

| High Woods Country Park<br>2025-26   | Priority | CCC Staff                           | Volunteer                           | Contractor                          | Month/ Season   |
|--|----------|-------------------------------------|-------------------------------------|-------------------------------------|-----------------|
| Maintain Green Flag Accreditation  | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | All Year        |
| Monitor Grounds Maintenance Contract (GMC) schedule of work  | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | All Year        |
| Work with Legacy Grazing Project to deliver conservation grazing - in line with Farm Business Tenancy Agreement  | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | All Year        |
| Litter pick and patrol in line with Daily, Weekly and Monthly patrol schedule  | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All Year        |
| Carry out site boundary checks   | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Winter          |
| <b>Paths and Car Parks</b>   |          |                                     |                                     |                                     |                 |
| Improve path surfaces in line with priorities set out in management plan. Seek S106 monies to support works  | 1        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Spring-Summer   |
| Check and repair pot holes, replace driveway and car park bollards at Turner Road and Chanterlle car parks   | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All Year        |
| Organise Road Sweep of VC car park as required   | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Autumn - Winter |
| Strim/Flail Car Park bollards, waymarkers, cycle path edges, dogs on lead bollards and benches   | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spring-Summer   |
| Check waymarked routes and ensure waymarkers present and visible, replace or repair as required.   | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All Year        |
| <b>Furniture and Structures</b>  |          |                                     |                                     |                                     |                 |
| Inspect fence lines/posts/gates/entrances and repair as required   | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All Year        |
| Monitor and Review park signage - replace and update if necessary  | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | All Year        |
| Review memorial bench policy in line with wider CCC policy   | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Ongoing         |
| Inspect and maintain park benches  | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spring-Summer   |
| Review the condition of entrance dog bins and litter bins and replace when necessary   | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Spring-Summer   |
| Maintain/Repair fishing platforms and replace wooden edging with plastic lumber  | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spring-Summer   |
| Monitor all bridges, boardwalks and culverts on site   | 1        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Spring-Summer   |
| Carry out improvements to compound and storage areas   | 2        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spring-Summer   |
| Install wildlife information panel at dipping pond. Seek opportunities to install panels at heather area, butterfly ride and Scheduled Ancient Monument              | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spring-Summer   |
| <b>Monitoring and Recording</b>  |          |                                     |                                     |                                     |                 |
| Continue to improve wildlife data for the park. Devise volunteer and work with special interest groups including CCVR, CNHS, Essex Bat Group, Butterfly Conservation | 2        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Ongoing         |
| Implement Reptile action plan  | 2        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Ongoing         |
| Carry out meadow condition survey to monitor success of grazing project  | 1        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Summer          |
| Implement bat box monitoring project   | 2        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spring          |

| <b>Lake, Ponds, and Wetlands</b>  |   |                                     |                                     |                                     |                   |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------|
| Carry out clean up of lake and cut back vegetation before fishing season begins   | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spring            |
| Manage educational dipping pond, removing non-native species, remove reed from in front of dipping platform and maintain open banks with mixed vegetation | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Autumn            |
| Cut & Remove one third pond side vegetation at Turner Rise Pond   | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Autumn            |
| Monitor mosaic of habitat in the Marsh, selectively coppice willow and scrub and consider opportunities for future improvements to wetland                | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Autumn - Winter   |
| Implement recommendations from open water risk assessment   | 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Ongoing           |
| <b>Scrub and Grassland</b>  |   |                                     |                                     |                                     |                   |
| Maintain wide rides and glades in Tubswick with consideration to management plan to maintain and improve mosaic of habitats                               | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Winter            |
| Maintain the open glades through the central woodland and butterfly ride  | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Summer and Winter |
| Maintain mosaic of trees, scrub and grassland habitat around lake field, selectively coppicing scrub and trees where required                             | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Winter            |
| Coppice blocks of Hawthorn and Blackthorn in Woodcock Down in line with scrub and reptile management plan   | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Winter            |
| Manage ragwort in grassland cut for hay - Southern Slopes, Woodcock Down and Mayors Spinney   | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Summer            |
| Work with Legacy Grazing Project to deliver cut and collect of conservation grassland areas across the park   | 1 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Summer            |
| Cut/ Flail path edges and meadow edges where required including Brinkley Grove, Woodcock Down, Southern Slopes, Tubswick                                  | 1 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Autumn            |
| Monitor and manage heather areas to prevent scrub and tree encroachment   | 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All Year          |
| Continue with removal and suppression of regrowth of bamboo growing in park   | 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | All Year          |
| <b>Trees and Hedges</b>   |   |                                     |                                     |                                     |                   |
| Seek opportunity to restore coppice cycle in appropriate areas of woodland and do so within felling licence   | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Ongoing           |
| Monitor Sycamore growth in ancient woodland - Consider control options if required to prevent spread of Sycamore  | 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Ongoing           |
| Carry out schedule tree inspections and monitor tree disease across the site  | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Ongoing           |
| Maintain and restore hedges by coppicing or laying in line with hedge management priorities   | 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Winter            |
| Work with Legacy Grazing to maintain hedge and fence lines in grazing fields  | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Autumn            |
| Renew Felling Licence   | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Ongoing           |
| <b>Volunteer Management</b>   |   |                                     |                                     |                                     |                   |
| Process new volunteer application forms   | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | All Year          |
| Deliver 3-4 volunteer induction days  | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | All Year          |
| Maintain volunteer records including mailing list and training  | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Ongoing           |

|  |   |                                     |                                     |                          |         |
|--|---|-------------------------------------|-------------------------------------|--------------------------|---------|
| Facilitate CCVR producing handmade goods to sell in the visitor centre   | 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ongoing |
| Organise internal and external volunteer training as required and in line with training policy   | 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ongoing |
| Devise volunteer rotas and works schedules   | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |
| Maintain and update volunteer Handbooks and documentation as required  | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |
| Maintain and update online volunteering information as required  | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |
| <b>Other</b>   |   |                                     |                                     |                          |         |
| Ensure that recreational and educational business, anglers and commercial events users have bona fide permits and are regularly invoiced in line with fees and charges | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |
| Continue to support and facilitate Together we Grow and the Boma Project on site   | 1 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |
| Work with Colchester Archaeological Group to facilitate their investigations of the earth work in Central Valley   | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |
| Work with Police PCSO's and Wardens to combat and reduce anti-social behaviour   | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |
| Monitor and record ASB to inform future security and patrol needs  |   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | Ongoing |