



Southern Country Park

Greenspace Action Plan

2013 - 2018

Operational Action Plan



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Southern Country Park

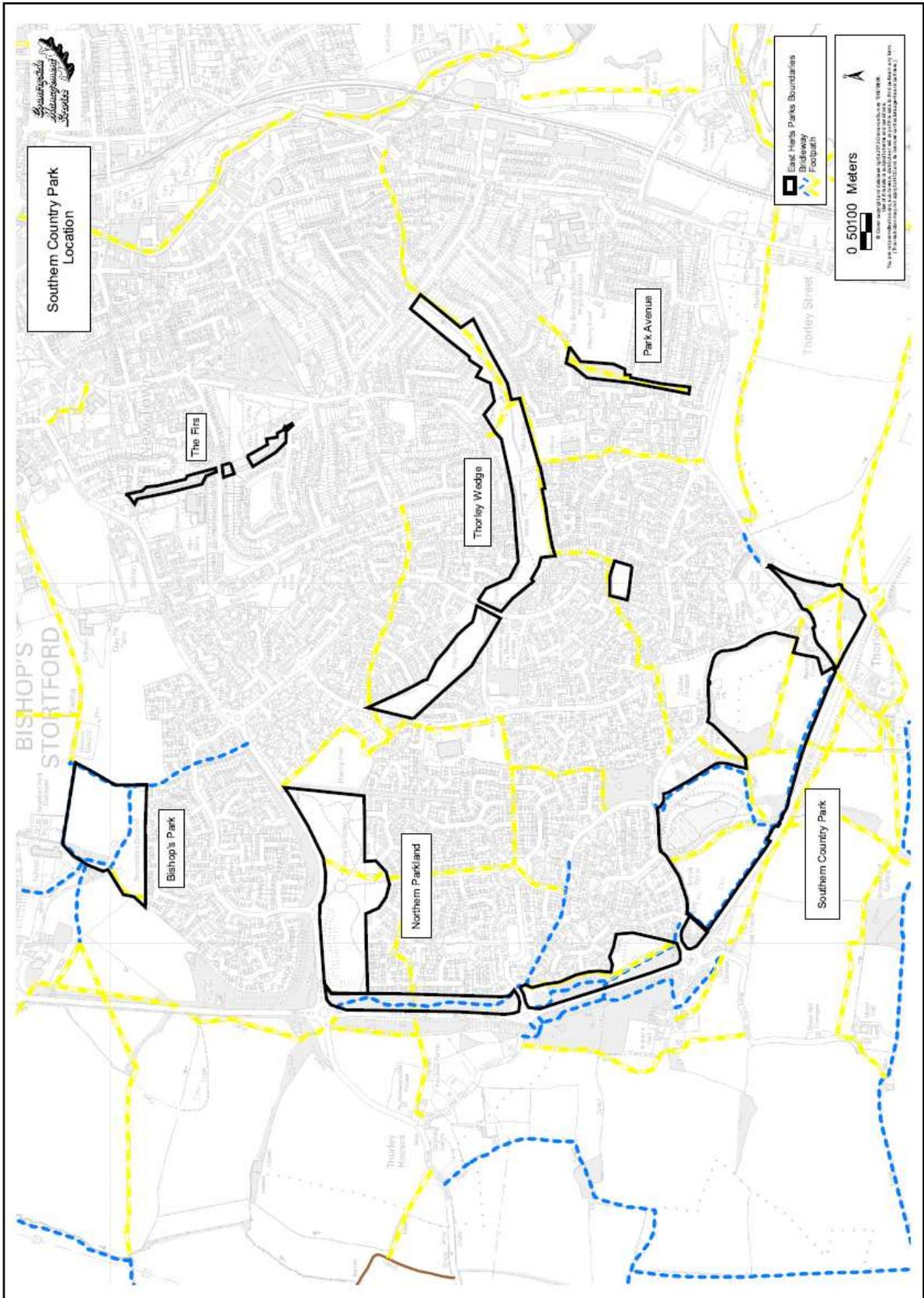
Greenspace Action Plan

2013- 2018

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Location of Southern Country Park in Bishop's Stortford



Southern Country Park

Greenspace Action Plan

2013- 2018

Introduction

Since East Herts Council took over the management of the park in 2001 over £200,000 internal and external funding has been invested in the development of major enhancement works. It is an attractive open space of approximately 23ha on the outskirts of Bishop's Stortford; extremely popular and valued by local residents and visitors, with a distinct country park feel. The park has retained the prestigious Green Flag Award since 2008.

The park itself has two distinct areas; the first surrounds an attractive balancing pond and lends itself to quiet reflection for anglers, bird watchers and walkers alike. The second contains a free car park; exciting children's play area, football area and dog agility course. It has a large open area of grass for more physical pursuits such as kite flying and ball games. The park also has a permanent Orienteering course, several hidden Geocaches and regular Health Walks. The surrounding areas have a wide range of wildlife habitats featuring woodlands, grazing areas, chalk banks, informal play spaces, streams and a natural pond.

The Southern Country Park Greenspace Action Plan 2008 – 2013 was devised with the assistance of the Countryside Management Service (CMS) as the first management plan for the park. This, with the help of the Friends of Southern Country Park (FoSCP) group, has proved invaluable in guiding the maintenance and development of the park for the benefit of the park's resident wildlife and everyone who visits the park.

It was always understood that the Operational Action Plan section of the original management plan would enable anyone using the document to easily understand the management and development actions planned for the park over the five years. This Operational Action Plan follows on from and is to be read in conjunction with the previous Southern Country Park Greenspace Action Plan 2008 – 2013.

It has been set out to show the actions from the action plan matrix marked on the relevant year map so everyone can easily identify when and where they are to take place in the park.

The FoSCP are a group of local people who are great ambassadors for the park. The activities they undertake in the park are a valuable contribution to the maintenance and development of this fantastic local facility. A separate action plan matrix shows the actions and tasks they will be involved in over the next five years, and highlights the amount of great work they do throughout the park.

Working with the CMS we have recently developed an additional management plan to complement this document which encompasses the links between the surrounding parks and open spaces in this area of Bishop's Stortford.

The additional document; 'Southern Country Park & Beyond 2013 – 2018' establishes and promotes linking routes on foot between five East Herts Council owned green spaces in Bishop's Stortford - centred on the green flag award winning Southern Country Park, to maximise its use by the surrounding communities. Working in partnership with CMS, the plan will then act as a template that can be rolled out across many other East Herts Council parks to create a network of interlinked green spaces.

This revised action plan for Southern Country Park has been created with this other document in mind so as not to duplicate any future actions. The work in this action plan focuses primarily on ensuring that the high standard of provision now enjoyed in the park is retained.



Park development between 2008-13

The first five year management plan for the park, Southern Country Park Greenspace Action Plan 2008-13, has now been completed. During these five years this management plan has guided a number of high profile projects and improvements.

These projects and development works have achieved the main aims set out in this first management plan to improve access and make the park a more welcoming place. Significant improvements were made to ensure that the park provides an excellent habitat for wildlife and meets the needs of local people. This has only been made possible with external funding and the continued support, enthusiasm and cooperation of local residents

The list of improvements and projects that have successfully been achieved includes:

- The awarding of Green Flag status, annually from 2008 to the present day
- Resurfacing of the principal footpaths across the park to create a new “easy access” network for all visitors
- A new and exciting play area designed for older children (funded by section 106 contributions)
- Changing the way regular maintenance work such as grass and woodland management is undertaken to create new and better habitats for wildlife
- The introduction of sheep grazing in parts of the park to improve grassland habitats
- A wetland restoration project that included works to:
 - Improve the diversity of species in the locally significant reedbed
 - Restore the eastern and southern bank of the balancing pond with native marginal planting creating a wet margin that controls access to the water’s edge and minimises wave erosion
 - Create a specially designed wildfowl feeding area that separates this activity from the areas now set aside for fishing
 - Build eight “easy access” fishing platforms including one specifically designed for disabled visitors and schools
 - Create a new wetland habitat behind and around these platforms limiting access to the waters edge between the fishing platforms

- Remove a sunken gabion from the lake (the old duck nesting island) to improve safety
- Restoration of the small pond with native marginal planting and safer access out of the water and the creation a new spring-fed pond beside the main lake
- Construct a viewing platform and boardwalk link adjacent to the small pond
- Create a dew pond in the corner of the activity field that provides a new semi-dry habitat in the park where the grass regime has also been modified from close cropped to conservation grassland.
- The design and installation of three permanent orienteering courses in partnership with a local orienteering club
- A dog free long grass meadow for young children to play in complete with grass maze
- A new dog agility course to provide dog owning visitors with an alternative area to exercise and have fun with their dogs
- A new football kick-about area with an all weather surface
- A health walk programme developed in 2009 and co-ordinated by CMS. With 9 volunteers being trained as volunteer leaders, leading 193 walks with 2435 participations across these walks
- A vibrant chalk bank inhabited with a growing number of plant species each year
- Regular wildflower, butterfly and reptile surveys conducted by volunteers in partnership with local naturalist groups
- A geo caching installation for keen followers to hunt for hidden 'treasures' using GPS tracking
- A resurfaced car park with more attractive and robust security
- Several new kissing gates to improve access and control motor bikes
- Improvements to the main entrance and car park on Thorley Lane East making it more attractive and welcoming as well as safer and easier to access with new entrance sign, painted height barrier, marked parking bays, improvements to drainage and sightlines to/from the car park
- Improvements to the main pedestrian access on Moor Hall Lane with new bollards and the removal of old furniture making it less cluttered and more welcoming, reduction in shrubs around the entrance to enhance views across the reedbed
- New interpretation boards across the park that provide information to visitors about habitats and facilities
- New street signs on the highways around the park to guide visitors and help promote the park

- Since 2008 we have held our annual Get Park Active event to celebrate Love Parks Week, working in partnership with CMS and FoSCP to make this event a success. Over 300 people come along to join in an afternoon of free activities. The whole family can enjoy fitness activities, games, try orienteering or enter the fun family dog show.
- An extremely successful FoSCP group that has helped significantly to bring the park to life with their presence on site, ideas and practical tasks

Friends of Southern Country Park

The FoSCP group was formed in 2009 and now has 38 members, including a Committee of six. Of the 38 members, 17 are active volunteers and 28 are passive members. The members arrange their own work / task programme following the management plan with the support and guidance of the Council and CMS.

Since their first task in May 2009, a total of 64 task days have been completed totalling a staggering 3,754 volunteer hours with over 128 improvements made to the park to date.

The work completed by the Friends can be identified within the park by small round plaques with the 'Friends logo' on them.

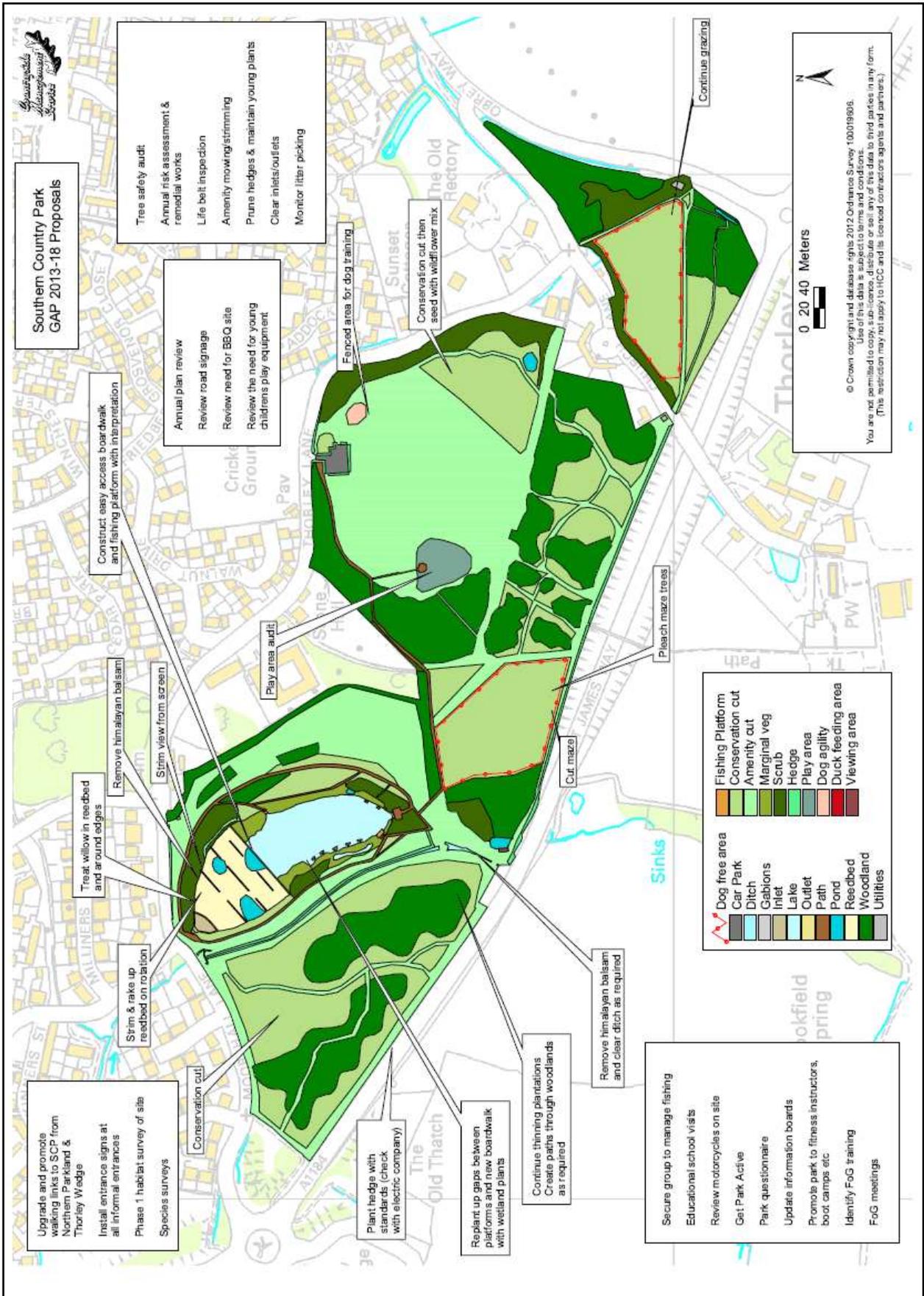


Volunteer activities have included:

- hedge laying,
- woodland management,
- planting trees,
- building a bird hide,
- fencing repairs,
- creating new steps and pathways , and
- annual surveys of plants, butterflies and reptiles.

The Friends provide a vital resource within the park as they are able to respond to the public and provide immediate feedback to the Council from park users.

Southern Country Park – Proposals Map 2013 -18



Going forward – Southern Country Park 2013-18

The aim over the next five years is to maintain and enhance the park, keeping up the same high standards that visitors have come to expect while doing all we can to support and benefit the local wildlife.

This new operational action plan picks up on a few objectives that were not achieved during the previous five years, but in the main concentrates on a continuation of small projects and maintenance activities.

Action plans & maps

The following section sets out the management actions and programme of works planned over the five years. The action plan tables describe a detailed programme of works, while the maps provide an easy to follow visual summary of the works to be undertaken each year.

Key to action matrix and all maps

	Bench		Entrance number		Marginal veg
	Dog bin		Car Park		Scrub
	Interpretation		Ditch		Hedge
	Pedestrian access		Gabions		Play area
	Vehicle gate		Inlet		Dog agility
	Picnic bench		Lake		Duck feeding area
	Kissing gate		Outlet		Viewing area
	Pedestrian gate		Path		Trees
	Litter bin		Pond		Fishing Platform & Boardwalk
	Life ring		Reedbed		Contractor
	Gate		Woodland		Volunteer
	Entrance sign		Utilities		CMS
	Welcome sign		Conservation cut		East Herts Council
	Dog free area		Amenity cut		

EHC = East Herts Council

CMS = Countryside Management service

FoG = Friends of group

JoC = John O'Conner (grounds contractor)'

NOTE:

*Rows highlighted in blue in the Action Matrix are works also listed in the Southern Country Park & Beyond 2013-18 management plan

Southern Country Park – Site Description Map



Action Plan Matrix

Year 1 2013 – 14

Action Matrix Year 1 (2013 -2014)					
Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Annual Management Actions					
Annual Review of Action Plan	Apr-13	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Review the need for a permanent barbeque site - pros/cons	Apr-13	EHC	Contracts Compliance Officer	internal resource	n/a
Review road signage	Apr-13	EHC	Contracts Compliance Officer	internal resource	n/a
Carry out annual audit review of pathways	Apr-13	EHC	Contracts Compliance Officer	internal resource	n/a
Check maze and sheep field fencing annually repair where necessary	Apr-13	FoG	CMS Officer	internal resource	n/a
Review fish survey and action accordingly	Apr-13	EHC / CMS / Contractor	CMS Officer	internal resource	n/a
Seed with a wildflower mix the conservation cut area east of the amenity cut playing field and cut as amenity cut in first year	Apr-13	Contractor	CMS Officer	contract rates	grounds budget
Explore options for the maze trees to create a feature - works to be undertaken in the winter as necessary	Apr-13	CMS / EHC / Contractor	CMS Officer	internal resource	n/a
Replace 3 damaged oak bollards at Church Lane entrance	Apr-13	JoC	Contracts Compliance Officer	internal resource	n/a
Remove 2 old bollards	Apr-13	FoG	CMS Officer	n/a	n/a
Way marking post x 1 *	Apr-13	CMS / FoG	CMS Officer	£11	RoW

Improve drainage on section of path by natural pond	Apr / May-13	Contractor	Contracts Compliance Officer	internal resource	n/a
Improve drainage on section of path from St James Way footbridge	Apr / May-13	Contractor	Contracts Compliance Officer	internal resource	n/a
Amend RoW signage as required*	Apr / Jun-13	Contractor	RoW/CMS Office	See SCP & Beyond Management Plan	RoW & external funding
Phase 1 Habitat Survey	Apr / Sep-13	Student / Contractor	CMS Officer	£600 or £1,360	external funding
Continue grazing	Apr / Oct-13	Contract Grazier	Contracts Compliance Officer	n/a	local agreement
Remove old panel from Church Lane entrance	May-13	Contractor	CMS Officer	contract rates	grounds budget
Assess the need to control weeds (ragwort and sow thistle) in areas managed by conservation cut	May-13	Contractor / CMS	CMS Officer	internal resource	n/a
Cut maze	May / Sep-13	JoC	Contracts Compliance Officer	contract rates	grounds budget
Play area safety audit by RPII inspector	Jun-13	RPII Inspector	Parks & Open Spaces Team	contract rates	grounds budget
Remove Himalayan balsam in inlet to reedbed, outflow and brook	Jun & Aug-13	FoG	CMS Officer	internal resource	grounds budget
Construct easy access boardwalk 200m + viewing area and fishing platform	Sep-13	Contractor	CMS Officer	£82,000	external funding
Design & install boardwalk interpretation panel	Sep-13	Contractor / CMS / EHC / FoG	CMS Officer	£3,300	external funding
Replant up gaps between new fishing platforms and boardwalk with wetland plants	Sep-13	Contractor	CMS Officer	£280	external funding
Conservation cut adjacent to chalk banks and meadow areas	Oct-13	JoC	Contracts Compliance Officer	internal resource	grounds budget
Cut and rake up areas of reedbed on rotation	Oct / Nov-13	FoG / Contractor	CMS Officer	£122	grounds budget

Cut ride from wildlife viewing area on rotation	Oct / Nov-13	FoG	CMS Officer	See above	n/a
Cut & treat willows in reedbed and around lake margins	Nov-13	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Tree safety audit	Nov-13	Tree Contractor	Contracts Compliance Officer	contract rates	grounds budget
Continue thinning of plantations to favour native species, chipping to be used on woodland paths (dispose of mulch mats & old guards)	Dec-13	Contractor / CMS / FoG	CMS Officer	internal resource	grounds budget
Annual risk assessment and hazard review - Parks & Open Spaces	Jan-14	EHC	Contracts Compliance Officer	internal resource	n/a
Arrange for work identified in annual risk assessment and hazard review to be completed	Jan / Feb-14	EHC	Contracts Compliance Officer	contract rates	grounds budget
Clear vegetation from outlet culvert	Jan / Feb-14	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Plant hedge along exposed fence line running parallel with St James Way 350m, allow some trees to grow as standard	Jan-14	FoG	CMS Officer	internal resource	grounds budget
Prune hedges	Feb-14	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Lifebelt inspection	Weekly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Empty dog bins	Weekly	EHC	Contracts Compliance Officer	internal resource	n/a
Amenity mowing/stripping	Monthly	JoC	Contracts Compliance Officer	contract rates	grounds budget
Clear inlet/outlets	Monthly	Contractor	Contracts Compliance Officer	contract rates	grounds budget

Monitor litter picking requirements	Monthly	EHC	Contracts Compliance Officer	internal resource	n/a
Cut path edges	Ongoing	JoC	Contracts Compliance Officer	contract rates	grounds budget
Maintain newly planted trees	Ongoing	FoG	CMS Officer	n/a	n/a
Surveys - Flower, Butterfly, Bat, Amphibian, Reptile	Ongoing	FoG/Local Group	CMS Officer	n/a	n/a
Liaise with neighbouring landowners	Ongoing	EHC	Contracts Compliance Officer	internal resource	n/a

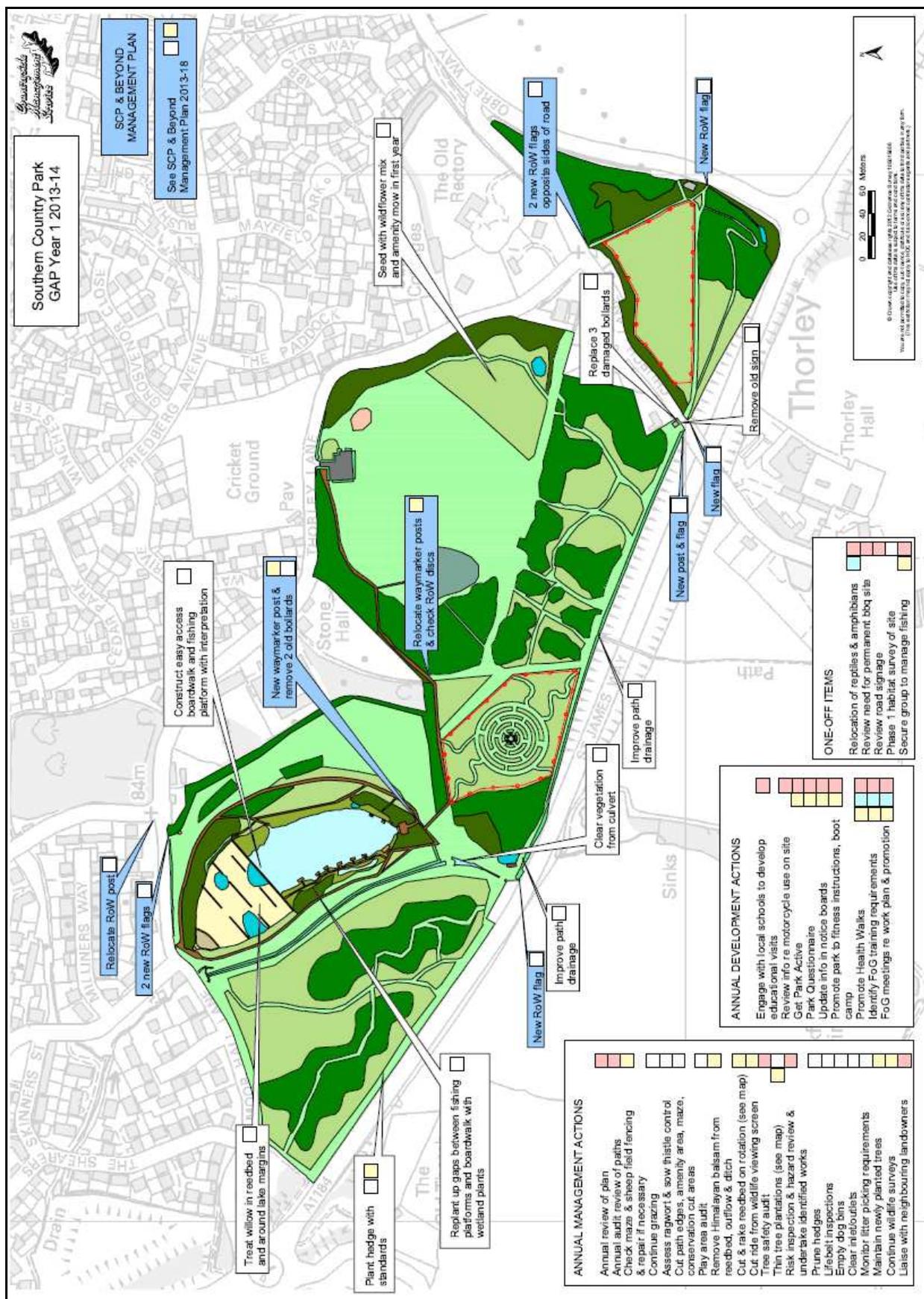
Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Development Actions					
Secure fishing club/group to manage the lake	Apr-13	EHC / CMS	Parks & Open Spaces Team	internal resource	n/a
Engage with local schools re: educational park visits	Apr-13	EHC	Parks & Open Spaces Team	internal resource	n/a
Review information relating to use of motorcycles on site	Jul-13	EHC	Parks & Open Spaces Team	internal resource	n/a
Get Park Active	Jul-13	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Park Questionnaire	At events & tasks	EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Update information in notice boards	Ongoing	FoG / EHC	Parks & Open Spaces Team	internal resource	n/a
Promote Health Walks	Ongoing	CMS / EHC / FoG	CMS Officer	n/a	n/a
Promote park to fitness instructors, boot camps etc	Ongoing	EHC	EHC Leisure Manager	internal resource	n/a
Identify FoG training requirements	x1 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a
FoG - discuss work programme and promotion of group	x2 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a

NOTE:

*Rows highlighted in blue in the Action Matrix are works also listed in the Southern Country Park & Beyond 2013-18 management plan

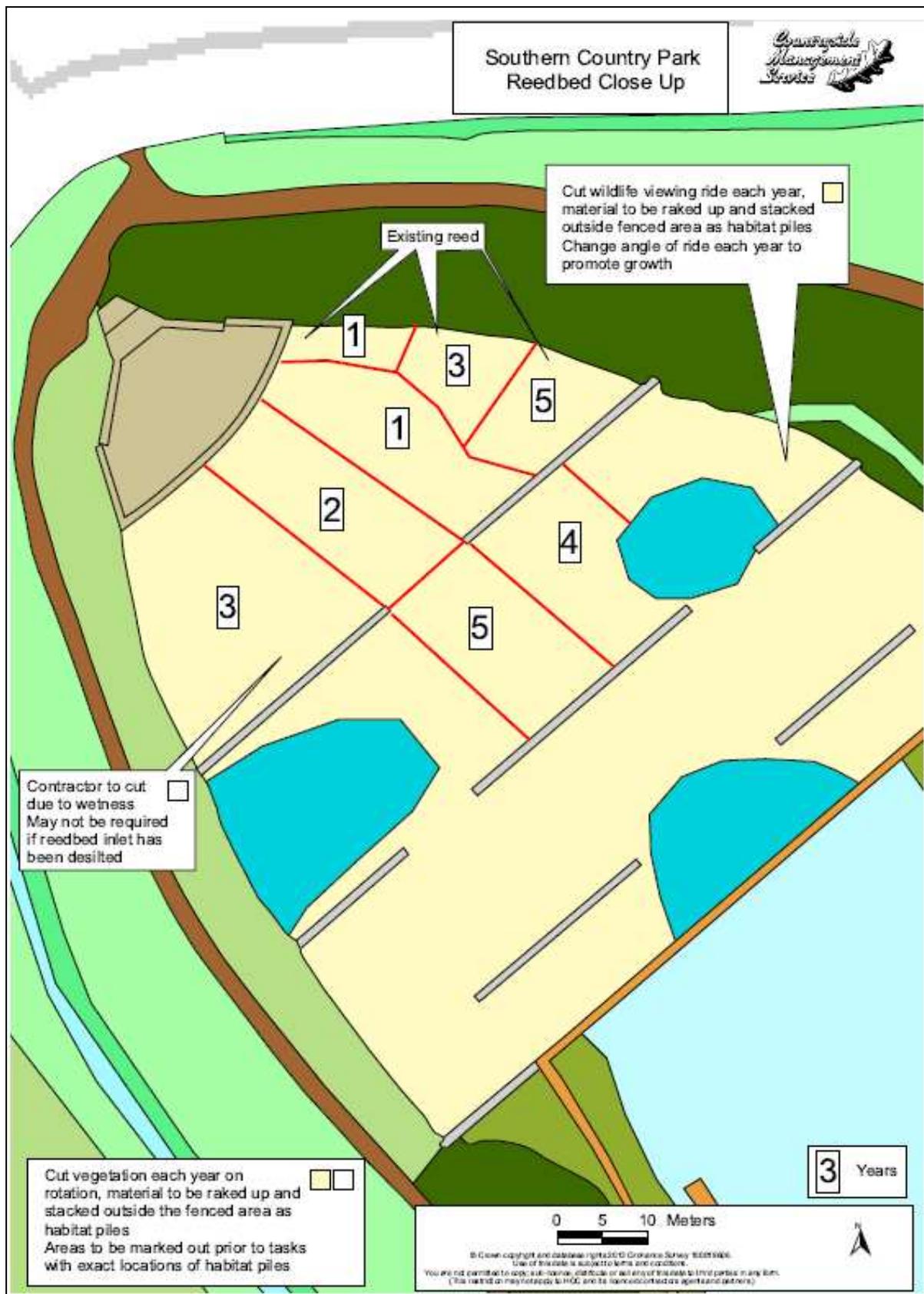
Action Plan Map

Year 1 2013 – 14



Reed Bed Works Map

Year 1 2013 – 14



Plantation Works Map

Year 1 2013 – 14



Action Plan Matrix

Year 2 2014 – 15

Action Matrix Year 2 (2014 -2015)					
Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Annual Management Actions					
Annual Review of Action Plan	Apr-14	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Carry out annual audit review of pathways	Apr-14	EHC	Contracts Compliance Officer	internal resource	n/a
Check maze and sheep field fencing annually repair where necessary	Apr-14	FoG	CMS Officer	internal resource	n/a
Install small fenced area near dog agility area for dog training	Apr-14	Contractor / FoG	Contracts Compliance Officer	£700	external funding
Continue grazing	Apr / Oct-14	Contract Grazier	Contracts Compliance Officer	n/a	local agreement
Install welcome signage at all informal entrances SCP*	May-14	FoG / Contractor	CMS Officer	£1,300	external funding
Assess the need to control weeds such as ragwort and sow thistle in areas managed by conservation cut	May-14	Contractor / CMS	CMS Officer	set contribution	n/a
Cut maze	May / Sep-14	JoC	Contracts Compliance Officer	contract rates	grounds budget
Conservation cut to the east of the amenity cut playing field	Jun-14	JoC	Contracts Compliance Officer	contract rates	grounds budget
Play area safety audit by RPII inspector	Jun-14	RPII Inspector	Parks & Open Spaces Team	contract rates	grounds budget

Remove Himalayan balsam in inlet to reedbed, outflow and brook	Jun & Aug-14	FoG	CMS Officer	set contribution	n/a
Conservation cut adjacent to chalk banks and meadow areas	Oct-14	JoC	Contracts Compliance Officer	contract rates	grounds budget
Cut and rake up areas of reedbed on rotation	Oct / Nov-14	FoG / Contractor	CMS Officer	n/a	n/a
Cut ride from wildlife viewing area on rotation	Oct / Nov 14	FoG	CMS Officer	n/a	n/a
Tree safety audit	Nov-14	Tree Contractor	Contracts Compliance Officer	contract rates	grounds budget
De-silt immediate reedbed inlet area to maintain functionality, when required	Nov / Dec-14	Contractor	CMS Officer	contract rates	grounds budget
Continue thinning of plantations to favour native species, chipping to be used on woodland paths (dispose of mulch mats & old guards)	Dec-14	Contractor / CMS / FoG	CMS Officer	internal resource	grounds budget
Annual risk assessment and hazard review - Parks & Open Spaces	Jan-15	EHC	Contracts Compliance Officer	internal resource	n/a
Arrange for work identified in annual risk assessment and hazard review to be completed	Jan / Feb-15	EHC	Contracts Compliance Officer	contract rates	grounds budget
Prune hedges	Feb-15	Contractor	Contracts Compliance Officer	contract rates	grounds budget
2 x New inserts of SCP Interpretation panel to include new board walk and a mini insert map showing the whole route *	Mar-15	Contractor / CMS /EHC / FoG	CMS Officer	£1,800	external funding

Lifebelt inspection	Weekly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Empty dog bins	Weekly	EHC	Contracts Compliance Officer	internal resource	n/a
Amenity mowing/strimming	Monthly	JoC	Contracts Compliance Officer	contract rates	grounds budget
Clear inlet/outlets	Monthly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Monitor litter picking requirements	Monthly	EHC	Contracts Compliance Officer	internal resource	n/a
Cut path edges	Ongoing	JoC	Contracts Compliance Officer	contract rates	grounds budget
Maintain newly planted trees	Ongoing	FoG	CMS Officer	n/a	n/a
Surveys - Flower, Butterfly, Bat, Amphibian, Reptile	Ongoing	FoG / Local Group	CMS Officer	n/a	n/a
Liaise with neighbouring landowners	Ongoing	EHC	Contracts Compliance Officer	internal resource	n/a

NOTE:

*Rows highlighted in blue are works also listed in the Southern Country Park & Beyond 2013-18 management plan

Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Development Actions					
Engage with local schools to develop educational visits to park	Apr-14	EHC	Parks & Open Spaces Team	internal resource	n/a
Review information relating to use of motorcycles on site	Jul-14	EHC	Parks & Open Spaces Team	internal resource	n/a
Review potential funding for a project to introduce art into the park. If funding is identified; consult with local artists or regional art based groups that specialise in community lead installations to determine what is achievable. If no funding source can be identified this action to be postponed and reviewed in the next management plan.	Jul-14	CMS / EHC	Parks & Open Spaces Team	tbc	external funding
Get Park Active	Jul-14	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Park Questionnaire	At events & tasks	EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Update information in notice boards	Ongoing	FoG / EHC	Parks & Open Spaces Team	internal resource	n/a
Promote Health Walks	Ongoing	CMS / EHC / FoG	CMS Officer	n/a	n/a
Promote park to fitness instructors, boot camps etc	Ongoing	EHC	EHC Leisure Manager	internal resource	n/a
Identify FoG training requirements	x1 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a
FoG meeting to identify interested people, discuss work programme and promotion of group	x2 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a

Action Plan Map

Year 2 2014 – 15



Action Plan Matrix

Year 3 2015 – 16

Action Matrix Year 3 (2015 -2016)					
Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Annual Management Actions					
Annual Review of Action Plan	Apr-15	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Carry out annual audit review of pathways	Apr-15	EHC	Contracts Compliance Officer	internal resource	n/a
Check maze and sheep field fencing annually repair where necessary	Apr-15	FoG	CMS Officer	internal resource	n/a
Continue grazing	Apr / Oct-15	Contract Grazier	Contracts Compliance Officer	n/a	local agreement
Assess the need to control weeds such as ragwort and sow thistle in areas managed by conservation cut	May-15	Contractor / CMS	CMS Officer	set contribution	n/a
Cut maze	May / Sep-15	JoC	Contracts Compliance Officer	contract rates	grounds budget
Conservation cut to the east of the amenity cut playing field	Jun-15	JoC	Contracts Compliance Officer	contract rates	grounds budget
Play area safety audit by RPII inspector	Jun-15	RPII Inspector	Parks & Open Spaces Team	contract rates	grounds budget
Remove Himalayan balsam in inlet to reedbed, outflow and brook	Jun & Aug-15	FoG	CMS Officer	set contribution	n/a
Conservation cut adjacent to chalk banks and meadow areas	Oct-15	JoC	Contracts Compliance Officer	contract rates	grounds budget
Cut and rake up areas of reedbed on rotation	Oct / Nov-15	FoG / Contractor	CMS Officer	n/a	n/a

Cut ride from wildlife viewing area on rotation	Oct / Nov-15	FoG	CMS Officer	n/a	n/a
Cut & treat willows coming up in reedbed and around lake margins	Nov-15	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Tree safety audit	Nov-15	Tree Contractor	Contracts Compliance Officer	contract rates	grounds budget
Continue thinning of plantations to favour native species, chipping to be used on woodland paths (dispose of mulch mats & old guards)	Dec-15	Contractor / CMS / FoG	CMS Officer	internal resource	grounds budget
Annual risk assessment and hazard review - Parks & Open Spaces	Jan-16	EHC	Contracts Compliance Officer	internal resource	n/a
Arrange for work identified in annual risk assessment and hazard review to be completed	Jan / Feb-16	EHC	Contracts Compliance Officer	contract rates	grounds budget
Clear vegetation from outlet culvert	Jan / Feb-16	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Prune hedges	Feb-16	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Lifebelt inspection	Weekly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Empty dog bins	Weekly	EHC	Contracts Compliance Officer	internal resource	n/a
Amenity mowing/strimming	Monthly	JoC	Contracts Compliance Officer	contract rates	grounds budget
Clear inlet/outlets	Monthly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Monitor litter picking requirements	Monthly	EHC	Contracts Compliance Officer	internal resource	n/a
Cut path edges	Ongoing	JoC	Contracts Compliance Officer	contract rates	grounds budget

Maintain newly planted trees	Ongoing	FoG	CMS Officer	n/a	n/a
Surveys - Flower, Butterfly, Bat, Amphibian, Reptile	Ongoing	FoG / Local Group	CMS Officer	n/a	n/a
Liaise with neighbouring landowners	Ongoing	EHC	Contracts Compliance Officer	internal resource	n/a

Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Development Actions					
Engage with local schools to develop educational visits to park	Apr-15	EHC	Parks & Open Spaces Team	internal resource	n/a
Review information relating to use of motorcycles on site	Jul-15	EHC	Parks & Open Spaces Team	internal resource	n/a
Get Park Active	Jul-15	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Park Questionnaire	At events & tasks	EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Update information in notice boards	Ongoing	FoG/EHC	Parks & Open Spaces Team	internal resource	n/a
Promote Health Walks	Ongoing	CMS / EHC / FoG	CMS Officer	n/a	n/a
Promote park to fitness instructors, boot camps etc	Ongoing	EHC	EHC Leisure Manager	internal resource	n/a
Identify FoG training requirements	x1 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a
FoG meeting to identify interested people, discuss work programme and promotion of group	x2 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a

Action Plan Matrix

Year 4 2016 – 17

Action Matrix Year 4 (2016 -2017)					
Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Annual Management Actions					
Annual Review of Action Plan	Apr-16	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Carry out annual audit review of pathways	Apr-16	EHC	Contracts Compliance Officer	internal resource	n/a
Check maze and sheep field fencing annually repair where necessary	Apr-16	FoG	CMS Officer	internal resource	n/a
Continue grazing	Apr / Oct-16	Contract Grazier	Contracts Compliance Officer	n/a	local agreement
Assess the need to control weeds such as ragwort and sow thistle in areas managed by conservation cut	May-16	Contractor / CMS	CMS Officer	set contribution	n/a
Cut maze	May / Sep-16	JoC	Contracts Compliance Officer	contract rates	grounds budget
Conservation cut to the east of the amenity cut playing field	Jun-16	JoC	Contracts Compliance Officer	contract rates	grounds budget
Play area safety audit by RPII inspector	Jun-16	RPII Inspector	Parks & Open Spaces Team	contract rates	grounds budget
Remove Himalayan balsam in inlet to reedbed, outflow and brook	Jun & Aug-16	FoG	CMS Officer	set contribution	n/a
Conservation cut adjacent to chalk banks and meadow areas	Oct-16	JoC	Contracts Compliance Officer	contract rates	grounds budget
Cut and rake up areas of reedbed on rotation	Oct / Nov-16	FoG / Contractor	CMS Officer	n/a	n/a
Cut ride from wildlife viewing area on rotation	Oct / Nov 16	FoG	CMS Officer	n/a	n/a

Tree safety audit	Nov-16	Tree Contractor	Contracts Compliance Officer	contract rates	grounds budget
Continue thinning of plantations to favour native species, chipping to be used on woodland paths (dispose of mulch mats & old guards)	Dec-16	Contractor / CMS / FoG	CMS Officer	internal resource	grounds budget
Annual risk assessment and hazard review - Parks & Open Spaces	Jan-17	EHC	Contracts Compliance Officer	internal resource	n/a
Arrange for work identified in annual risk assessment and hazard review to be completed	Jan / Feb-17	EHC	Contracts Compliance Officer	contract rates	grounds budget
Prune hedges	Feb-17	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Lifebelt inspection	Weekly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Empty dog bins	Weekly	EHC	Contracts Compliance Officer	internal resource	n/a
Amenity mowing/stripping	Monthly	JoC	Contracts Compliance Officer	contract rates	grounds budget
Clear inlet/outlets	Monthly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Monitor litter picking requirements	Monthly	EHC	Contracts Compliance Officer	internal resource	n/a
Cut path edges	Ongoing	JoC	Contracts Compliance Officer	contract rates	grounds budget
Maintain newly planted trees	Ongoing	FoG	CMS Officer	n/a	n/a
Surveys - Flower, Butterfly, Bat, Amphibian, Reptile	Ongoing	FoG /Local Group	CMS Officer	n/a	n/a
Liaise with neighbouring landowners	Ongoing	EHC	Contracts Compliance Officer	internal resource	n/a

Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Development Actions					
Engage with local schools to develop educational visits to park	Apr-16	EHC	Parks & Open Spaces Team	internal resource	n/a
Review information relating to use of motorcycles on site	Jul-16	EHC	Parks & Open Spaces Team	internal resource	n/a
Get Park Active	Jul-16	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Park Questionnaire	At events & tasks	EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Update information in notice boards	Ongoing	FoG / EHC	Parks & Open Spaces Team	internal resource	n/a
Promote Health Walks	Ongoing	CMS / EHC / FoG	CMS Officer	n/a	n/a
Promote park to fitness instructors, boot camps etc	Ongoing	EHC	EHC Leisure Manager	internal resource	n/a
Identify FoG training requirements	x1 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a
FoG meeting to identify interested people, discuss work programme and promotion of group	x2 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a

Action Plan Map

Year 4 2016 – 17



Action Plan Matrix

Year 5 2017 – 18

Action Matrix Year 5 (2017 -2018)					
Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Annual Management Actions					
Work up next 5 year GAP 2018-23	Apr-17	CMS / EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Annual Review of Action Plan	Apr-17	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Carry out annual audit review of pathways	Apr-17	EHC	Contracts Compliance Officer	internal resource	n/a
Check maze and sheep field fencing annually repair where necessary	Apr-17	FoG	CMS Officer	internal resource	n/a
Continue grazing	Apr / Oct-17	Contract Grazier	Contracts Compliance Officer	n/a	local agreement
Assess the need to control weeds such as ragwort and sow thistle in areas managed by conservation cut	May-17	Contractor / CMS	CMS Officer	set contribution	n/a
Cut maze	May / Sep-17	JoC	Contracts Compliance Officer	contract rates	grounds budget
Conservation cut to the east of the amenity cut playing field	Jun-17	JoC	Contracts Compliance Officer	contract rates	grounds budget
Play area safety audit by RPII inspector	Jun-17	RPII Inspector	Parks & Open Spaces Team	contract rates	grounds budget
Remove Himalayan balsam in inlet to reedbed, outflow and brook	Jun & Aug-17	FoG	CMS Officer	set contribution	n/a
Conservation cut adjacent to chalk banks and meadow areas	Oct-17	JoC	Contracts Compliance Officer	contract rates	grounds budget
Cut and rake up areas of reedbed on rotation	Oct / Nov-17	FoG / Contractor	CMS Officer	n/a	n/a
Cut ride from wildlife viewing area on rotation	Oct / Nov-17	FoG	CMS Officer	n/a	n/a

Cut & treat willows coming up in reedbed and around lake margins	Nov-17	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Tree safety audit	Nov-17	Tree Contractor	Contracts Compliance Officer	contract rates	grounds budget
Review the success of reedbed cutting and see if there is a need to dig additional small ponds	Nov-17	CMS / EHC / FoG	CMS Officer	contract rates	grounds budget
Continue thinning of plantations to favour native species, chipping to be used on woodland paths (dispose of mulch mats & old guards)	Dec-17	Contractor / CMS / FoG	CMS Officer	internal resource	grounds budget
Annual risk assessment and hazard review - Parks & Open Spaces	Jan-18	EHC	Contracts Compliance Officer	internal resource	n/a
Arrange for work identified in annual risk assessment and hazard review to be completed	Jan / Feb-18	EHC	Contracts Compliance Officer	contract rates	grounds budget
Clear vegetation from outlet culvert	Jan / Feb-18	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Prune hedges	Feb-18	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Lifebelt inspection	Weekly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Empty dog bins	Weekly	EHC	Contracts Compliance Officer	internal resource	n/a
Amenity mowing/stripping	Monthly	JoC	Contracts Compliance Officer	contract rates	grounds budget
Clear inlet/outlets	Monthly	Contractor	Contracts Compliance Officer	contract rates	grounds budget
Monitor litter picking requirements	Monthly	EHC	Contracts Compliance Officer	internal resource	n/a
Cut path edges	Ongoing	JoC	Contracts Compliance Officer	contract rates	grounds budget

Maintain newly planted trees	Ongoing	FoG	CMS Officer	n/a	n/a
Surveys - Flower, Butterfly, Bat, Amphibian, Reptile	Ongoing	FoG / Local Group	CMS Officer	n/a	n/a
Liaise with neighbouring landowners	Ongoing	EHC	Contracts Compliance Officer	internal resource	n/a

Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Development Actions					
Engage with local schools to develop educational visits to park	Apr-17	EHC	Parks & Open Spaces Team	internal resource	n/a
Review the need for younger children's play equipment	Apr-17	EHC	Parks & Open Spaces Team	tbc	external funding
Review information relating to use of motorcycles on site	Jul-17	EHC	Parks & Open Spaces Team	internal resource	n/a
Get Park Active	Jul-17	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Park Questionnaire	At events & tasks	EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Update information in notice boards	Ongoing	FoG / EHC	Parks & Open Spaces Team	internal resource	n/a
Promote Health Walks	Ongoing	CMS / EHC / FoG	CMS Officer	n/a	n/a
Promote park to fitness instructors, boot camps etc	Ongoing	EHC	EHC Leisure Manager	internal resource	n/a
Identify FoG training requirements	x1 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a
FoG meeting to identify interested people, discuss work programme and promotion of group	x2 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a

Action Plan Map

Year 5 2017 – 18



Friends of Southern Country Park

Action Matrix

Action Matrix - Friends of Southern Country Park Tasks 2013-2018					
Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Annual Management Actions					
Work up next 5 year GAP 2018-23	Apr-17	CMS / EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Annual Review of Action Plan	Apr	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Check maze and sheep field fencing annually repair where necessary	Apr	FoG	CMS Officer	internal resource	n/a
Remove 2 old bollards	Apr-13	FoG	CMS Officer	n/a	n/a
Way marking post x 1	Apr-13	CMS / FoG	CMS Officer	£11	RoW
Install small fenced area near dog agility area for dog training	Apr-14	Contractor / FoG	Contracts Compliance Officer	£700	external funding
Install welcome signage at all informal entrances SCP = 11 (signs £4,382.02 + del £115)	May-14	FoG / Contractor	CMS Officer	£1,300	external funding
Remove Himalayan balsam in inlet to reedbed, outflow and brook	Jun & Aug	FoG	CMS Officer	set contribution	n/a
Cut and rake up areas of reedbed on rotation	Oct / Nov	FoG / Contractor	CMS Officer	£122	grounds budget
Cut ride from wildlife viewing area on rotation	Oct / Nov	FoG	CMS Officer	See above	n/a
Review the success of reedbed cutting and see if there is a need to dig additional small ponds	Nov-17	CMS / EHC / FoG	CMS Officer	contract rates	grounds budget

Continue thinning of plantations to favour native species, chipping to be used on woodland paths (dispose of mulch mats & old guards)	Dec	Contractor / CMS / FoG	CMS Officer	internal resource	grounds budget
Plant hedge along exposed fence line that runs parallel with St James Way 350m, allow some trees to grow as standard	Jan-14	FoG	CMS Officer	internal resource	n/a
2 x New inserts of SCP Interpretation panel to include new board walk and a mini insert map showing the whole route like Hartham map *	Mar-15	Contractor / CMS / EHC / FoG	CMS Officer	£1,800	external funding
Maintain newly planted trees	Ongoing	FoG	CMS Officer	n/a	n/a
Surveys - Flower, Butterfly, Bat, Amphibian, Reptile	Ongoing	FoG / Local Group	CMS Officer	n/a	n/a

Action	Specific Date	Organisation	Responsible Officer	Cost	Funding Stream
Development Actions					
Get Park Active	Jul	EHC / CMS / FoG	Parks & Open Spaces Team	internal resource	n/a
Park Questionnaire	At events & tasks	EHC / FoG	Parks & Open Spaces Team	internal resource	n/a
Update information in notice boards	Ongoing	FoG / EHC	Parks & Open Spaces Team	internal resource	n/a
Promote Health Walks	Ongoing	CMS / EHC / FoG	CMS Officer	n/a	n/a
Identify FoG training requirements	x1 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a
FoG meeting to identify interested people, discuss work programme and promotion of group	x2 per year	CMS / EHC / FoG	CMS Officer	n/a	n/a

Appendix 1

Address	Contact / Position	Telephone / Email
East Herts Council Wallfields Pegs Lane Hertford SG13 8EQ	East Herts Council Environmental Services for general enquiries – including Out of Hours Service	Tel: 01279 655261 Email: operations.admin@eastherts.gov.uk Website: www.eastherts.gov.uk
Countryside Management Service (CMS) CMS Office (car park H) Environment Department County Hall, Hertford Herts, SG13 8DN	For general enquiries	Tel: 01992 588433 Email: northeast.cms@hertfordshire.gov.uk Website: www.hertslink.org/cms/
Friends of Southern Country Park (FoSCP)	For general enquiries	Email: foscp@mail.com
Hertfordshire County Council County Hall Pegs Lane, Hertford Herts, SG13 8DN	For general enquiries	Tel: 0300 1234040 Email: hertsdirect@hertscc.gov.uk Website: www.hertsdirect.org
Bishop's Stortford Town Council The Old Monastery Windhill Bishop's Stortford Herts, CM21 2ND	Town Clerk	Tel: 01279 652274 Fax: 01279 7653136 Email: enquiries@bishopsstortfordtc.gov.uk Web site: www.bishopsstortfordtc.gov.uk
Environment Agency North East Area Office Apollo Court 2 Bishops Square Business Park St Albans Road West Hatfield Herts, AL10 9EX	For general enquiries	Tel: 0370 8506506 - general enquiries Tel: 0800 80 70 60 to report an incident Email: enquiries@environment-agency.gov.uk Website: www.environment-agency.gov.uk
Police Neighbourhood Team Bishop's Stortford Police Station Basbow Lane Bishop's Stortford Herts, CM21 2LX	Neighbourhood Team	Tel: 101 - Non-emergency number for help, advice and information. Always dial 999 in an emergency Website: www.herts.police.uk
Hertfordshire Fire and Rescue Bishop's Stortford Fire Station Patmore Close Bishop's Stortford Herts, CM23 2PY	Fire Station Manager	Tel: 01279 696800 (Station) Tel: 0300 1234046 (Fire Safety & Advice) Always dial 999 in an emergency Email: bishopsstortford.fire@hertfordshire.gov.uk

If you would like a translation of this document in another language, large print, Braille, audio or an electronic format, please contact Communications at East Herts Council on 01279 655 261 or email communications@eastherts.gov.uk

Jeżeli chciałbyś, aby ta informacja została przetłumaczona na język polski skontaktuj się z Działem łączności przy Radzie Wschodniego Hertfordshire tel. 01279 655 261 lub wyślij e-mail communications@eastherts.gov.uk

Se desejar esta informação traduzida em português, por favor contacte o departamento de comunicações do East Herts Council no telefone número 01279 655 261 ou via email communications@eastherts.gov.uk

If you need any further information please contact us:

Office Opening Times: 8.30am to 5pm Monday to Friday



CLICK

www.eastherts.gov.uk



PHONE

01279 655261

ask for Environmental Services



WRITE

Environmental Services, East Herts Council,
Wallfields, Pegs Lane, Hertford SG13 8EQ

or email: operations.admin@eastherts.gov.uk



VISIT

- Charringtons House, Bishop's Stortford
- Wallfields, Hertford