

Liquorice Park Millennium Green Trust Volunteer Handbook

v2.5 Nov 2023



Liquorice Park Volunteers and Residents in the Performance Area

A Brief History of Liquorice Park

Founded in 1999 with a grant from the Countryside Agency, the park covers 4.5 acres of former allotments on the scarp slope of Lincoln ridge.

The park is a registered charity and is held by trustees on a 999 lease from the City of Lincoln Council. Trustees are responsible for the management and maintenance of the park so that it can be used for informal recreation, play or other leisure time occupation, as a meeting area or place for community events and for any other lawful purpose for the general use of the community.

The park is situated on a steep slope with steps and comprises wildlife habitat, woodland areas, orchard, herbaceous garden, herb garden, performance area with topiary, viewing platform, wild upper and lower meadows and a network of connecting footpaths.

The Trust relies on the support of volunteers, organisations and local residents to carry out the maintenance, ensuring that the park is a safe and valued facility for the community.

Statement of Aims Trust Deed 30 July 1998

- ❖ Make a substantial contribution to the life of the whole community
- ❖ Allow the land to be enjoyed by people of all ages
- ❖ Be open and evident to visitors to the locality as well as the local inhabitants
- ❖ Allow others to meet and pursue leisure activities and pastimes
- ❖ Include an area of for community events and celebrations
- ❖ Include significant natural areas where people can enjoy nature and wildlife at first hand
- ❖ Make a positive contribution to the local environment and respect the established character of the area
- ❖ Remain safely and conveniently accessible from the inhabitants' homes

Typical Volunteer Activities

- ❖ Create and maintain habitats
- ❖ Define and control brambles
- ❖ Maintenance of meadows including summer cut and collection of grass
- ❖ Keep paths clear and top up with woodchip
- ❖ Weeding of steps and prevention of bramble encroachment
- ❖ Maintenance of topiary and willow screen
- ❖ Performance area kept weed free and grass area regularly mowed
- ❖ Weeding and planting of community and herb garden
- ❖ Removal of self-seeded saplings including sycamore, cherry and blackthorn
- ❖ Thinning of copses to allow access and clear sight
- ❖ Maintenance of boundaries / dead hedges etc.
- ❖ Collection of litter and emptying of bins



Volunteers tending to the raspberry canes

Keeping Volunteers and Visitors Safe

- ❖ Dogs – Volunteers should never confront an aggressive dog. Back away slowly and talk to it in a calming voice. Do not give any direct eye contact as some dogs see this as aggressive.
- ❖ Anti-Social Behaviour – If you see anti-social behaviour, you should not confront the perpetrators. Report your concerns to the activity leader or to the Trustees.
- ❖ Safeguarding - If you, as a volunteer, have any concerns relating to safeguarding, you should speak to our safeguarding trustee Alison Griffiths and share those concerns with her. They will then be dealt with in accordance with our safeguarding policy. Liquorice Park has a duty of care to all its visitors. Volunteers will never be asked to work alone with a child or a vulnerable adult. Make the volunteer leader aware if you have any concerns.

General Advice

- ❖ Understand your own abilities and limits. Decline any activity that you think is beyond your capabilities (e.g. heavy or awkward lifting, using saws or powered equipment).
- ❖ Be aware of varying ground conditions such as wet slippery grass or clay soil, wood edging, steps, brambles, trip hazards, low branches, broken glass, possible dangerous litter, dog droppings, heat, cold, etc.
- ❖ Wear suitable footwear, clothing and PPE i.e. gloves. sturdy shoes, sun hat etc. If you have any small hand tools such as secateurs or trowel it would be very helpful to bring them with you. Bring water or other refreshments if needed.
- ❖ First Aid – We recommend that all volunteers have an up-to-date tetanus jab. A small first aid kit is available for minor injuries, such as cuts or stings.
- ❖ Medication – Inform the volunteer leader of any relevant health concern that you may have, such as allergies. Bring your own medication as necessary (e.g. inhaler, EpiPen).
- ❖ Facilities – Liquorice Park has no toilets or a supply of drinking water.
- ❖ There are two sessions held every week weather permitting, Wednesday and Sunday from 10.30am until 1.00pm. Refreshments held in Herb Garden at 11.30am.
Cancellation procedure: in the event of bad weather please check volunteer messenger service or contact Volunteer Coordinator Alison Griffiths on 07944 581550/01522801163 before travelling.
- ❖ Volunteers will be expected to work considerately with others, be polite and respect diversity, different roles and avoiding giving offence.

Work Area Safety

- ❖ Keep this as tidy as is reasonable. Erect warning signs, cordon off the area and stop work if necessary. If members of the public are nearby, please be aware.

Visiting Groups of Volunteers

All the topics on the previous pages apply to visiting groups of volunteers. Visiting groups are responsible for:

- ❖ the safety of their whole group and ensuring that they have adequate supervision. In some cases, to be agreed, Liquorice Park volunteers or Trustees will act as supervisors.

Trustee Key Contacts

Name	Trustee Role	Email Address/Telephone
Richard Bayles	Finance/H&S/Risk/Website/Mail	richard@liquoricepark.co.uk finance@liquoricepark.co.uk
Phil Cragg	Chair, Governance/Facebook	phil@liquoricepark.co.uk Home: 01522 510062 Mobile: 07798 905285
Alison Griffiths	Volunteer Coordinator/ Neighbours	alison@liquoricepark.co.uk Home: 01522 801163 Mobile: 07944 581550
David Royle	Audits/Surveys Meadows	david@liquoricepark.co.uk
Penny Toone	Volunteer Support / Petty cash	penny@liquoricepark.co.uk

Map of Liquorice Park



Other Contacts

Police 101 - non emergency

National Health Service 111 – non emergency

Social Media



facebook.com/liquorice.park



[@LiquoricePark](https://twitter.com/LiquoricePark)

Website liquoricepark.co.uk