



VOLUNTEER RANGER SERVICE HANDBOOK

Welcome to the Queen Elizabeth Country Park's Volunteer Ranger Service

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Welcome to the Volunteer Ranger Service and to your VRS Handbook.
This handbook is your guide to being a Volunteer Ranger and is packed full of useful information.

As well as helping you during your first few months as a Volunteer, it can be added to as you undertake more training and gain more experience and will eventually build into your own definitive Ranger Handbook.

We will of course be supplementing this hand book with advice and training and you will find other sources of information in the Rangers Office.

This is intended to be a 'live' document so from time to time we will be re-issuing pages and updating information. So please make sure you keep the handbook up to date and keep it near by when you are Volunteering.

Issued to:

Date:.....



Meet your Organising Committee



Top left: Martin Bonner Chairman

Top right: Graham Cann

Middle picture (left to right)

John Paige co-opted committee member who very kindly stands in for anyone who cannot attend meetings

Christina Chaudler, Mark Saines - Secretary and Debbie Saines -Treasurer

Left: Dave Strutt



Key Staff Members



Tim Speller
Park Manager

Rod Green
Assistant Park Manager



Steve Peach
Conservation Ranger
And Volunteer Coordinator
Also serves as a Committee Member



Jason Bowen,
Scott Wallbridge,
Steve Maxwell
and Zehra Peer-
mohamed



The Ranger Team



BACKGROUND INFORMATION

Queen Elizabeth Country Park is run by a partnership between the Forestry Commission and Hampshire County Council's Countryside Service.

The Countryside Service is a section within the Recreation and Heritage Department.

Our main aims are clearly laid out in several policy documents, most of which are available at the Park Centre.

The Countryside Service manages other sites in the area, including Ashford Hangers National Nature Reserve, The Meon Valley

Railway Line [which is now a bridlepath] and several other sites on Hayling Island, and the Havant area.

Catherington Down Local Nature Reserve is subject to a partnership agreement with Horndean Parish Council, the day to day management being



View from Little Butser

carried out by the Parish's own Ranger Team.

The Countryside Service is responsible for both the conservation and recreation provision of the sites in its care. It is apparent, that, whilst on some sites such as QECP, both conservation and recreation will be of great importance, it may be that on other sites conservation is of a higher priority.

The Countryside Service also has a Rights of Way team and staff of the South Downs Joint Committee are also based at the Visitor Centre

It is also useful to know that British Butterfly Conservation Society also have two staff based at the Country Park

Queen Elizabeth Country Park – Some Facts, Figures and Designations

The Queen Elizabeth Country Park is 1400 acres in size, but the area controlled by the Park Team is now almost 2000 acres.

There is in excess of 300,000 visits per year made to the Country Park.

Butser Hill is a National Nature Reserve. Part of it is a Scheduled Ancient Monument and Site of Special Scientific Interest.

It is also a Special Area of Conservation and is deemed to be of international conservation importance.

Queen Elizabeth Forest also contains areas Scheduled as Ancient Monuments and parts of the Forest are also conservation importance.

The Visitor Centre was built 1976 and was opened by Queen Elizabeth.

There are over 125 bryophyte and 82 lichen species making it one of the best chalk sites in the Country

There are 4 Bio-diversity Action Plan (BAP) Priority species of moth on Butser Hill.

30 different butterfly species can be seen and there are over 110 Species of birds have been seen in Queen Elizabeth Country Park.

Visitor Centre, Shop and Café opening hours
10am - 5.30pm
daily from 1st March to 31st October (2008)

10am - 4.30pm
daily from 1st November to 21st December (2008)



Butser Hill is the highest of the Southdowns and stands 889 feet above sea level

Main Park Activities

One of the main reasons so many people visit the Country Park is the great range of things you can do when you are there.

The list includes

Walking, Dog walking, Picnics and Barbeques.

Wildlife Watching and Natural History Study

Mountain Biking and Horse Riding.

Orienteering and Jogging.

Hang-gliding, Paragliding and Model Glider Flying.

There are two play trails, one for the more adventurous and one designed specially for the younger children.

The Country Park also has a full events and activities programme,



Butser fest 2007 A young persons music event

including an annual Country Fair, a young person music festival and a range of guided walks.

The Country Park also caters for schools and colleges and has developed a range of guided and non-guided educational activities.

The Education Team also put on out of school activities during all of the holidays.

We should not forget that Volunteering is also quite a popular activity.



'If you are unsure whether a Visitor is undertaking a permitted activity or not ,please contact the Duty Ranger who will be able to assist you'

Some Activities that are not permitted .. And why

At the Country Park we try and allow as much freedom as possible for people to enjoy themselves and take part in there chosen activity.

However there are some activities that we are not currently able to allow.

The next section list some of those and the reasons why.

Whilst Mountain Biking is encouraged at the Park, the Park does not allow people to create there own routes or ride where ever they like.

This does cause some conflicts with a minority of riders, but the reasons for this are simple.

Health and Safety rules mean that we have to ensure that any route used by bikes are fit for purpose and well maintained, this means that

we cannot allow people to build and use their own trails as we cannot guarantee that they meet all safety requirements.

Often these self built trails take in extreme slopes and would not be suitable for less experienced riders.

We also do not have the resources to be able to check them as we would be legally required to do.

The another reason for restrictions on where people can ride is the fact that this is a multi-user Park, and that some people will have come to the Park to seek quiet and solitude and get away from man-made vehicles.

Finally there is also the fact that we zone areas of the Park

for Wildlife and in these areas we try and reduce the possible disturbance.

Mountain Boarding is not permitted for the same safety and resources issues reasons that mountain biking has restrictions.

Another restriction that visitors sometime question is the use of BBQs.

So it is important to point out to people that our fixed BBQs which are available for hire are placed in safe accessible areas.

However, if we allow people to use their own BBQs it would prove impossible to control where people set them up and the increase risk of fire would be unacceptable.



A fire in the QE Skip started by a disposal BBQ

QECP Volunteer Ranger Service Aims

1. To create the opportunity for members of the public to become involved with Hampshire County Council's Countryside Service and its work in countryside conservation and recreation.
2. To act as an extension to The Countryside Service
 - a) by advising all visitors and local residents in matters relating to the proper use of the Country Park and related sites,
 - b) by assisting Countryside Staff in carrying out specific projects to conserve and improve the landscape.
3. To provide a means whereby Countryside Staff, Volunteers and local people can work together to promote awareness of the objectives of the Countryside Service, whilst seeking to meet the needs and wishes of the local community.



Chalk Grassland in Oxenbourne Down

Conditions of Service

The success of the QECP Volunteer Ranger Service depends on its acceptance by the people it is intended to serve. To this end, the following conditions will apply;

1. Prospective Volunteer Rangers must complete an application form and attend for interview. The time and place of the interview will be arranged as conveniently as possible.
2. Prospective Volunteers Rangers will be asked to complete a probationary period. This period usually lasts 3 to 6 months. During this time they will be asked to attend an induction session and undertake patrols and other tasks under the guidance of either full-time Ranger Staff or long serving Volunteers.
3. A card or badge of authority will be provided and should be carried or worn whilst on duty. This will remain the property of The QECP Volunteer Ranger Service and must be returned by Volunteers who discontinue their service or who are required to leave.
4. The Volunteer Ranger service operates on an informal basis, but its members should remember that whilst they are volunteering they are working under the auspices of the County Council. They will be regarded by park visitors as representatives of the Countryside Service.
5. The lower age limit for the Volunteer Ranger Service is 18 years. [In special cases it may be possible to admit younger members. However these Volunteers will be subject to different conditions and will

need the approval of a parent or legal guardian.]

6. Membership of the Service is subject to the Volunteer's adherence to the code of conduct
7. The Service is entirely voluntary and no remuneration of any kind is payable [except when pre-arranged expenses have been incurred].
8. Volunteer rangers are free to work as often as they wish, however in order to be considered an active member of the Service you will be expected to attend on a minimum of 5 occasions each year
9. No Volunteer will be asked to perform any duties for which they are unqualified or to which they have a reasonable objection.
10. An individual's Membership of the Volunteer Ranger Service can be terminated by the Organising Committee if the Individual is deemed to be in breach of the conditions of service, the code of conduct or the aims and objectives.
(All Volunteers have the right of appeal see constitution)



'Volunteer Rangers should always identify themselves as Rangers by wearing a Ranger badge or a QE Park Shirt'

A summary of the main duties and Tasks of a Volunteer Ranger



Volunteers Working on a Habitat Management Task



'If there is no obvious task for you do, then Volunteers should always take the opportunity to go out on patrol— after all it is the most important task that any Ranger can do!'



Volunteers out on foot patrol

Main Duties

1. To assist visitors by giving friendly guidance and advice.

2. To encourage the observance of the Country and Mountain-bike codes.

To safeguard the property and livestock of the County Council and Forest Enterprise by promoting good behaviour and pet discipline.

4. To encourage by example, persuasion and personal approach a reduction in litter problems

5. To report to the duty Countryside Staff any serious incidents and violations of statutes, byelaws or codes. Report forms will be provided for this purpose.

6. To protect and monitor wildlife.

Main Tasks

The Main tasks a Volunteer Can be expected to participate in can be broken into a number of key headings.

Patrol Tasks

This includes checking on wildlife issues, checking on tracks and trails, general visitor management patrols & checking for fire.

In fact anytime there is no obvious task or project available then Volunteers can always go out on a Patrol.

It is in fact the most important tasks that Volunteer can undertake.

Survey and Monitoring

There are a range of wildlife and visitor survey and monitoring tasks always on offer.

Although most of these tend to happen in the Spring and Summer, there are still tasks to be completed in the winter as well.

Check the notice board in the Rangers Office to see which survey and monitoring tasks are on offer at the time.

Habitat Management

Most of the habitat management takes place during the autumn and winter.

Check the notice board in the Rangers Office to see which tasks are currently being undertaken.

General Maintenance

Again you need to check on the Notice board, but there are often simple tasks that require help from Volunteers

Indoor Tasks

There are many indoor tasks that Volunteers can help with, these include computer based tasks such as wildlife data management and preparation for events and activities. There is always the option of tasks in the Volunteer Workshop such as making items for sale, bird, bat and dormouse boxes, bird feeders and walking sticks.

There is also the opportunity for Volunteers to become involved in research and the development of new projects

Guided Walks and Events

Volunteers are always needed to help out with events and guided walks. See the notice board of the Park Pages for more details

Education Tasks

The Park's Education Team is always after help and support, so Volunteers can help put with both school and out of school activities.

Speak to the Education Officer for details

It is desirable that Volunteer Rangers should be prepared to assist with a variety of tasks. Some Rangers may offer or develop particular interests and wish to specialise.

Volunteer Rangers and The Law

Volunteer Rangers are not police officers, but they should acquire an understanding of Countryside Law, and site byelaws where they exist.

Normally a Ranger presence on patrol should prevent offences being committed.

Where offences do occur, a word from the Ranger will often elicit an apology or at least an end to the offence.

Where a serious offence occurs or an offender persists, it may be necessary to call in the police. However the Volunteer Ranger should, wherever possible inform the Duty Ranger or Duty Manager before contacting the police direct.

If an incident does occur, a report should be made out containing the following information.

1. Volunteer's name and address
2. Exact location, date and time of the incident.
3. Full account of the incident as witnessed, including any alleged offence or damage done, description of persons involved and any conversations held.
4. Names [including Christian names] addresses and ages of persons involved, witnesses and registration numbers of any vehicles.
5. An assessment of any damage or injury caused, supported if possible by the agreement of those involved. [If possible photographs should be included.]

6. The report must be signed, dated and submitted promptly.

7. Notes must be taken at once, before intervening where a serious offence is being committed. These notes must be kept for production to the police or legal representative.

8. When you suspect a serious offence has been committed, that is likely to lead to some form of official action or prosecution, you should always call in the Duty Ranger or Duty Manager.

9. The police can only act in breaches of criminal law and it is important to appreciate in what situations and under what acts they can operate.

Experience has shown that incidents serious enough to require this kind of report are few. In most cases a friendly and tactful approach will prevent trouble, since ignorance rather than intent is usually the cause of an offence.

The initial approach must always be polite rather than heavy handed since this hard to defend later.

The Volunteer Ranger should first identify themselves as people in authority by producing their badge of identity

Volunteer Rangers should never endanger themselves and if they are unsure of a situation, they should always seek help or advice from a full-time Ranger or

member of Staff.

A particular problem that is increasing in the countryside is fly-tipping.

The Enforcement Section of the Environment Agency deals with large scale flying tipping and the smaller sized / domestic tipping is the responsibility of the District Council.

Volunteer Rangers are encouraged to report all fly tipping to the Duty Ranger.

The QECP Volunteer Ranger Service does run some Training Session on Countryside Law and how to deal with people in these circumstances.

And you should remember that as Volunteers Ranger you always have the option of opting out of situations you are not confident of being able to deal with.



Litter can be a real issue in the Park, always encourage people to take their litter home



'The radio is a useful tool to have at your disposable whilst out on patrol, all Volunteers have the same call sign— Butser 22 plus your name'



Volunteers are often called upon to deal with First Aid emergencies. All always contact the Duty Ranger or Manager for help and advice. It is important that you take the take the name and contact details of anyone involved in a first aid incident.

Hampshire County Council By-laws

Byelaws made by the Hampshire County Council under Section 15 of the Open Spaces Act, 1906, with respect to the lands specified in Part I of the Schedule to these Byelaws, under Section 90 of the National Parks and Access to the Countryside Act, 1949, with respect to the Lands specified in Part II of the Schedule and under Sections 12 and 15 of the Open Spaces Act, 1906, with respect to the lands specified in Part III of the Schedule.

1 Interpretation.

In the construction of these byelaws “ land “ means the areas which are described in the Schedule hereto and “ Council “ means the Hampshire County Council.

2. Cars, Bicycles or other Vehicles.

(1).....No person shall bring or cause to be brought onto the land any caravan, cart, carriage, motor car, motor bicycle, truck or other similar machine or vehicle other than (a) a wheeled bicycle, tricycle or similar machine; (b) a wheelchair, perambulator, or chaise drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid.

(ii)A person shall not ride any bicycle, tricycle or other similar machine on any part of the land.

..... Provided that where the Council set aside a space on the land for the use of any class of vehicle Paragraphs (i) and (ii) of this byelaw shall not be deemed to prohibit the driving or riding in or to that space by a direct route from the entrance to that part of the land of any vehicle of the class for which it is set apart.

3. Fires.

No person shall, so as to cause damage by fire to anything growing on the land, light any fire or place or throw or let fall any lighted match or any substance or thing in, among or near to grass, fern, heather, bushes or trees on the land.

4. Dogs.

No person shall cause or suffer any dog belonging to him or in his charge to enter or remain on the land unless such dogs be, and continue to be, under proper control and be effectually restrained from causing annoyance to any person, and from worrying or disturbing any bird or other animal.

5. Shooting, Hunting and Fishing.

No person shall, on the land, kill, molest, or wilfully disturb any animal, bird or fish or take or injure any egg or nest or engage in hunting or shooting or fishing, or the setting of traps or nets, or the laying of snares.

Provided that this byelaw shall not be deemed to prohibit fishing in tidal waters or in any inland water by which the Council indicate by a notice conspicuously **displayed that fishing is permitted.**

6.....Damage to shrubs.

No person shall on the land remove, cut, or displace any soil, turf, or plant or pluck any bud, blossom, flower or leaf of any tree or shrub.

7.....Water Pollution.

No person

(i).....shall in the land bathe, wade or wash in any lake, pond, stream or other water;

(ii).....shall in the land wilfully, carelessly or negligently foul or pollute any such water.

Provided that paragraph (i) of this byelaw shall not apply to tidal waters or to any inland water by which the Council indicate by a notice conspicuously exhibited that bathing is permitted.

8.....Annoyance and Obstruction.

No person shall in the land wilfully obstruct, disturb, interrupt or annoy any other person in the proper use of the land or wilfully obstruct, disturb or interrupt any officer of the Council in the proper execution of his duty, or any person or servant of any person employed by the Council in the proper execution of any work in connection with the laying out or maintenance of the land.

9.....Advertisements.

No person shall affix any bill, placard, notice or advertisement upon the land or to anything thereon or therein.

10.....Public Meetings.

No person shall on the land hold any public meeting or deliver any public speech.

11.....Guns.

No person shall on the land fire or discharge any firearm or air weapon.

12.....Missiles.

No person shall wilfully, carelessly or negligently throw or discharge on the land any missile to the damage or danger of any person.

13.....Trading.

No person shall in the land sell or expose for sale or let to hire or offer or expose for letting to hire any commodity or article.

14.....Climbing Fences, Etc.

No person shall on the land climb any wall or fence in or

Hampshire County Council By-laws continued

15. Saving Clause.

(a) An act necessary to the proper execution of his duty in the land by an officer of the Council, or by any person or servant of any person employed by the Council shall not be deemed an offence against these byelaws.

(b) Nothing in or done under any of the provisions of these byelaws shall in any respect prejudice or injuriously affect any public right of way through the land or the rights of any person acting legally by virtue of some estate, right, or interest in, over or affecting the land or any part of the land.

16. Penalty Clause.

Any person who shall offend against any of the foregoing byelaws shall be liable on summary conviction to a fine not exceeding £50 (see note below)

Matchams View, in the Parish of St Leonards and St Ives
The Warren, Reston, Roundhill and Happensnapper Hangers, in the Parishes of Colemore and Priors Dean and Froxfield.

PART III

Lands owned by the Council in respect of which Byelaws may be made under Sections 12 and 15 of the Open Spaces Act, 1906

Oliver Cromwell’s Battery, in the Parish of Oliver’s Battery
Shawford Down, in the Parish of Compton
Cricket Camp, in the Parishes of Bursledon and Botley.

SCHEDULE

PART I

Lands held by the Council under the Provisions of the Open Spaces Act, 1906

West Down, in the Parish of Chilbolton.
The Knoll, in the Parish of Rockbourne.
Danebury Hill, in the Parish of Nether Wallop.
Yateley Common, in the Parish of Yateley.
Hamble Common and Hamble Green, in the Parish of Hamble.

PART II

Lands held by the Council under the Provisions of the National Parks and Access to the Countryside Act, 1949, and comprised in the East Hampshire Area of Outstanding Natural Beauty, lands acquired by the Council under Part V of the said Act of 1949 and lands to which the public are given access by an Agreement under Part V of the said Act of 1949,

Beacon Hill, in the Parish of Burghclere
Butser Hill, in the Parishes of Buriton, East Meon and Langrish
Calshot foreshore, and adjoining land, in the Parishes of Exbury and Lepe and Fawley
Catherington Down, in the Parish of Horndean
Abbotstone Down, in the Parish of Itchen Stoke and Ovington
Low Grounds, Avington Park, in the Parish of the Itchen Valley
Cheesefoot Head, in the Parish of Itchen Valley
Ashford Chace, in the Parishes of Steep and Froxfield
Ridge Hanger, in the Parishes of Steep and Froxfield

The above Byelaws came into operation on 30th December 1967



Rangers on a Countryside Law training day



‘ When dealing with someone who is transgressing the by-laws, please radio for the support of the full time Rangers, if you are in any doubt about your ability to deal with the situation’

Extract from the Forestry Commission By-laws

THE FORESTRY COMMISSION BYELAWS 1982

Application

3. (3) Nothing in these Byelaws shall make unlawful anything done with the written authority of the Commissioners.

Acts prohibited on the lands of the Commissioners

5. No person shall in or on the lands of the Commissioners:-

- | | | | |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i) | enter any area on or near which there is displayed by the Commissioners a notice prohibiting entry thereon; | (xv) | ply for hire with or let out for hire, any mechanically-propelled or other vehicle or any horse or other animal; |
| (ii) | enter any building, structure or mine unless there is a notice displayed thereon by the Commissioners permitting or implying access thereto; | (xvi) | sell or distribute anything or offer or expose anything for sale; |
| (iii) | leave open or obstruct any gate or moveable barrier giving access to any enclosed plantation or other enclosed area; | (xvii) | set up beehives; |
| (iv) | light any fire or stove or leave any lighted match, tobacco, cigar or cigarette; | (xviii) | wilfully disturb, injure, catch, net, destroy or take any bird, fish, reptile or animal, or attempt to do so, or take the eggs of any bird; |
| (v) | remove or damage any building, wall, gate, stile, fence, railing, post, chain, seat, drain, pipe-line, notice-board, receptacle for rubbish or any other thing belonging to the Commissioners; | (xix) | catch or net for the purposes of any collection any butterfly, moth or dragonfly; |
| (vi) | display any notice, placard or bill; | (xx) | wilfully disturb, damage or destroy the burrow, den, set or lair of any wild animal; |
| (vii) | dig up, remove, cut or injure any tree, shrub or plant, whether living or not, or remove the seeds therefrom, or dig up or remove any soil, turf, leaf mould, moss, peat, gravel, slag, sands or minerals of any kind; | (xxi) | carry or use any firearm, shotgun, bow or other missile weapon, or any ammunition or missile for use therewith; |
| (viii) | disturb or remove archaeological or historical remains; | (xxii) | dam or obstruct or restrain the flow of water in any watercourse or break the banks thereof, or open or close any sluice belonging to the Commissioners; |
| (ix) | operate a metal detector; | (xxiii) | operate any aircraft, glider, hot-air balloon, raft or craft of any kind, or any model aircraft, boat or car; |
| (x) | set up or place any caravan, tent, booth, stall or erection of any kind, including equestrian equipment; | (xxiv) | play or practice any game or sport in such a manner as to disturb the peaceful use of such lands or endanger the public or animals; |
| (xi) | turn out to graze or feed or allow to remain thereon any animal or fowl; | (xxv) | play any musical instrument or operate any radio receiving set or any other apparatus for the production or emission by electrical or mechanical means of sound, speech or images in such a manner as to cause annoyance to any person lawfully in or on such lands; |
| (xii) | permit any animal in his charge to be out of control; | (xxvi) | wilfully obstruct, disturb or annoy in any manner any person lawfully in or on such lands; |
| (xiii) | except in the New Forest or on bridleways, which are public bridleways or bridleways specified by the Commissioners, ride or lead any horse; | (xxvii) | wilfully break any bottle or glass object; |
| (xiv) | permit a dog for which he is responsible to disturb, worry | (xxviii) | place or leave on such lands (except in receptacles provided for the purpose by the Commissioners or by any other competent authority) any litter, rubbish, filth or refuse of any kind; |
| | | (xxix) | direct or discharge or cause to be directed or discharged, |

Forestry Commission By-laws Continued

whether by means of a pipe, stream or excavation or in any other manner, any sewage or other noxious substance or any dangerous chemicals in such a manner as to constitute a nuisance;

- (xxx) deliver any public speech, lecture, sermon or address, or hold or take part in any public meeting, procession exhibition or festival of any kind;
- (xxxi) wilfully evade payment of any charges or tolls levied by the Commissioners for the use of car parks or forest roads.

(iii) park or leave unattended a motor vehicle between the hours of sunset and sunrise except by the side of a highway for a stop of reasonable duration for refreshment or other reasonable cause.

Note

- (1) Copies of the Forestry Commission Byelaws 1982 may be obtained from HMSO. Copies can also be seen at the offices of the Forestry Commission's Conservators of Forests.
- (2) Anyone guilty of an offence against the byelaws is liable on summary conviction to a fine not exceeding £50.00.

6.-(1) Subject to paragraph (2) of this byelaw **no person shall bring or cause to be brought on to the lands of the Commissioners** any vehicle other than a perambulator or wheelchair drawn or propelled by hand or by electrical power and used solely for the conveyance of a child or children or an invalid.

(2) (a) Paragraph (1) of this byelaw shall not apply:-

- (i) to the parking of any vehicle by the side of a highway;
 - (ii) where the Commissioners provide an area for use for the parking or stopping thereon of vehicles of any specified class or classes, to the bringing into such an area by any person of a vehicle of the specified class or classes, or to the use of any such vehicle on a route or way specified by the Commissioners for obtaining access to such an area.
- (b) If any such area or access route or way referred to in paragraph (2) (a) (ii) of this byelaw is provided by the Commissioners for use only during a specified period of the day, the provisions of that paragraph shall not have effect in relation to the bringing by any person of any vehicle into that area or on to that access route or way at any other time.

7. No person shall on the lands of the Commissioners:-

- (i) drive a vehicle as a learner driver;
- (ii) use or operate a motor vehicle without an efficient silencer;



**'As a Queen Elizabeth
Country Park Volunteer
Ranger you are
empowered to act on
behalf of the Forestry
Commission in dealing
with breaches of the FC
Bylaws**



Common Countryside and Wildlife Law Issues that Volunteers have to occasionally deal with



Duke of Burgundy a protected species



'Most offences

reflect a persons
ignorance rather
than a desire to
break the law'

COMMON TRESPASS

Trespass is the most common offence on closed or partly closed Reserves. Most trespassers will go when asked. If they refuse, they can be physically removed by an agent of the owners or occupiers, USING NO MORE FORCE THAN IS NECESSARY. However, such action can easily lead to a charge of assault. Because of this Volunteer Rangers are asked not to try and evict any trespassers. In most cases a polite request to leave normally works, if you have any further problems seek help from the Full time Rangers.

Volunteer Rangers are reminded that the public have the right of access (on foot) over most of Q.E.C.P The exceptions being, the Butser BBQ areas and the Buriton Landfill field.

Trespass is a civil offence, so the police cannot help in this matter, unless there is a threat of violence, in which case they can stand by to prevent a breach of the peace.

Aggravated Trespass is a separate form of offence and is a criminal act. It deals with incidents such as rave parties, hunt saboteurs, groups of itinerants &c. If in doubt you should talk to the full-time Rangers who can then contact the Local Duty Sergeant for clarification.

SHOOTING

Any Volunteer Ranger seeing a person with a gun or other weapon (such as a crossbow) is advised to contact a full- time Ranger a.s.a.p. Some Ranger and Forest Enterprise staff will occasionally have to take a gun on site, but in most cases weapons are not permitted on site.

There are various Acts which come

into play when shooting is involved.

Firearms Act, 1968

Game Laws (amended) Act, 1960

Deer Act, 1963

Wildlife and Countryside Act, 1981 (amended 1985)

The Police have the power to act in most of these cases. This situation is also likely to be covered by both Forest Enterprise Byelaws on their ground and Hampshire County Council Byelaws on their ground. (see appendices).

WILDLIFE AND COUNTRYSIDE ACT, 1981 (AMENDMENTS 1985)

A copy of the Act is available at the Park Office for study if required, however the following points are worth remembering:

BIRDS - nesting

The taking or destroying of eggs of any wild bird is prohibited. The police are unlikely to act in cases involving young offenders, but they can often be pressed to issue a warning which in most cases should do the trick.

If adults or rare birds are involved then contact the full-time Rangers and or the police, particularly when birds of prey are at threat.

It is also an offence to take, damage or destroy the nest of any wild bird whilst it is in use or being built.

BADGERS

The **Badger Act, 1973**, as amended by the **Wildlife and Countryside Act, 1985**, prohibits the taking, killing or injuring of badgers by unauthorised persons. The badger sett is also protected by more recent legislation, details are available from Steve Peach.

BUTTERFLY COLLECTING

Certain species of insect including a number of butterflies are protected under the **Wildlife and Countryside Act**, Apart from these protected species it is not an offence to collect butterflies unless it is specified in the byelaws. It is however, the policy of the Countryside Service in this area to discourage people from collecting butterflies other than for research or monitoring.

PICKING WILD FLOWERS

Picking wild flowers is not generally an offence, but on sites covered by the byelaws, this will in fact be prohibited.

There are a number of rare species that do have special protection. The taking of plants (including fungi) FOR SALE without authority is an offence under the **Theft Act, 1968**.

Under the **Wildlife and Countryside Act**, it is an offence for an unauthorised person to intentionally up-root any wild plant (other than fungi).



Chalkhill blue a BAP species

DOGS

The rules affecting dogs can change from site to site, so Volunteer Rangers need to check with the appropriate member of the Ranger Team as to which rules apply.

Where livestock are concerned, including sheep, **The Dogs Act (protection of Livestock)** as amended by **Wildlife and Countryside Act**, makes it an offence to have a dog “ at large “ that is to say not on a lead or under close control in a field or enclosure in which there are livestock. It is an offence even if the dog does not chase or worry sheep.

The Dangerous Dogs Act, 1991,

, states “ it is an offence to allow any dog to be dangerously out of control in a public place “. This means that if a dog is aggressive the owners can be fined or imprisoned. If a dog bites someone, even if the wound does not require stitches, the dog can be destroyed, and the owners fined and /or imprisoned. Dogs should also (under law) if in a public place wear a collar and tag bearing the name and address of the owner.

The Dogs (Fouling of Land) Act,

1997.. All sites within the area served by East Hants District Council are covered by the **Dogs (Fouling of Land)**

Act, 1997., which makes it an offence for a person in charge of a dog not to clear up after it. However, there are exception areas i.e., land used for agriculture, commercial forest areas &c. In simple terms Catherington Down is covered by the Act as it is open to the public but not used for agriculture. Oxenbourne Down would be covered in the same way. However at Q.E.C.P, the Act would only apply to the facility areas like car parks, picnic areas and the children’s play trail. For further clarification talk to the Rangers.

Country Park Visitors Code of Conduct

Codes of Conduct

With over 300,000 Visits made to the Park each year it is important that Volunteer Rangers are aware of the Codes of Conduct.

These are designed to ensure that every Visitor has a safe and enjoyable time and to protect the special interests of the site.

Volunteer Rangers should encourage all Visitors to adhere to these simple guidelines

(Copies of the Codes of Conduct can be found on the Park Pages)

Dog Walkers

Should keep their dogs under strict control at all times
Should clean up after their dogs, especially in the picnic areas and car parks

Should not leave dogs unattended in vehicles on hot days

Should be aware that allowing their dogs to be out of control in a field containing livestock is an offence

Litter

All litter should be taken home and as much as possible should be recycled
Litter can injure people and puts wildlife at risk.
Litter can also increase the fire risk

Mountain Bikes

Bikes should only be on the designated routes
Should be aware and take care of other Park users

Should wear safety helmets

Should not ride on the pavements surrounding the Visitor Centre and Café

Horses

Should only ride on the designated routes
Should be aware and take care of other Park users
Should de-box in Gravel Hill car park
Should not ride on the main Forest Road

Barbeques

No gas, disposal or home BBQs can be used in the Country Park
Visitors should use the Hearths provided by the Country Park. These need to be booked in advance
All litter should be taken home



Using the Mobile phone technology to inform our visitors



African community group enjoying a bbq in Bottom Field

Other Key Volunteer Ranger Information

Guided walks

All guided walks start from the Visitor Centre unless stated otherwise. Some walks have restricted numbers and for these walks booking is essential.

Volunteer Rangers should advise potential participants To wear strong boots or shoes and clothing appropriate for the weather conditions.

In very warm weather, plenty of liquid should be taken The Park is very hilly and therefore some walks can be quite challenging

Guided Walks are very popular most of the walks requiring pre-booking having a waiting list.

So if people cannot attend a walk they should let us know as soon as possible, as there will be other people keen to take their place.

For Children

For younger children a Tots Play Area can be found just beyond the Visitor Centre Pond and an Adventure Play Trail is situated adjacent to Juniper Car Park

Getting to the Park

Volunteer Rangers are encouraged to try and be as environmentally sustainable as possible.

Volunteer Rangers are encouraged to lift share, use

public transport or cycle to the Park.

Whenever possible patrols around the Park should be carried out on foot

Any vehicle based tasks should be carefully planned to ensure that as Rangers we have minimal impact upon the environment we seek to protect

Public Transport

National Traveline - for journeys by bus and train - 0870 608 2608 or www.traveline.org.uk

Bus details

From Portsmouth and Petersfield contact Stagecoach Coastline on 0845 121 0170 or www.stagecoachbus.com

Train details

www.nationalrail.co.uk



The Tots play area

'Please remember that we need all your wildlife records, not just the rare species'



These snails shells are an indication that a Blackbird or Song Thrush has been feeding in this area

Recording and Surveying Wildlife

Volunteer Rangers should take every opportunity to go out on Wildlife Patrols and when out on patrol it is important that you record all wildlife you encounter. But how and what you record is vital if we are to make the most use of data you have collected.

You should record what you have seen or heard, time of day and where (using a grid ref if possible)

You should also record what the species was doing (ie singing, mating, eating etc)

If your sighting was a plant species then whether the species was in flower, set ting seed etc is also very important.

Other things you could record include the growth stage of the species you have observed, (i.e. adult, juvenile, larva, seed, egg) we would also like to know if your sighting was related to an surveying aid such as a mammal trap, reptile tin or perhaps quadrat recording

Finally we also need details of the weather conditions.

There are wildlife recording sheets available in the Rangers office and a sample copy is included in this handbook.

Key Wildlife Species

Bio-Diversity Action Plan Species

(Hampshire Priority list) **Queen**

Elizabeth Country Park List

Species present / breeding onsite

Aldaia arvensis

Skylark

Carpriulcus europaeus

Nightjar

Carduelis cannabina

Linnet

Pyrrhula pyrrhula

Bullfinch

Regulus ignicapillus

Firecrest

Streptopelia turtur

Turtle Dove

Turdus philomelos

Song Thrush

Apatura iris

Purple Emperor

Argynnis paphia

Silver-washed Fritillary

Hamearis lucina

Duke of Burgundy

Hesperia comma

Silver-spotted Skipper (Re-introduction) **RDB**

Lysandrus coridon

Chalkhill Blue

Doros conopseus

A hoverfly **RDB**

Tarbanus glaucopis

A horsefly **RDB**

Zodian notatum

A conopid fly **RDB**

Euphrasia pseudokernei

Chalk Eyebright

Juniperus communis

Juniper

Apodemus flavicollis

Yellow-necked Mouse

Lepus europaeus

Brown Hare

Pipistrellus pipistrellus

Pipistrelle Bat

Helicodonta obvoluta

Cheese Snail

Ctenidium molluscum

A woodland taxon (moss)

Weissia sterilis

A moss

Weissia tortilis

A moss

Adscita stacies

Forester moth

Cucullis lychnitis

Striped lychnis

Hydrelia sylvata

Waved carpet

Occasional Visitor / Migrant

Falco columbarius

Merlin

Falco subbuteo

Hobby

Milvus milvus

Red Kite

Muscicapa striata

Spotted Flycatcher

Saxicola rubetra

Whinchat

1 or more past records on file, but needs further investigation to be confirmed as present on or migrant to the site.

Lucannus cervus

Stag Beetle

Locustella naevia

Grasshopper Warbler

Passer montanus

Tree Sparrow

Sylvia undata

Dartford Warbler

Luscinia megarhynchos

Nightingale

Cupido minimus

Small Blue

Gryllus campestris

Field Cricket (Re-introduction

1973 ?)

RDB

Muscardinus avellanarius

Dormouse

Species needing confirmation that they are present.

Carex humilis

Dwarf Sedge

Teucrium botrys

Cut-leaved Germander

Micromys minutus

Harvest Mouse

Species to be found within the Park environs.

Miliaria calandra

Corn Bunting

Perdix perdix

Grey Partridge

Microdon devius

A Hoverfly

Species that were known to the site that have now become locally extinct.

Argynnis adippe

High Brown Fritillary

Red Data Book Species (Non BAP list Species)

That ought to be treated as BAP Species

Callicera aurata

A Hoverfly

Ectemnius borealis

A Solitary Wasp

Sterlis ornatula

A Solitary Bee

Ceratina cyanea

Blue Carpenter Bee

Cheilosia cynocephala

A Hoverfly

RDB requiring confirmation.

Sterlis ornatula

A solitary Bee

A number of Nationally & Locally Scarce Species not included in the above lists are present on site.

For full details please see species list held by the Conservation Ranger



Queen Elizabeth Country Park Volunteer Ranger Service Constitution and Articles of Association—Adopted 1st January 2008

Preamble

The Queen Elizabeth Country Park Volunteer Ranger Service is made up of a group of people (Volunteers), who give freely of their time to assist the Queen Elizabeth Country Park in the provision of Nature Conservation work, Countryside Recreation, Education and awareness and community involvement.

The Queen Elizabeth Country Park Volunteers (QEVRS) is open to anyone over the age of 18 who is prepared to donate their time and agrees to be bound by the codes of conduct / conditions of service as laid out in the Rangers Handbook and this constitution.

The Queen Elizabeth Country Park Volunteer Ranger Service also contains members of the Country Park Staff.

The Queen Elizabeth Country Park / Hampshire County Council agrees to insure and indemnify all Volunteers whilst they are carrying out their duties as members of the Queen Elizabeth Country Park Volunteer Ranger Service provided that they are signed up members of the QEVRS, That they have complied with conditions of service, that they have obeyed any and all instructions / training given to them by the Country Park staff and provided that they have adhered to all health and safety requirements.

Constitution

1. Name

The name of the group is the Queen Elizabeth Country Park Volunteer Ranger Service. It is also locally known as the QE Volunteer Ranger Service, QE Volunteers or QEVRS

2. Administration

Subject to the matters set out below the QEVRS and its property shall be administered and managed in accordance with this constitution by members of the Organising Team as constituted by clause 6 of this constitution ("the Organising Team")

3. Objectives

The main objectives of the QEVRS are;

1. The provision of a Volunteer Ranger Service to support the work of the Queen Elizabeth Country Park and its staff.
2. To provide the local community with the opportunity to become members of the QEVRS. (subject to meeting the membership criteria as laid out in the QEVRS Handbook)
3. To assist with the promotion of the Queen Elizabeth Country Park.

This will be achieved

- (1) By the recruiting and training of Volunteer Rangers
- (2) By undertaking tasks and projects as designated by the Queen Elizabeth Country Park Management Team
- (3) By promoting the work of the QEVRS
- (4) By raising funds to support the tasks and projects undertaken by the QEVRS
- (5) By raising funds to support the work undertaken by Queen Elizabeth Country Park
- (6) By undertaking any such tasks and activities as shall be condu-

cive with these objectives and the overall aims and objectives of Queen Elizabeth Country Park

4. Powers

In furtherance of the objectives but not otherwise the Organising Committee may exercise the following powers;

- (1) Power to raise funds and to invite and receive contributions provided that in raising funds the Organising Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law
- (2) Power to buy, take on lease or take in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- (3) Power, subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the QEVRS
- (4) Power subject to any consents required by law to borrow money and to charge all or any part of the QEVRS with the repayment of the borrowed money
- (5) Power to contract with a person or firm to provide services conducive with the objects of the QEVRS and provided that no contractor shall be a member of the Organising Team
- (6) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar purposes and to exchange information with them
- (7) Power to appoint and constitute such advisory committees as the Organising Committee may believe necessary to achieve the stated objectives.
- (8) Power to do all such other lawful things, as necessary for the achievement of the objectives.

5. Membership

5.1 Membership of the QEVRS is open to anyone over the age of 18 years and who:

- (a) Attends and passes an interview with the appropriate member of the Queen Elizabeth Country Park's Management Team (normally the member of staff with day to day responsibilities for Volunteers)
- (b) Agrees to be bound by the conditions of service as outlined in the Volunteer Ranger Service handbook.

5.2 On matters requiring a vote of the membership every individual member shall have one vote.

5.3 The Organising Committee may by unanimous vote and for good reason terminate the membership of any individual; provided that the member concerned shall have the right to make a written submission to the Organising Committee before a final decision is made.

5.3 The Queen Elizabeth Country Park Management Team can require the Organising Committee to terminate an individual's membership if there has been a breach of the conditions of service as laid out in the Volunteer Ranger Service Handbook and it is deemed that the individual will continue to bring the QEVRS or the Queen Elizabeth Country Park into disrepute. This will be subject to the right to a written submission before any such decision is made.

6. Make up of the Organising Committee

6.1 The membership of the Organising Committee will consist of 3 members of the QEVRS who will be appointed by the Queen Elizabeth Country Park Management Team.

(It will be the function of the Park Management Team to ensure that the Organising Committee consists of QEVRS members willing and able to fulfil the requirements of the committee and the overall aims and objectives of the QEVRS).

6.2 The Organising Committee shall also consist of 3 elected members of QEVRS. All QEVRS members will be eligible to stand for election to the Organising Committee. The election to the Organising Committee will be held at the Annual General Meeting with all QEVRS members entitled to vote either in person or by email / post.

6.3 In addition to the members of the QEVRS, a member of the Queen Elizabeth Country Park Management Team will sit on the Organising Committee and will have voting rights. (This will normally be the member of staff with the responsibility for Volunteers)

6.4 The Organising Committee may co-opt up to 2 additional people to the Organising Committee. These people do not have to be members of the QEVRS, but they will have no voting rights within any QEVRS committee.

6.5 The Organising Committee members can serve for a maximum of 2 years, after which time they can be reappointed (if they are an appointed committee member) or may stand for re-election for a further period of service (if they are an elected member of the committee). This would be subject to the agreement of the membership at an AGM.

6.6 No person shall be entitled to act as a member of the Organising Committee (whether on a first or any subsequent entry into office) unless he or she has signed a declaration of acceptance and of willingness to act in the trust and best wishes of the QEVRS.

7. Officers

The Members of the Organising Committee shall appoint from amongst themselves a Chairman, Secretary, Treasurer and such other Officers as may be deemed necessary.

8. Determination of membership of the Organising Committee

A member of the Organising Committee shall cease to hold office if he or she:

- (1) is disqualified from acting as a member of the Organising Committee by virtue of the previously mentioned clauses above; or
- (2) becomes incapable by reason of illness or injury of managing and administering his or her own affairs;
- (3) notifies to the Organising Committee a wish to resign (but only if at least three members of the Organising Committee will remain in office when the notice of resignation is to take effect)
- (4) in the case of an appointed QEVRS member, ceases to be a member of the QEVRS.

9. Organising Committee Member's Personal Interest

No member of the Organising Committee shall acquire any interest in property belonging to the QEVRS or receive remuneration or be interested (other than as a member of the Organising Committee) in any contract entered into by the Organising Committee

10 Meetings and proceeding of the Organising Committee

- (1) The Organising Committee shall hold at least 3 ordinary meetings each year. Meetings may be called by the chair or by any two members of the Organising Committee upon not less than 21 days' notice being given to the other members of the Organising Committee of the matters to be discussed.

- (2) The Chairman shall act as Chair at the meetings of the Organising Committee. If the Chairman is absent from any meetings, the members of the Organising Committee present shall choose one of their number to be chair of the meeting before any business is transacted.
- (3) There shall be a quorum at an ordinary meeting when at least one third of the numbers of the Organising Committee for the time being or three members of Organising Committee, whichever is the greater, are present.
- (4) Every matter shall be determined by a majority vote of the members of the Organising Committee present on the vote in question. In the case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- (5) Organising Committee shall keep minutes of all proceedings of meetings and of decisions taken by post, email or telephone, and of any sub-committees.
- (6) The Organising Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents, provided that no rule may be made which is inconsistent with this constitution. In particular, the Organising Committee may resolve that decisions between ordinary meetings may be made by means of a conference conducted by post, e-mail or telephone, provided that:
 - (a) in the case of a decision by post or email that no decision shall be made until 7 days (email) or 14 days (post) have elapsed from the initial circulation of the issues to the Organising Committee members; and
 - (b) in the case of a decision by telephone conference, at least 7 days notice shall be given of the date and time of the conference.
- (7) The Organising Committee may appoint one or more sub-committees consisting of two or more members of the Organising Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Organising Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committee shall be fully reported back to the Organising Committee. Sub-committees will have the power to co-opt suitability qualified or interested people to serve on the sub-committee.

11 Finance

11.1 The funds of the QEVRS, including all donations, grants, contributions, bequests and income through sales, shall be paid into an account operated by the Organising Committee in the name of QEVRS at such bank as the Organising Committee shall decide. All cheques drawn on the account shall require two signatories who will be appointed by the Organising Committee. One of these signatories should always include the Treasurer.

11.2 Any funds or assets belonging to QEVRS shall be applied only in furthering the objectives as laid out in clause 3. Assets lost or written off will be reported upon and justified as part of the Annual reporting process.

QECPVRS Constitution and Articles of Association—continued

12. Accounts & Annual Report

The Organising Committee shall use as their guide the Charities Act 1933 (or any statutory re-enactment or modification of that Act) with regard to;

- (1) The keeping of accounting records for QEVRS
- (2) The preparation of annual statements of accounts for QEVRS
- (3) The auditing or independent examination of the statements of accounts of QEVRS

Organising Committee will produce an annual report summarising the activities of the Organising Committee and QEVRS. The report will also include a copy of the statement of account. The annual report should also include a list of assets and their value.

13 Annual General Meeting

13.1 There shall be an annual general meeting of the QEVRS which will be held in January each year. (unless an alternative day / month has been agreed by the Organising Committee and notice served to the members)

13.2 Annual General Meetings shall be called by the Organising Committee. The Secretary shall give at least 21 days notice of the annual general meeting to all members of the QEVRS. All members of the QEVRS shall be entitled to attend and vote at the meeting.

13.3 The Organising Committee shall present the annual report and accounts of the QEVRS for the preceding year.

13.4 The three Queen Elizabeth Country Park Management Team appointed Organising Committee members should be announced

13.5 The election of up to three additional members of the Organising Committee should take place.

Nominations for election should be made in writing (or email) and must be in the hands of the Secretary at least 28 days prior to the AGM. Should nominations exceed vacancies, the Organising Committee shall arrange a ballot of all individual members. The Organising Committee shall determine the method of voting and will ensure that at least 14 days will be allowed between the transmission of any ballot information and the deadline for the votes to be cast.

Elected members shall take office from the conclusion of the Annual general meeting.

13.6 Any Organising Committee members serving two years will need to have their reappointment or re-election agreed by the membership via simple vote at the Annual General Meeting.

14 Special General Meetings

14.1 The Organising Committee may call a Special General Meeting of the QEVRS at any time.

14.2 Ten or more members can request a Special General Meeting, providing that they put the request in writing to the Secretary and the business to be discussed is disclosed.

14.3 At least 21 days notice must be given to the membership of a Special General Meeting and the notice must state the business to be discussed.

15 Procedures at General or Special meetings

15.1 The Secretary or other person specially appointed by the Organising Committee shall keep a full record of proceedings at every General or Special Meeting of the QEVRS.

15.2 There shall be a quorum when at least one tenth of the membership of the QEVRS or 10 members of the QEVRS, whichever is the greater are present at any General or Special meeting.

16. Notices

Any notice required to be served on any member of the QEVRS shall be in writing or by e-mail and shall be served by the Secretary of the Organising Committee on any member either personally or by transmission of an email message to his or her last known e-mail address or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom. Any letter or email so sent shall be deemed to have been received within 10 days of its posting or transmission.

17 Alterations to the Constitution

17.1 Subject to the following provisions of this clause the constitution may be altered by a resolution passed by not less than two thirds of the membership voting at an Annual General Meeting or Special General Meeting.

The notice of the General or Special meeting must include notice of the resolution, setting out the terms of the alteration proposed.

17.2 No Amendment may be made to clause 2 (The Objectives), clause 6.1 (Make up of the Organising Committee), clause 9 (Organising Committee member's personal interest) and clause 11 (Finance)

18 Dissolution

If the Organising Committee decides that it is necessary or advisable to dissolve the QEVRS it shall call a Special Meeting of all members of the QEVRS, of which not less than 21 days notice shall be given. The notice should state the terms of the dissolution proposal and the supporting resolution to be voted upon.

If the proposal is confirmed by a two-thirds majority of those present and votes cast in advanced by absentee members, the Organising Committee shall have the power to realise any assets held by or on behalf of QEVRS. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to the Queen Elizabeth Country Park.

Wildlife Recording Form (example form)

List Species seen (please add quantity, method, stage and status if possible)

Date and time of observation

/ / - : am / pm

Location of Observation

Holt Down / Head Down

War Down / Hundry

Butser Hill / Little Butser

Oxenbourne Down

Please add other location information here:

Reference Information:

Other Comments:

Visitor Management Issues Reporting Form

Date of Patrol: _____ Person Undertaking Patrol: _____

Please describe the Route or Trail you patrolled:

Please make a note of any issues or problems you wish to report

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Location or Grid ref:

Other notes or comments:

HEALTH AND SAFETY INFORMATION

All Volunteer Rangers are subject to the same health and safety legislation as the Park's fulltime staff.

In short this means that Volunteers have a duty to keep themselves safe, keep other colleagues safe and conform with all health and safety laws, regulations and procedures the Park has in place.

Every task that Volunteers undertake has been subject to a risk assessment and file copies of these assessments are kept in the Ranger Office.

Also kept in the Ranger Office are all the equipment manuals and COSH information.

Volunteer Rangers should receive a briefing before undertake tasks and should



Volunteers on a path clearance project

make sure they understand what is required of them and follow all instructions and procedures outlined.

The briefing is based upon the generic risk assessment for that particular task and includes location specific points such as local ground conditions, weather related issues, the ability of the people undertaking the task and other site specific information.

A copy of the standard risk assessment form is included in this handbook for your information

Using tools and equipment

Volunteers should only use tools and equipment that they are competent to use.

In some cases competency is gained through past experience or knowledge and this is perfectly acceptable.

But in many cases Volunteers will require either instruction

from a suitably qualified / experienced person or formal training.

This applies to all equipment from hand tools to powered equipment.

Volunteers are able to use tools under the supervision of a suitably qualified person

whilst they are being taught or gaining experience.

If you are unsure of what level of training is required for a particular piece of equipment please check with a full time Ranger who will be please to assist you.

' make sure you are aware of the health and safety requirements of each task you undertake'

Training

The Volunteer Ranger Service offers a variety of Training opportunities.

All Volunteers will be asked to attend an induction session (long serving Volunteers are welcome to 're-attend' these sessions)

The Induction session is designed to compliment this handbook and give Volunteers a background under-

standing to there role as a Volunteer and what is expected of them.

There are many informal training sessions on offer and these cover a variety of subjects such as wildlife identification, survey and monitoring, visitor

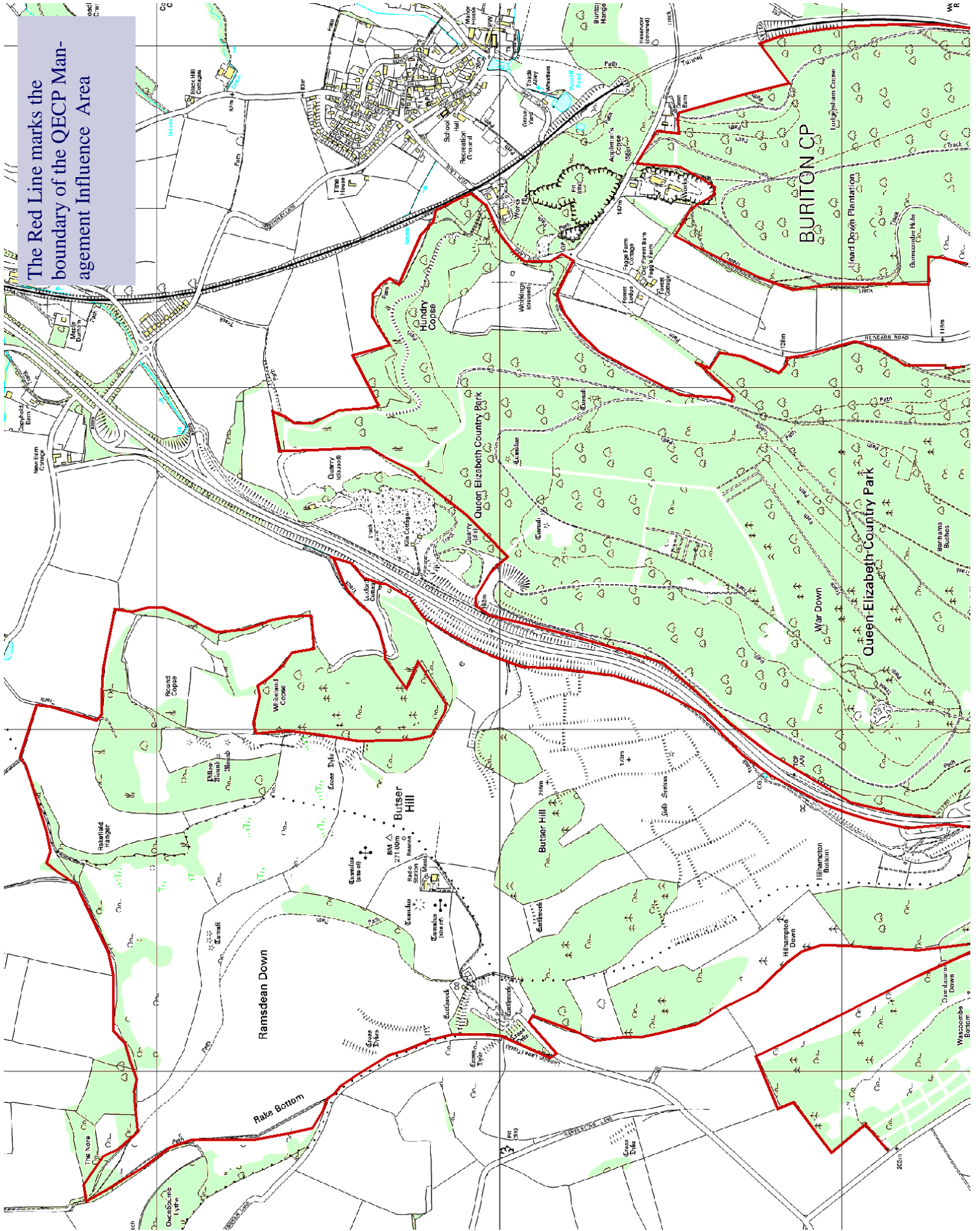


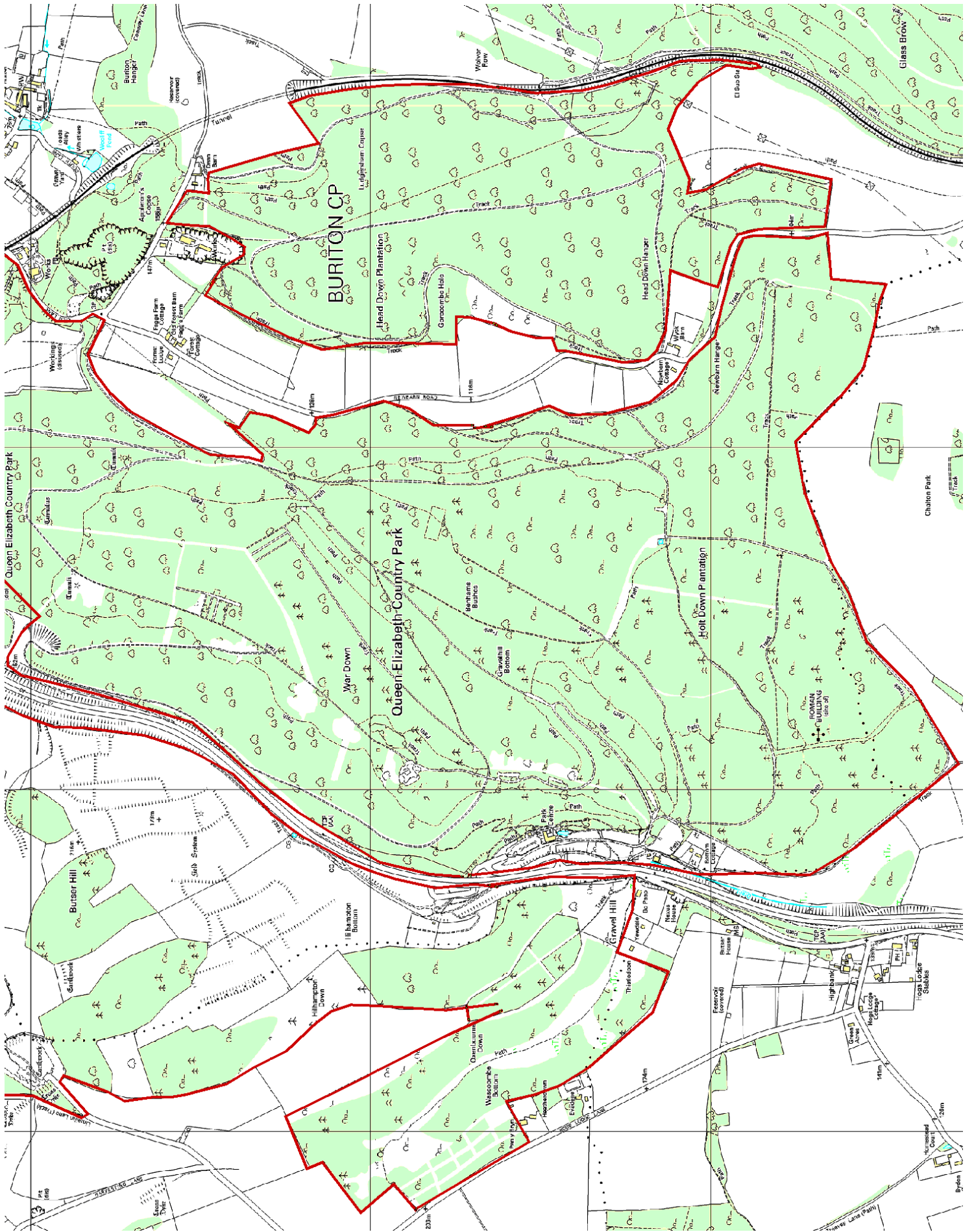
Volunteers learning about cultivation heather at Hilliers aboretum

management and many others.

Once they have served their 'Probationary period' Volunteers will be able to put themselves forward to take part in the formal training programme these include driving 4x4s, 1st Aid and powered tools and equipment

The Red Line marks the boundary of the QCEP Management Influence Area





**Queen Elizabeth
Country Park**

Gravel Hill
Hordean
Hants
PO8 0QE

Phone—02392 595040

Email Contacts
General Park Enquiries
Qecp.enquiries@hants.gov.uk

Tim Speller Manager
Tim.speller@hants.gov.uk

Steve Peach
Volunteer Co-ordinator
Steve.peach@hants.gov.uk

Queen Elizabeth Country Park
Volunteer Ranger Service
Main contact
Qecpvr@aol.com

**Full time Rangers
Mobile Numbers**

Jason Bowen
07963 107139

Scott Wallbridge
07796493187

Steve Maxwell
07804 181761

Steve Peach
07948 547719

Zehra Peermohamed
07939 939689

**WWW.HANTS.GOV.
UK/QECP**

Ranger Communication

Using the Radio

Using the Park's radio system is easy, and you will be shown how to use a radio as part of your induction training.

But as a reminder all you need to do is push the button on the side of the radio to speak and let it go to receive a message.

Whenever you finish speaking remember to finish by saying over. (this confirms that you have finishing speaking and allows a reply)

When you have completely finished your conversation you need to end by repeating your call sign and saying out (this confirms that you have finished your conversation)

All Volunteers are known by the call sign Butser 22 followed by their name.

The following call signs apply to other members of the staff:

Tim Speller	Manager	Butser 1
Rod Green	Assistant Manager	Butser 2
Steve Maxwell	Ranger	Butser 3
Jason Bowen	Ranger	Butser 4
Andy Parfitt	- Site Manager South East Sites	Butser 5
Scott Wallbridge	Assistant Ranger	Butser 7
Steve Peach	Ranger & Volunteer coordinator	Butser 9
Zehra Peermohmed	Assistant Ranger	Butser 10
Chris Duke	Rights of Way	Butser 11
David Marshall	Rights of Way	Butser 12
Jim Hobson	Senior Ranger South East Sites	Butser 13
Becky Bolton	Education Officer	Butser 15
Ian Livermore	Ranger South East Sites	Butser 16
Reception desk / Visitor Centre		Butser Base

Butser 8, 14 and 15 are currently spare call signs

Other Contacts

Coach House Café 02392 596345
South Downs Joint Committee 02392 591362
Rights of Way Enquiries 0845 6035636
Model Gliding Club www.mvsa.freeserve.co.uk
Hang gliding / paragliding www.skysurfersclub.co.uk
Portsmouth Joggers www.pjco.org.uk

Butterfly Conservation 02392 597612
Alice Holt Forest Office 01428 23666
Haredown Mountain boarding Centre 01243 811976
Combe Hill down hill mountain biking 01730 269552