



# HAMLET WOOD SCOUT CAMPSITE BOOKING FORM



**Name of Group**..... **District**.....

Name of Leader in Charge/Appointment.....

Address.....

Tel..... Mob..... Email.....

Name of Nights Away Permit Holder.....

**Day & Date of Arrival**..... **Est. Time**.....

**Day & Date of Departure**..... **Est. Time**.....

**Number of:** Beavers..... Cubs..... Scouts..... Explorers..... Network.....

Rainbows..... Brownies..... Guides..... Rangers/Young Leaders.....

Adult Leaders..... Non Scouts..... **TOTAL**.....

**Type of Event/Activity**.....

**Building Hire:** Kenneth Loveland Training Centre / Vanstone HQ / No buildings

**Camping/Activity Areas:** Patrol Site / Cutbush Field / Cobtree Field / Pioneering Area

**Camp Fire Circle:** Date/Time.....

**Chapel:** Date/Time.....

**Climbing Tower:** Date/Time.....

**Equipment Hire:**

I will ensure that our participants understand and keep to the site rules. I also understand that it is my responsibility to ensure that a risk assessment is carried out for all hazardous activities.

Signed..... Appointment..... Date.....

Please return by email to - [bookings@hamletwood.org.uk](mailto:bookings@hamletwood.org.uk)

or post to: Amanda Booth, 80 Oakwood Road, Maidstone. ME16 8AL

tel: 01622-278872 (phone number will auto-transfer at no cost)



# HAMLET WOOD SCOUT CAMPSITE

## CONDITIONS OF USE



Hamlet Wood Scout Campsite is owned by Maidstone East and West Scout District. We have no paid staff and our volunteer Service Crew work hard to keep the site in the best condition possible. Please consider this during your visit. The leader-in-charge with the help of all leaders present, are responsible for the safety and conduct of everyone attending their event.

Complete quiet is to be observed between 10.30 pm and 6.30 am. The use of radios etc. is permitted on site, in moderation. Please be considerate to other users of Hamlet Wood and our neighbours.

No fireworks are allowed on site at any time.

No smoking in any of the buildings. If adults smoke on site, please ensure cigarette ends are disposed of properly.

Emergency Services must always have access to all buildings, a wide access route must be maintained.

Vehicles should be parked in the main car park, with name and mobile number placed on the dashboard. Staggered arrivals and parking supervision should be considered to avoid blocking Stockett Lane.

Sat-nav directions often select the most direct route, which may take you along many small windy lanes. To avoid narrow lanes, approach Hamlet Wood from Coxheath Village.

### **Buildings – Vanstone HQ**

Electric window shutters are fitted to this building. These are operated by switches on the walls near to the shutters.

Central Heating is controlled by using the HIVE Thermostat located in the main hall. If the outer doors are left open, please fix them with the hooked stays provided.

Wear soft shoes indoors whenever possible. No ball or rough games are allowed indoors. Furniture must not be moved from the buildings.

Sleeping is allowed in the buildings, children must be supervised.

### **Buildings – Loveland Centre**

Please take care when removing and replacing the shutters, this is a task for 2 adults.

**Heating in the main hall is provided by wall-mounted gas heaters. The gas heaters must never be operated while it is being used for sleeping. Do not place clothing on top of, or close to heaters.**

## Buildings – General

Please report any accidents, damage or breakages.

If any of the fire extinguisher are used, please ensure that the Warden is informed.

All rubbish should be placed in the bin near the main gate. Our waste is separated for recycling, after collection.

There is a locked cupboard containing cleaning equipment for use by leaders in each building.

Mops and buckets are provided with the correct cleaning liquid for dirty floors. Red 'V-mops' are provided for sweeping the main halls, when dry.

Your choice of washing-up liquid/cleaning products, cloths and tea towels for use in the kitchen, are to be provided by the hirer.

You are expected to leave the buildings at least as clean as you found them.

## Camping

Site trolleys are available for the use of all campers, please keep them locked when not in use. The padlock key for these is the same key as the main gate.

Water for use on the campsites may be collected from the taps outside either building or near the main toilet block.

Groups camping (without use of a building), can make use of the 'Freezer Room'. This contains 2 fridge/freezers and power outlets for phone charging. The Freezer Room can be found near the Vanstone HQ Kitchen door.

We have difficulty in getting grass to grow on our woodland soil, and a downpour of rain can turn the grass into mud in less than a day. So we do not allow camping on the central part of 'The Glade' or trenching around tents.

Mess Tent Areas are covered with a thick layer of wood chippings, they are part of each camping area. Mess Tents and Dining Shelters must only be erected on the chipped areas, not on grass or activity areas.

No live trees or bushes are to be cut down. Please leave trees, flowers and plants for others to enjoy. Please keep to established paths.

Light fires only on fireplaces, **never** on grassed areas. Dead timber, including kindling, can generally be found on the ground throughout the woodland. Do not cut any timber unless you are absolutely sure it is dead. If you want instruction on how to recognise dead standing timber please ask.

You are welcome to use timber/logs from the open wood piles, but please use wood sensibly. Some of the ready cut timber is of a large diameter and will need to be split before use. A small bow saw, hand axe and mallet should be in your camp kit and you should know how to use them safely, please ask if you are unsure.

Camp Ovens are available, please ask the Warden.

Before vacating your fire area, clear the cold ash from the fireplace and re-stack surplus wood on wood pile. If you use logs as seats, please return them to where you found them, and do not leave them on the grass.

It is the responsibility of those using the Camp Fire Circle to tidy after themselves.

Dogs are allowed on site provided they are kept on a lead at all times and exercised off the camping and activity areas. Any fouling must be cleaned up and disposed of properly.

Hamlet Wood has good mobile phone signal coverage on the main site, but there is NO service from the valley at the bottom of the Nature Trail.

**You are expected to leave Hamlet Wood at least as tidy as you found it.**

## **Toilet Block**

There are spare toilet rolls and cleaning supplies in the cupboard within the ladies toilets, the cupboard is only to be accessed by adults.

All of our showers have their own private changing area so they can be used by any gender at any time. The doors are set to swing open, to help the flow of air and aid drying, the fan will run for 30 minutes after use. Please rinse any mud that remains in the cubical into the drainage gully.

**You are expected to leave the Toilet Block at least as clean as you found it.**

## **Toilet Block – Outdoor Sinks**

The outdoor sinks have hot and cold water.

The switch to turn on the hot water is located in the single toilet next to the accessible toilet. The switch is labelled 'light over sinks'. This will turn on the light above the outdoor sinks, and the hot water.

Please avoid wasting water.

## **HAMLET WOOD SCOUT CAMPSITE**

Stockett Lane, East Farleigh, Maidstone, Kent. ME15 0QG

Bookings: Amanda Booth, 80 Oakwood Road, Maidstone. ME16 8AL mob: 01622-278872



# HAMLET WOOD SCOUT CAMPSITE RISK ASSESSMENT



We wish to ensure that you have an enjoyable and safe visit to Hamlet Wood. Hamlet Wood has a number of natural and man-made hazards. These need to be brought to your attention in order for you to be able to brief your party, and enable you to manage the risks associated with your visit. Work is always ongoing to reduce these hazards, but it is not possible to remove them completely.

## **Natural Hazards**

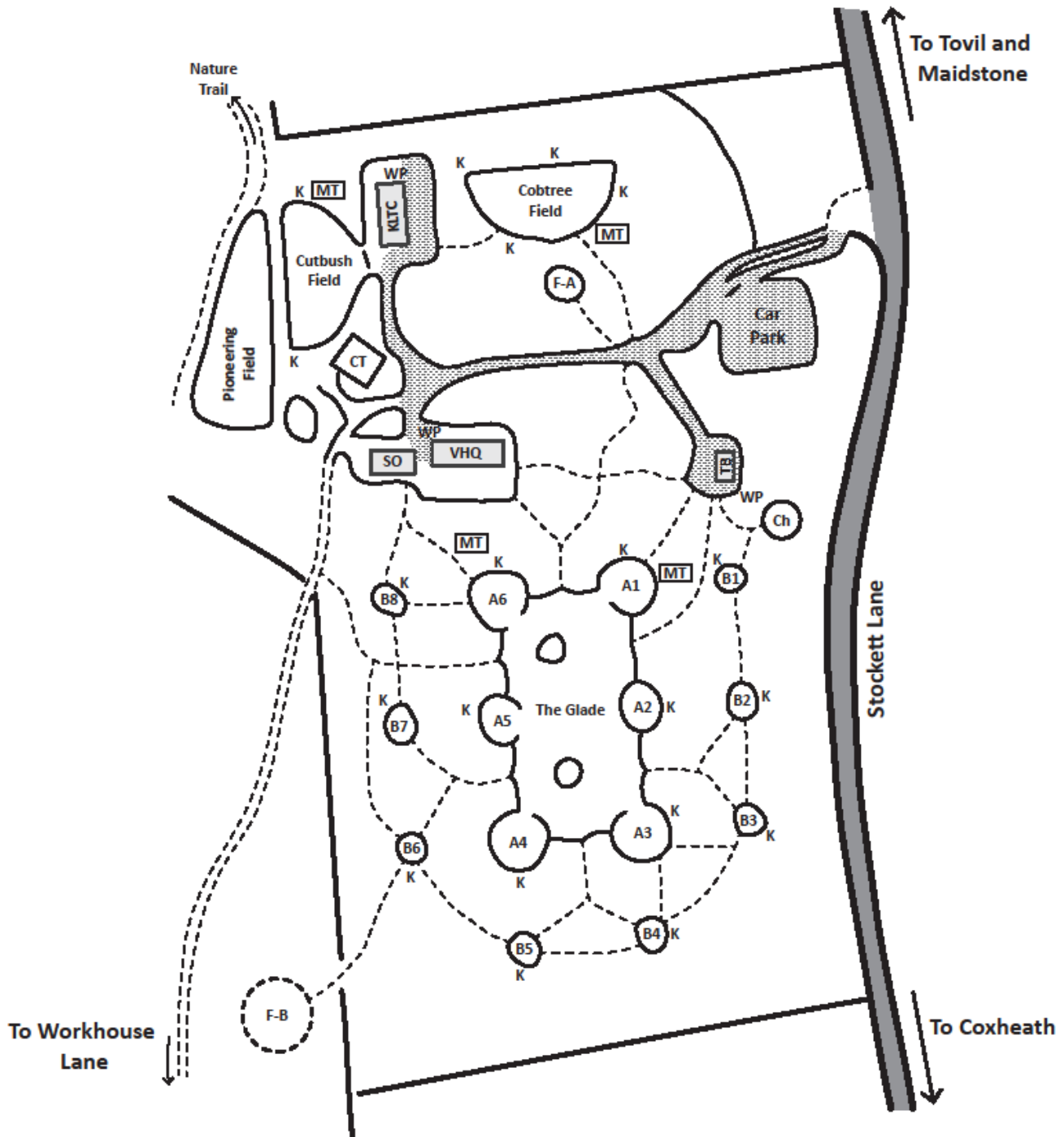
- Woodlands contain many wild Fungi and fruiting plants which may be POISONOUS. Please be aware of this and ensure that your members do not experiment with them. Should you find them on your camping area please remove them safely and wash your hands afterwards.
- Marked and fenced paths through the woodland have been checked and are considered safe routes. However, if you venture off these you may find low branches, trip hazards and animal holes etc.
- To the west side of the site is a steep slope, and a stepped path descends to the bottom of the valley.
- At the southern corner of the site there are old ragstone quarries, which are overgrown and tucked away. Extreme caution is needed when using this area.

## **Man-Made Hazards**

- The areas around the gas tanks and gas cage are out of bounds.
- The climbing wall must only be entered under the supervision of a qualified instructor.
- Woodpiles are unstable and should not be climbed on.

Reviewed: 05 February 2025

# Hamlet Wood Campsite Plan



VHQ	Vanstone HQ Building	SO	Site Office
KLTC	Ken Loveland Training Centre	TB	Toilet Block
F-(A/B)	Camp Fire Circle	Ch	Open Air Chapel
Ax/Bx	Camping Sites	CT	Climbing Tower
K	Camp Kitchen Areas	WP	Water Points
MT	Mess Tent Area		

