



# **MEMORANDUM OF UNDERSTANDING**

## **Mercian Woodland Biodiversity Project**

BETWEEN

**Small Woods Association**

AND

**Ketley Parish Council and Friends Group & Telford and Wrekin Council**

AT

**Ketley Paddock Mound**

# MEMORANDUM OF UNDERSTANDING

made between:

**Small Woods Association (SWA), Green Wood Centre, Station Road,  
Coalbrookdale, Telford, TF8 7DR**

And

**Ketley Parish Council and Friends Group (PARTICIPANT)  
&  
Telford and Wrekin Council,  
Addenbrooke House,  
Ironmasters Way,  
Telford,  
TF3 4NT**

at

**Ketley Paddock Mound**

## **Overview**

The Mercian Woodland Biodiversity Project is a 3-year programme to deliver 1000 hectares of biodiversity improvements across the Severn Trent river catchments. Funded by Severn Trent Water and facilitated by Small Woods Association it seeks engage, advise and support woodland owners and managers in making simple, cost effective and meaningful interventions for the promotion of biodiversity through management practice in their woodlands.

The Mercian Woodland Biodiversity Project will provide advice, knowledge resources and skills development to participants as well as providing support for more complex interventions when successfully applied for – it does not make direct grant payments to participants.

## **1. Introduction**

- 1.1 The PARTICIPANT wishes to enter the Mercian Woodland Biodiversity Project, administered by SWA for the purpose of assessing, planning and undertaking work for the enhancement of biodiversity at Ketley Paddock Mound
- 1.2 This Memorandum of Understanding (MoU) sets out below the principles by which SWA and PARTICIPANT will work together to undertake interventions at Ketley Paddock Mound

## **2. Roles and Responsibilities of SWA**

2.1 SWA will help facilitate the following work and undertakes its data handling responsibilities:

- Initial Woodland Assessment – to establish the accessibility and general health of the woodland
- Biodiversity Potential Assessment – to examine the potential for enhancing the biodiversity of the woodland
- Biodiversity Management Plan – to develop a plan to enhance the biodiversity of the woodland through a series of simple and, if applied for, subsequent complex management interventions, within the remit of the project. This process to be undertaken in partnership with the PARTICIPANT resulting in an agreed schedule of works and monitoring
- Advise the PARTICIPANT in the undertaking of the schedule of simple intervention works and support, where applied for, complex interventions
- Monitoring & reporting – to liaise with the PARTICIPANT in the gathering of monitoring evidence and data before, during and after the agreed intervention works. Evidence and data will then be incorporated into the reporting cycle for the project.
- Provide the PARTICIPANT with opportunities to access Exemplar Woods, demonstration days and woodland sharings throughout the lifetime of the project
- Provide the PARTICIPANT with free and open access to resource materials associated with the project including but not limited to; assessment and management templates, advisory notes, electronic newsletters, membership services and specialist advice

## **3. Roles and Responsibilities of the PARTICIPANT**

3.1 The PARTICIPANT will be responsible for the following:

- Initial Woodland Assessment – working alongside a SWA Biodiversity Advisor to provide access for, or undertake themselves an Initial Assessment

- Biodiversity Potential Assessment – – working alongside a SWA Biodiversity Advisor to provide access for, or undertake themselves a Biodiversity Potential Assessment
- Biodiversity Management Plan – working alongside a SWA Biodiversity Advisor to develop a plan to enhance the biodiversity of the woodland through an agreed plan of works, interventions and monitoring within the remit of the project.
- Undertake all works and monitoring agreed within the Biodiversity Management Plan, in liaison with the SWA Biodiversity Advisor
- Undertake continued monitoring and data gathering as laid out in the Biodiversity Management Plan

### **Timescale**

4. This MoU shall be considered valid for the total period of the Mercian Woodland Biodiversity Project – from date of signing until 31 December 2025 inclusive

### **5. Review and Termination**

- 5.1 SWA shall undertake an annual review of the site in advance of the drawing up of an annual report. Should the PARTICIPANT not have completed the schedule of works agreed in the Biodiversity Management Plan, SWA will work with the PARTICIPANT to assess the plan and outstanding works in order to help facilitate completion by the PARTICIPANT
- 5.2 Should interventions, monitoring and reporting not be fulfilled by the PARTICIPANT following the review process laid out in 5.1, SWA retains the right to withhold any further support. In the case of Exemplar Woods, SWA retains the right to re-charge the Exemplar Woods PARTICIPANT the sum of any funds provided for uncompleted works.

### **6. General**

- 6.1 The parties to this MoU shall not be deemed to be in breach of this understanding or otherwise liable for any third-party failure or delay in performing or initiating the activities or works proposed through this MoU.
- 6.2 This MoU records the understanding between the parties and is not intended to be a legally binding document and shall not be enforceable in any Court of Law.
- 6.3 Neither party shall be permitted to use the other's name, crest, logo or branding without first having obtained the other's written consent

6.4 Under the Data Protection Act 2018, SWA is the sole data holder for the Project. SWA will not pass on or share personal or contact details given as part of the Project to anyone outside of the Mercian Woodland Biodiversity Project at anytime without the express consent of the client.

**7. For the purposes of this MoU the nominated PARTICIPANT contact is:**

Christine Cotton  
Ketley Parish Council and Friends Group  
&  
Telford and Wrekin Council,  
Addenbrooke House,  
Ironmasters Way,  
Telford, TF3 4NT

Email: [ccotton38@yahoo.com](mailto:ccotton38@yahoo.com)

Tel: via T&WC 01952 380000

Signed:

Date:

**The nominated contact for SWA is:**

David Reeve – Project Co-ordinator: Mercian Woodland Biodiversity Project  
Small Woods Association  
The Green Wood Centre  
Coalbrookdale  
TF8 7DR

Email: [davidreeve@smallwoods.org.uk](mailto:davidreeve@smallwoods.org.uk)

Tel: via 01952 432769

Signed:

Date: 19 May 2022