forested county and its native woodlands now represent less than 1.5% of its area. It may be belief that local jobs and local economies can be generated through a better environmental framework. It may be the civilising effect of nature on the urban context that has galvanised you into action.

Whatever your motivation, use it to develop a vision for your group. It is so much easier to plan and manage the site if you have identified and written down your long-term aims. Hold on to your vision. It may change and develop a little as you learn more about your land but it will always be there to guide your thoughts.

A SMART Action Plan

An action plan is your main tool for achieving your vision for the community woodland or green space. It describes how to get 'there' from 'here'. You will need to consider actions in the long-term as well as the short-term. To achieve the above goals you should develop an action plan that sets down some fundamental SMART Objectives: i.e. those which are Specific, Measurable, Achievable, Realistic and have a Timescale. Against these SMART Objectives an action plan will need to identify a number of fundamentals:



- what actions need to be delivered?
- where - the whole site or specific areas?
- who will carry it out?
- when - over what timescale?

An action plan can be developed in several ways depending on the group and the local circumstances. Overleaf is a fictitious example relating to a small woodland near Calverton and a local group who developed their action plan in the following way.



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1. A small, well-advertised public meeting was arranged by Calverton Woodland Group (CWG) who outlined the possibilities.
 2. The fears and concerns of local people were raised at the meeting and taken on board by CWG.
 3. Interested people were invited to meet again.
 4. A follow-up meeting took the form of an informal walk through the proposed site. Ideas were formed as people moved round. CWG noted them down.
 5. Another well-publicised meeting was called to discuss the ideas. A simple Vision for the site was agreed, and the CWG reported that they would develop a proposed action plan with a series of SMART Objectives.
 6. Six weeks later, the CWG reported back to a further meeting, which agreed the proposed action plan.

Identify Skills and Expertise

Within every community there exists a wide range of skills which are relevant to community woodlands and green spaces. Skills in using tools, organising events, working with organisations like local authorities, examining archaeological remains, carrying out botanical or bird surveys, knowing where to get legal aid or financial support, producing literature, putting up wooden buildings or just knowing how to plant a tree, will all come in useful in a community woodland or green space. The skills you will need are not always those that you expect to need. Once a need is identified don't be afraid to ask for help. There are a wide range of courses available if your group needs particular knowledge or skills. Alternatively, you can just list the skills to be found in your community. The reaction is usually one of surprise and pride that so many skills are to be found in the locality. However, one of the key resources is time - ask any community representative!

Why not visit one of the more established Friends of Groups within Greenwood who are involved in managing their own site to get ideas, see what might be possible and learn from their experience?

See sources of useful information:

-) **BTCV**
Local Agenda 21 teams contact your local authority for contact information.

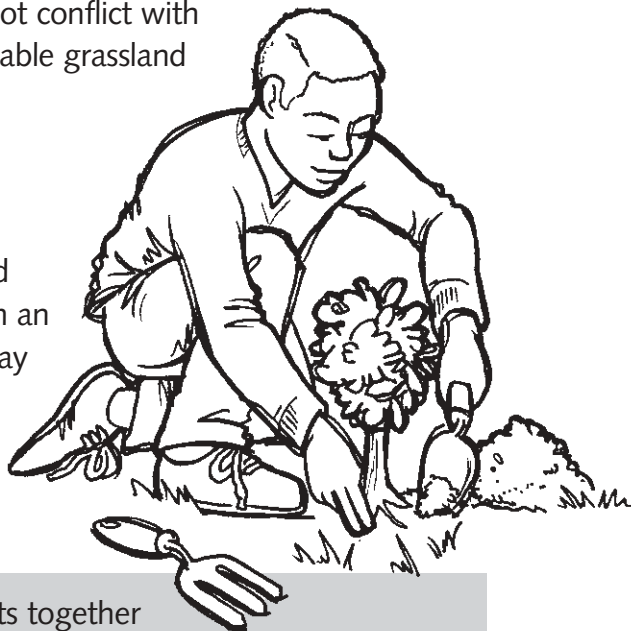
Developing Your Site

Establishing New Woodland

If your specific site is open ground and you want to plant trees, it is important that you ring up your local planning authority. They should provide you with information on any planning and development issues, which could affect your site. If there are no planning constraints and woodland development on-site does not conflict with the approved Local Plan, then consider contacting the Greenwood Team who should be able to provide initial advice on soil conditions, type of planting and sketch plans to support your vision and ideas for the site. This may also include footpath networks, boundary treatments, open grass areas and other features. If you would like further information on developing new woodlands, try to get a copy of the Forestry Commission's "Bulletin 112 - Creating New Native Woodlands", or ring up the Forestry Commission's woodland officer. (See sources of further information). It is also important that any new planting does not conflict with any current interest on the site, for example valuable grassland or heathland.

Managing Existing Woodland

Taking on the management of an ecosystem as complex as a woodland is a big responsibility and requires careful planning. What may at first seem an obvious thing to do to improve the woodland may actually result in a decrease in its value and may even create new problems for you in the future. It is vital that before any work is undertaken a management plan is prepared.



A management plan is a document that collects together all the information about a site that is needed in order to make informed decisions about what work, if any, is required, and sets the resulting activity against a timed programme. Importantly it puts everything down in writing so it is accessible to everybody including your successors. It also demonstrates a professional approach to sponsors and grant makers.

Management Plans are complicated to write but need to be easy to understand. They need to take account of a wide variety of factors and plan a long-term result that is sustainable and meets the needs of both wildlife and people. Preparing them requires particular skills and experience, and it is very likely that you will need help from professionals. If your site needs a management plan, contact the Greenwood



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Team who may be able to help or put you in touch with someone who can. A management plan will identify certain obligations that will need to be observed. For example, the land may be a designated nature conservation site, such as a Site of Special Scientific Interest (SSSI) or a Site of Importance for Nature Conservation (SINC). Trees may have Tree Preservation Orders (TPOs) on them, which will prevent them being felled. Certain management activities; e.g. tree felling may require permission from the Forestry Commission. Again you should contact the Forestry Commission's woodland officer. Furthermore, the site may have archaeological value that could be harmed by tree planting.

Management plans should set out a simple summary of the work that is required, who is responsible for it and when it should be undertaken. You may be able to undertake some work yourselves but for more complicated or arduous tasks you will need to bring in the professionals. A management plan should cover a period of five years. It may change slightly within this time but will lead to agreed management goals

for the site. You will then want to create an action plan from the management plan for each year. This will identify what needs to be done and when. You could also add to this events and activities within your site. This would ensure that you have one simple document that agrees all the work that needs to be undertaken either by the group, contractors or outside organisations for a year. You will then be able to use this to evaluate the work achieved on your site over the course of that year.

Good management is a combination of planning, monitoring, common sense, technical skills and wild ideas. All are important. Consensus decision-making usually achieves practical management suggestions that will work. Technical skills can be acquired through training or can be bought or cajoled from experienced woodland managers. Remember that, although they may be very sympathetic, they do have to earn a living. It may be a wise use of funds to pay for particular expertise, such as how to thin a woodland, when it is required.

If you do bring in skills from outside to write a management plan for your site, ensure that you are totally involved in the process. A management plan is not worth the paper it's written on if you don't understand it or it has different priorities to those of the group.

Start by Getting to Know Your Site

Ask people - in particular people who have lived in the area for a long time. Don't forget to ask young people though they may see the site very differently to the way in which adults do.

Get a scaled map or plan - you may be able to get this from the local authority, landowner or local library. Or you can purchase detailed maps from Ordnance Survey, be aware that you will need a

licence to copy maps from Ordnance Survey for anything other than personal use.

Walk the site - arrange a group walk to really get to know your site. Ensure all the ideas and suggestions are recorded. It is useful to do this on the site map.

Photograph the site - photographs taken at the beginning of the project are a good way of recording your progress.

Survey the site - you may have expertise in certain areas, for example, bird identification in which case you will obviously want to use these. Consider undertaking the following:

- **A biodiversity survey to record the sites value for wildlife**
- **A heritage survey to assess its archaeological, historical and social history value**
- **A recreational survey to assess how it is currently used**

Consult the local authority - many community woodlands and areas of green space will have some kind of designation whether it's a Site of Importance for Nature Conservation (SINC), designated open space or is covered by Tree Preservation Orders for example. Contact the local planning officer to ensure that any work you have planned does not require planning permission. This could include tree felling, creating seating areas, bird hides, a shed to keep tools in. These could all require planning permission and it is best to check your plans at an early stage to make sure you don't have any problems in the future.

Check to see if the site has already been surveyed, contact the Geological and Biological Records Centre. It may even have an old management plan, which would be a useful source of information. (See further sources of information).

Wildlife Law

There is a range of legislation that protects wildlife. It is an offence, for example, to disturb bats or great crested newts. It is an offence to disturb birds either whilst nesting or whilst building their nests. If you need to do work on a site that may affect these species it is essential that you do this at the right time of year. For example, managing scrub in the winter to avoid disturbing nesting birds.

It is illegal to uproot any plant without the permission of the landowner.

Recognition

One award that your group may wish to consider applying for is the Green Pennant Award. This has been created by the Civic Trust to recognise the work of voluntary and community groups in managing woodlands and open spaces to a high standard. A summary of the criteria used by the judges is shown below. This is a good checklist for any site.

Green Pennant Award: summary of entry and judging criteria. For full details contact the Civic Trust (see sources of useful information)

Eligibility Criteria

Management plan - a general statement of the site as it currently stands and how the site could be developed in the future.

Constitution - including details of the groups objectives, number of members, procedures for committee meetings etc.

Financial details - a simple statement of accounts from the last financial year

Site agreement - a copy of the form of agreement that you have with the land owner

Judging Criteria

A welcoming place - the site should look inviting, with free public access and attractive easy to find entrances and appropriate signage. Access issues for people with disabilities should have been considered and the site should appeal to a wide range of members of the community.

Well maintained and clean - there should be an appropriate standard of maintenance throughout the site, with effective management in place.

Environmental sustainability - consideration should have been given to issues such as waste recycling and minimisation, use of sustainable materials, and minimising the use of peat and pesticides.

Biodiversity and heritage - judges will look to see if conservation issues on the site have been dealt with appropriately

Community involvement - this is a key area. Judges will be looking at how well the site relates to the local community and the wider community, and about how you promote the site. They will be interested in hearing about how you recruit volunteers or members, and about how they are involved in site operations and decision making.

Achievements - judges will be looking at what your group has achieved, not only in terms of managing the green space, but also what funding and resources have been secured and how you have used them. How creative and innovative you have been with projects will also be of interest.

There are other groups and organisations that recognise the work that community groups put into improving sites. Greenwood recognises volunteers within the Community Forest with a series of awards every year. If you know someone volunteering within the Community Forest that deserves recognition of all his or her hard work let the Greenwood Team know.

There are a number of useful publications on woodland management including:

- Ⓜ Evans, J. (1984). *Silviculture of broad-leaved woodland*. Bulletin 62. HMSO, London.
- Ⓜ Hibberd, B. G. editor. (1991). *Forestry practice*. Handbook 6. HMSO, London.
- Ⓜ Kerr, G. and Evans, J. (1993). *Growing broadleaves for timber*. Handbook 9. HMSO, London.
- Ⓜ Forestry Commission (2003). *The management of semi-natural woodlands*.
1. Lowland acid beech and oakwoods. 2. Lowland beech-ash woods. 3. Lowland mixed broadleaved woods. 4. Upland mixed ashwoods. 5. Upland oakwoods. 6. Upland birchwoods. 7. Native pinewoods. 8. Wet woodlands. Forestry Commission, Edinburgh.
- Ⓜ Forestry Commission (1990-2003). *Guidelines series: Forests and soil conservation*, 1998. *Forests and archaeology*, 1995. *Forest recreation*, 1992. *Lowland landscape design*, 1992. *Community woodland design*, 1991. *Forest landscape design*, 1994. *Forests and water*, 2003. *Forest nature conservation*, 1990. Forestry Commission, Edinburgh.
- Ⓜ BTCV (1980) *Woodlands Handbook* Elizabeth Agatt (ISBN 0 9501643)
- Ⓜ Ken Broad (1998) *Caring for small woods*. Earthscan, London
- Ⓜ In a Nutshell: a manifesto for trees and a guide to growing and protecting them", Common Ground
- Ⓜ Community Woodland network www.yourwoods.org.uk
-) The Forestry Commission have a range of grants for managing existing woodlands and planting new ones, visit their website for general information or contact the Greenwood Team who may be able to help you with an application.
-) Environmental Stewardship is another grant scheme focused on supporting the management of non-woodland habitats, contact the Greenwood Team for more information.
- Ⓜ Forestry Commission England (2003). *So, you own a woodland?*
Forestry Commission, South East England Conservancy, Farnham, Surrey.

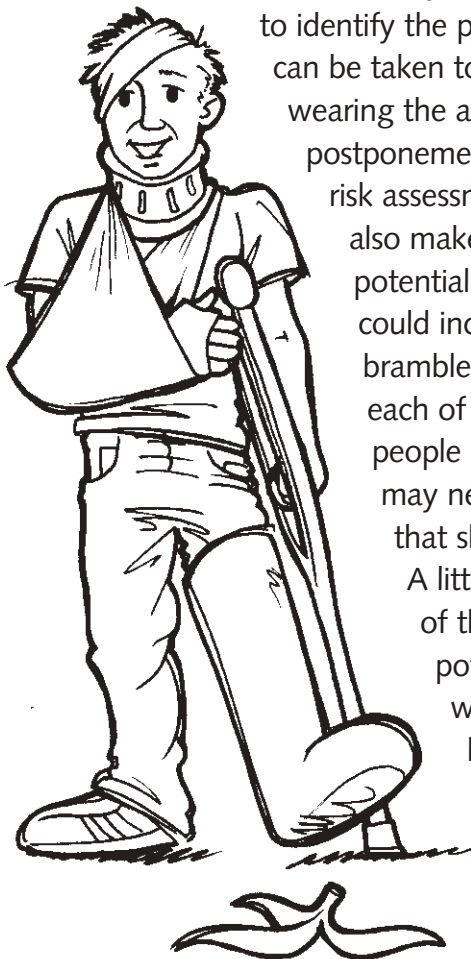
Some of these publications will be available through your local library, for many of the Forestry Commission publications you should contact them directly see Sources of Useful Information.

Health, Safety and Insurance

Naturally, we always want everyone involved in sites within the Community Forest to be safe. Especially in these days of sue first, think later! We need to show that we have considered any risks that may be present and taken any appropriate steps to reduce them. This is often common sense. However, to have a written risk assessment is good practice and should cover your group in the unlikely event that something goes wrong. If the public come on to your land, either through a direct invitation to an event, for example, or by using footpaths then you may be liable for their injuries in the event of an accident.

Risk Assessments

A risk assessment is a simple way of identifying any potential risks that may arise from an activity, event, or bona fide use of your site. You will also need to identify the potential seriousness of these risks and any steps which can be taken to reduce them. For example, this can be as simple as wearing the appropriate footwear to prevent slips and trips, to the postponement of your activity during bad weather. A pro-forma risk assessment is included for you to copy and use. You should also make a general risk assessment for your site. Consider any potential risks on, or immediately adjacent to, your site; this could include a busy road passing the site, uneven ground and brambles, which are great trip hazards! Think carefully through each of the elements of your site or activity. Consider the people involved in the activity, any tools or equipment they may need to use; any steps that should be taken, or training that should be considered, to reduce the risks you may find. A little time spent up front and ensuring that the members of the group involved in your activity are aware of the potential hazards is worth its weight in gold compared with the potential accidents that could otherwise happen. If your group owns the land, consider public rights of way and any potential hazards users of footpaths or other routes may face, for example, overhanging trees.



The Health and Safety sections of some district councils may help you with risk assessments for specific events, contact the main switchboard (see Sources of useful information) and ask for health and safety.



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First Aid

It is recommended that at least one person who is trained in first aid is present at each event or activity on your site. There may be grant aid to fund training for this purpose. Contact Greenwood Community Forest Team for more information. You should have a standard first aid kit and an accident book in which you should record any incidents in the event that something goes wrong. **You should ensure that everyone involved in the activity is aware of who the first aider is and where he or she is going to be - just in case.**

Training

Training on health and safety is available from several sources such as BTCV; some local councils are able to give advice for specific projects. A number of useful publications are available from the Health and Safety Executive. Remember that to use a chainsaw in most woodlands you now need a chainsaw certificate. This is essential if you are being paid. There are a range of organisations that can provide training opportunities. Those using strimmers and brush cutters should also be trained before starting work.

Occupiers Liability Act (1957, revised 1984)

If your group owns or leases land or premises you have a duty to ensure that visitors are safe when using it for the purposes for which you have invited them. For example if you have an open day you will need to ensure that the footpaths provided are fit for the visitors to use.

Insurance

Insurance should cover damage to property or people, whether they are involved in an activity, or simply following a footpath. You can organise your own through a broker, associate to BTCV and join their insurance scheme, or contact the National Council for Voluntary Organisations regarding their Encompass insurance scheme. Insurance costs have increased in recent years, however, this is not an area worth skimping on. The BTCV scheme tends to be the most popular and cover starts from around £166 per year.

Contacts:

-) National Council for Voluntary Organisations
BTCV
- ® 5 Steps to risk assessment, HSE, 1998

Job Risk Assessment Checklist_____

NOTES FOR GUIDANCE

Risk assessment is concerned with identifying the hazards present in the workplace, or activity area, and evaluating the extent of the risks involved, taking into account the existing control measures or precautions which have already been taken.

A **Hazard** is something with the potential to cause harm.
(e.g. traffic, noise, chemicals, electricity, a piece of machinery or equipment, work at heights etc.)

Risk is the chance, great or small, that someone will be harmed by the hazard.

When carrying out the assessment, walk around the workplace or site and look at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could cause harm or affect several people.

1. Hazard

The following is a list of some of the hazards that may need to be considered when carrying out risk assessments.

It is not a comprehensive list, but is given to illustrate the extensive nature of the hazards which may need to be taken into account.

- Slipping/tripping.
- Poor lighting
- Exposure to fire (e.g. hot work/flammable materials)
- Working in confined spaces
- Use of hand tools
- Use of power tools
- Moving parts of machinery (e.g. blades)
- Working with compressed air
- Contact with vehicles/plant/traffic
- Risk of infection
- Working in adverse weather conditions
- Manual handling
- Exposure to fumes/dusts
- Exposure to electricity
- Working with hazardous substances/chemicals
- Stress
- Working at height
- Exposure to noise



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2. Persons Affected

Ensure that everyone who may be affected (e.g. volunteers and site users), are considered in the assessment.

Pay particular attention to those who work alone and remember to check on them at regular intervals. They may be more vulnerable.

Specific assessments need to be completed for young persons and trainees due to their lack of experience and knowledge, people with disabilities, pregnant women and nursing mothers.

3. Existing Control Measures

An essential part of the assessment is to look at the existing control measures in use, to consider whether or not they are adequate and to keep records.

A brief summary of the control measures that are in use should be added in this section. For example, is there provision for:-

- adequate training, instruction and information?
- specific Health and Safety instructions?
- reference to other assessments?
- assessments carried out to comply with specific legislation e.g. Control of Substances Hazardous to Health (COSHH), Noise, Personal Protective Equipment (PPE), Manual Handling?

4. Existing Risk Assessment

Even after all precautions have been taken some element of risk will still remain. What you have to do is decide what the residual risk is for each **significant** hazard.

The risk rating for each hazard is found by simple multiplication of the probable **severity (S)** of any injuries that may be caused by the probable **frequency (F)** of the occurrence. Scales for guidance are:-

Severity	Likelihood
1 = no injury	1 = unlikely
2 = damage only	2 = possible
3 = minor injury	3 = likely
4 = major injury	4 = very likely
5 = fatality	

The resulting figure (**S x L**) can then be used to prioritise action - deal with highest risks first.

10 - 20	High risk requiring immediate action
6 - 9	Medium risk - action within 1- 3 months
1 - 5	Low risk - action within 6 - 12 months

5. Additional Actions/Controls Required

What further action is necessary to control the risks? Is it reasonably practicable to do more? Give priority to those with the highest risk ratings and which affect large numbers of people.

Apply the principles below when taking further action, if possible in the following order:-

- 1 remove the risk completely -
e.g. avoid the process or activity altogether if possible;
- 2 try a less risky operation -
e.g. use a safer substance instead of a potentially dangerous one;
- 3 prevent access to hazard -
e.g. by fencing/guarding;
- 4 organise work to reduce the exposure to the hazard - e.g. rotation of workers exposed;
- 5 issue personal protective equipment (PPE);
- 6 provide proper welfare facilities
e.g. washing facilities, first aid etc.

6. Tools

Make sure that any tools owned or used by your group are kept in good condition and are checked for any signs of damage before each work day. You should ensure that the right tool for the job is used and that the person using the tool understands the correct way to use it. BTCV start each task with a 'tool talk' where the correct way to use, sharpen and set aside each tool to be used on the day is summarised before work starts. This is useful as an aide memoir even to 'old hands' and particularly to volunteers who may never have seen a billhook before for example. Some tools will have specific guards which should be fitted when they are not being used.

7. Protective Clothing and Equipment (PPE)

PPE covers all clothing and equipment designed to protect the workers and includes head, eye, respiratory, hearing, hand and foot protection as well as clothing and protective equipment. (e.g. harnesses, climbing ropes, life jackets etc.)

Make sure that any PPE used is suitable for the task and the person using it. The risk assessment should detail the exact type and style of PPE for each operation/activity. Anyone using mechanical machinery should wear hi-visibility vests or jackets and you should put up signs informing the public that 'work is in progress'.

8. Control of Substances Hazardous to Health (COSHH) and Manual Handling

Where chemicals or dangerous substances are used, there should already be a COSHH assessment made of the risks to health and the precautions that need to be taken. We advise not using herbicides and pesticides if possible. If it is necessary consider employing a professional due to the regulations to be followed and the training necessary. If it is necessary to keep fuel (petrol) on-site ensure that this is kept in an appropriate container in a safe place away from sources of heat.

If there is a risk of injury from Manual Handling operations, then a more specific Manual Handling Risk Assessment must be completed.

9. Review

The assessment must be reviewed from time to time to ensure it adequately covers the task or activity

Risk Assessment Form (Use one form for each activity)

Operations/Activities covered by this assessment:							
Site Address/Location:							
Persons considered at risk:							
N	Hazards Considered	Existing Control Measures:	Risk Factor (Note 4)		Adequate Y/N (Note 5)		
o			Sev (S)	Like (L)	Risk (S x L)		
N	Hazards Considered	Existing Control Measures:	Risk Factor (Note 4)		Adequate Y/N (Note 5)		
o			Sev (S)	Like (L)	Risk (S x L)		

Additional Information	
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Existing Risk Factor:	High	Medium	Low
Further Action:			
	Date for Completion	Risk Factor (Note 4)	
		Sev (S)	Like (L)
		Risk (S x L)	

Existing Risk Factor:	High	Medium	Low
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Determination of risk factors = Severity x Likelihood (SxL)			
No Injury/Damage only	1	Unlikely	The resulting figure (SxL) is used to prioritise action
Minor injury	2	Possible	8-16 High risk immediate action
Major injury	3	Likely	6 Medium risk asap but within 6 weeks
Fatality	4	Very likely	1-4 Low risk asap but within 6 months

Signed:

Date:

Review Date:

Ideas for Involving Everyone

Now that you may have a good idea about how you would like the site to look, it's time for you to seek other peoples opinions. After all, this will be a resource for the whole community, so the more people who input ideas and help, the more successful your plan will be. Rome wasn't built in a day, so, if you're a small group or just starting out, agree one or two ways of involving people to start off with, and work your way up as you go along.

Raising Awareness

Involving the wider community in forming a steering group ensures that:

- A wide range of skills and experiences are available
- The workload is spread between more people
- The work is more likely to get done
- The whole community is represented
- More collective time is spent on the project



Of course not everyone will want to be involved but it is worth drawing up a list of ready made community groups who may be keen to be involved and talk to them directly to gauge interest.

One way to gain interest is to hold a public meeting. If the site has had negative press, and feelings are running high, you will get a really good turnout. Your public meeting should:

- Be well publicised - preferably by word of mouth
- Be open to all
- Have a framework for discussion
- Include a cross-section of the community - try to get opinion leaders involved too, such as teachers, parish councillors etc.

Some people just can't put aside the time to attend meetings so it's a good idea to try and reach these members of the community another way. You could consider some of the following options:



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Making a Display

This should be very visual and include maps, pictures and photographs (ask the local photographic group to take photographs). It should also include an explanation of what you want to achieve and what the possibilities are. Include examples of other similar successful projects. Try not to use too much text - keep that for a flier for people to take home with them. You could also display a poster inviting people to attend a meeting. Make it easy for them to leave a contact name, telephone number and address. You can display at:

- Outdoor events
- Environmental events
- Parents' evenings in schools
- Small community events
- The local library

Visualisation

Involve local schoolchildren in making a 3D model for people to add suggestions, e.g. where the benches should be, where the paths are and what kind of gates there should be.

Site Visits

These can be in a range of guises including a guided walk, teddy bears' picnic or schools visit. Encourage visitors to write down ideas or draw pictures; that can be used both on the display and for developing ideas. There are many groups who have specialist knowledge, for example:

- Involve disability groups in planning access on the site.
- Ask young people about facilities they would like to see, for instance a skateboard park
- Involve allotment holders in planning a community garden or orchard
- Ask arts groups about performance space

Forming the Steering Group

There will be some people who are more interested than others and you will need to nurture a relationship with these members of the community. As you start to talk to people the individuals most interested will become apparent to you.

Once you have a core steering group in place, roles can be shared and designated according to skills and experience - accountants, teachers, publicity, doers, organisers, and monitors are all needed. Agree a press person and contact details for the local media. The steering group could go on to being the management committee; see 'Setting up a group' for more information.

The group should agree to be open, honest, tolerant, welcoming and supportive. Inevitably individuals may wish to leave and the group could soon start to crumble if it is centred on just a few people. Further groups and individuals should be recruited as retention of members can be very difficult. Keeping the group together can be achieved by valuing everyone within the group, by:

- helping people in the group to see that what they are doing is valuable
- giving them what they need to do the work, including support and advice
- making sure they are doing what they want and feel able to do
- understanding that people will be able to give varying amounts of time
- working to avoid confrontation
- giving responsibility to people when they are ready for it
- involving everyone in the group in making decisions
- taking time to get to know one another and to have a good time.

It can take a good deal of time for your group to grow; try not to be disheartened. Remember all your successes and celebrate them.

Volunteer Co-ordinator

If someone on the group or committee has the specific job of raising the profile of volunteering within the group you should never get complacent or forget to promote the opportunities and needs of volunteers within the group.

The volunteer co-ordinator should:

- Be enthusiastic about their role
- Have good people skills, be friendly, supportive and good at motivating others
- Understand the demands of each of the volunteers roles within the group and the skills required
- Support others in identifying and recruiting new volunteers
- Provide support to volunteers who have taken on new jobs and help them to link with others with experience in these areas
- Watch out for people who are overloaded or need more help
- Raise the profile of volunteering

Recruiting Volunteers

Ask people - people are more likely to join if you ask them personally and give them an opportunity to ask questions about what is expected of them

Provide information - prepare a short leaflet to hand out to interested people that explains the aim of the group, what you expect from volunteers and what they will receive in return

Publicise the work of the group - people will be inspired to join if they read about your work in the local paper or hear about it on the radio (see publicity)

Think about why people volunteer their time - people may want to meet more people, learn new skills or influence the activities of the group. Try to ensure

that everyone gets the benefits they are looking for and if you make promises to people when they join the group make sure you keep them

Target people who live close to the site - people who live close to the site and use it regularly are more likely to be interested in becoming involved

Have an open recruitment policy - people may think they need to have a specific interest in the site or specialist knowledge, be a certain age or gender. Make sure everyone is made welcome.

Organise a task day - and invite everyone to come along, this way even if they don't come this time they have the opportunity to come and find you and talk to you about what you're doing - maybe they'll come along next time

Meet your targets - set realistic targets for the groups activities and meet them. The sense of achievement is the best motivation you can get to get the next project achieved successfully too

Organise a social event - arrange a walk, a talk, a training event a craft or family day.

Have fun! - it's the best way of attracting people and encouraging them to stay

Events to Create and Promote the Use of Your Site

The wider community can get involved in helping to create, or look after, the site once plans have been agreed. These people will probably be different to the ones who will get involved in organising or attending community events once the area starts to take shape.

Practical Task Volunteers

Practical task volunteers are often recruited without any clear understanding of what their rights and responsibilities are. This can lead to disappointment when reality fails to match expectation. Young people, in particular, may have expectations which are too high of the role they can play. It is, therefore, worthwhile to draw up a volunteer strategy before taking on volunteers.

BTCV has a work programme that includes over 100 volunteers and community groups throughout Greenwood. This is a good place to go to find a local group to help out. Millennium Volunteers also match tasks to young people who are accredited at the same time.

Any project you give to such a group should result in a clear achievement within the period of time available to the volunteer. It must, therefore, be an achievable task. It must also be suited to the number of people you expect. It is easy to bore people by failing to supply enough work, likewise it is easy to overwhelm and dishearten with too much. For these reasons it is important to think about what is needed in the way

of tools and materials and to provide them in advance. It is also important, if you are working with a conservation group or youth club, to discuss what supervision, insurance and health and safety provision you are expected to provide.

Event Organisation

Depending on the resources within the site there is a variety of public participation events that you can co-ordinate. Think about what you have on your site, for example, open space, wet weather cover, ponds and streams, meadows, trees (size, number and type), as well as the time of year. Then consider how you may be able to use these to create a specific activity or as part of a wider event. If you plan to create a wildflower meadow then involve local schoolchildren in sowing or planting in spring. Future tree planting may mean a seed-gathering event in autumn for growing trees to plant out in years to come. A pond-dipping event with parents & tots in the summer could just raise awareness that the site exists.

When planning your event make a checklist of everything to be taken into account. Do consider:

- The needs of all sections of the community. Try and have something for everybody or target different groups at different events
- Start planning your event at least three months in advance
- Wet weather cover (community centre/marquee)
- Hand washing and toilet facilities
- Other events taking place (Local annual show or FA cup final)
- Health & Safety - a risk assessment should be carried out (See Health Safety and Insurance)
- Ensure you have adequate first aid cover
- Costs - decide on a budget and stick to it
- Workload - use skills already in the group
- Insurance & Licences - contact your local authority
- Record the number of people taking part
- Evaluating your event - important to ensure repeat visitors
- Data protection issues - how to keep and store information
- Contingency plans - bad weather, too few activities etc
- Publicity - (see Publicity)
- Use the opportunity to find out how local people feel about your site. Talk to them or encourage them to fill in a short questionnaire
- Make sure you have enough people to supervise the activity adequately

Your Target Audience

The best way to ensure that people keep coming back to your events is to create a database. This could include:

- Contact details
- Family unit (Parents with young children, young adults, single people, older people etc),
- Events they have attended in the past, so that you can invite them to similar ones
- Future events they would like to attend
- How they heard about the event
- General comments they have made about events (good for publicity or for funding bids - ask permission)

N.B. The Data Protection Act 1998 states that organisations must apply the following principles when processing personal data, information must be:

- Fairly and lawfully processed
- Processed only for specified and lawful purposes
- Adequate, relevant for the purpose and not excessive
- Accurate and where necessary kept up to date
- Not kept for longer than necessary
- Processed in accordance with the data subjects rights
- Secure
- Not transferred to other countries without adequate protection for the rights and freedoms of the data subject

You should obtain and keep written permission from members if you intend to hold membership details on file, and definitely before releasing them to any other organisation.



www.dataprotection.gov.uk

You can use this information to target different groups of people - e.g. pond-dipping and Easter egg hunts for families or short walks and brass band concerts for older people.

Your events could be based on themes - National events like Seed Gathering Sunday, Walk in the Woods month and National Tree Planting Week could mean you can get wider publicity for your event. In fact there is a range of national campaigns that you may wish to get involved in. Naturally specific dates for some events will change from year to year so it's best to check with the organisation leading the campaign for more information when you're thinking about organising your event. See the Environmental activities calendar at the back of the handbook for more ideas of national events to be part of.

The Greenwood Team has valuable resources and information to help you plan your event. It may be possible to work with other agencies that have expertise in running certain events like seed-gathering or pond-dipping.

Young People

Your community woodland or green space will be a new resource for education providers. However, schools are restricted by the constraints of the

National Curriculum. When organising an event for schools you must sell the benefits to teachers. Secondary schools will need a long lead in time to include a visit, which could link into projects for science, geography, history and design.

Local colleges look for volunteer activities for all students as well as those in environmental studies. Youth groups may see conservation activities as “uncool” but the experience of working with youth clubs shows, that once they get involved, they enjoy the experience.

Protection Of Children Act 1999

If you are organising an event for children you must comply with this act. For example, adults should never be put in a situation where they are left on a one to one basis with children that are not their own. Organisations that provide activities for children must also carry out police checks on anyone who will have regular contact with children.

Photographs and Videos

It is advisable not to take photographs or videos of children without the prior written approval of their parents or guardians. This is good practice for taking pictures or creating videos of anyone.

Disability Discrimination Act 1995

Groups that provide services to the public have to take reasonable measures to ensure that they are not discriminating against disabled people. For your group this means being aware of the particular needs of people with different abilities and providing for those needs where feasible. For example incorporating barriers or routes that are accessible to wheelchairs.

General Public

Because community woodlands and green spaces can be used in so many ways, many different groups can hold activities in them. It is not just woodland or nature organisations that can use your community woodland or green space. There are often many types of plants, insects, birds, animals, pathways, open spaces and sometimes streams and ponds. These can be used in many different ways:

- meeting place for groups such as local historical or photographic club
- orienteering course
- place to go for walks
- place to have parties, picnics and barbecue
- outdoor gallery
- outdoor workshop
- outdoor theatre

Code of Conduct

Bad or abusive behaviour will quickly stop your group from being successful. Everyone has the right to be treated with courtesy. No one should be asked to do something that is beyond their capabilities or training. Make sure that everyone feels able to come forward and be heard if there's something they're not happy about. If you think that there is a problem talk to the person who appears uncomfortable or has stopped coming to meetings or activities.

Publicity

The Press

Cultivate relationships with the local press who may have local correspondents and environmental editors. Villages also have their own local newsletters. The Greenwood Team has a list of media contacts.

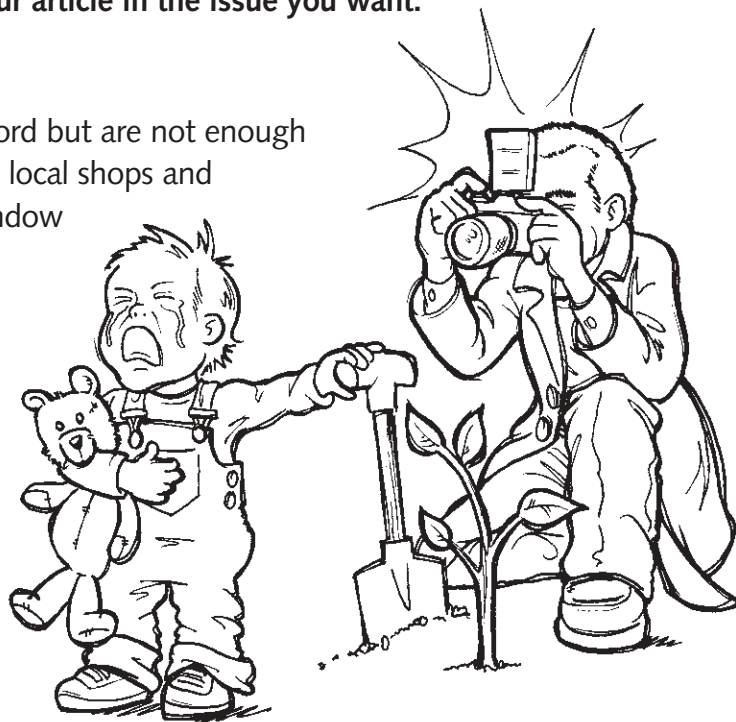
Write press releases regularly to keep reminding the editor who you are. Don't worry about the style of writing; if it's a good story the newspapers will contact you or send a photographer. Always include the date of the event, where to meet, and what time, who will be there, what it's about and why it's happening. Try to think of a good "hook" to get the press interested; this should be in the opening paragraph. Consider inviting a personality to take part. This could be your local councillor or MP. Try to include a quote from someone involved and make sure you include anyone who has been involved in helping organise or funding the event. Fax, post or e-mail the press release and telephone to make sure they have received it. Ask them to write the event in their photographer's diary. If the press doesn't come along it doesn't necessarily mean they're not interested, take your own picture and send it on with a caption saying who is in the photograph. You should get written permission from members of the public before you use their picture.

If you want publicity before an event, make contact at least two weeks in advance and find out the deadline to get your article in the issue you want.

General Publicity

Posters and fliers help spread the word but are not enough on their own. Take posters round to local shops and while you stick the poster in the window yourself, ask the shopkeeper to tell people about the event. Other venues include: libraries, community centres, schools, pubs, bus shelters, supermarkets, health centres and post offices.

When designing your poster or flier, think about where you want it to go and the best size to fit this space. You also need to consider how easy it is to read by everyone. RNIB (Royal National



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Institute of the Blind) recommends larger print sizes, eg 14 pt or more. Posters need to be uncluttered, with plenty of space and no images set behind the type. There should be good contrast between the type and the colour of the background, consider choosing a lighter coloured paper.

Fliers can be dropped through letterboxes by willing volunteers but don't put anyone at risk; encourage people to work in pairs or small groups. The local press will include a flier in their newspaper, but the cost sometimes outweighs the benefit.

Word of mouth can be the best publicity of all. Once you have got a few key members of the local community on board, ask them to spread the word. When people who attend events are asked how they heard of the event, the most common answer is word of mouth.

You could also consider producing a newsletter, website, video or slide presentation to promote the site.

PR and Media - Some Basic Guidelines

The main PR and media tools that you are likely to use are press releases, photo requests (asking a newspapers professional photographer to come and take a photo for use in their paper) and interviews. Basic guidelines are given below, but if you need further advice or examples of press releases please contact the Greenwood Team.

General Steps To Publicise Your Event

- | | |
|---|---|
| 1 Write a press release | your chosen newspapers and ask them to put your event in the diary |
| 2 Contact the media to check who to send the press release to (a named individual is usually best) | 5 Check that press release has been received and whether or not the press will attend your event |
| 3 Issue the press release with a photo request approximately 2 weeks prior to your event | 6 Contact the picture desk 2-3 days prior to the event to see if they will be attending. |
| 4 Contact the photo request diary at | |

1. Press Release & Photo Request

- Try to think of an angle to your story that will grab the editor's attention. This could relate to a national story or shock tactics - try to paint a picture
- Make sure the key points are in the headline and first paragraph as this may be all that gets printed

-
- Always check this list to make sure you have included important information.
 - What is the event?
 - Where will it take place?
 - Who is involved?
 - Why are you doing it?
 - When will it be happening?
 - Your contact details
 - Try to make the press release fit onto an A4 page. Once you have written it re-read it and edit out any unnecessary information.
 - Use A4 paper with your contact details on the top and leave a 5cm space at the top for editors to write instructions. Try to space out text by 1.5 lines and use a no nonsense type face like Arial 12 pt. Also leave a left margin for editorial notes.
 - Always put the date of the release at the top of the page
 - Avoid jargon, acronyms and technical language.
 - Try to include a quote from a named individual. Include their job title and position in the group or organisation.
 - Make sure you include any information that partners or funders ask you to include and name the funders of the project. This often gets missed out of the final story, but at least you have done your bit.
 - Make the end of the press release clear by typing “ends” underneath the last line.
 - Then write your contact details and telephone number under “for further information”
 - If you would like the press to attend to take a photograph, type “Photo Request” then the time, place and who will be in the photo and what they will be doing. This sounds like duplication but is necessary
 - If you are sending a press release and photograph, that you have taken, after the event, make sure you have the permission of everyone in the photo and name people in the picture from left to right with their title and which group or organisation they come from. If the photo is of children or vulnerable adults it is better not to include individual names.
 - Keep a copy of the release together with a record of where and when you sent it. Also send the release to anyone else involved in the organisation for the event including funders.

2. Interviews Preparation

- If you want to practice ask your local community or hospital radio to interview you, to build your confidence.
- Work out the main points you want to get across

-
- Ask yourself what do I want to say and who am I saying it to. Will it be understood in the way I intend?
 - Make notes and have them to refer to if you need them.

The Interview

- Relax and wear comfortable clothes (no stripes, spots or cleavage for TV).
- Find out if the interview will go out live or if it will be recorded when it will be broadcast.
- Find out how long the interview is going to be and prepare enough material.
- Be prepared for last minute changes of timings, location etc.
- Don't give simple yes and no answers and don't rabbit on either. Speak clearly, concisely and in an animated way. Use short sentences and everyday language.
- You don't have to answer difficult questions you can turn them round to get your point across - watch politicians they are good at this.

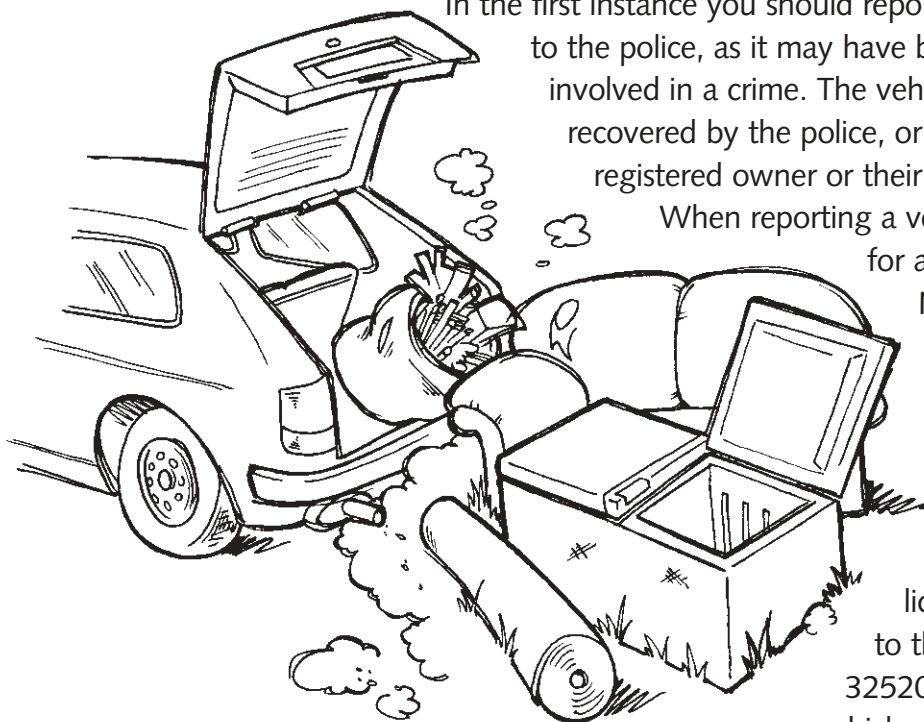
Too Common Problems

Abandoned Vehicles

What to do if You Find an Abandoned Vehicle

If you come across a vehicle that has been abandoned make a note of the following details if possible

- The make and model of the vehicle
- Its colour
- Its exact location
- The registration number
- Whether there is a current tax disc (vehicle excise licence) displayed
- Is the vehicle locked?
- Is there any damage to the vehicle inside or outside?
- How long the vehicle has been at its current location



In the first instance you should report an abandoned vehicle to the police, as it may have been stolen or been involved in a crime. The vehicle can then be recovered by the police, or removed by the registered owner or their insurance company.

When reporting a vehicle to the police ask for a Crime Reference Number so that you can follow it up easily if necessary. The number for your local police station is in the phone book. Vehicles without a valid vehicle excise license should be reported to the D.V.L.A. 08000 325202. If the owner of the vehicle cannot be traced the police will report the vehicle to the local authority.

Abandoned, Burnt Out or Wrecked Vehicles

Local authorities have a duty to remove vehicles abandoned in the open air on public land. Once a report is received they aim to inspect that vehicle within 24 hours to gather information to enable the council to satisfy itself that the vehicle can



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be legally described as abandoned. However there is a three day maximum response target.

If the vehicle is thought to have been abandoned the appropriate notice is served on the vehicle giving 24* hours or 7* days (dependant upon the condition of the vehicle) the notice will be attached to the vehicle. If the vehicle is on private land the local authority may choose to serve notice of 15* days of the intention to remove the vehicle. If after the notice period has expired, the vehicle is still at the same location, the council will arrange for the removal and destruction or storage of the vehicle (depending upon its condition) as soon as possible. However, where there are difficult ground conditions or other restrictions affecting access this can take some time to organise.

If the local authority does not serve notice on a vehicle on private land you should contact them to ask for advice as there are a number of laws and regulations affecting the removal of abandoned vehicles and these are practised differently in separate local authority areas.

*not including weekends or bank holidays.

Vehicles Abandoned on Private Land


If the vehicle has been abandoned on private land the local authority may choose to remove it. This is less likely where it is difficult to access the vehicle due to the high costs involved. Where the local authority is unable to remove the car itself ask the officer for the details of any local contractors who may be able to remove the vehicle for you. There will be a cost attached to this which will vary depending upon the location and accessibility of the vehicle and the current value of scrap metal.


To Report an Abandoned Vehicle


To report an abandoned vehicle contact your local authority, the relevant numbers are listed below:

 Ashfield District Council
Tel: 01623 450000 or
email: vehicles@ashfield-dc.gov.uk


 Newark and Sherwood
District Council
Tel: 01636 655628


 Broxtowe Borough Council
Tel: 0115 9173183

 Nottingham City Council
Tel: 0115 9152000

 Gedling Borough Council
Tel: 0115 9013766 or
email: waste@gedling.gov.uk

 Bassetlaw District Council
Tel: 01909 534420

 Mansfield District Council
Tel: 01623 463463 or email:
AbandonedVehicles@mansfield.gov.uk

 Rushcliffe Borough Council
Tel: 0115 9819911

Fly-tipping

Fly-tipping is the dumping of waste, usually referring to large quantities of rubbish or larger items such as fridges and three piece suites. Fly-tipping is illegal and the government and local authorities are getting tougher on these types of crime. It is recognised that the quality of life in urban and rural areas is being lowered by the illegal disposal of waste and that this anti-social behaviour is adversely affecting the amenity of our local environments and reducing our civic pride. Many local authorities are becoming tougher on fly-tipping in line with the government's tougher stance on these issues. For example, Gedling Borough Council is establishing "Waste Watch Zones". These are several known areas in the borough where fly tipping regularly takes place. Gedling Borough Council is erecting signs and monitoring these areas with CCTV cameras in order to catch and prosecute offenders. Gedling has recently formed a Response Team, which is responsible for removing any dumping from public areas quickly.

The responsibility for fly-tipping lies with the person who actually dumped it, or, when this is unknown, with the owner of the land (e.g. the council or private landowner). The council can prosecute the person who dumped the rubbish - if there is sufficient evidence - or in some circumstances by serving a legal notice requiring the landowner to clear the rubbish.

Nationally it is estimated that it costs local authorities and private landowners in England and Wales in excess of £150 million per annum to clear away fly-tipping.

What to do if you see any fly-tipping

If the fly-tipping is on public highway (a road, bridleway, public footpath) or public land contact your local authority or the Environment Agency. The relevant numbers are listed below and they will arrange for the incident to be investigated and the waste cleared. If the waste is not on public land and there are items within the waste which give clues to its origin, it may be worth contacting the Environment Agency on their Emergency Line 0845 933 3111. An officer will be appointed to investigate the matter.

What to do if you see people fly-tipping

Don't put yourself at risk. Fly-tippers know they are doing something that's wrong and do not want to be caught. Please record as many details as possible. Try to get the vehicle registration, colour, make and model, the location and time being tipped. Contact your local authority with these details and the exact location of the flytipping. Your local authority and the Environment Agency need your help to catch offenders by reporting any incidents to them. The more information they get the more likely they become to secure a successful prosecution.

Problem Sites

For sites where fly-tipping is a regular problem the Environment Agency have a no tipping sign which is available free of charge.
Contact Gary Watson on 0115 945 5722.

What Can You Do?


Obviously we should all dispose of our waste properly but did you know that it is also your responsibility to make sure that any one doing work on your behalf, a builder or gardener for example, disposes of the rubbish from this work properly. Anyone who takes waste away should be a Registered Waste Carrier. Responsible companies will have a certificate to prove this, ask to see it. If you have large or bulky items to get rid of contact your local authority (see useful contacts). All local authorities in Greenwood can help you with this, there may be a small charge or in some cases it's free.


Where fly-tipping is not on public land or the public highway it will be worth reporting the incident(s) to raise awareness of the issue however local authorities are unlikely to remove it free of charge. They may however remove it for a fee. In this instance you should ask for a quote and compare this with quotes from private contractors. You will also need to pay the tax on the disposal of the waste which is charged by the tonne.


Fines and Punishment

Fines for fly tipping can be up to £20 000 and/or six months in prison. Where a vehicle is used to dump waste both the owner and the driver of the vehicle can be prosecuted and the vehicle can be seized by the police.

 Environment Agency
Tel: 0800 706050


 Ashfield District Council
Tel: 01623 557897


 Broxtowe Borough Council
Tel: 0115 9173146


 Gedling Borough Council
Tel: 0115 9013839 or
email: waste@gedling.gov.uk

 Mansfield District Council
Tel: 01623 463463 and ask for
waste and recycling services

 Newark and Sherwood
District Council
Tel: 01636 655600

 Nottingham City Council
Tel: 0115 9152000

 Rushcliffe Borough Council
Tel: 0115 9819911

 Bassetlaw District Council
Tel: 01909 534420

Syringes

What to do if You Find a Syringe

- **DO NOT TOUCH IT**
- **DO NOT let friends or pets touch it**
- **DO NOT Hide it**
- **DO NOT Kick it down a drain**
- **DO NOT Put it in a dustbin, litter bin or down the toilet**
- **IF YOU ARE A CHILD Tell a grown up -**
e.g. your mum, dad, teacher or police officer

Because the item may not be collected immediately, if you feel you want to help:

- Find a suitable container - e.g. metal can or hard plastic pop bottle. In a horizontal position place the object sharp end first into the container. Turn the container to the vertical and let the object drop inside. If the container has a cap, put it on.
- Wear heavy duty gloves e.g. gardening gloves and use tongs or tweezers - NOT scissors.
- Pick up the needle/syringe at the centre of the barrel.
- Hold the tongs in one hand and container in the other at arms length.
- Wash your hands thoroughly.
- Keep it somewhere safe until it is collected.

Who to Inform

Whenever you find a needle or syringe inform the owner of the building, or if you find it in a public place, inform your local authority who will collect it. Please be as specific as possible about the location. The relevant contact number for your local authority is listed below

Injuries

If you are injured by an abandoned syringe. Encourage bleeding for a minute or two by squeezing the wound to push out any germs.

DO NOT SUCK THE WOUND

If the skin is broken by a needle contact your doctor or local Hospital Accident and Emergency Department (Casualty) for confidential advice. There is a low risk of getting a blood borne infection from a needle injury - i.e. HIV, Hepatitis.

However, the best action is to receive immediate confidential advice.

Who to Contact

The numbers below are all specifically for the reporting of syringes and needles. There are office and out of hours or emergency numbers for each local authority



Ashfield District Council
Tel: 01623 457897
Or out of hours/emergency
Tel: 01623 550077



Mansfield District Council
Tel: 01623 463295
Out of hours/emergency
Tel: 01623 463050



Bassetlaw District Council
Tel: 01909 534526
Out of hours Tel: 01909 501999



Newark and Sherwood
District Council
Tel: 01636 655600 24 hrs



Broxtowe Borough Council
Tel: 0115 9173183
Out of hours/emergency
Tel: 0115 9173838



Nottingham City Council
Tel: 0115 9152242



Gedling Borough Council
Tel: 0115 9013839 24 hours
Tel: 0115 9013621 office hours
Tel: 08000960306 emergency



Rushcliffe Borough Council
Tel: 0115 9819911
Out of hours Tel: 0115 9811143

Dog Fouling

There are around 7 million dogs in the UK and these produce a huge amount of excrement everyday. In the wrong place this is unpleasant and can spread diseases including toxocariniis which can spread blindness. Under the Dog (Fouling of Land) Act 1996 a local authority can designate land upon which it is an offence not to clean up after your dog. The local authority is responsible for enforcing this act and can tell you whether it covers your area. You can also make representations to your local authority if you want your site or another area of green space to be covered by this legislation.

Department of Environment, Food and Rural Affairs




www.defra.gov.uk/environment/localenv/dogs/foul.htm

If dog fouling is a problem on your site try to think of innovative ways of raising awareness of the problem. Hold a dog awareness day, talk to your local council about installing a dog bin, the more people that clean up after their dogs - the more people clean up after their dogs!

Removing the Opportunity

Often cars are dumped in the same place over and over again and a new lot of fly-tipping can seem to arrive just as the last one is taken away. If this is the case look at the area where it is happening and consider why this is a hotspot and what you could do to make it less attractive to criminals. Sometimes simple things like trimming a hedge to make a site more visible from the road and all kinds of criminal behaviour more noticeable can be a deterrent. Speak to your local council or the Greenwood Team for more information.

Often good use discourages misuse. Encourage as many people as possible to keep an eye on 'hotspots' by walking around your site regularly. Most people are more likely to abandon a car, use drugs, or dump rubbish where they think they won't get caught. Likewise if all the members of your group can be seen proudly cleaning up after their dogs this may well guilt other members of the community into cleaning up after theirs too!

 <http://www.encams.org/Information/publications> for downloadable guides covering fly tipping, abandoned vehicles, how to organise a clean-up and other useful information.

Evaluating Your Achievements _____

So your event has ended and you're sitting back and reflecting on the success, great. A few minutes now noting down these thoughts with other members of the group that have been involved will be invaluable for next time. Although everything went well is there something which you could do to make the event better next time? Or was there an idea that worked really well that you should remember to do next time? Evaluation should show the effect of your hard work on the original situation.

Evaluation can also be very important for meeting the conditions of grant funding and the owner or manager of the site will want to know what you've been up to. Evaluation can help prove that you're doing a good job and that they should continue to support you!

What is Evaluation?

How to Evaluate

Evaluation is easiest when you know what you wanted to achieve. You can then compare the results against your objectives and say how successful your achievements were. If you have a project plan which identified what you wanted to achieve this should state the problem, issue or starting point from which you began work. Your targets or objectives may then be quantifiable to



install two kissing gates or qualitative to raise awareness of your site for example. Once you have your starting point and your target you can then plan how to achieve that specific target. You should include what you need to achieve these whether these are materials, tools, volunteer time, the time of a professional, money, etc. Consider the outputs you achieved and also the outcomes, the effect your outputs had on the site, the surrounding community, your group etc. Partnerships are important. Did you work with any other group or organisation to achieve your goal?



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	Who?	What?	How?
Starting Point			
Target			
Desired outcome			
Inputs required			
Outputs			
Outcomes			
Partnerships			

Who to Involve?

It may be that your group wants to evaluate your last event, last years work programme or the effect of an external policy change on your site. Who to involve is up to you. Think about all the people who have been involved in the project, these could include

- Members of your group
- Other volunteers
- The landowner
- Local authority
- Funders
- Police
- Local councillors
- Local residents

It's usually better to keep it simple, however if you do have the resources to involve a wide range of people and the project calls for it, then include them. Make sure that you include a representative sample (i.e. all ages, genders and ethnic groups) and that everyone you have included is aware of the results once the evaluation is complete. If you are using a questionnaire include questions on the form to check that the sample is representative. The number of people affected by your project can provide a guide as to how many people should be included, the table below gives a guide.

Number of people affected by the project	Number of people to survey	Proportion
100	50-10	Everybody or 50%
1000	200	20%
10 000	500	5%

Source: *New economics Foundation Prove it! Methodology.*

When to Evaluate

Evaluation is normally carried out at the end of a project, however you may also wish to evaluate some projects part way through to ensure that they are on the right track.

Why are You Evaluating?

If evaluation is required by the funders of your project then they will have specified the information you need to provide. Otherwise sit down and make a list of the things you need to know these could include

- Numbers - how many trees did you plant or people attended?
- Quality - everyone said they enjoyed the day, did anyone say something memorable that should be noted down to show how good they thought it was?
- Are the outputs due to your activities? Think about external impacts on your site this could be useful when considering an event that hasn't gone as well as you hoped
- What you will do with the evaluation once it is complete?

What Your Evaluation Should Achieve

An evaluation is wasted if it is simply filed away. It should help you look back on what's been done or what or how you are doing something now and look forward to help you think of new ways to progress your projects.

The Results

Evaluation can be a powerful tool if done correctly and you may want to tell people what you have discovered this could include

- Providing feedback to those involved
- Supporting a funding application
- Celebrating your success
- Commenting on failure
- Motivating people to become involved

There are various ways of letting people know about the results of your evaluation for example:

- Write a report of what you've done and what it's shown
- Report back to the wider group at a meeting and invite others affected to attend
- Ask someone from outside the group
- Use the press see 'Publicity', for more information
- Take photographs, pictures really can tell a thousand words.
- who has been positively affected to talk about it

Sources of Useful Information

 **The Greenwood Community Forest Team**
1-3, Diamond Avenue, Kirkby-in-Ashfield, Nottinghamshire NG17 7GN
Tel: 01623 758231 Fax: 01623 751846
 email: greenwood@nottscc.gov.uk www.greenwoodforest.org.uk


Contact us for a range of help and advice, there are currently three officers within the team...


The Project Manager who does the high level stuff but is a great source of knowledge for all sorts of things.

The Community Liaison Officer for help with press releases, ideas for events, volunteering, and more.


The Project Development Officer for advice and support with funding and the management and development of your site.


Local Conservation Groups

 **Rural Community Council** www.nottsccc.org.uk
The Nottinghamshire Rural Community Council aims to improve the quality of life for all sections of the rural community, and ensure that no individual is excluded from the benefits of that work by reason of difference or disadvantage.

 **Groundwork** www.groundwork.org.uk
Groundwork is a charity that seeks to achieve sustainable regeneration through environmental and community based action. In Nottinghamshire the offices are

- Groundwork Ashfield and Mansfield 01623 635334
- Groundwork Greater Nottingham 0115 9788212
- Groundwork Newark and Sherwood 01623 635334

 **Nottinghamshire Wildlife Trust** www.wildlifetrust.org.uk/nottinghamshire
The Nottinghamshire Wildlife Trust is working to protect wildlife in Nottinghamshire. It is run by local people for the benefit of local wildlife.
Tel: 0115 958 8242. Email: nottswt.cix.co.uk

 **Nottinghamshire Biodiversity Action Group** www.nottsbag.org.uk
The Nottinghamshire Biodiversity Action Group (BAG) is a partnership of over 50 organisations working together for wildlife across the county. BAG can provide access to information, advice, free training and support for individuals and community groups taking action for local wildlife.

The Community Action for Wildlife Project aims to provide individuals and community groups with free training to help them enhance their local environment. The project should be contacted through the BAG officer see above. The project runs until March 2006.

Broxtowe Tree Warden Scheme

The tree warden scheme is run through the Tree Council. Tree wardens are volunteers, often co-ordinated by local authorities; they gather information about their local trees, get involved in local tree matters and encourage local practical projects to do with trees and woods.

Broxtowe Borough Council: contact Scott Fleet, Council Offices, Foster Avenue, Beeston, Nottinghamshire NG9 1AB. Tel: 0115 917 7777. Fax: 0115 9431452

Tree Nursery Network

The Tree Nursery Network encourages the use of local provenance trees and shrubs. This is important to maintain the genetic diversity of English trees. Trees which have grown in certain parts of the local area are likely to be descendants of trees which have made a series of adaptations to the particular conditions of this part of Nottinghamshire and indeed the variations within it. We want to preserve this diversity. Contact: Skegby Horticultural Unit Tel: 01623 559465

Sherwood Forest Trust www.sherwoodforest.org.uk


The Sherwood Forest Trust is putting back Britain's heart of oak through re-creation of the traditional landscapes and habitats of Sherwood Forest. They will include local communities in development of co-operation, direct action, local responsibility and pride to secure delivery of strategic action heritage landscape, interpretation, education and community programmes.

Sherwood Forest Community Rangers Project Offers support to new and existing community groups and individuals wishing to play an active role in caring for local countryside sites. Contact 01623 822447

BTCV www.btcv.org

Your group can become associated with BTCV for £25 a year, you get a free welcome pack with everything you need to get started. Includes either Local-Action - the definitive handbook for all groups organising practical conservation activities or a teacher's pack aimed at organisers of school-based groups.

Grants and Awards Fact Sheet - BTCV's essential guide to grant and award availability, updated every six months, to help you raise funds needed to carry out conservation projects. Local Action Update, the regular newsletter for local group organisers, contains news, information and ideas.

®  *Establishing a local group, BTCV, some extracts from this publication are available to view free online.*

Your local group can be contacted at: BTCV Conservation Training Centre, Chestnut Grove, Burton Joyce, Nottingham NG14 5DZ
Telephone: 0115 931 3316 E-mail: nottinghamshire@btcv.org.uk

Nottinghamshire Geological and Biological Records Unit (NGBRC)

www.nbgrc.org.uk If you want wildlife information about the County or City of Nottingham use the NGBRC. They have information about the plants, animals and the geology from the 17th century right up to this morning! Whether you are a school group, a business or a naturalist, contact them to exchange information.

National Conservation Groups



Forestry Commission www.forestry.gov.uk

The Forestry Commission is the government department responsible for the protection and expansion of Britain's forests and woodlands. They also give grants for woodland management and creation. To contact your local woodland officer call 01673 843461



Countryside Agency www.countryside.gov.uk

The Countryside Agency is working to improve the quality of the countryside for everyone.



Small Woods Association www.smallwoods.org.uk

Formerly the National Small Woods Association encourages the care and enjoyment of small woodlands. They have created a small woods information pack, which you may find useful. The pack covers information on timber calculations, management plans and related information.



CABE space www.cabespace.org.uk

Was established by the government to promote and celebrate better public space in towns and cities. It provides information on best practice as well as campaigning for the provision of high quality public open space.



Civic Trust www.civictrust.org.uk

The Civic Trust is a charity that is devoted to enhancing the quality of life in urban areas in the UK. The trust organises the Green Pennant Awards for community involvement in green space management






Encams www.encams.org

Environmental campaigns (Encams) is the charity that runs the keep Britain tidy campaign. It works to improve local environments, for example by changing attitudes and public behaviour through national campaigns.



English Nature www.english-nature.org.uk

English Nature is the government agency that champions the conservation of wildlife and geology throughout England.

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-  **Environmental Trainers Network** www.btcv.org/etn/
The Environmental Trainers Network provides national training events on a network basis to environmental organisations.
 -  **Field Studies Council** www.field-studies-council.org.uk
The Field Studies Council is an educational charity that provides a wide range of environmental training and educational courses for adults and children. Courses are generally held at one of 14 field study centres located throughout the UK. It also publishes educational packs suitable for children and adults.
 -  **GreenSpace** www.green-space.org.uk
GreenSpace aims to be the UK's leading advocate for the economic, social and environmental benefits of better planned, designed and managed parks, gardens and greenspaces. It is a networking organisation and can advise on funding and good practice for community organisations.
 -  **Royal Society for the Protection of Birds** www.rspb.org.uk
The RSPB is a charity that champions birds and the environment in which they live.
 -  **Sensory Trust** www.sensorytrust.org.uk The Sensory Trust promotes and implements environmental design and management to ensure that opportunities for environmental education, access and participation are available to everyone, regardless of disability, age or background.
 -  **Black Environment Network (BEN)** www.ben-network.org.uk
The Black Environment Network aims to promote equality of opportunity with respect to ethnic communities in the preservation, protection and development of the environment. It can provide relevant publications, examples of good practice, information about grants and other help and advice.
 -  **Woodland Trust** www.woodland-trust.org.uk
The Woodland Trust is a charity dedicated to the protection of the UK's native woodland heritage. It owns and manages woods, as well as running campaigns that highlight the conservation of woodlands and trees. It also produces publications relating to the creation and management of woodlands.
 -  **Community Woodland Network**
www.woodland-trust.org.uk/communitywoodlandnetwork
The Community Woodland Network has been set up by the Woodland Trust to support woodland groups throughout the country with their invaluable work in managing and conserving woodland.



Common Ground www.commonground.org.uk

Common Ground seeks to link nature with culture, focusing upon the positive investment people can make in their own localities, championing popular democratic involvement, and by inspiring celebration as a starting point for action to improve the quality of our everyday places. Common Ground promotes Apple Day, Tree Dressing Day and Community Orchards.



The Tree Council www.treecouncil.org.uk

The Tree Council works to improve the environment in town and country by promoting the planting and conservation of trees and woods throughout the United Kingdom. It disseminates knowledge about trees and their management; acts as a forum for organisations concerned with trees; identifies national problems and provides initiatives for co-operation. The Tree Council organises National Tree Week and Walk in the Woods.

Councils for Voluntary Service and Volunteer Bureaux

These can provide information regarding sources of funding and training for your group. Contact your nearest office:

Hucknall and District Volunteer Bureau

3a, Vine Terrace, Hucknall, Nottingham NG15 7HN



Tel: 0115 9680420

Fax: 0115 9637261

Email: volunteer@hucknallvb.fsnet.co.uk

www.hucknallvb.fsnet.co.uk

Kirkby Volunteer Centre

6, Pond Street, Kirkby-in-Ashfield, Nottinghamshire NG17 7AH



Tel: 01623 753192

Fax: 01623 750469

Email: kvcstaff@ashtel.net

www.ashtel.net/kvc

Mansfield Community and Voluntary Service

Community House, 36, Wood Street, Mansfield, Nottinghamshire NG18 1QA



Tel: 01623 651177

Email: info@mansfield.cvs

www.mansfieldcvs.org.uk

Newark & Sherwood CVS

85 Millgate, Newark, Nottinghamshire NG24 4UA



Tel: 01636 679539

Fax 01636 612296,

Email: hello@newarkandsherwoodcvs.fsnet.co.uk

Nottingham CVS Voluntary Action Centre

7, Mansfield Road, Nottingham NG1 3FB



Tel: 0115 934 8405 Email: ncvs@nottinghamcvs.co.uk.

Stapleford Volunteer Bureau

Stapleford House, Wesley Place, Off Pinfold Lane, Stapleford,

Nottingham NG9 8DP




Tel: 0115 9491175


Fax: 0115 9399852

Email: stapvolbureau@aol.com


Sutton Volunteer Bureau
The Old Police Station, Brook Street, Sutton in Ashfield,
Nottinghamshire NG17 1AL

 Tel: 01623 515614 Fax: 01623 558255
Email: volunteer@suttonvb.fsnet.co.uk
www.suttonvb.fsnet.co.uk


East Midlands Voluntary Sector Forum
Engage East Midlands, Nottingham Voluntary Action Centre
7 Mansfield Road, Nottingham NG1 3FB

 Tel: 0115 934 8471 Fax 0115 934 8440
Email engage@engage-em.org.uk
www.engage-em.org.uk


Beeston Volunteer Centre
Cavendish Lodge, Devonshire Avenue, Beeston, Nottingham NG9 1BS

 Tel: 0115 9178080 Fax: 0115 9178181
Email: manager@beestonvolunteercentre.org.uk
www.beestonvolunteercentre.org.uk


Eastwood Volunteer Bureau
Wellington Place, Eastwood, Nottingham NG16 3GB

 Tel: 01773 535255
Email: admin@eastwoodvb.freereserve.co.uk

Gedling CVS
Park View Offices, Arnot Hill Park, Arnold, Nottingham NG5 6LU





 Tel: 0115 926 6750 Fax 0115 967 4545
Email: admin@gedlingcvs.org.uk www.gedlingcvs.org.uk

Ashfield Links Forum
The Council Offices, Fox Street, Sutton-in Ashfield,
Nottinghamshire NG17 1BD

 Tel: 01623 555551 Fax: 01623 555513
Email: links@ashfieldlinks.org.uk

National Council for Voluntary Organisations (NCVO) www.ncvo-vol.org.uk
Works with and for the voluntary sector in England by providing information, advice and support and by representing the views of the sector to government and policy-makers. Regents Wharf, 8, All Saints Street, London N1 9RL. Free helpdesk 0800 2798798 costs £80 to join. Or contact the local office at 20, St John Street, Mansfield Notts. NG18 1QJ. Tel/fax: 01623 651170 Email: info@navo.org.uk


Education Websites

-  www.foresteducation.org.uk
The Forest Education Initiative (FEI) aims to increase the understanding and appreciation, particularly among young people, of the environmental, social, and economic potential of trees, woodlands and forests and of the link between the tree and everyday wood products.
-  www.nottinghamshire.gov.uk/home/learningandwork/schools.htm
search for contact details for your local school in Nottinghamshire.
-  www.nottinghamcity.gov.uk
search for contact details for your local school within Nottingham City.
-  www.greensites.co.uk
Click on the teacher centre link for education packs; try giving the information to your local school to encourage them to get involved in and use your site proactively.


Local Authorities

- Ashfield District Council** www.ashfield-dc.gov.uk
Civic Centre, Urban Road, Kirkby-in-Ashfield, Nottinghamshire NG17 8DA
 Tel: 01623 450000
- Bassetlaw District Council** www.bassetlaw.gov.uk
Queens Buildings, Potter Street, Worksop, Nottinghamshire. S80 2AH
 Tel: 01909 533533
- Broxtowe Borough Council** www.broxtowe.gov.uk
Council Offices, Foster Avenue, Beeston, Nottingham NG9 1AB
 Tel: 0115 9177777
- Gedling Borough Council** www.gedling.gov.uk
Civic Centre, Arnot Hill Park, Arnold, Nottingham NG5 6LU
 Tel: 0115 9013901
- Mansfield District Council** www.mansfield.gov.uk
Civic Centre, Chesterfield Road South, Mansfield, Nottinghamshire NG19 7BH
 Tel: 01623 463463
- Newark and Sherwood District Council** www.newark-sherwooddc.gov.uk
Kelham Hall, Kelham, Nr. Newark, Nottinghamshire NG23 5QX
 Tel: 01636 650000


Nottingham City Council www.nottinghamcity.gov.uk
Woodthorpe Grange, Sherwood, Nottingham NG5 4HA

 Tel: 0115 9155555

Nottinghamshire County Council www.nottscc.gov.uk
Trent Bridge House, Fox Road, West Bridgford, Nottingham NG2 6BJ

 Tel; 0115 982 3823

Rushcliffe Borough Council www.rushcliffe.gov.uk
Rushcliffe Borough Council, Civic Centre, Pavilion Road,
West Bridgford, Nottingham NG2 5FE.

 Tel: 0115 981 9911.

References

As you might imagine we have read a wide range of information and documents in order to make this handbook as useful as possible for you to use. Where information linked directly to one particular section is listed at the end of that section there are a range of publications that have been useful for more than one section of this handbook. These are listed below:

BTCV 'Local Action: The Guide to organising a group for practical conservation'

Hertfordshire and Barnet Countryside Management Service 'Friends of Green Spaces - Information for people who want to get involved'

New Economics Foundation 'Prove It! Measuring the effect of neighbourhood renewal on local people'

Reforestation Scotland 'Community Woodland Information Pack - everything you need to know to set up and manage your woodland'

Sherwood Forest Community Rangers 'Information Pack for Landowners - Dealing with problem activities'

The Mersey Forest 'Friends of the Woodland: A guide to the Community Contracting Initiative (CCI) in the Mersey Forest'

Read by the Plain English Group.

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Annual Environmental Events Calendar

Event & Website	Contact Number	January	February	March	April	May	June
Big Garden Bird Watch www.rspb.org.uk/birdwatch	01767 680551						
World Wetlands Day 2nd February www.ramsar.org							
National Nest Box Week www.birdcare.com	01842 750050						
National Science Week www.the-ba.net	0870 770 7101						
International Dawn Chorus Day www.wildlifetrust.org.uk	0121 454 1199						
May Day							
Be Nice to Nettles Week www.nettles.org.uk							
Walk in the Woods www.treecouncil.org.uk	020 7828 9928						
International Day for Biodiversity www.biodiv.org							
World Environment Day	020 7630 1981						
World Oceans Day www.mcsuk.org/action/wod.html	01989 566017						
Volunteers Week www.volunteersweek.org.uk	020 7520 8900						
Wildlife Week www.wildlifetrust.org	01636 677711						

Annual Environmental Events Calendar

Event & Website	Contact Number	June	July	August	September	October	November	December
Green Transport Week www.eta.co.uk	01932 828882							
National Insect Week www.nationalinsectweek.co.uk	0207 584 8361							
National Mammal Week www.mammal.org.uk	0207 350 2200							
National Poop Scoop Week www.dogstrust.org.uk								
International Bog Day www.wildlifetrusts.org	01636 677711							
European Bat Weekend www.bats.org.uk	020 7627 2629							
Red Squirrel Week www.wildlifetrusts.org	01636 677711							
European Car Free Day www.eta.co.uk	01932 828882							
Seed Gathering Sunday www.treecouncil.org.uk	020 7828 9928							
Apple Day www.commonground.org.uk	01747 850820							
Make a Difference - Volunteers Day	0800 284 533							
RSPB Feed the Birds Day www.rspb.org.uk/feedthebirds								
National Tree Week www.treecouncil.org.uk	020 7828 9928							
Tree Dressing Day www.commonground.org.uk	01747 850 820							

About the Greenwood Community Forest

Greenwood is Nottinghamshire's Community Forest, and with a working partnership is transforming the local landscape to make it a greener and healthier place to be - on the doorsteps of almost 2 million people living in and around the coalfield towns of Nottinghamshire and the city of Nottingham.

The Partnership is made up of the Countryside Agency, Forestry Commission, Ashfield, Mansfield and Newark & Sherwood District Councils, Broxtowe and Gedling Borough Councils, Nottingham City and Nottinghamshire County Council. Together, the Partnership works with other organisations and the local community to enhance and regenerate derelict and degraded land, in the urban fringe and urban areas to create a better environment for everyone.

