

Kents Hill – Volunteer Guidance

Reporting Issues

If on your patrols/walks you notice something on our land that you feel should be reported then please send it through to us, your reports are invaluable to the Community Rangers as they can only be in so many places at one time!

Below is a brief table to give you a guide on priority of incidents and landscape issues in the parks. This scale is a guide as to help you better understand what takes priority in the parks. This is so that if something of low priority you had reported through to us has not been dealt with by the next time you go around it is on the list but other incidents and landscape issues have taken precedence.

Higher Priority	Lower Priority
Fallen tree/branch over a path Collapsed Bridge Damage to water safety furniture Damage/Graffiti to notices/signs Fly tipped waste Chemical and polluting waste Fires (active) Large tree in river/lake blocking drainage Grazing fencing damaged (animals present) Severe damage to bird hides Attacks on livestock Injured livestock	Branch partially covering path Vegetation grown partially over path Partial bridge side slats missing Bench planks missing Small tree in river/lake Branch down next to but not on path Minor litter Trolley in river Fires (remnants/cold) Branch down in river Grazing fencing damaged (no animals present) Minor damage to bird hides

Public Services

When should public services be contacted? The table below gives a guide on how to recognise when to contact the emergency services.

Incident	Example	Contact
Antisocial behaviour, criminal activity, and other illegal activity	Motorbikes on parkland, criminal damage (vandalism), drug use/dealing	999- Thames Valley Police (TVP) if incident in progress. 101 - TVP if after the event. The Parks Trust (after TVP has been contacted with a URN/CRN).
Unauthorised Encampments	Tents, Travellers	If tents; The Parks Trust. If travellers; Milton Keynes Council (01908 254569) then The Parks Trust.
Medical Emergency	Unconscious or injured park user	999 - Ambulance in first instance, then The Parks Trust (for records)
Attack on Livestock (ongoing)	Dog attacking sheep	999 - TVP if in progress. The Parks Trust if after the event or dead livestock found.

Kents Hill



Monthly:
Cleansing to be carried out once per calendar month.
Visits to each site to be four weeks apart.

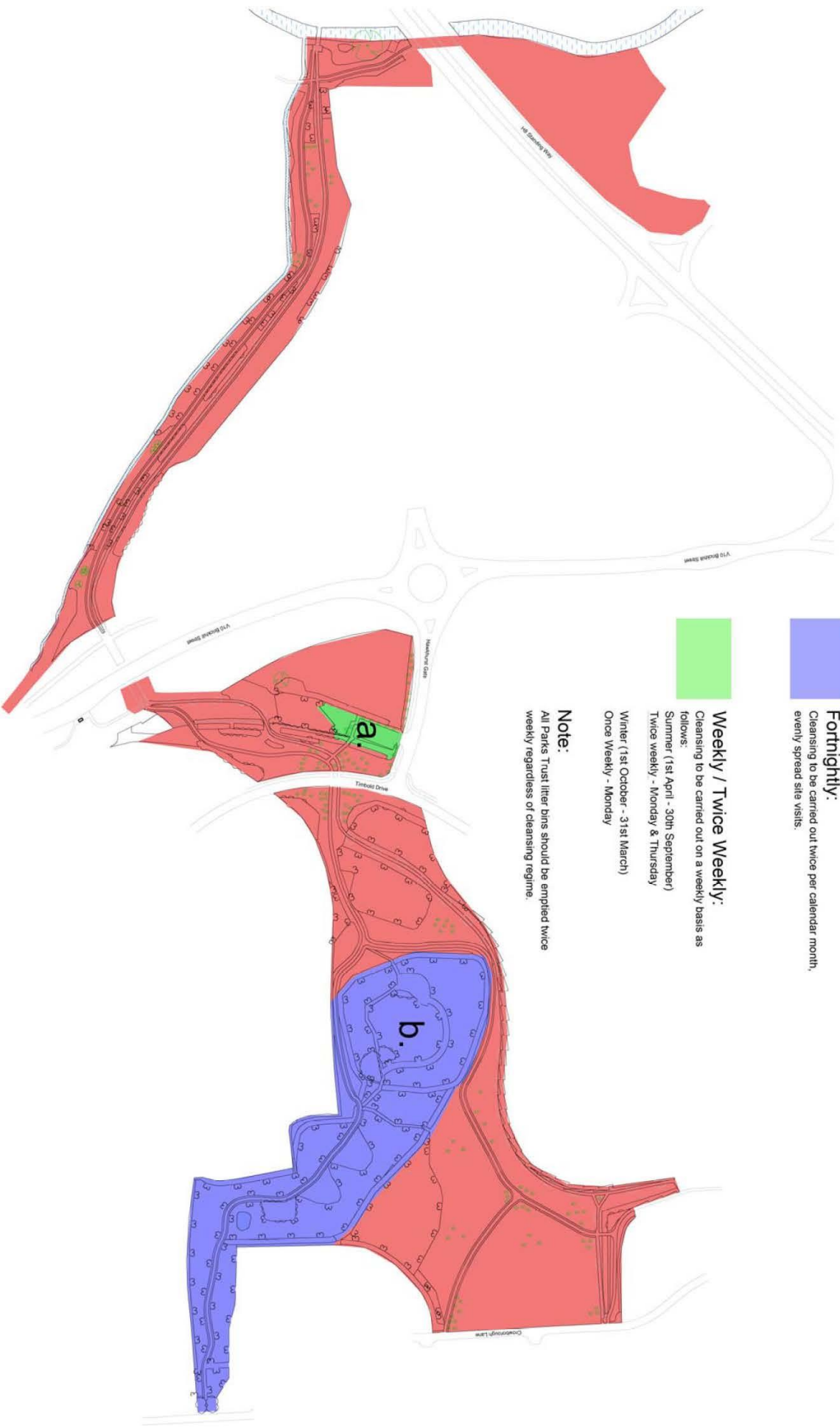


Fortnightly:
Cleansing to be carried out twice per calendar month,
evenly spread site visits.



Weekly / Twice Weekly:
Cleansing to be carried out on a weekly basis as follows:
Summer (1st April - 30th September)
Twice weekly - Monday & Thursday
Winter (1st October - 31st March)
Once Weekly - Monday

Note:
All Parks Trust litter bins should be emptied twice weekly regardless of cleansing regime.





Key
--- : Boundary
Darker shading: Plantations
Lighter shading: Grass/open areas

Emergency Contact Details

Who?	What?	When?
Emergency Services	999	If utmost urgency. I.e. someone unconscious, serious criminal activity.
Thames Valley Police Non-Emergency	101	Most instances, from motorbikes to drug use.
Community Ranger Duty Phone	07770646583	Any incident in the parks.
Parks Trust Head Office	01908 233600	For all other enquiries.

Emergency Vehicle Access

Bump off Timbold Drive for Kents Hill Wood MK7 6BZ

It will greatly assist the emergency services if someone can meet them at, and direct them from, the access point.