

GUIDEWOODS

Charity No. 302071

Guidewoods
Bullwood Approach
Hockley,
Essex
SS5 4RR

Website: www.girlguidingessesxsoutheast.org.uk

Map ref: TQ 828921 (Landranger sheet 167)

This beautiful campsite is situated on the edge of Hockley Woods, an area of ancient woodland within the Roach Valley Conservation area and designated SSSI. Adjacent to 360 acres of public woodland, the site consists of three acres of woodland surrounding one acre of grass. The trees are mainly oak standards and hornbeam coppice, with hazel, silver birch and ash. After a period of over forty years with little or no management, some coppicing was resumed in 1986 and an on going programme has been in place since then. This has let more light through what had become a thick canopy, resulting in an abundance of woodland flowers and birds, making the site an ideal introduction to the natural environment to people of all ages.

It is a very secure site, being surrounded by an 8 foot fence, which allows young people to experience the independence of wondering through the woods without obvious adult supervision.

Guidewoods comprises of Woodland Lodge and the Perrett Camp Site, both of which are fully equipped, excluding personal bedding.

Woodland Lodge (see plan on website for layout) was completed in December 2003 and is a purpose built holiday house and training centre. Sleeping accommodation for 24 is in two dormitories, Oak and Ash, each with communication showers and washrooms, Birch and Hazel. The Leaders' room sleeps 4 and has an ensuite washroom and shower, which is suitable for disabled users. Hornbeam, a dormitory suitable for wheelchair and disabled users, comprising of one set of 3ft bunk beds and two single beds. There is direct access from this room to the car park. The First Aid room has a sink and disabled changing table. Two Z-beds are also available for additional use. There is a large recreational hall, incorporating a wet activity area, a large fully equipped commercial kitchen and a covered outdoor eating area. It should be noted that there is sufficient dining equipment for 36 people, allowing for additional day visitors.

The Lodge has disabled access and facilities.

It is available for residential use, one day, evening events and weekly meetings.

It can be used all year round and has full central heating.

Whilst the site is owned by the Guide Association, subject to appropriate safeguards and indemnities, it may be used by all other community groups.

The Perrett Camp Site is in the main clearing and covers approximately one acre and there are several concrete bases for fires. There are also some smaller clearings in the woods, each with a fire slab, which can be used for Patrol camps. All camping equipment is housed in the equipment hut adjacent to Woodland Lodge.

Campers have the use of the Birch washroom, which is located on the north-west corner of the lodge and includes toilets and showers: this is accessible from the campsite.

All charges include use of camp equipment.

Guidewoods site location

From M25 junction 29 take A127 eastbound towards Southend. Take the slip road A129 at the Rayleigh Weir. Go through Rayleigh passing Holy Trinity Church at the top of the High Street continue on B1013 towards Hockley for approximately 2 miles. Pass a no entry sign on the left (Fountain Lane) and a speed camera on the right - Bullwood Approach is a short distance past on the right. (If you see the Bull pub you have gone too far!) Guidewoods is entered through double gates at the bottom of Bullwood Approach.

General Information

Keys

Held by: Frances Conway 01702 625521,

Pam Johnson 4 Tudor Road, Eastwood SS9 5AX 07901 1891991

Joan Scotchford 3 Broad Walk, Hockley SS5 5DD 01702 203086

Please ring 2 weeks before arrival to arrange for collection of keys, directions to key holders addresses will be given at this time. The equipment store key is only available to people on the campsite. Keys must not be handed on to the leader following on unless this has been previously agreed with the key holders.

Arrival time must not be before 2pm, unless by special arrangement with the Booking Secretary. **Departure** time for residents of the lodge is 10am and 12 noon for campers; leaders may remain until 1pm to clear up. These times do not apply at weekends during term time.

Hornbeam Dormitory

Suitable for wheelchair and hoist use. We do NOT supply hoists.

First Aid

The First Aid room is fully equipped, including disabled changing table, but it is advisable to bring your own first aid box. There is a lockable locker for use as a medicines cabinet in the first aid room.

Cars

Parking on site for 10 cars.

Overflow parking available in Hockley Woods public car park, just past the Bull pub, 15 mins walk away.

Coaches

By arrangement

Security

Keep the main gate locked at all times.

Before leaving please shut, lock and secure **all** doors and windows.

Site padlock

Please lock the padlock in its normal place on the gate when the gate is open. This ensures it can be found when required. (The key is not removable when the padlock is open).

Mains water

The mains stop cock is situated in the kitchen, under the vegetable preparation sink. Please remember that our water is metered, so take care not to waste it.

Outside tap

The tap is located outside the cookout store, on the exterior of the building.

Hot water

The switch for the main source of hot water is in the meter cupboard. This supplies washrooms and kitchen - it is very large but not inexhaustible. It takes about 3 hours to reach maximum temperature. There is also a instant hot water urn in the kitchen for drinks etc. Please switch off when you leave.

Electric meter

This is locked in the meter cupboard. The door should be kept locked. There are also instructions on how to isolate a fault, should the trip switch cut out.

Emergency lights

These will light automatically if the power fails. However, we suggest the central light switch for hall lights is left on at night and will cover entrance, emergency exit signs and a central hall light.

Telephone

This is located in the kitchen and should not be disconnected. Please keep a note of all calls made and enter the amount owing on your final account sheet.

Useful phone numbers

See notice in lobby - repeated information in the information folders in the kitchen and the bookshelf in the hall.

Heating system

The controls should not be touched at any time.

Whirly clothes line

The whirly clothes line is located at the bottom right hand side of the car park (outside Hornbeam).

Windows

The dormitory windows can be partially opened for ventilation and can be locked in position. Please restore windows to fully closed and locked on your departure.

Care of Guidewoods

Drains

All the drains flow into the septic tank, where bacteria break down the effluent, and from which innocuous fluid seeps away. Do NOT use disinfectants, bleach, biological washing powders/liquids or antibacterial cleaners of any sort as these kill all bacteria, resulting in unpleasant odours and clogging of the system. **Nothing**, therefore, should be put into the lavatory cisterns or hung in the pans. The occasional use of pine disinfectant and/or septic-tank-friendly Harpic is allowable. These are provided, as is non-biological washing up liquid. Flash is also provided for general cleaning purposes. Nothing else is to be used.

Lavatory pans

To prevent blockage of drains or septic tank, please ensure that no clinical waste i.e. tampons and STs are flushed down the pans, use the bins that are provided. No quilted toilet paper s to be used for the same reason. Two toilet rolls are left in each cubicle and request you leave the same amount when you leave.

Elsans

These **must only** be emptied down the **round manhole nearest the cookout store**. No clinical waste in the Elsans please and use the Elsan fluid in moderation.

Furniture

Under no circumstances are beds and disabled changing table to be moved into other rooms.

Incident book

This is in the kitchen in a plastic folder. Please record **all** accidents, potential accidents or near misses.

Dogs

No dogs except Guide Dogs.

Care of site

Please remind all users of the site that it is part of ancient woodland and as such should be treated with respect. Trees or branches should not be bent to make dens. No bark should be stripped from trees as this kills them. Leaf mould should not be scraped off - the exposed clay is dangerously slippery when wet. If any is removed, it must be re-spread. Wildflowers should be looked at and admired but not picked.

Fires must **only** be lit on the concrete bases provided.

Please clear fires before leaving, dousing the ashes with water and putting ashes only (no tins or charred wood) in the pit by the wooden fence, near the stream.

To conserve wood, please place any spare or partially burnt wood on the main woodpile and stack bricks neatly next to the camp equipment store. Failure to do this can damage the mower and cause volunteers to waste valuable time clearing obstacles before cutting the grass.

Please ensure all dens are dismantled before leaving. Also ensure all dams are cleared from the stream.

Have a litter sweep before leaving - the site should have no evidence of anyone having been there.

Care of lodge

No outdoor shoes are allowed in the lodge. The lodge is obviously non-smoking.

Notice boards

Pins are provided for your use - no blu-tac or sellotape on walls please and no pins in the woodwork please.

Damage

Report all faults to contact name on the notice in the lobby. Under no circumstances should repairs be attempted.

Before leaving

Users of the building are requested to clean the equipment they have used, vacuum carpets, wash floor and work surfaces and generally leave the building as found. Cleaning materials are in the cupboard under the sink, extra brooms etc in the equipment store.

Camp fire precautions

Red fire buckets and beaters are in the main store and cookout store. The buckets must be filled with water and both the buckets and heaters positioned near the fire(s).

Campers

Care of camp equipment

When striking camp, all tents should be checked by an adult who should sign and date the label as having full complement of pegs and mallets. The tent should then be returned to its correct position.

There is a book in the equipment store located on the tent shelf **which must be completed before you leave** to record the equipment used.

Never put away damp tents; ensure that they are put away when they are dry.

Fire Safety in Woodland Lodge

(See also the Fire Risk Assessment)

On arrival:

Check that you know how to use the fire extinguishers. Ensure everyone is aware of the notices in the rooms giving the fire escape routes.

Fire Drill should be held as soon as possible after arrival and another should be held without warning on the following day at a time when all occupants are in the house. The fire brigade are aware of the use of the building.

There are **3** fire exits in the lodge:

Main entrance

Hall door to grounds

Drying room

In case of emergencies, all leaders should be made aware of where the house keys are kept during their stay.

Please make sure there is a clear passage through the drying room at all times.

Fire Alarm is situated inside the main door (instructions for use are on the lobby notice board and information folders).

IF THE FIRE ALARM SOUNDS:

Ensure the building is evacuated immediately without stopping to collect and personal belongings.

The Leader-in-charge should ensure that the fire brigade has been called and then go immediately to open the main gate.

The Second-in-command should go straight to the pre-arranged assembly point outside the gate and check that the whole party is present.

The Leader is responsible for checking that all persons are out of the lodge. If possible, but at no danger to themselves, this should be done room by room, and doors should be closed when a room has been checked. When the lodge has been checked empty the leader should go to the assembly point to confirm that all persons are accounted for.

The Leader-in-charge should lead the party to Two Hoots, the first house on the right, and wait with them there.

Remember, in the event of a fire, the first aim is to ensure that there is no loss of life. This can only be achieved by everyone knowing what to do.

Places of Interest

Local

Hockley village is located within 1.5km and has a variety of shops.

Swimming at Clements Hall Sports Centre, Hawkwell, approximately 2.5km walk. Telephone number 01702 207777

Hockley Woods is adjacent to Guidewoods and has many interesting walks and a small children's playground.

Further afield

Hockley railway station approximately 1.7km for trains to Southend (10mins travelling time) and London Liverpool Street (45mins travelling time).

Southend:

Adventure Island Fun Park Tel: 01702 468023

Sealife Centre Tel : 01702 601834

Kids Kingdom Tel: 01702 462747

Tourist Information Tel: 01702 215120