

Action Plan – April 2019 to March 2020

Site: High Woods Country Park

Lead Officer/organisation

CR = Countryside Rangers

VC = Visitor Centre

IDV = Idverde GMC = Grounds Maintenance contract

Vols = Colchester Countryside Volunteer Rangers

TCV = Trust for Conservation Volunteers

KB=Kelly SC=Sam CD=Carla NP=Nicky NZM=Neighbourhood Zone Manager PS=Parks Specialist Officers

PV=Paul SL=Sonya

Status

C = Completed

P = Pending

O = Ongoing

		ITEM	MONTH SEASON YEAR	LEAD OFFICER
Human Resources	Administer volunteer application forms	On going		NP
	Carry out four volunteer induction training sessions	11/4/19 10/02/19 18/08/19 17/11/19		SL NP CD BS
	Carry out volunteer tree care training (if required)	Winter 19/20		CR
	Carry out volunteer driver vehicle familiarisation training (as required)	On going		CR
	Devise volunteer weekend rota (6 monthly)	Mar & Sep		SL
	Devise volunteer Monday task programme (3 monthly)	Mar – May Jun – Aug Sep – Nov Dec - Feb		CR
	Devise 'cattle looker' rota	Spring		SL
	Recruit and train health walk volunteers	On going		KB
	Record visitor centre visitor numbers	On going		KB
	Evaluate feedback from educational users plus from comments book in Visitor Centre	On going		KB
	Collate quantified statistics	Monthly		KB
	Volunteer survey / record key species	Summer		SL CD
	Induction & training new ranger	Spring		PV/ SL
	Recruit for Customer Satisfaction Survey	Spring		PV
	RoSPA & Conflict Management training	Summer		NZM
	Chainsaw Refresher training - SL	Winter		SL
	Plan cover for Visitor Centre Officer	October onwards		NZM
	Update volunteer training document and drivers licence docs and next of kin docs	On going		SL
	Check and re-stock First Aid supplies	On-going		KB
	Review risk assessments	On going		CR
	Review COSHH procedure – work with CBC Health and Safety officer (Carl Free)			
	Carry out Ranger Team staff performance reviews	On going		NHZ
	Investigate conflict management training for staff and volunteers			
Contract Management	Commission alarm response and mobile patrols service	April		PV
	Work with EssexArb Ltd on woodland management requirements as per felling licence	Winter		SL
	Maintain and monitor Kingdom's toilet cleaning contract	On going		KB
	Monitor idverde's GMC work. Ensure work is carried out as per contract.	On going		CR PS
	Work with Legacy Grazing Project to deliver conservation grazing – in line with Farm Business Tenancy Agreement	On going		SL
	Ensure that recreational and educational businesses, anglers and commercial events users have bona fide permits and are regularly invoiced in line with fees & charges	On going		PS
	Legacy Grazing & Idverde to undertake future additional cut and collect and flailing in the park	On going		SL

Facilities / Equipment / Estate Management	Carry out Visitor Centre H&S inspections	Quarterly	KB
	Review security at entrances – investigate alternative padlock options	asap	CD
	Improve unsurfaced paths in line with management plan	Summer	SL
	Seek permission from English Heritage to carry out path improvements near to the SAM in Brinkley Grove		
	Process memorial applications for benches – review memorial bench procedure as park is nearly at capacity	On going	SL
	Carry out tools and equipment inventory. Replace or fix damaged tools	Spring	CD
	Litter pick play zone and visually inspect play equipment. Clean/litter pick public area of Visitor Centre environs and car park.	Daily before 10am	CR
	Carry out and record patrols in line with standards including litter picking	Daily	CR
	Carry out & record formal inspection of play equipment	Weekly	CR
	Check & repair pot holes, replace any driveway bollards required - Chanterelle car park	Summer	SL
	Arrange hire/empty skips	On going	CD
	Arrange servicing of power tools & equipment	Spring	CD
	Maintain park benches & keep database up-to-date	Summer	CD
	Visual inspection of trees on main path sides, outdoor classrooms & boundaries	On going	SL/CD
	Check residential boundaries fly-tipping/encroachment	Winter	SL
	Re-paint the faded areas of white lining in the main car park and entrance driveway	Summer	SL
	Re-tarmac section of main driveway, repair road humps and access to rear of Microbiology Lab	asap	SL
	Organise road sweep of VC car park and cycle track as required	On going	SL
	Strim/flail vegetation: Car park bollards, visitor centre, way markers & cycle path edges, dogs-on-lead bollards, benches	Spring / summer	SL
	Maintain/ repair etc. fishing platforms as planned	May	SL
	Replace and improve the information boards at either end of the lake	Summer	SL
	Work with Police, PCSOs, Zone Team to combat and reduce anti-social behaviour. Key issues include: <ul style="list-style-type: none"> • littering esp dog waste • motor bikes / quad bikes entering the park (modification to entrances may be required - work with cycle groups to find best solution for all users) • unauthorised fires • graffiti • encampments / tents (if homeless involved work with the CBH outreach team) 	On going	
	Seek company to remove our scrap metal	asap	SL
	Deal with any boundary issue enquiries	On going	SL
Landscape Management	Treat Sycamore re growth	Summer	CD
	Coppice coups in line with felling licence working with Essex Arb	Winter	SL
	Re-stock coppiced areas in line with felling licence	Winter	SL
	Clear bramble from around restocked plants in line with felling licence	Spring	SL
	Monitor Holly growth in Brinkley Grove coppice areas, if starting to dominate remove to give coppice re growth a better chance to establish	Winter	SL
	Vegetation management Tubswick in line with Felling Licence - TCV	Winter	SL
	Maintain open glades - TCV	Summer	SL
	Flail hedge /scrub Woodcock Down & Southern Slopes - GMC	Autumn	Idv
	Manage scrub & ragwort, lizard area Woodcock Down - TCV	Autumn	SL
	Commission gross defect woodland tree survey of risk zone 1 (arb consultant)	Autumn	PS
	Undertake woodland tree survey of risk zone 3	Autumn	SL
	Organise and carry out planned and emergency tree work	On going	SL
	Lay/coppice hedgerow at top of lake field on western edge in line with felling licence	Winter	Vols SL
	Coppice trees near out flow of the marsh – in line with felling licence	Winter	SL
	Arrange cut and clear of tall grassland in parkland lake field area – agricultural contractor	Summer	SL
	Implement reptile action plan	Summer	CD
	Work with Legacy Grazing - Cut hay on Southern Slopes, Woodcock Down & 50% Squirrels Field. Graze Boat Field and or Old Ley Fields and or Slipe/Further Meadow/Farthing Bottom.	Spring / summer	SL / LG

	Legacy Grazing – to maintain hedges around: Old Ley Field Boat Field Further Meadow Farthing Bottom Also maintain 1m swathe on outside of fence lines by flailing	Autumn / winter	LG
	Assist grazing project with ragwort removal	Summer	SL
	Survey plant indicator species to determine success of grazing project	Spring / summer	SL / vols
	Inspect fence lines/posts and repair as required (and furniture - gen) Boat Field, Old Ley Field, Farthing Bottom, Further Meadow and Slipe	Spring	CD NP SC SL
	Monitor & manage heather areas	Winter / Spring	SC
	Pull bracken in woodland glades - TCV	Summer	SL
	Educational dipping pond: Remove nutall's pond weed & stonecrop - TCV Brushcut vegetation on pond bankside in rotation	Summer	CD
	Cut & remove one third pond side veg Turner Rise pond - TCV	Summer / autumn	SL
	Clear reedmace at Marsh to maintain area of open water and clear stream in flow - TCV	Autumn	SL
	Liaise with Essex County Council on a flood alleviation scheme involving the park	On going	PS
	Cut / flail path sides, Brinkley Grove, Woodcock Down, Southern Slopes and other paths etc as required – contractor	Summer / autumn	SL
	Cut bays Chanterelle & Myland Hall Chase – Idverde GMC	Summer	Idv
	Carry out annual Skylark Survey	Spring / Summer	SL vols
	Investigate setting up a bat box monitoring project with Essex Bat Group	On going	CD
	Carry out clean up of lake and cut vegetation etc. at overflow before fishing season begins	May / Sep	SL vols
Financial	Carry out shop stock inventory	Feb / Sep	KB
	Oversee installation of card reader and possibly upgrade stock management system funding permitted	Winter	KB NZM
	Maintain budget to actual worksheets	On going	All
	Work with Procurement colleagues to deliver value for money	On going	All
	Receipt & pay invoices promptly	On going	All
	Receipt Grounds Maintenance Contract invoices & prepare variation orders	Monthly	PS
	Monitor spend and income. MyBudget submissions to line manager	Monthly	NZM
	Review car parking income and charges	Monthly	NZM
	Raise invoices for commercial recreational users	Monthly	KB
	Review Country Park budget & start building process for 2020/21	Oct	NZM
	Review, prepare, agree and publish 2020/21 fees and charges	Winter	NZM KB
Visitor Services	Investigate setting up D of E scheme	On going	NP
	Improve recycling facilities outside Visitor Centre	Spring	KB
	Increase ice cream storage	Spring	KB
	Improve visitor centre entrance and reception through CBH scheme	Autumn	KB
	Investigate providing 'what you can do in the park today' information panel for external display at the visitor centre. If time and funds allow design, produce and install.	Autumn	KB
	Produce wildlife information panels for dipping pond and heather area	Autumn	SL
	Display action plan for the site in notice boards	Spring	SL
	Arrange and supervise work experience students (approx.. 4 students in total)	On going	SL
	Provide approximately 50 Health Walks and approx. 50 Sunday strolls	On going	KB / Vols
	Provide, lead and enable 1,500+ volunteer days	On going	All
	Provide environmental education for approximately 1,000 students	On going	KB
	Provide a programme of park activities and events for 1,000 + people	On going	All
	Support community events and visits by 25 community groups	On going	All
	Review & update park's web pages	On going	KB
	Replace art work panels screening the yard area if finances allow – work with local artist		

Planning and Marketing	Update park management plan and obtain 24 PFH approval	Winter	PS / SL
	Maintain Green Flag Award accreditation.	Summer / Autumn	PS
	Submit Green Flag Award application for 2020/21	January	PS
	Maintain Country Park accreditation	On going	PS
	Customer Satisfaction Survey	Summer	PS
	Prepare, agree and circulate Action Plan for 2020/21	Winter	PS / NZM / SL
	Promote environmental education	On going	KB
	Work with CBC marketing and communications team to produce event programme and improve marketing reach	Winter	KB
	Review administration of fishing permits & purchase day permits	Summer	PS
	Review TripAdvisor comments	On going	KB