

## Community Access Scheme

### Welcome to Westonbirt

*'to connect people with trees and improve the quality of life'*

**The National Arboretum, Westonbirt**, located in Gloucestershire, is an internationally important tree collection and grade 1-registered landscape. With over 15,000 specimen trees and areas of semi-ancient native woodland, the arboretum has been managed by the Forestry Commission since 1956. The arboretum attracts over 500,000 visitors a year, enabling the public to engage with the tree collection and develop an understanding of its care and conservation.

With Heritage Lottery Funding, we have built up a successful programme of both on-site and off-site activities for often overlooked young people and adults. Working with over 140 different groups and organisations and enabling almost 5,000 participants to get to know Westonbirt. Although lottery funding has now finished, we are continually exploring ways of supporting audiences to access the arboretum.

**Westonbirt Arboretum, Community Access Scheme (CAS)** has been established to support community groups and organisations with a wellbeing and mental health focus that serve clients that would otherwise face barriers to visiting the arboretum independently. It aims to enable these groups / individuals to access the arboretum and help them enjoy the therapeutic benefits it can offer.

### What can Westonbirt Offer?

There are several resources available free of charge for use at Westonbirt including;

- **How to Hygge a Tree** – Wellbeing at Westonbirt resource book.
- **Creativitree** – 20 different creative activity postcards using trees as inspiration.
- **The Little Book of Disappearing Trees** – a guide to Westonbirt's rare trees and where to find them.
- **Birt's 'I Spy' Adventure** – I spy activity book for younger children.
- **Picture Perfect** – photography trail to help you capture our picturesque landscape.
- **Tree Quest** – seek and discover 50 trees around site using your mobile or smart device.
- **Seasonal Trails** – explore Westonbirt's seasonal highlights and discover their stories.

Please see our website for more information [www.forestryengland.uk/westonbirt](http://www.forestryengland.uk/westonbirt) or contact our Community Co-ordinator [karen.price@forestryengland.uk](mailto:karen.price@forestryengland.uk)

## Who can join?

Eligible groups and organisations include organisations that support

- people with learning or physical disabilities
- people experiencing mental health issues
- people living with dementia, or
- organisations supporting excluded, vulnerable or isolated members of society

## What are the criteria?

To be eligible your organisation must be based within a 15mile radius of Westonbirt Arboretum and be:

- a registered charity or
- a community interest company (CIC) or
- a community benefit society or
- an organisation whose primary objective is to provide services directly to people who face physical, sensory, psychological or social barriers.
- Larger organisations such as national bodies, working with individuals that fit the target audience outlined above, within the 15 miles radius, can purchase 60 / 120 visitor admissions per eligible branch each year, with a separate registration required for each branch.

## How does the scheme work?

- Groups or organisations, once registered with the scheme, can purchase a **CAS** card, for either 60 / 120 visits to the arboretum at a reduced rate.
- You will then be sent a letter of confirmation and CAS card.
- Groups can visit more than once during normal opening hours until they reach a maximum of 60/120 visitor admissions each year.
- Once you have reached your allocated number of visits, additional visits can be purchased for either 60 / 120 visits.
- Essential carers accompanying visitors with additional support needs and group leaders are admitted free of charge and this does not count towards your 60 / 120 visitor admissions.
- Children aged four years and under are admitted free of charge and do not count towards your 60 / 120 visitor admissions.
- There is no need to book to visit the arboretum. However, additional resources such as mobility scooters will need to be booked in advance through the Welcome Building. Please see the website for accessibility information and click on the blue visitor information tab at the top [www.forestryengland.uk/westonbirt](http://www.forestryengland.uk/westonbirt)

- On arrival at Westonbirt, please show the CAS card at the admissions desk in the Welcome Building, giving your group / organisation name, and the number of both visitors and support staff / carers. The admissions team will then deduct the number of visits from your total purchased and allocate you the required number of day tickets.
- You cannot carry over any unused visits to the next financial **CAS** year.
- Groups will be asked to provide feedback on the scheme on an annual basis.

### **CAS fees**

We offer two types of **CAS** card:

- Card 1: **60 admissions** for £30 (incl. VAT)
- Card 2: **120 admissions** for £60 (incl. VAT)

If you initially purchase Card 1 (60 admissions) you can purchase an additional 60 / 120 visits during the year if you find you need more.

The **CAS** year runs from 1 April to 31 March and applications can be made at any time. The visit quota (60/120 visits) can be used at any time within the **CAS** year and therefore the **CAS** fee does NOT reduce *pro rata*. Refunds are not available for any unused CAS admissions.

### **Exclusions**

- The scheme is for the service users and their accompanying carers or support workers only. It is NOT for staff or volunteers of the organisation, unless accompanying their clients, nor additional family members. Tickets are NOT intended to be used as a 'thank you' for volunteers, nor for fundraising by way of you charging your clients for their entry.
- Entry is NOT included for any ticketed events within the Arboretum (e.g. Enchanted Christmas, Forest Live).
- We reserve the right to revoke your CAS card at any time, without financial compensation, if you commit any breach of these terms.
- We reserve the right to alter the conditions of the scheme at any time, subject to a minimum 30 days prior notice by email.
- We reserve the right to close the scheme at the end of any financial year, subject to a minimum 30 days prior notice by email.

**How do I join?**

- Complete the attached application form and send it to us (details are on the form).
- Please include all the information required in your application.

If you require further information about the scheme, please email

[karen.price@forestryengland.uk](mailto:karen.price@forestryengland.uk)

**Next Steps**

Once your application to join Westonbirt Arboretum CAS has been validated by our community team, you will receive e-mail confirmation with an invoice. You will then need to make payment electronically by Bacs (bank transfer). Details of how to pay will be provided in the email. Once payment has been received you will be sent a letter of confirmation and CAS card and can start visiting the arboretum. You cannot use the scheme until you have received your CAS card.

New applications and renewals may take up to 28days to be processed.

**Renewal**

We will contact you approximately one month before your CAS card is due for renewal, and inform you of how you can continue to access the scheme.

**Proof of Purchase**

You will need to show your CAS card when entering Westonbirt Arboretum. Visitors who cannot provide a CAS card may be required to pay the general visitor entrance fee, which will not be refunded.

## Application Form

### Westonbirt Arboretum Community Access Scheme

#### How we will use your information

We need to collect personal information about your organisation and lead booker to be able to manage your application to CAS and purchase of CAS card. These details will be used to process your application and will only be used to contact you about other Forestry Commission activities when you have confirmed you would like to receive this communication (there is the option to hear more from the Forestry Commission below). We will store your information securely and will not share it with any other organisation.

The Forestry Commission is a data controller under UK data protection legislation. The Forestry Commission's privacy policy and contact details of our Data Protection Officer can be found here [www.forestryengland.uk/privacy](http://www.forestryengland.uk/privacy). We will keep a copy of your financial data for 7 years, as per our retention policy.

*We will use your details to contact you about the scheme and to gather feedback on it.*

*Tick here if you agree to receive this information from us.* [ ]

*Westonbirt Arboretum would like to occasionally contact you about relevant events and activities aimed at your target audience, and help us develop Westonbirt as an **inclusive** visitor attraction. You will not receive information about wider Forestry Commission events.*

*Tick here if you agree to receive this information from us.* [ ]

*We respect the privacy of your data. Data will only be accessible by Forestry Commission employees at Westonbirt Arboretum. Non-financial Data will be stored on file for 6 months after the end of the financial year to enable us to gather feedback on the scheme.*

*I confirm that I have read and agree to the CAS conditions.* [ ]

Please note that Westonbirt Arboretum reserves the right to withdraw an organisation's participation in this scheme in the event of misuse, and may alter or close the programme at any time.

Name of the organisation/community group				
Select CAS card required >	<b>Card 1:</b> 60 visits - £30 (incl. VAT)		<b>Card 2:</b> 120 visits - £60 (incl. VAT)	
Type of Organisation (please tick)	registered charity (C)	community interest company (I)	community benefit society (B)	service provider to people with additional needs (S)
Charity registration number (if applicable)				
Address: line 1				
Address: line 2				
Address: line 3				
Postcode				
Contact name and job title				
Contact email address				
Contact telephone number				
Contact person & telephone number for Finance				

Please provide a description of your organisation's aims/objectives, your service users and the purpose of the organisation's support work. (Please attach additional information if you need to such as your annual report, charitable objectives etc)

This should be general information. Please do not include personal information about any third parties in this section.

How did you hear about the Community Access scheme?	Website	Magazine	Word of mouth	Contacted by Westonbirt	Previous Visit

Date of application

**Please return your completed application by email to: [karen.price@forestry.gov.uk](mailto:karen.price@forestry.gov.uk)**

Or by post to

Karen Price Community Co-ordinator

Westonbirt, The National Arboretum

Tetbury

Gloucestershire

GL8 8QS