



Information pack for group leaders



Dear Group Leaders,

Thank you for choosing to hire our magical woodland and supporting our charitable work, we hope you have a successful and enjoyable event. Please use the information provided in this pack to help you plan for your event and create your own packs to share with your participants. If there is any information missing that you think would be helpful to include, please inform us, we want to make this a useful resource for all leaders to share. Thank you.

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Welcome from the Trustees

Thank you for choosing Hazel Hill Wood. For three decades we have been welcoming people to find rest, nourishment and inspiration. It is a woodland that is lovingly looked after by the people who come here, be that for a retreat, a staff away day or one of our Volunteer Days. Through the wood and our buildings we hope to demonstrate how we can live differently, treading lighter on the earth and having a closer encounter with nature.



Photo by Griffin Photography

If you are not familiar with off-grid living then how our buildings work is going to take a bit of explaining. Please pay attention to these briefing notes as they will help you plan for a comfortable stay at the same time as keeping these unusual systems working properly. While you are with us, think about how you can tread lightly and minimise your carbon footprint. For example, we have no waste collection at the wood, so you'll need to take away all the waste that you generate. In your stay with us, keep in mind our working philosophy: look after the wood and the wood will look after you. Enjoy your stay.

Oliver Broadbent, Chair of Hazel Hill Trust

Hazel Hill Trust

Hazel Hill Trust is the charity which runs Hazel Hill Wood. It was set up in 2015 by Alan Heeks.

Our vision for Hazel Hill Wood is for it to be **a thriving ecosystem where people come to heal and learn through deeper connection with the living world.**

Our missions are to build:

A Place for Connection: In this mission we care for the ecosystem itself as well as the places where people gather to heal and learn. We see Hazel Hill as a place of warm hearths for gathering, both indoors and out, intimately connected with a thriving living system. We see the woodland and buildings as part of a continuous system and we aim to use regenerative principles to care for both.

A Practice of Connection: In this mission we are working with teachers and workshop leaders who have guided groups at Hazel Hill in the last thirty years to try to distill a practice of connection that is unique to Hazel Hill. We call it Deep Ecology. This practice guides us in the many ways individuals can come together to heal and learn through a deeper connection to the living system that is Hazel Hill.

Partnerships in connection: In this mission we aim to build our partnerships with the individuals and organisations who bring people to the wood. We see anyone who brings people to the wood as a partner, and we aim to support them in the work that they do. We aim in particular to strengthen our partnerships with organisations who work with the people that suffer most from nature separation. In the past, this has included health care professionals, front-line workers, young people, people suffering from poor mental health and those taking climate-positive action.

Directions

Hazel Hill Wood
Grimstead Road
Salisbury
Wiltshire
SP5 1AU

Hazel Hill Wood is located just 7 miles east of Salisbury between the picturesque villages of Farley and East Grimstead. Less than an hour's drive from Portsmouth, Southampton, Bournemouth, Winchester, Andover, Basingstoke and Newbury.

The entrance is located off Grimstead Road. If using sat nav or google maps, use postcode SP5 1AU and you'll see our yellow and green 'Hazel Hill Wood' sign on the road - we don't have a postcode but this is the farm opposite us. Come down the track into the woods and follow the sign for the car park. Please note, there is no access via Pitchers Farm or Lyvers Farm.

For detailed written directions, please download the following document: [Directions to HHW](#).

Please ensure your participants have a clear understanding of how to get here, as there is limited phone signal in the area so they may have difficulty reaching you if they get lost.

Parking

The car park holds around 10 vehicles, plus a few more if you park one vehicle in front of another. Please encourage car sharing, public transport and cycling as much as possible. Here at the wood we send out a [Travel Spreadsheet](#) to coordinate lift sharing. Please feel free to make a copy and use it for your event.

All visitors, including group leaders and caterers, must park in the car park. Please leave the tracks to the buildings clear for emergency access. You may drive to the Oak House to unload food and equipment upon arrival, but please move your vehicle to the car park soon after.

If you have booked the Forest Ark, you may use the two car parking spaces next to the Ark.

Arrival

Arrival for group leaders and site crew:

- Tuesday's at 10am for midweek bookings.
- Thursday or Friday at 2pm for weekend bookings.

Arrival for your participants:

- Tuesday's from 12pm for midweek bookings.
- Thursday or Friday from 4pm for weekend bookings.

Please arrive on time, our site is not staffed all day/everyday and so a staff member will travel to site to meet you. Upon arrival they'll welcome you and brief you on using each of the buildings. This induction will take around 45-60 minutes, depending on how many buildings you have booked and whether you have stayed before. It is strongly advised that all leaders and site crew attend as there is a lot of information to take in. Correct use of the off-grid systems we have at the

wood are essential for an enjoyable and comfortable stay, so we advise group leaders to assign responsibilities to site crew, especially lighting and managing the wood burning stoves for heating and hot water, ensuring lights are turned off when not in use etc. Even if you have stayed before we must run through this briefing process for H&S requirements. You'll then be left to prepare for your event and get settled before your participants arrive.

Group leaders and site crew may arrive early to spend time in the wood before accessing the buildings. This can be helpful to finalise woodland risk assessments or outdoor activity planning. If you would like to arrive early to access the wood you must arrange this in advance with a member of the HH team.

Departure

- Wednesday or Thursday at 4pm for midweek bookings.
- Sunday at 4pm for weekend bookings.

A staff member will meet you at 4pm to see you off. Please inform them of any issues, accidents or incidents and give them the completed accident/incident report/s. If you need to leave earlier than 4pm, please inform them with as much notice as possible so they may try to change their schedule to fit in with you. Group leaders are responsible for making sure their participants have taken all their belongings, returned their keys and left the site before departing themselves.

What to bring and expect - 'kit list'

We have put together a simple document outlining the main information your participants need so they know [what to bring and expect](#) for their stay. Please read and share with everyone attending. We advise group leaders to bring spare bedding with them in case any participants forget to bring theirs. Hazel Hill Wood is unable to provide any bedding.

Accommodation

We have four off-grid timber accommodation buildings, sleeping a varying number of people. Our sleeping capacity list can be downloaded [here](#). Group leaders, ensure you keep a list of who is sleeping where in case of an emergency.

The Oak House is the main gathering place for all groups using the wood. This building has a large group room for indoor activities, dining room and catering kitchen, as well as several bedrooms and two shower rooms.

The Hideaway offers sleeping accommodation for up to 16 people across 8 bedrooms. There is also a facilities block with showers and composting toilets.

The Forest Ark and Longhouse offer additional sleeping accommodation for very large groups that require further bedrooms.

The Oak House

We will brief you on arrival on how to use the building and will leave you with a user guide. The following FAQs should provide you with information you need to know in advance.

How many people can sleep in the Oak House? Up to 12 people in shared bedrooms:

- Downstairs large bunk room - sleeps 5 across two bunk beds. One bunk bed has a double bed below and a single above. The other bunk bed has two single beds.
- Downstairs small bunk room - sleeps 3 in one bunk bed.
- Upstairs room - sleeps 3 in x3 single beds.
- Upstairs tiny room - sleeps 1 in a single bed (best for a child or small adult).

Is there mains electricity at the Oak House? No. The building uses 12V power from solar panels to power the lights, but the power in this building is very limited so please turn off the lights when not in use. There are no plug sockets available so make sure you charge your phone fully before you arrive. You cannot plug in any electrical devices e.g phones, hair dryers or kitchen equipment.

Is there phone signal? There is patchy mobile phone signal, some providers such as EE and Three, get limited signal. We recommend you view this as an opportunity to immerse yourselves in nature and try a mobile-digital-detox! If you do need to be contacted, or to make an external call, we have an emergency mobile phone at the wood in the Oak House lobby. The number is 07487 326370.

Is the building heated? Yes. Heating is provided by two wood-burning stoves. Depending on the amount of heat you need you can decide whether to light one or both of these. Please note, there is a fire guard around the wood-burner in the dining room, but not in the group room. In the colder months, it may be difficult to keep the buildings as warm as you are used to at home. Please consider whether this is suitable for the individuals in your group. People with existing health conditions, certain disabilities, children and the elderly may be more vulnerable to the cold.

Can we drink the water? Yes. The water supplying the Oak House is mains water.

Are there hot showers? Yes. All showers operate just like those at home. The water is heated by the wood-burning stove. We suggest lighting it for a good 5 or 6 hour burn each evening. There is no mains drainage. The waste water is processed in reed beds so we ask that you use eco-friendly, biodegradable toiletry products and certainly nothing with microplastic beads, thank you.

Are there toilets? Yes. The Oak House has an indoor composting toilet and a 'wee only' toilet. There are also two outdoor composting toilets at the wood and we advise you use these as much as possible.

Is there wifi? No.

The Hideaway

We will brief you on arrival on how to use the building and will leave you with a user guide. The following FAQs should provide you with information you need to know in advance.

How many people can sleep in the Hideaway? Up to 16 people in shared bedrooms:

- x6 Twin rooms - sleeps 12 across 6 single bunk beds.
- x1 Double room - sleeps 2 in a double bed.
- x1 Accessible room - sleeps 1 or 2 in a single trundle bed.

Is there electricity in the Hideaway? Yes. Power is provided from solar panels on the roof and a backup generator. There is lighting in each bedroom and the 6 bunk rooms have USB sockets, however, as power is limited, we ask guests to only use these for charging phones and when absolutely necessary. As phone signal is weak anyway, we encourage you to try a digital detox if possible! The other two rooms (Hazel and Holly) are our more accessible rooms, and have 240v mains sockets with a limit of 200W per room, or 400W limit if using one room, for medical equipment use only. However, due to the nature of our off-grid site we cannot guarantee uninterrupted power. Group Leaders, please ensure you have briefed your participants on this before booking.

Is the building heated? Yes. Heating is provided by a wood-burning biomass boiler in the boiler room. You will need to reload and burn the boiler at least twice a day throughout your stay. We will brief you on how to do this when you arrive, but we recommend you nominate someone to be in charge of this job. In the colder months, it may be difficult to keep the buildings as warm as you are used to at home. Please consider whether this is suitable for the individuals in your group. People with existing health conditions, certain disabilities, children and the elderly may be more vulnerable to the cold.

Is there a cooker? No. There are no kitchen facilities in the Hideaway.

Is there a fridge? No.

Can we drink the water? Yes. The water supplying the Hideaway is mains water.

Are there hot showers? Yes. All showers operate just like those at home. The water is heated by a wood-burning bio-mass boiler. We suggest lighting it for a minimum of two burns per day, each morning and evening. There is no mains drainage. The waste water is processed in reed beds so we ask that you use eco-friendly, biodegradable toiletry products and certainly nothing with microplastic beads, thank you.

Are there toilets? Yes. The Hideaway has three indoor composting toilets. There are also two outdoor composting toilets at the wood and we advise you use these as much as possible.

Is there wifi? No.

The Forest Ark

We will brief you on arrival on how to use the building and will leave you with a user guide. The following FAQs should provide you with information you need to know in advance.

How many people can sleep in the Forest Ark? Up to 6 people in shared rooms:

- King Size room - sleeps 2 in a king size bed.
- Double room - sleeps 2 in a double bed.
- Living room - sleeps 2 on a double sofa bed in the living room (shared space).

Is there electricity at the Forest Ark? Yes, but there is a limited amount of electricity available - enough to power lights and a few phone chargers, but not an electric kettle, laptop or hairdryer.

Is the building heated? Yes. Heating can come from a range of sources: a wood-burning stove; a solar-thermal panel and a biomass boiler. In the colder months, it may be difficult to keep the buildings as warm as you are used to at home. Please consider whether this is suitable for the individuals in your group. People with existing health conditions, certain disabilities, children and the elderly may be more vulnerable to the cold.

Is there a cooker? There is a gas-powered two ring hob. There is also a small oven in the wood-burning Esse stove.

Is there a fridge? Yes there is a large fridge. If you are also using the Oak House, which has a gas-powered fridge, please consider only using the one in the Ark to lower use of fossil fuels.

Can we drink the water? No. The water supplying the Ark is collected and filtered through a rainwater harvesting system. It is safe to wash with but not to drink. Separate drinking water is provided in the water container. If you need more please help yourself to the mains water tap located at the outdoor sink near the Oak House.

Are there hot showers? Yes. All showers operate just like those at home. The water is heated by the Esse wood-burning stove. We suggest lighting it for a good 5 or 6 hour burn each evening. There is no mains drainage. The waste water is processed in reed beds so we ask that you use eco-friendly, biodegradable toiletry products and certainly nothing with microplastic beads, thank you.

Is there a toilet? Yes. The Ark has two indoor composting toilets. There are also two outdoor composting toilets at the wood and we advise that you use these as much as possible.

Is there wifi? No.

The Longhouse

We will brief you on arrival on how to use the building and will leave you with a user guide. The following FAQs should provide you with information you need to know in advance.

How many people can sleep in the Longhouse? Up to 4 people in the upstairs loft space on low single beds. This loft space has low sloping ceilings and is accessed by an external staircase or a very steep internal ladder.

Is there mains electricity in the Longhouse? No. The building uses 12V power from solar panels to power the lights, but the power in this building is very limited so please turn off the lights as much as possible. There are no sockets available so make sure you charge your phone fully before you arrive.

Is the building heated? Yes. Heating is provided by a small wood-burning stove in the sauna room. In the colder months, it may be difficult to keep the buildings as warm as you are used to at home. Please consider whether this is suitable for the individuals in your group. People with existing health conditions, certain disabilities, children and the elderly may be more vulnerable to the cold.

Is there a cooker? No. There are no kitchen facilities in the Longhouse.

Is there a fridge? No.

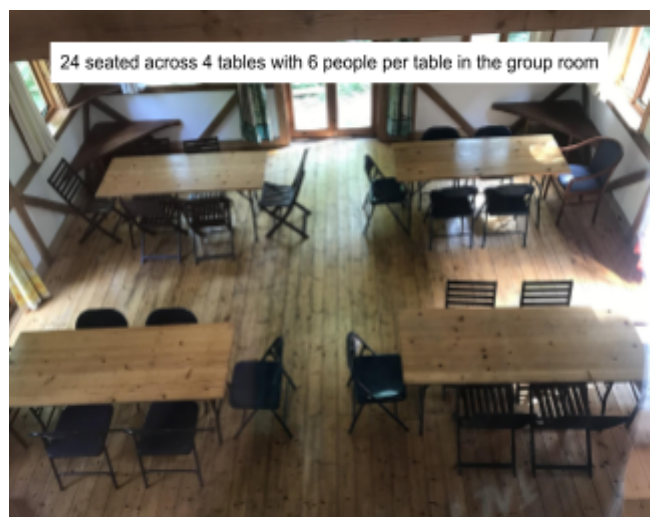
Can we drink the water? Yes. The water supplying the Longhouse is mains water.

Are there hot showers? Yes. All showers operate just like those at home. The water is heated by a small wood-burning stove. We suggest lighting it for a good 5 or 6 hour burn each evening. There is no mains drainage. The waste water is processed in reed beds so we ask that you use eco-friendly, biodegradable toiletry products and certainly nothing with microplastic beads, thank you.

Is there a toilet? No, but there are outdoor composting toilets nearby.

Is there wifi? No.

Indoor and outdoor seating



Oak House tables and chairs

x8 wooden folding trestle tables (180cm l x 68cm w) *Please note photos show 4 tables, but we now have 8 tables available for use increasing the capacity shown in photos.

x11 dark wooden folding chairs.

x23 blue metal folding chairs.

x2 vintage wooden trellis tables.

x1 oak dining table (160cm l x 74cm w).



The Group Room

The above photos from 2021, during the Covid-19 pandemic, show 15 seated in a presentation format and 10 seated in a circle, with 1 metre social distancing. This number could now be increased.



Round Oak Table

Seats up to 28 on the inside and outside.



The Round House

Benches around the edge.

Catering

Hazel Hill Wood does not provide a catering service. We recommend you choose from the following independent caterers. You are welcome to book a different caterer, however, due to our unique site we strongly advise that your caterer visits prior to your event so they are familiar with the kitchen facilities.

- Julia's Vegan Kitchen, Salisbury, 07879 655374, <https://www.juliasvegankitchen.co.uk/>
- The Pantry Partnership, Fiona, Salisbury, 01722 632455, www.thepantrypartnership.org
- Bubble & Squeak, Sarah, Salisbury, 07968 619965, [Bubble and Squeak](#)
- Charmian Quinlan, Salisbury, 07903 462600 <https://www.cordonbleucook.com/>
- Herbs & Wild, Hannah, Salisbury, <https://www.herbsandwild.co.uk/>
- Hayley North, UK based <https://www.hayleynorth.co.uk/>
- Emmy Oldenbourg, Bristol, 07894 053690, emmy.oldenbourg@gmail.com

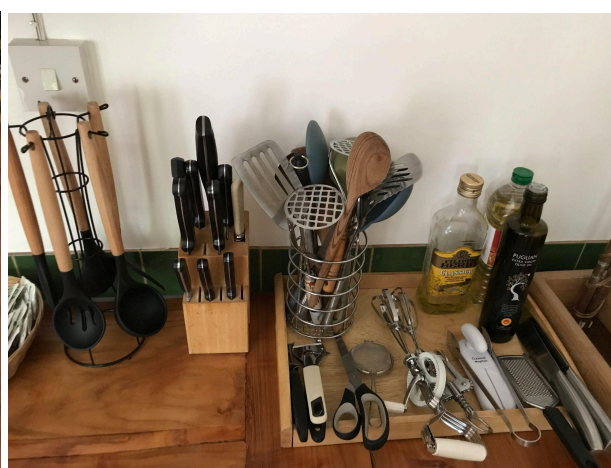


Above photos: The Panty Partnership catering for Salisbury Hospice Staff Wellbeing Day.

Kitchen facilities

The Oak House kitchen contains the following equipment. Electricity for lighting is limited and there are no plug sockets. Please note, we do not have a grill or a toaster.

- Dinner plates, side plates, bowls, cutlery, glasses and mugs for 40 people.
- 4 water jugs.
- Measuring jug, chopping boards, tin opener, scissors, bottle opener, cafetière, teapot.
- Oven trays, saucepans, frying pans, colander, grater, cooking utensils.
- Salt and pepper, cooking oil, kitchen roll, kitchen foil.
- Tea towels, washing up liquid, washing up sponge, handwash, multi surface spray.
- Bins and bin liners, food waste caddy.
- Spare crockery can be found in the wooden chest in the dining room. Please return these spare items after use. Please do NOT move equipment from one building to another - thank you!





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Registered address: Martin & Co. Accountants, 2 Victoria Grove, Bridport, Dorset DT6 3AA



There is a gas-powered hob and oven. As this is powered by fossil fuels please plan to be as frugal as possible in its use by planning meals in advance.



There is a small, 90 litre gas-powered fridge, measuring approx. 44cm wide x 30cm deep x 65cm high. This may be smaller than you are used to for running an event. For helpful tips see ['Fridge use - for group bookings'](#). People often bring cool boxes to provide extra space for storing food and drink. If you feel strongly you'll need a bigger fridge, consider booking the Forest Ark too, which has a larger fridge.

Recycling, general waste and composting

There is no waste collection at the wood. We strive to operate as waste free as possible and we appreciate your efforts in recycling and composting. To avoid generating lots of waste to begin with, please plan meals carefully before arriving. Ask caterers to be mindful of the amount of food they're preparing and throwing away, and bring airtight tupperware containers with you for storing food in the kitchen and taking leftovers away.

Recycling and general waste

- Recycling bins and general waste bins are located in the kitchens.
- At the end of your stay we ask all groups to take their recycling and general waste away with them as we don't have a waste collection at the wood. There are two local recycling centres, one in Salisbury and one in Amesbury:
- Salisbury Household Recycling Centre, Stephenson Road, Churchfields Industrial Estate, SP2 7NP, 10am - 4pm. Telephone: 01722 322309. Closed on Thursdays during the Summer, and a Thursday and Friday during the Winter. Open Saturdays & Sundays.
- Amesbury Household Recycling Centre, Mills Way, Boscombe Down Business Park, Amesbury, SP4 7RX, 10am - 4pm. Telephone: 01980 623160. Closed on Tuesdays and Wednesdays. Open Saturdays & Sundays.

Composting food waste

- There are food waste caddies located in the kitchens.
- Please put all raw and cooked food waste in the caddy and empty daily into the green compost bin located on the path between the Oak House and Forest Ark. Throw in some brown material, e.g. dead leaves or sawdust, and give it a mix with the stick provided. This helps the composting process.
- Do not place non-biodegradable items such as food wrappers in the compost bin.

Health & Safety

Fire safety

Fire is the number one risk we need to manage at Hazel Hill Wood. Upon arrival you will be briefed on how to mitigate the risks and what to do in the event of a fire.

Please come prepared with your participant list for roll call in case of an emergency. This list should also state what bedroom each participant is sleeping in. You may allocate rooms on arrival and so please remember to update your list as you do so.

We have two areas where you may have an outdoor fire at the wood; the Roundhouse and the Campfire Circle. Please consult the [Fire Lighting and Campfire Cooking Risk Assessment](#) to assist in writing your own risk assessment for your event. There is kindling and campfire wood available in the store opposite the outdoor sink. Please replace what you use ready for the next visitors. Collecting kindling and wood is an enjoyable activity that we encourage you to include as part of your time at the wood. Please take care using the tools provided and ensure children are supervised by an adult. Do not use the logs from the wood stores as these are for heating the buildings only. Thank you.

Using the buildings safely

Please consult the [General Buildings Risk Assessment](#) to read about the risks associated with the buildings at the wood and to assist in writing your own risk assessment for your event. Upon arrival you will be briefed on how to mitigate these risks.

You may call us if you have any problems during your stay between the hours of 8am and 10pm. A dedicated member of staff will be on call during these hours for the duration of your stay. Dial 999 for emergency assistance.

Woodland health & safety

Please consult the [Woodland Risk Assessment](#) for further information on hazards to be aware of and to assist in writing your own risk assessment for your event. Group leaders are responsible for making their own decisions around adverse weather.

- Watch out for general countryside hazards like uneven ground, branches sticking out, water bodies including the pond – please look where you're going and point any hazards out to others (e.g. hole in ground - let people walking behind know!).
- No climbing on log stacks or deer high seats.
- Plants - look out for stinging nettles, brambles, thorns. Does everyone know what they look like?
- Be aware that there may be cars coming in and out of the wood, so take care on the tracks.
- Please supervise children at all times.
- Keep away from any machinery and out-buildings. Equipment is dangerous.
- Use a torch in the dark.
- Do not cross boundary fences.
- The Emergency Information sheets are located next to the fire bell by the outdoor sink and there is a copy in each building. This has information on what to do in an emergency, who to contact, the location of the nearest A&E and nearest defibrillator, first aid kits and Hazel Hill team contacts.

- Be aware of risks of Lyme disease - please share the following information with your group/participants:

Ticks and Lyme disease

- Ticks are arachnids (like spiders)
- They feed on blood - including humans, sheep, deer and birds
- They can carry something called Lyme disease
- To reduce the likelihood of getting a tick bite:
 - wear long trousers
 - tuck your trousers into your socks or wellies
 - avoid walking through long vegetation
 - use insect repellent
 - brush your clothes off regularly
- If you find a tick on you while you're here, please tell someone and we'll help you remove it
- Check your body for ticks when you get home
- Remove any ticks following [NHS guidance](#)
- Then keep an eye out for symptoms of Lyme disease - if you get these you need to go to your doctor and tell them and they will do a test:
 - a rash around the bite and/or
 - flu-like symptoms
- Most tick bites are harmless
- Ticks are important creatures in their own right, and are also slow-moving prey for other animals like spiders and birds

Accessibility statements

Not currently available, sorry. Note - we are relatively inexperienced with people with mobility needs, including wheelchair users, coming to the wood. Please let us know if more information would be useful before your visit and we will do our best to provide what you need to know.

Other useful information

Dogs

To ensure the wellbeing of the wood and its diverse non-human community, we discourage dog owners from bringing dogs to the wood. People who require therapy/assistance dogs can request permission to bring their dog, and this will be assessed on a case by case basis.

Drone use

Drone use is not permitted at Hazel Hill Wood without prior permission.

Village shops

- Pitton Post Office - High Street, Pitton, SP5 1DQ
- Winterslow Central Store - Middleton, Middle Winterslow, SP5 1QS
- Alderbury Village Store - Canal Lane, Alderbury, SP5 3NY

Supermarkets

- Aldi - London Road, Salisbury, SP1 3HP
- Tesco - Southampton Road, Salisbury, SP1 2NY
- Lidl - Hatches Lane, Salisbury, SP1 2NZ
- Waitrose - Churchill Way, Salisbury, SP2 7TS
- Sainsburys - The Maltings, Salisbury, SP1 1BD

Local Pubs

- Hook & Glove - Farley, Salisbury, SP5 1AB - 01722 712247
- The Silver Plough - White Hill, Pitton, SP5 1DU - 01722 712266
- The Green Dragon - Old Road, Alderbury, SP5 3AR - 01722 710263

Laundrette

- The Washing Well - 28 Chipper Lane, Salisbury, SP1 1BG

Taxis

- Classic Cabs - 01722 710111
- All the sevens taxis - 01722 777777
- Value Cars taxis - 01722 505050

We look forward to welcoming you and your group.

Please contact bookings@hazelhill.org.uk if this guide hasn't answered all your questions.