

BOROUGH OF BROXBOURNE MANAGEMENT AND MAINTENANCE PLAN

Old Highway 2023



**BOROUGH OF
BROXBOURNE**

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INTRODUCTION

1.1 Period of the plan and stages of review

This is a five year management plan covering 1 January 2019 to 31 December 2023.

As part of this plan, an action plan has been produced. This is the working document for the park in 2023. This plan is reviewed every quarter.

1.2 Vision statement

The Borough of Broxbourne and the Friends of Old Highway's vision for Old Highway is that it is a safe, clean and welcoming space that engages people of all areas within the whole of the local and the wider community.

Old Highway provides an environment where a range of sporting and informal leisure activities can take place and enables park users to discover the heritage, natural flora and fauna contained within this green space. Old Highway will be used as an engaging backdrop to a variety of tasks, events and activities throughout the year.

The Friends Group is working in partnership with the Borough of Broxbourne to prepare an application for external funding to suitable bodies to be used for further sustainable improvements to the park.

These include:

- Completing the path network to link all areas and to incorporate a fitness trail
- Addition of outdoor gym equipment
- Creating a new picnic area
- Replacing park furniture
- Rejuvenating shrub beds with new planting
- Removing old buildings
- Repairing/extending the car park
- New signage and interpretation throughout.

A larger bid was submitted to the Parks for People strand of the HLF but this was unsuccessful as Old Highway does not meet strict criteria. We have scaled back the original application and will be re-submitting under the 'Our Heritage' strand of funding.



THE EXISTING PARK

2.1 Overview

Name of site: Old Highway Recreation Ground
Address: Rye Road, Hoddesdon, Hertfordshire. EN11 OHS
Ownership and management: Borough of Broxbourne
Grounds maintenance: Environmental Services
Tree contractor: Maydencroft (Trees) Ltd
Site area: 7.1 acres
Grid reference: TL 38216 09820
Ward: Hoddesdon Town and Rye Park
Councillors: Aran Banks and Andreas Payne
Cabinet Member for Environment: Councillor David Holliday
Entrances: Three pedestrian, one vehicle plus one pedestrian access to the bowls club
Parking: Free car parking for up to 25 vehicles, car parking along Old Highway and Rye Road. No specified disabled car parking spaces.
Additional security: Parkguard Ltd
Play area safety inspections: Qualified staff and annual inspection by The Play Inspection Company.

Facilities:

- Car park
- Toilets for the user group and events only
- Bowling green and on-site bowling club
- Easy access path
- Separate play areas for younger and older children
- Tennis courts and on-site tennis club
- Multi-use games area
- Adult gym equipment
- Age of play area
- French boules court
- Gardening association on-site.

2.2 History of the Park

Old Highway is also known locally as Rye Park, as it is situated off Rye Road and is close to Rye House railway station.

Old Highway is primarily an activity-based recreation ground providing play and sports facilities, and is a large green space set within a residential area and industrial estate.

It was constructed upon a disused gravel pit, bought by Hoddesdon Urban District Council and the conveyance was dated 28 April 1933. The land was acquired from Henry Aquila Oram. The recreation ground was open for use by the public in 1935. It covers an area of 7.1 acres. Shrubs were planted in May 1935, and by September of that year a children's paddling pool had been installed. By 1936, a full children's play area had been established with the swings proving to be popular as reported in the then Hoddesdon Journal. In May 1937 the bowling green opened, and tennis courts were constructed between June and August.

A debate took place in November 1937 in the Hoddesdon Council Chamber over re-naming the Old Highway recreation ground as some members of the Council considered it deserved a more appropriate, contemporary name.

Band concerts were advertised in August 1938, the recreation ground was not re-named and there does not appear to have been an official opening.

The site was known as a 'carnegie' field due to the investment of the Carnegie Trust and the National Playing Fields Association (NPFA).

- The Carnegie Trust wanted to ensure that the communities which benefited from its support made a positive contribution, and so no scheme was funded for more than one sixth of its cost. The annual report of 1929 states that even small villages have gratefully accepted sums as low as £20, and have very gallantly raised the rest by loans or by means of concerts, bazaars or other means of collection. As a result, communities had a sense of ownership of the fields
- The Carnegie Trust worked in partnership with the NPFA, now operating as Fields in Trust, and provided it with support to allow it to set up local branches and actively promote and advise on the creation of playing fields. In most cases, where a grant was made by the Trust, this was supplemented by a smaller grant from the NPFA. NPFA played a key role in ensuring that the playing fields were preserved and not taken over for development
- The Carnegie Trust ensured that it gave money only to organisations which could be held accountable for what they did with the money – either local authorities or recognised voluntary organisations, whose trustees could provide financial guarantees
- The scheme was time limited and wound up at the end of 1935
- Conditions were attached to the grant, that the land should be 'permanently preserved' and adequately maintained for recreation for the benefit of the public.

Key dates

1931	May – the seal of the Council was affixed to deed of conveyance from Henry A Oram to the Council, of the piece of land at Rye Park, known as the Old Gravel Pit, to use as a public recreation ground.
1935	No official opening but park opened to public during this year.
1940-45	Greenhouses onsite used for crop production; mainly tomatoes during the Second World War.
1949	8 June – Minister of Health agreed to loan £600 for new pavilion.
2008	18 April – Friends of Old Highway formed.
2012	Old Highway became a Fields in Trust (formerly NPFA) site as part of the Queen Elizabeth II Diamond Jubilee.
2018	Green Flag Community Award achieved



Fields in trust sign

2.3 The significance of the park

Old Highway is a community park which has been laid out for a variety of play and sporting activities and is well used by residents. Socially, the park is a meeting place for all ages in an environment which is aesthetically pleasing and removed from the urban character of its surroundings.

Old Highway is open to the public 24 hours a day, all year round. The Park is popular with all ages and informal activities include walking, jogging, dog walking, tennis, football, bowling, boules and other forms of play. The U3A (University of the Third Age) has three clubs which use the boules court on Mondays, Wednesdays and Thursdays. There are on-site tennis, bowls and gardening clubs. Mini football takes place every Sunday throughout the season.

The Borough of Broxbourne has a very high rate of overweight and obese people; 70 per cent of adults were obese or overweight in 2017/18, according to an estimate by Public Health England, and a comparatively low number of residents undertake at least the recommended 30 minutes a day of moderate exercise. Old Highway is therefore an increasing by important facility for local people to help them reach this target.

2.4 Heritage Lottery Project

The partners' vision is to restore and upgrade Old Highway, linked to its original design, concept and interpretation. The original trustees were very clear in wishing the area to be laid out as an area for recreation and relaxation within a safe and secure location.

Set within a local area, rich in history dating back centuries as both an agricultural and industrial force, this was a vital communication link from London to the North and East by land, water and railway.

The creation of Old Highway was a project set up to assist in reducing the high unemployment levels, health problems,

social deprivation and lack of aspiration typical in the area in the 1930s.

As well as the formal laying out of grounds and recreational facilities, a secure, safe area was envisaged along with specific rose gardens, picnic areas, and archways. This was a local community led project aimed at alleviating the high unemployment levels.

The Friends of Old Highway committee intends to recreate this by restoring Old Highway using local volunteers and local partnership, working with the Borough of Broxbourne.

This would link the original establishment of Old Highway recreation ground to its local roots, restoring its values while bringing a modern, positive approach to its use.

The old buildings would be renewed for proper use as community facilities, original pathways and entrances restored or renovated to include better disabled access, lost areas such as the rose garden re-planted as part of a picnic area, heritage elements restored/refurbished, and the story and history of the park brought to life.

Through on-site activities the partners will utilise the skills of the area, encompass the natural bio-diversity of the park and create an environmentally-friendly area. By making improvements to the facilities and activities available, more residents will be encouraged to improve their mental and physical health by making full use of the park.



Wednesday Volunteers refurbishing Boules Court 2018.

2.5 Audit information

Topography

Old Highway is situated at the junction of Rye Road with Old Highway in the north of Hoddesdon, Hertfordshire, EN11 0HS.

It is in a residential area and has houses along the north and south boundaries overlooking the park. The west side is bordered by Old Highway Road and the east side is bordered by an industrial estate, behind which lies the New River.

Key buildings and structures

- Toilet block
- One lock-up garage – used for storage
- One former park keeper’s hut – used for events and storage.
- One large shed – Gardeners’ Association
- One small shed – used for storage
- Pavilion – Rye Park Bowls Club.



Haileybury College students pruning a Cornus shrub bed 2019.

2.6 Operational overview

The park is open 24 hours a day, 365 days a year and security issues have periodically been of some concern in relation to vandalism and general anti-social behaviour (ASB). This is being monitored throughout the Council’s partnership meetings, local safety forum with the police, ASB and nuisance monitors, and other agencies. The Council, in partnership with Lee Valley Regional Park Authority, has engaged a private security company (Parkguard Ltd) to patrol key sites including Old Highway. Many park users have been given Parkguard Ltd’s contact numbers and all members of the Friends group and committee have this information. The Green Spaces Officer patrols the park on a regular basis and Friends group members provide extra eyes and ears around the Park.

2.7 Public Space Protection Order Control of Dogs

In 2020 the Borough of Broxbourne adopted the Public Space Protection Order for the Control of Dogs. This requires owners of dogs to clear any faeces up, and in specific locations including fenced play areas, dogs are banned (see Appendix K).

Principles of the Litter and Dog Waste Policy

The key principles of the policy are:

- There will always be an adequate provision of bins sited in category one and two highway locations
- Litter bins at new locations will only be installed when demonstrable evidence indicates there is a clear need. Litter bins are currently not automatically replaced. If a bin has been removed due to damage or because it is at the end of its life cycle, the location will be reviewed to determine whether a replacement bin is required
- There will be a minimum of a weekly collection frequency for all litter bins in the Borough, which includes the removal of the sack in the bin irrespective of how well used the bin is, due to the merging of litter and dog waste streams
- A preferred bin type is selected for each type of location
- Litter bin provision in parks and open spaces will be focused along well used walkways, at entrances/exits and outside play facilities and other gathering points
- Dog waste bins will only be sited at key locations that are deemed essential
- Dog waste bins will not be installed at new locations where there is currently not a bin
- Once a litter and dog waste bin policy is adopted, any improvement schemes should adhere to the policy content.

2.8 Planning context

Open space

Old Highway is designated as a Borough Level Park in Appendix A of the Broxbourne Local Plan 2018-2033. Policy ORC2: Loss of Open Space, Leisure, Sport and Recreational Facilities states that the park will be will be protected from development unless the following criteria are met:

- an assessment has been undertaken, which clearly shows the open space, facility, buildings or land to be surplus to requirements; and
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss; or
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location.



MANAGEMENT AND STRUCTURE

3.1 Resource levels

The Friends of Old Highway Recreation Ground

Green Spaces Officer

Environmental Services

With additional support from:

Robert Catchpole – Arboricultural Officer

David Renouf – Green Spaces Manager

Peter Linkson – Director, Environmental Services

Fletchers (Trees) Ltd

Parkguard Ltd

3.2 Roles/responsibilities

Friends of Old Highway including committee - Reporting ASB, planting and plant management, litter collection support, fundraising.

Green Spaces Officer - Community liaison, co-ordination of events and activities, monitoring service performance, play equipment inspection.

Arboricultural Officer & Maydencroft - Tree inspection/tree works

Environmental Services - Grass cutting, bowling green maintenance, litter collection, dog waste services, hedge and shrub bed maintenance.

Committee and Friends of Old Highway, Green Spaces Officer, Parkguard Ltd - Site security.

3.3 Consultation between staff and stakeholders

There is an active Friends group that meets regularly with the Parks Manager to oversee the implementation of the Management Plan. On a day-to-day basis, the Friends report any issues or problems to the following:

- Green Spaces Officer
- Borough of Broxbourne Helpline 01992 785577
- Parkguard Ltd
- Emergency services 999 or
- Non-emergency services 101.



MAINTENANCE REGIMES

This section of the plan, in conjunction with the maps, provides an outline of the operations needed to maintain the various landscape types found in the park. All operations are carried out to the standard set out in the Grounds Maintenance Specification.

4.1 Maintenance operations

Current grounds maintenance services in the Borough of Broxbourne are carried out in-house by Environmental Services with the exception of the bowling green which is managed by a private supplier to the bowls club. Current grounds maintenance operations at Old Highway are summarised below.

4.2 Grass maintenance operations

Outcome

Clean, tidy and appropriately maintained grass areas.

Tasks

The Service Provider shall cut the grass according to the relevant specification, as stated in the Bill of Quantities Table below.

Specifications and timings for grass cutting – Old Highway

	Specification 1 10mm – Box Mow	Specification 2 20mm	Specification 3 25mm	Specification 4 40mm	Specification 5 50mm	Specification 6 2 cuts p.a.	Specification 7 1 cut p.a.
Output timing	10mm - 25mm Box mow	20mm - 60mm	25mm – 75mm	40mm - 120mm	50mm - 200mm	N/A	N/A
Categories	Formal areas Lawns	Football pitches Open spaces Recreation grounds	Verges Open spaces Grass footpaths	Verges	Scrub areas	Scrub areas	Conservation areas Scrub areas Bank areas

- Set cutting heights to achieve the named specification. This will mean setting the machines correctly and having different cutting heights throughout the year according to the weather and/or ground conditions
- Immediately report any conditions that prevent the outcome being met or the specified tasks from being undertaken
- Catch up on any work that is behind schedule no later than seven days from the original programme unless specifically authorised by the authorised officer
- Clear arisings if necessary once an obstruction is removed
- Remove any litter prior to cutting (or after cutting if it has not been noticed prior to cutting).
- Remove all arisings from adjacent hard standing as soon as is practicable unless to do so would be hazardous (e.g. on fast moving roads)
- Not commence cutting, where bulbs are planted within grass areas, until the plants have flowered and they have died down naturally after flowering. At least 6 weeks will be allowed for this to occur. After this period, arisings on the immediate patch shall be raked up and removed from site. The area shall subsequently be maintained to the specification of the surrounding grass area
- Always check cutting heights for suitability before any cutting operation, and remove any obstructions from site. After cutting the site shall be left clear of unwanted debris and/or litter.

4.3 Hedges

Neat, tidy, vigorous, dense hedges, of an appropriate height and profile for their location. Hedges that retain their barrier or other design intention, in a way that does not obstruct sightlines or overhang footpaths and roads, or encroach onto other maintained areas, unless that is the intention of the design.

Tasks

The Service Provider shall:

- Cut sponsored or high amenity hedges cleanly, and without jagged broken wood or torn bark remaining after pruning operations, at the number of times specified in the Bill of Quantities or Method Statements
- Check to ensure that there are no nesting birds or other protected wildlife in the hedge. In the event that any are found, the authorised officer should be informed and the hedge left to be cut
- Maintain the hedge to the height and profile of previous cutting operations. This may require cutting of one or two sides (tops are to be cut in both cases). The service provider may be required to gradually adjust the hedge to a more appropriate height and profile over time
- Treat damage to sponsored or high amenity hedges in a recognised horticultural manner (e.g. by tying in, pruning, staking) within 48 hours of being reported
- 'Tip' any new hedges to encourage dense growth, until they reach the required height
- Hand-weed new unestablished hedges
- Immediately retrain or remove individual rogue side shoots appearing between scheduled cuts that are found protruding from the required shape and form, that are likely to be a hazard. All uncharacteristic (e.g. reverting growth in variegated stock) diseased or dead wood shall also be removed
- Ensure that all clippings and any other unwanted material from work on sponsored or high amenity hedges, including those lodging on the top or in the sides of the hedge, are removed and treated as green waste as far as is practicable. At the end of any maintenance visit all litter, rubbish and weeds (except when they have just been treated with herbicide) shall be removed from the hedge base leaving the soil surface level and free from litter
- Treat the bases of hedge according to the standard and the location. For example, hedges in formal areas should have a soil-base free from weeds and litter, whereas hedges in scrub areas may have no 'bed' at all. Hedges in formal areas may be regarded as shrubs within a bed to all intents and purposes.

4.4 Play area inspection and repair

Outcome

To ensure that the play areas, and everything within and around them, are in a safe condition, fit for purpose and clean and tidy. Note that although described as play area inspection and repair, the service is to include items such as ball courts, skate parks, teen shelters and exercise equipment.

Tasks

The Service Provider shall:

- Carry out an inspection of the specified site, and other listed equipment at the times specified
- Undertake the routine maintenance and/or repair of, gates, hinges, locks and associated fittings, including greasing, oiling, realignment and shutting mechanisms to ensure that they are safe and in good working order
- Report on the condition of the specified site at the frequencies specified, and in the agreed format.

As well as these inspections, the Green Spaces Officer who is a qualified RPII operational inspector, will carry out a quarterly inspection of the play equipment and identify any faults. Each fault is then risk assessed and given a score rating. A fault sheet is then produced and items are repaired in priority order (see appendix B).

An annual independent inspection of every item of play equipment in the Borough is carried out in autumn by playground services.



Junior play area

4.5 Site Care

The term 'site care' has been used to define a group of related operations that are necessary to get and keep the sites within the contract area ready and fit for use. Another way of describing much of this specification would be to say that it is concerned with removing all unwanted material from the site, whereas nearly all of the other specifications deal with maintaining the wanted material. There is some inevitable overlap; for example the grass cutting specification also refers to the removal of litter prior to cutting grass, but this Specification is relevant to the removal of litter at other times, for example, in between grass cuts. This specification also includes work that is necessary to make sure that the site is ready for use, such as looking after street furniture.

Site care specification includes, but is not limited to, the emptying of bins, general clearance and disposal of litter, cleaning and clearing of paths and hard surfaces, maintenance of street furniture, and the general tidiness of the area.

Outcome

A clean, safe, tidy, ready-to-use and appropriately-maintained area, with all unwanted material removed.

Tasks

The Service Provider shall:

- Clear the area of litter (e.g. grass area, path or shrub bed) prior to undertaking any maintenance task on that area
- Appropriately dispose of litter, recycling any items wherever and whenever possible
- Empty and clean bins, at the time specified, to ensure that they remain clean, do not smell or attract unwanted insects or animals, or become overfull or insanitary
- Prioritise sites so that those that are most littered, or become dirty quickest, are visited most often
- Submit a litter collection, cleansing and bin emptying schedule to the authorised officer at the beginning of every contract year
- Adhere to the schedule unless agreed otherwise with the authorised officer
- If deemed necessary to meet the stated outcome, clean all paths, hard surfaces, ditches and gullies at the same time as the general litter and refuse clearance is being carried out, by sweeping, blowing, raking or otherwise as appropriate to the surface and site conditions, removing all arisings from site and disposing of them appropriately
- Clear leaves and snow from the specified area
- Clean and maintain signs, gates, fences, bollards,

benches, seats and other street furniture and all equipment provided to enhance visitors' experience or to ensure or improve their safety

- Report any damaged equipment, signs, bins, potholes, loose slabs, and leaking pipes as soon as they are found.

4.6 Graffiti

Environmental services are responsible for removal of graffiti in the park. Incidents are reported by the Parks Manager, Environmental services staff, OHV (Old Highway Volunteers) group members and members of the public. Graffiti shall be removed from furniture, fittings, fences and play equipment as soon as possible by scrub cleaning, jet wash or by the use of solvents. Where cleaning methods fail to remove graffiti on painted areas, these shall be over-coated with a matching paint and bare timber shall be scraped clean and treated to match existing timber surface.

Broxbourne Council is committed to combating the negative impact of anti-social behaviour related activities such as graffiti have on the environment. The council will remove all racist or offensive graffiti from Council owned buildings and items including parks and open spaces furniture within one working day of it being reported.

4.7 Car Park

Maintenance of the car park is the responsibility of Broxbourne Council. The Green Spaces Officer carries out an inspection of the car park and the path network on a biannual basis. Any defects are reported (see appendix C).



AIMS AND OBJECTIVES

Aims and objectives

The Old Highway five-year Management Plan seeks to set out a structured framework for the overall management of the park. The following key points show how the vision relates to critical aspects of the park and its use. Each priority is stated with a highlighted main aim, followed by objectives as to how this should be achieved.

Old Highway recreational ground has an established Friends Group, which has recently organised a committee, constitution and bank account. The committee has an elected chairman, secretary and treasurer plus other members from local councillors a local vicar and representatives of all on-site clubs. Additionally, on the first Sunday of every month the Old Highway Volunteer Group carries out practical tasks within the park such as cleansing, weeding, painting and planting.

This management plan aims to ensure that any improvements to the park are sustainable, well organised and structured and that all investment resources are managed in a way that ensures achievement of the park's vision. The plan sets out how the partners aim to protect, maintain and improve Old Highway so that the community continues to reap the benefits of such a valuable and well used green space.

1. **A welcoming place**
2. **Healthy, safe and secure**
3. **Clean and well maintained**
4. **Environmental management**
5. **Biodiversity, landscape and heritage**
6. **Community involvement**
7. **Marketing and communication**
8. **Management**

5.1 A welcoming place

Green Flag criteria:

- Welcome
- Good and safe access
- Signage
- Equal access for all

Aim:

To ensure the park continues to be a place for the community to meet, socialise, exercise, learn, play, value and enjoy.

Objectives:

- 5.1.1 Until new signage is in place, keep existing signage clean and free from graffiti
- 5.1.2 Include in HLF application funding for new signage throughout the park
- 5.1.3 Using feedback received, prepare and submit HLF application for funding required for park improvements.

- 5.1.4 Design and prepare specification for new access path at Old Highway entrance
- 5.1.5 S Elect new exercise equipment, seek to obtain funding and install
- 5.1.6 Hold sports based activity days in half term holidays
- 5.1.7 Look at alternative ways to provide extra car parking space during periods of high usage
- 5.1.8 Seek funding to implement repairs to surface of existing car park.



Haileybury College volunteers clearing leaves 2019.

5.2 Healthy, safe and secure

Green Flag criteria:

- Appropriate provision of quality facilities and activities
- Safe equipment and facilities
- Personal security
- Control of dogs/dog fouling

Aim:

To improve further measures in the park to ensure a safe and comforting experience for visitors and staff.

Objectives:

- 5.2.1 Carry out annual inspection of path network and car park
- 5.2.2 Carry out quarterly play equipment inspections
- 5.2.3 Safety plans and risk assessments carried out prior to any volunteer task, event or activity
- 5.2.4 Arrange volunteer tasks to remove any offensive graffiti from park furniture, buildings or equipment
- 5.2.5 Carry out necessary tree works
- 5.2.6 Seek to obtain funding for stabilisation works to Ogard Road Boundary.



New lighting

5.3 Clean and well maintained

Green Flag criteria:

- Litter and waste management
- Horticultural maintenance
- Arboricultural maintenance
- Building, walls and infrastructure maintenance
- Equipment maintenance

Aim:

Seek to continually raise and maintain standards within the park.

Objectives:

- 5.3.1 Carry out review of picnic tables, benches – install new when funding allows ensuring consistency and in keeping with 1930's style of park
- 5.3.2 Carry out quarterly play equipment inspections
- 5.3.3 Maintain, Manage tennis courts and area



Multi-use games area.

5.4 Environmental management

Green Flag criteria:

- Managing environmental impact
- Waste minimisation
- Chemical use
- Peat use
- Climate change adaption strategies

Aim:

To reduce the park's carbon footprint, improve its biodiversity and limit wastage of natural resources.

Objectives:

- 5.4.1 Volunteers to assist with maintenance of all shrub beds

5.5 Biodiversity, landscape and heritage

Green Flag criteria:

- Management of natural features
- Conservation of landscape features
- Conservation of buildings and structures

Aim:

To maintain the historic character of the landscape and buildings within contemporary uses and issues.

Objectives:

- 5.5.1 Volunteers to continue researching history of the park
- 5.5.2 Volunteer task to remove old planting
- 5.5.3 Volunteer task to weed/mulch shrub beds
- 5.5.4 Invite local scout/guiding groups to habitat creation day

5.6 Community involvement

Green Flag criteria:

- Community involvement in management and development
- Appropriate provision for community

Aim:

To involve and fully utilise the local community and other users to gain support and assist with the delivery of the Management Plan.

Objectives:

- 5.6.1 Twice yearly meeting with all friends group members.
- 5.6.2 AGM to re-elect committee members
- 5.6.3 Aim to increase number of volunteers at monthly tasks
- 5.6.4 Ensure friends have contact details for parks Manager and Parkguard to report any issues
- 5.6.5 Provide a wide range of events and activities throughout the year
- 5.6.6 Use volunteer groups for tasks where appropriate



Haileybury College volunteers 2019

- 5.8.4 Use website, newsletters, local media and all other opportunities to promote projects, activities and events in the park
- 5.8.5 Use every opportunity to hand out questionnaire to park users. Regularly update results
- 5.8.6 Submit application for Green Flag Community award

5.7 Marketing and Communication

Green Flag criteria:

- Marketing and promotion
- Appropriate information channels
- Appropriate educational and interpretational information

Aim:

To fully promote the services and events at Old Highway to users/non-users, through all forms of appropriate and available media.

Objectives:

- 5.7.1 Provide information on events and minutes from meeting to marketing department to be put on the Council website.
- 5.7.2 Council and Friends Group to put on events throughout the year
- 5.7.3 Ensure local paper is kept informed of all events, activities and news
- 5.7.4 Continue to develop relationships with local schools and community groups
- 5.7.5 Seek funding for installation of Friends Notice Board

5.8 Management

Green Flag criteria:

Implementation of Management Plan

Aim:

To continually improve the management of Old Highway

Objectives:

- 5.8.1 Review 5 year management plan, consulting with all parties
- 5.8.2 Review action plan. Provide quarterly update
- 5.8.3 Continue weekly monitoring of service delivery



MANAGEMENT ACTION PLAN 2023

The following action plan is based on the Heritage Lottery Fund application being successful.

Numbers refer to aims and objectives in section 5

Key:

- FoG Friends of Group
- GSO Green Spaces officer
- AO Arboriculture Officer
- ES Environmental Services
- CDT Community Development Team

- MO Marketing Officer
- WV Wednesday volunteers
- PIC Play Inspection Company
- OHV Old Highway volunteers
- AYR All year round
- ERB Existing revenue budget
- HLF Heritage Lottery Fund

Old Highway
Year 5 and onwards
Annual & Regular Actions

Task Responsibility

- District led
- CMS led
- District led
- Volunteer delivered
- CMS led

Legend

- Gate
- Memorial bench
- Tree
- ==== Fence
- ==== Hedgerow
- >>>> <<<<>>>> <<<< all other values>>>>
- Garden
- Conservation grass
- Leisure facilities
- Wildflower meadow
- Annual cornfield
- Tree & hedge mix
- Gravel path
- Hardstanding
- Former park keepers hut
- Gardeners' Association Shed
- Playground
- Band stand
- Toilet block
- Amenity grass
- Tree clearance
- Trees

Countyside Management Service

Scale @ A3
1:1,000

Date
January 2019

Rev
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6.1 A welcoming place

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.1.1	Until new signage is in place, keep existing signage clean and free from graffiti	Summer	GSO	GSO / FoG	Regular checks for graffiti. Reactive removal	
5.1.2	Include in HLF application funding for new signage throughout the park	December	GSO FoG	HLF	HLF bid on hold. Looking at other funding options	
5.1.3	Using feedback received, prepare and submit HLF application for funding required for park improvements	Spring	GSO FoG	HLF / S106	HLF bid on hold. Looking at other funding options	
5.1.4	Design and prepare specification for new access path at Old Highway entrance	December	GSO FoG	HLF / S106		
5.1.6	Hold sports based activity days in half term holidays	Feb, May	GSO FoG	ERB		
5.1.7	Look at alternative ways to provide extra car parking space during periods of high usage	Summer	GSO FoG	HLF / S106		
5.1.8	Seek funding to implement repairs to surface of existing car park	Summer	GSO FoG	HLF / S106		
5.1.8	Seek funding to implement repairs to surface of existing car park	Summer	FoG GSO	HLF / S106		

6.2 Healthy, safe and secure

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.2.1	Carry out annual inspection of path network and car park	Spring	GSO	Existing Revenue Budget		
5.2.2	Carry out quarterly play equipment inspections	Seasonal	GSO	Existing Revenue Budget		
5.2.3	Safety plans and risk assessments carried out prior to any volunteer task, event or activity	Ongoing	GSO	ERB		
5.2.4	Arrange volunteer task to remove any offensive graffiti from park furniture, buildings or equipment	Summer	GSO	ERB		
5.2.5	Carry out necessary tree works	Winter	AO GSO Fletchers	ERB		
5.2.6	Seek to obtain funding for stabilisation works to Ogard Road Boundary.	Winter	GSO FoG	HLF / S106	Planting of boundary viewed as most cost effective measure	

6.3 Clean and well maintained

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.3.1	Carry out review of picnic tables, benches – install new when funding allows ensuring consistency and in keeping with 1930's style of park	Autumn	GSO	HLF / S106		
5.3.2	Carry out quarterly play equipment inspections	Seasonal	GSO	ERB		
5.3.3	Maintain, Manage tennis courts and area	AYR	GSO ES Tennis Club Volunteers	ERB		

6.4 Environmental management

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.4.1	Volunteers to assist with maintenance of all shrub beds	Ongoing	OHV FoG GSO	ERB		

6.5 Biodiversity, landscape and heritage

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.5.1	Volunteers to continue researching history of the park	Autumn	FoG GSO	ERB		
5.5.2	Volunteer task to remove old planting	Autumn	Volunteers GSO	ERB		
5.5.3	Volunteer task to weed/mulch shrub beds	Spring / Autumn	GSO OHV	ERB		
5.5.4	Invite local scout/guiding groups to habitat creation day	Autumn	FoG GSO	ERB		

6.6 Community involvement

Vision and Action objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.6.1	Twice yearly meeting with all friends group members		GSO FoG	Existing Revenue Budget		
5.6.2	AGM to re-elect committee members	January	GSO FoG Committee	Existing Revenue Budget		
5.6.3	Aim to increase number of volunteers at monthly tasks	First Sunday each month.	GSO FoG	Existing Revenue Budget		
5.6.4	Ensure friends have contact details for parks Manager and Parkguard to report any issues	Ongoing	GSO	ERB		
5.6.5	Provide a wide range of events and activities throughout the year	Ongoing	GSO FoG	ERB		
5.6.6	Use volunteer groups for tasks where appropriate	Ongoing	GSO	ERB		

6.7 Marketing and communication

Vision and Action objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.7.1	Provide information on events and minutes from meeting to marketing department to be put on Council's website	AYR	GSO Marketing Dept.	ERB		
5.7.2	Council and Friends to put on events throughout the year	AYR	FoG GSO	ERB		
5.7.3	Ensure local paper is kept informed of all events, activities and news	Ongoing	FoG	ERB		
5.7.4	Continue to develop relationships with local schools and community groups	Ongoing	GSO FoG	ERB		
5.7.5	Seek funding for installation of Friends Notice Board	Summer	GSO FoG	HLF / S106		

6.8 Management

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.8.1	Review 5 year management plan, consulting with all parties	Spring	GSO EM FoG Committee	ERB		
5.8.2	Review action plan. Provide quarterly update	Quarterly	GSO	ERB		
5.8.3	Continue weekly monitoring of service delivery	Weekly	GSO	ERB		
5.8.4	Use website, newsletters, The guide, local media and all other opportunities to promote projects, activities and events in the park	Ongoing	GSO FoG Committee	ERB		
5.8.5	Use every opportunity to hand out questionnaire to park users. Regularly update results	Ongoing	GSO FoG	ERB	Questionnaire not circulated, looking at other communication methods	
5.8.6	Submit application for Green Flag Community award	January	GSO	ERB		



REVIEWING THE MANAGEMENT PLAN

Although the plan will be reviewed annually, it is probably more valid to allow some time for the management to achieve its goals, some of which will take a few years to accomplish in full.

However, there may be changes in demands for some of the facilities within the park, changes in resources available, in management structures and in the operations and nature of the organisations using or influencing the management of the park which necessitate a change in certain aspects of the plan.

As in the production of this plan, the review will be based on good, current baseline information, objective analysis of that information, and on consultation with a wide cross section of the people working in and using the park.



APPENDICES

APPENDIX A. EXAMPLE OF PLAY EQUIPMENT INSPECTION/RISK ASSESSMENT



The Play Inspection Company Ltd
Unit 5 Glenmore Business Park
Blackhill Road
Poole
Dorset
BH16 6NL
01202 590675

Old Highway Toddler, Junior & MUGA

Inspection Ref: 1678853

Site Ref: 1863

Operational Inspection - 7-June-2022 - 13:28 Inspector Ryan Gill

Risk Assessment: 12 Moderate Risk



Location:

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

APPENDIX B. EXAMPLE OF CAR PARK/PATH INSPECTION

Site Inspection Report – Green Spaces

Site name: Old Highway		Inspecting Officer: RG		
Date of Inspection: 19/09/2022				
Details of defect		Grade A/B/C/D	Action required (C & D only)	Action taken
Paths	Some minor unevenness and cracking near Old Highway entrance.	B		
Boundary		B		
Car Park	Potholes near last hut.	C	Repair potholes	
Height Barrier		A		

Car Park Inspection Report

Element	Defect
Car Park Surfacing	Worn, excessive smoothness
	Potholes - size proximity to thoroughfares
	Loose material (including debris, spillage and contamination)
	Markings faded or worn
	Ironwork missing, broken, tilted, sunken or projecting
	Edge damage
	Slab failure, cracking, joint spalling, settlement, rutting
	Drainage failure - sitting water
Kerbing	Loose, tilted or projecting
Boundary fencing / walls	Missing or defective
Footways and Pathways	Rocking or missing flagstones or pavilions
	Significant vertical displacement
	Significant cracks or gaps
	Potholes - size and proximity to thoroughfares
	Significant depressions or bumps
	Ironwork missing, broken, tilted, sunken or projecting
Height barriers Furniture	Damage and/or displacement. Signage missing or defective
	Rails, barriers, fencing, posts, bridges - missing or defective
	Signs - missing or defective

Grades

- A – Excellent standard
- B – Acceptable standard
- C – Poor, routine repairs required within 28 days
- D – Very poor, urgent repairs required within 48 hours

APPENDIX C. PESTICIDES POLICY

Policy

The Council will use a variety of pest control methods so that the extent and toxicity of pesticides used is reduced. It will not use any pesticide containing UK "Red-List" or EC "Black-List" chemicals.

The Council will not use wood preservatives or wood treated with preservatives containing pentachlorophenol (PCP), lindane or tributyltin oxide (TBTO).

It will ensure that all pesticides are selected and used according to the requirements of the Control of Substances Hazardous to Health Regulations (COSHH 1988) and the Control of Pesticides Regulations (1986).

Broxbourne Council currently uses no insecticides and only use Glyphosate-based herbicide. Non-residual pesticides are always used.

Reasons

Pesticide They include herbicides, insecticides, rodenticides, and wood preservatives. Unfortunately, some of the most effective pesticides in common use are harmful to people or the environment. Illegal pesticides and the misuse of approved pesticides can be harmful to users, other people in the area and local wildlife. Nationally there are some 4,000 acute poisonings from pesticides each year. Pesticides are particularly dangerous if they enter water supplies. Just one teaspoon can contaminate the water supplies of 4,000 people for an hour. For these reasons the government strictly controls the use of certain pesticides on the 'Red' and 'Black' lists. The Council no longer uses any of these chemicals. Several wood preservatives are also harmful to health and the environment.

Alternatives

Pesticides and herbicides are used for a variety of jobs. There are a number of alternative methods of pest control that can be considered before rushing to the spray gun. Two key principles are:

- prevention is better than cure
- use the minimum treatment to control the pest

Highway weed control

Alternatives to the use of chemicals include: manual weeding of small areas, thermic weed control (flame, hot air or steam applied to weeds), and mowing on highway verges.

In or near water

Manual weeding may be suitable if volunteer labour is available. Grazing animals can control the spread of weeds,

and shading sections of water can prevent the growth of waterweeds.

Parks and sports grounds

Physical control can involve manual weeding, mulching (where the ground is covered to prevent weeds) and the removal of dead plant material to avoid build-up of pests or their survival over winter. Mechanical mowing with the removal of grass cuttings is also an effective alternative.

Rodent and domestic pest control

Improvements to the cleanliness and hygiene of sites can prevent the spread of pests. Equally regular building repairs or the installation of barriers such as fly and bird screens can prevent pests entering premises. Manual traps or the use and/or encouragement of natural predators are alternatives to the use of dangerous chemicals.

Timber pest and fungal control

All timbers for new buildings must be treated offsite prior to delivery. For existing buildings just treat the infected area unless there are special reasons to do otherwise.

Using pesticides

If staff need to use a pesticide:

- Select the safest pesticide for the job. All pesticides must be Control of Substances Hazardous to Health (COSHH) assessed.
- Non-residual pesticides are always to be used instead of residual (long lasting) pesticides.
- Try to choose a species-specific pesticide that will not damage harmless wildlife.
- Use the minimum amount required.
- Contractors and their employees must hold a Certificate of Competence as required under the Control of Pesticides Regulations 1986.

APPENDIX D. PEAT POLICY

Policy

- Ban the use of peat in landscape works.
- Find alternatives to peat.
- Encourage suppliers and contractors to eliminate the use of peat for container grown plants.

Reasons

Lowland peat bogs are one of our most important habitats, maintaining many rare and unusual plants and animal species. Nearly all UK lowland bogs have been destroyed or damaged; less than six per cent of natural bogs remain.

Peat builds up naturally in a living bog. Plants living on the surface don't rot when they die because the ground is waterlogged. They form peat. Bogs carry on growing for thousands of years and are home to rare insects and birds.

To extract peat, the bog is drained and stripped of vegetation. The records of our history, of past climates, animals, plants and our ancestors are destroyed. Most peat mined in Britain comes from nationally imported bogs (Sites of Special Scientific Interest - SSSIs).

Peat is used in three main ways:

Soil improvers are added to the soil to improve its texture and structure. Garden compost, leaf-mould and other organic waste are amongst the best and the cheapest soil enrichers. Peat contains very few nutrients and is a poor soil improver.

Mulch is a layer of material placed on top of the soil to repress weeds, conserve moisture or act as an insulator. Peat is poor mulch, tending to dry out and blow away. There are many other more suitable materials.

Growing media are used to grow plants. Peat is not essential for growing plants - except wild ones in bogs. A range of peat-free products are available for growing plants at all stages of their development. It has proved difficult to find alternatives for hanging baskets and some container grown plants. Broxbourne Council will continue to refuse to buy plants that have been grown in peat wherever possible.

APPENDIX E. HISTORICAL TIMELINE

1898	The site was known as the Old Gravel Pit. IRI/353-B map ref 1237.
1910	Owners listed in the IR2 book as Mary and Herbert Brazier of Ware Road, Hertford. Herbert Brazier was the son of Cornelius Brazier who founded Braziers Pits. The area spanned seven acres, with a gross annual value of £3.
1930	Mr Henry Aquila Oram acquired the land through the will of Cornelius Brazier.
1933	17 January – letter sent from Mr Oram to Mr Haward, Council solicitor, stating that he is willing to sell six acres known as the Old Gravel Pit to the Council for a sum of £655.
1933	20 January – letter sent from Hoddesdon UDC to local residents advising them of a scheme to help with the growing numbers of unemployed. The scheme under consideration was to purchase the old gravel pit and convert into a recreation ground. Three to four residents had already promised the sum of £500 towards the purchase cost, the letter then asked for financial support.
1933	25 January – Baths Hall booked as venue for public meeting on unemployment relief.
1933	27 January to 23 March - donations were received from 51 residents/local businesses to the sum of £781. 16s. 06d
1933	March – the Hertfordshire British Legion and the Hertfordshire Society Joint Committee was formed. Its objective was to find/create employment in the County of Hertfordshire.
1933	18 May – letter from Major B Harley from Hertfordshire NPFA agreeing to discuss proposals for recreation ground.
1933	31 May - the seal of the Council was affixed to a deed of conveyance from Henry A Oram to the council of the piece of land at Rye Park, known as the Old Gravel Pit, to use as a public recreation ground.
1933	15 June - letter received from Major Hartley making the following provisions: Old Highway – three tennis courts, two netball courts, bowling green, 18 hole putting green, paddling pool, children’s play area and a pavilion.
1933	18 September – application submitted to NPFA for acquisition, layout and equipment, fencing and gates and pavilion at a total cost of £2,151.
1933	16 October – first recorded fly-tip at site.
1933	25 October – grants offered from NPFA £90 and Carnegie Trust £260, totalling £350. Proposed application to the Ministry of Health for loan of rest of funds needed to complete project, to be repaid within thirty years. Committee agreed to employ men for 40 hours a week at a pay rate of 11d per hour. Men were to be engaged in batches of five to six and work for three weeks each.
1934	20 August – paddling pool completed and much used. Entrance gates completed.
1934	22 October – the following works completed: formation of a pram entrance from Old Highway, formation of steps from entrance at Old Highway and planting of shrubs and trees.
1935	21 January – sunken garden completed.
1935	15 April – bowling green work completed in readiness to sow in autumn.
1935	16 September – bowling green laid out and sown.
1935	18 November – drinking fountain purchased. Steps to paddling pool completed, works to pram entrance began, and shrubs purchased and planted.
Sept 1933 - Dec 1935	Wages paid out came to 295,575 pence dividing by the rate of pay of 11 pence per hour worked = 26,870.5 hours, divided by 40 hours worked per man = 671 full weeks of employment that this scheme created.
1935	The Carnegie Trust and NPFA joint scheme wound up in 1935.
1936	16 March – Council adopted byelaws, governing parks and open spaces to be exhibited on notice boards at each of the open spaces.

1936	18 May - £15 received from anonymous donor for the purchase of swings.
1937	15 December - £500 loan received for tennis courts from Charles D Buxton Ltd.
1938	7 January – capital expenditure agreed for public conveniences.
1938	13 April – quotation accepted from W Farrer Ltd for public conveniences at a cost of £18 6s 9d.
1938	16 May – cycling prohibited on all recreation grounds and footpath. Directional signage erected at junction of Stanstead Road and Rye Road.
1939	20 March – wooden shelter for bowling green purchased at a cost not exceeding £60.
1939	22 May – water supply laid onto pavilion.
1939	3 SEPTEMBER - BRITAIN DECLARED WAR ON GERMANY (WWII).
1939	22 November – Drinking fountain installed, laurel hedge planted around paddling pool.
1940	22 January – Rumbold Road entrance opened to public during bowling season.
1940	18 March – drinking fountain completed with mosaic.
1940	19 July – tomatoes grown in greenhouse. Cold frames purchased for plants and flowers so greenhouse could be used for food production.
1941	12 November - 200 ft run of greenhouses purchased from J T Aylett, costing £85.
1942	14 January – erection of greenhouses completed. Portion of the grounds reserved for very young children.
1942	28 October - due to petrol being unavailable for recreational purposes, six sheep grazed at the ground. Lean-to conservatory style building erected at rear of toilets to provide hardening off for bedding and tomato crops.
1945	8 May – V.E. Day marking end of WWII.
1946	16 October – ornamental area completed.
1947	14 May – putting green ready for play, but obtaining equipment proving difficult. Public invited to donate used golf equipment.
1947	18 August – putting green opened. Adults 4d per round, children 2d per round.
1948	8 November – dwarf brick wall and wing fencing erected at Rye Road entrance.
1949	8 June – Minister of Health agreed to loan £600 for new pavilion.

Research continuing from 1950-2008.

2008	18 April – Friends of Old Highway formed.
2012	Old Highway became a Fields in Trust (formerly NPFA) site.
2013	Project Committee formed.
2014	31 August - Heritage Lottery Fund Parks for People application submitted.
2018	Green Flag Community Award achieved
2019	New path network completed and tennis courts resurfaced
2020	Adult gym equipment installed

APPENDIX F. GREEN FLAG AWARD 2021

Mystery Shop Feedback



Green Flag Community Award 2022

Name of Site: Old Highway
Name of Community Group: Broxbourne Borough Council/Friends of Old Highway

FEEDBACK REPORT: 2022-23

Field Assessment Comments

Criteria	Strengths	Recommendations	Broxbourne Action
A Welcoming Place Welcoming	The vegetation at entrances has been reduced in height to provide good visibility across the site. Railings are in good condition.	Further work is required at the Old Highway entrance as outlined below.	
Good and safe access	The entrance from Old Highway is steep and of limit accessibility. However, there is good access from the car park entrance on Rye Road.	The Old Highway entrance has been under discussion for several years; whilst this is a challenging issue due to the change of level, it	Comments noted and seeking approved technical design drawings to enable an

Criteria	Strengths	Recommendations	Broxbourne Action
Signage	The signs at the various entrances are clean but are tired and contain out of date information. This is acknowledged by the local authority and there are plans in place to replace them.	When the signs are replaced, the content should be updated with relevant information and contact details.	Comments noted, upgrading of signage will form part of future capital bid.
Equal access for all	As mentioned above, the access from Old Highway (which is part of the original 1930s design) is difficult due to the steep steps and angle of slope on the path which would not meet modern day accessible standards. Access across the site is good with a circular flat path around the whole site.	The management plan implies that a new access is planned from Old Highway, but the site visit reveals that this will be a challenge.	Comments noted.
Healthy, Safe & Secure			
Appropriate level of facilities and activities	There are a range of facilities available on the site which are used by individuals and different groups. Toilets only open when events are taking place. Though the tennis club has ceased to operate, the courts are available for use by members of the public, though only in daylight hours as the floodlights are currently disabled	The local authority is at early stages of trying to find another group to take on the running of the tennis courts. It is hoped that this is successful.	Ongoing dialogue with the LTA seeking interested parties.
Safe equipment and facilities	The site inspections are undertaken by the local authority; details are provided in the management plan. Risk assessments are undertaken prior to any volunteer events; an example of a risk		

Criteria	Strengths	Recommendations	Broxbourne Action
	<p>assessment is provided in the management plan.</p> <p>The bowls club are responsible for the green and surrounding area but liaise with the local authority if there are major issues.</p> <p>The boules court is maintained by the U3A with material provided by the local authority.</p>		
Personal security	<p>The site is in a bowl but the surrounding boundary vegetation along Old Highway has been reduced in height so there is good visibility into the site, and also across the site. The site is well-used by dog walkers, people playing bowls and people using the gym and play equipment.</p> <p>The site is no longer locked overnight, and this had had a beneficial result in reducing anti-social behaviour.</p> <p>Parkguard Ltd patrol this site – telephone number provided to some park users and Friends Group.</p>	Continue to maintain vegetation along Old Highway boundary so that there is good visibility into the site. Hedges onsite should be kept to a height that allows visibility across the site.	Comments noted and will form part of seasonal pruning programme.
Control of Dogs/Dog fouling	<p>There is a PSPO in place for the control of dogs. Dogs are not allowed in certain areas within the park, and play areas are fenced.</p> <p>On the day of the visit, the site was clean and dog walkers were generally seen to be behaving in a responsible and respectful manner.</p>		

Criteria	Strengths	Recommendations	Broxbourne Action
Well maintained and Clean			
Litter and waste management	General detail is given in the management plan on policy provided for the borough but little on the site itself. Some litter picking is undertaken by the members of the bowls club.	More specific detail could be provided in the management plan on this aspect including what happens on community event days.	Comments noted and with regards to other locations after events a deep cleanse is undertaken by the council.
Overall standard of maintenance	Detailed specification is provided in the management plan; maintenance is the responsibility of the local authority and includes grass cutting, hedge cutting, play equipment inspection etc. A site inspection form is included in the management plan. However, the maintenance detail is generic and not clearly linked to this site. The bowls club has taken on the responsibility for maintaining the green and surrounds. Now that the tennis club no longer exists, there is no community group with responsibility for the courts and small club house (which appears unfinished).	The management plan should reflect the work of the bowls club; this is a community award and therefore the work of the community should be highlighted in the management plan. How else does the community help with the maintenance of the site? The tennis club building looks unfinished, and the courts require attention; it is hoped that another community group can be found to take this asset on.	Noted and will include information on the bowls club service contract.
Graffiti and vandalism	This is the responsibility of Environmental Services; there is a clear policy in the management plan. Any issues reported by the community are acted upon by local authority. Only one piece of graffiti was seen during the visit.		
Environmental Management			
Sustainable materials use	There is a stated aim of reducing the park's carbon footprint in the management plan.	This aspect needs to be strengthened on the site and in the management plan.	

Criteria	Strengths	Recommendations	Broxbourne Action
Waste recycling and minimisation	<p>However, there is little detail on how this is applicable at this site.</p> <p>The management plan states that the aim is to limit wastage of natural resources. However, there is little detail on how this is applicable at this site.</p> <p>The bowls club however does undertake recycling of waste arising from the club house and has its own compost area for green waste.</p>	<p>This aspect needs to be strengthened on the site and in the management plan, for example use of mulching, recycling of green waste.</p> <p>The good work of the bowls club should be acknowledged in the management plan as this is a community award.</p>	Any tree waste is retained on site in either log piles/mulch.
Chemical Use	<p>There is no mention in the management plan of working to reduce herbicide, and on the site visit, the local authority confirmed the use of herbicide on paths and fence lines.</p> <p>Conversely the bowls club have a no pesticide approach and hand weed the green surrounds and manage the green organically.</p>	<p>As this is a community award, the approach taken by the bowls club should be acknowledged in the management plan.</p>	Noted
Peat use	<p>The policy on peat use or peat reduction is not mentioned in the management plan.</p> <p>The bowls club however does not use peat in the seasonal planting used around the green.</p>	<p>As this is a community award, the approach taken by the bowls club should be acknowledged in the management plan.</p>	Noted
Biodiversity Landscape & Heritage			
Conservation of landscape & historic features	<p>The site has limited heritage, but the aim is to reflect the site's origins in the vision for today i.e. healthy community.</p> <p>It is hoped that the park could be renovated to reflect any historic features and layout.</p>	<p>There is much scope to reflect the history of site through interpretation in the future.</p>	<p>Comments noted and the heritage of the site will be included in any future changes.</p>

Criteria	Strengths	Recommendations	Broxbourne Action
Conservation of biodiversity	Within the management plan, there is an awareness of the need to consider nesting birds when hedge cutting. Although this is an urban park, there is some wildlife on site and a potential to increase the biodiversity; there are plans to investigate this.	This seems a great opportunity to involve the community in creating habitats and monitoring wildlife.	Comments noted and will look at improvements under Biodiversity improvement programme.
Community Involvement			
Promotion of green space / project	The park was one of the Carnegie Trust funded park and is now protected as a Fields in Trust site – both websites contain information on the park. Limited social media presence. Very little information on the Broxbourne.gov website and no indication that this site has a Community Green Flag Award.	The link from ParksHerts to Old Highway Recreation Ground does not work, and several sport related websites have out of date information on the park including the bowls club website. This should be amended.	Have updated website so link now works.
Links to the wider community	Several clubs based within or use the park. However, since the pandemic, there appears to have been a downturn in formal usage (loss of tennis club, less usage by junior football clubs). The bowls club continues to thrive and U3A make regular use of the boules court.	It was good to see the Forest School activity taking place on the morning of the visit and it is hoped that this link can be formalised and continued into the future. Greater links with the wider community should be made as this is a community award	
Involvement in decision making	The management plan indicates that there is a Friends Group working in partnership with Broxbourne Borough Council, with clearly defined roles and responsibilities set out in the management plan. However, it seems that the Friends Group is not currently active though there are efforts	In terms of involving the community in decision making, the management plan is more of a reflection of what was happening pre-Covid rather than the current situation. There is great potential, and it is hoped that the Friends group can be revived.	Comments noted and reflect the situation at the time of the submission. The situation with the tennis club/chairman of the group is now clearer.

Criteria	Strengths	Recommendations	Broxbourne Action
	<p>to revive it. There are good links between the council and bowls club, and several other people in the community indicated their support for a Friends group at a recent meeting.</p>		
Involvement in operations	<p>The day-to-day maintenance is undertaken by Broxbourne (in-house Environmental Services) for the wider park with the bowls club taking responsibility for the work at the club.</p> <p>The Action plan specifies who does what with Friends Group taking responsibility for some tasks; however due to the impact of Covid, this does not reflect the current situation, nor does the number of volunteer hours stated on the GFA application.</p>	It is to be hoped that there can be greater community involvement in the future.	Comments noted.
Appropriate provision for the community	<p>The park provides good opportunities for informal and formal recreation:</p> <ul style="list-style-type: none"> Bowling green Tennis courts Play areas MUGA Adult gym equipment Boules (U3A club usage) Mini football weekly in season Usage by local schools 	Whilst this might be a popular local park, it is unclear as to how the stated 100,000 visits per year has been calculated.	Usage is based on details from user groups and comparisons to other sites which we are able to collate data.
Management / achievements			
Innovation and creativity	The Hoddesdon and Rye Park Bowling Club are to be congratulated for taking on the responsibility for this area, and managing this asset to a high standard.		
Resources secured / used	An application to the HLF under Parks for People was not successful but there is an	Resources are provided by the local authority; there are other	Noted and future structure/constitution of

Criteria	Strengths	Recommendations	Broxbourne Action
	intention is to apply for funding under the 'Our Heritage'.	avenues of funding could be explored by the community once there is a constituted group.	the group to be considered.
Summary and additional comments:			
(Highlighting the result, and the main areas of strength and recommendation)		Broxbourne Action	
It is difficult to see how this site currently qualifies for the Green Flag Community Award; the Award is intended for sites solely managed by a community group, which is not the case as the site is mainly managed by the borough of Broxbourne. There is currently no active Friends Group, although there are discussions in place to revive it. The Draft constitution for the Friends Group dates back to 2013; a new constitution will be required if the Friends Group can be re-established. One section of the park (Bowls) is operating as a community group taking responsibility for the asset, but the majority of the park is not managed in this way.		Comments noted but not fully agreed, other sites that have achieved community award status in Hertfordshire still rely on significant inputs by the local authority. The future structure of the friends group will be reviewed and agreed by all partners which will still demonstrate community involvement/participation/management.	

APPENDIX G. OLD HIGHWAY ESTIMATED ANNUAL USAGE FIGURES

This is a conservative estimate based on membership figures and observations of Park Managers during regular routine inspections.

Formal user group	Description	Weekly usage	Annual usage
Hoddesdon Youth FC	30 children each Saturday and Sunday for nine months a year, plus parents.	80	2,880
Rye Park Bowls Club	140 members all use socially 1-2 times a week for five months a year. Visiting teams.	210 (average) 40 (average)	4,200 800
Gardening Association	600+ members	50	1,300
Boules	U3A use three mornings a week all year round.	100	5,200
Rye Park Tennis	170 members. Visiting teams.	60 (average) 10 (average)	3,120 520
Haileybury Students	eight volunteers a week.	8	288
Informal usage			
Dog walkers	Estimate 50 a day.	350	18,200
Jogging/exercise	Estimate 10 a day.	70	3,640
Children/families	20-50 daily.	245 (average)	12,740
Total			52,888

APPENDIX H. PUBLIC SPACE PROTECTION ORDER NO. 1 OF 2020 THE CONTROL OF DOGS

BROXBOURNE BOROUGH COUNCIL

PUBLIC SPACE PROTECTION ORDER No. 1 OF 2020

THE CONTROL OF DOGS

1. This Order may be cited as the **Borough of Broxbourne Public Spaces Protection Order No. 1 of 2020**.
2. The Borough of Broxbourne (the "Council") makes this Order under its powers contained in s.59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"), being satisfied on reasonable grounds that the activities set out in paragraph 5, in the location described in paragraph 4 of this Order and detailed in the schedule to this Order have had or are likely to have a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be carried out within that area and have such an effect. The Council is also satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.
3. This Order comes into force at midnight on 30 July 2020 for a period of up to three years thereafter, unless extended by further order under the Council's statutory powers.
4. This Order applies to all land in the Borough of Broxbourne to which the public or any section of the public has access, on payment or otherwise, as of right by virtue of expressed or implied permission.
5. The activities described below are hereby covered as from the date of this Order.
 - (a) The failure to remove dog faeces by a person in charge of the dog from the designated land,
 - (b) Allowing a dog (excluding guide dogs) to be present in the following areas:
 - (i) All fenced children's playground and areas which are designated and marked for children's play
 - (ii) All fenced games areas e.g. tennis, ball courts, skate parks
 - (iii) Marked playing pitches, when in use for playing sports

Any person in charge of a dog who takes it onto, permits it to enter or remains on the specified land is guilty of an offence.

6. Section 67 of the Act states that it is an offence for a person without reasonable excuse:

- (a) To do anything that the person is prohibited from doing by a public spaces protection order or,
- (b) To fail to comply with a requirement to which the person is subject under a public spaces protection order.

A person guilty of an offence under section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

A person does not commit an offence under section 67 of the Act by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order.

A person guilty of an offence under conditions a or b above, under section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale, or a fixed penalty notice of £100.

CHALLENGING THE VALIDITY OF ORDERS

An interested person may apply to the High Court to question the validity of this Order and an interested person means an individual who lives in the restricted area or who regularly works in or visits that area. Any such interested person may apply to the High Court within six weeks from the date on which this Order was made on the grounds that the Council did not have the power to make the Order or to include particular prohibitions or requirements imposed by the Order or that a requirement under Chapter 2 of the Act was not complied with in relation to this Order.

SCHEDULE OF RESTRICTED AREAS

- (a) All public rights of way/footpaths, pavements, flower beds, shrub areas and grass verges adjacent to carriageways.
- (b) All pedestrianised areas
- (c) All parks, open spaces and children's play areas
- (d) All sports fields
- (e) All greens, verges flower beds and other open areas on any housing estates in the borough
- (f) All town greens
- (g) All cemeteries
- (h) All parts of the Lee Valley Regional Park within the Broxbourne Borough Council district
- (i) All allotments
- (j) All public car parks

LAND DESIGNATED SPECIFICALLY

- (a) The grounds of The Spotlight, The Spinning Wheel and Lowewood House, Hoddesdon
- (b) The grounds of Bishops College and Emmanuel Lodge, Cheshunt
- (c) Land open to the public and owned by local trustees for open spaces at:
 - (i) Broxbourne recreation ground, Station Road Broxbourne
 - (ii) Baas Hill, Broxbourne
 - (iii) Cock Lane, Hoddesdon

Dated *30 July 2020*

THE COMMON SEAL of the Borough of Broxbourne Council was hereunto affixed in the presence of

M. Boaters

Authorised Signatory



APPENDIX I. ACTION PLAN 2022

6.1 A welcoming place

Vision and Action objectives	Timescale	Responsibility	Resource	Comments	Progress to date
5.1.1 Until new signage is in place, keep existing signage clean and free from graffiti	Summer	GSO	GSO / FoG	Regular checks for graffiti. Reactive removal	Ongoing
5.1.2 Include in HLF application funding for new signage throughout the park	December	GSO FOG	HLF	HLF bid on hold.	No change
5.1.3 Using feedback received, prepare and submit HLF application for funding required for park improvements	Spring	GSO FOG	HLF / S106	HLF bid on hold. Looking at other funding options	No change
5.1.4 Design and prepare specification for new access path at Old Highway entrance	December	GSO FOG	HLF / S106		Options being explored
5.1.6 Hold sports based activity days in half term holidays	Feb, May	GSO FOG	ERB	Look at options to hold Lark in The Park sessions	Options being explored with CHEX
5.1.8 Seek funding to implement repairs to surface of existing car park	Summer	GSO FOG	HLF / S106		Ongoing
5.1.7 Look at alternative ways to provide extra car parking space during periods of high usage	Summer	GSO FoG	HLF / S106		New car parking bays added
5.1.8 Seek funding to implement repairs to surface of existing car park	Summer	GSO FoG	HLF / S106		Potholes due to be repaired Winter 2021

6.2 Healthy, safe and secure

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.2.1	Carry out annual inspection of path network and car park	Spring	GSO	Existing Revenue Budget		Ongoing
5.2.2	Carry out quarterly play equipment inspections	Seasonal	GSO	Existing Revenue Budget		Ongoing
5.2.3	Safety plans and risk assessments carried out prior to any volunteer task, event or activity	Ongoing	GSO	ERB		Appropriate risk assessments are carried out for volunteers activity
5.2.4	Arrange volunteer task to remove any offensive graffiti from park furniture, buildings or equipment	Summer	GSO	ERB		Graffiti removal carried out in-house
5.2.5	Carry out necessary tree works	Winter	AO GSO Fletchers	ERB		Ongoing
5.2.6	Seek to obtain funding for stabilisation works to Ogard Road Boundary	Winter	GSO FOG	HLF / S106	Planting of boundary viewed as most cost effective measure	Will be added to future planting programme for the site either under Biodiversity of Environmental Sustainable Programmes. .

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.3.1	Carry out review of picnic tables, benches – install new when funding allows ensuring consistency and in keeping with 1930's style of park	Autumn	GSO	HLF / S106		Ongoing
5.3.2	Carry out quarterly play equipment inspections	Seasonal	GSO	ERB		Ongoing
5.3.3	Maintain, Manage tennis courts and area	AYR	GSO ES Tennis club Volunteers	ERB		Member of the FOG maintaining and managing tennis court area, discussions with LTA about future management

6.4 Environmental Management

5.4.1	Volunteers to assist with maintenance of all shrub beds	Ongoing	OHV FoG GSO	ERB	Included in CHEX Volunteer schedule for 2023	No progress. Works carried out in house

6.5 Biodiversity, landscape and heritage

5.5.1	Volunteers to continue researching history of the park	Autumn	FoG GSO	ERB		No progress
5.5.2	Volunteer task to remove old planting	Autumn	Volunteers GSO	ERB		No change
5.5.3	Volunteer task to weed/mulch shrub beds	Spring Autumn	GSO OHV	ERB	Included in CHEX volunteers schedule for 2023	No progress
5.5.4	Invite local scout/guiding groups to habitat creation day	Autumn	FoG GSO	ERB		No progress

6.6 Community Involvement

5.6.1	Twice yearly meeting with all friends group members		GSO FOG	Existing Revenue Budget		FoG have continued to hold meetings in 2022
5.6.2	AGM to re-elect committee members	January	GSO FOG Committee	Existing Revenue Budget		FoG do not have a committee, FoG will be recognised as an unconstituted group
5.6.3	Aim to increase number of volunteers at monthly tasks	First Sunday each month.	GSO FOG	Existing Revenue Budget		No progress
5.6.4	Ensure friends have contact details for parks Manager and Parkguard to report any issues	Ongoing	GSO	ERB		Ongoing
5.6.5	Provide a wide range of events and activities throughout the year	Ongoing	GSO FOG	ERB		No change site is popular and well used for formal and informal usage
5.6.6	Use volunteer groups for tasks where appropriate	Ongoing	GSO	ERB		Ongoing

6.7 Marketing and communication

Vision and Action objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.7.1	Provide information on events and minutes from meeting to marketing department to be put on Council's website.	AYR	GSO Marketing Dept.	ERB		Ongoing
5.7.2	Council and Friends to put on events throughout the year	AYR	FOG GSO	ERB		Events on hold
5.7.3	Ensure local paper is kept informed of all events, activities and news	Ongoing	FOG	ERB		Events on hold
5.7.4	Continue to develop relationships with local schools and community groups	Ongoing	GSO FOG	ERB	Local Church and play groups	Ongoing
5.7.5	Seek funding for installation of Friends Notice Board	Summer	GSO FOG	HLF / S106		Ongoing

6.8 Management

Vision and Action objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.8.1	Review 5 year management plan, consulting with all parties	Spring	GSO EM FOG Committee	ERB		Ongoing
5.8.2	Review action plan. Provide quarterly update.	Quarterly	GSO	ERB		Ongoing
5.8.3	Continue weekly monitoring of service delivery	Weekly	GSO	ERB		Ongoing
5.8.4	Use website, newsletters, The guide, local media and all other opportunities to promote projects, activities and events in the park	Ongoing	GSO FOG Committee	ERB		Facebook page is used
5.8.5	Use every opportunity to hand out questionnaire to park users. Regularly update results	Ongoing	GSO FOG Committee	ERB	Questionnaire not circulated, looking at other communication methods	No change
5.8.6	Submit application for Green Flag Community award	January	GSO	ERB		Ongoing

Year one map

Old Highway
 Jan 2019 - Dec 2019
 Year 1 Action Plan

Task Responsibility
 District led } Contractor delivered
 CMS led }
 District led } Volunteer delivered
 CMS led }

Legend

- Gate
- Herb pot
- Memorial bench
- Tree
- Fence
- Hedgerow
- Herb garden
- Tree & hedge mix
- Gravel path
- Hardstanding
- Garage
- Leisure facilities
- Former park keeper's hut
- Gardeners' Association Shed
- Playground
- Band stand
- Toilet block
- Amenity grass
- Tree clearance
- Trees

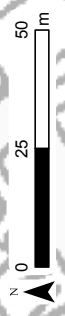
Countyside Management Service

Scale @ A3
 1:1,000

Date
 January 2019

Rev
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Year three to four map



Old Highway
 Jan 2021 - Dec 2022
 Years 3-4 Action Plan

Task Responsibility
 District led } Contractor delivered
 District led } Volunteer delivered

- Legend**
- Gate
 - Memorial bench
 - Tree
 - Fence
 - Hedgerow
 - Garden
 - Conservation grass
 - Leisure facilities
 - Wildflower meadow
 - Annual cornfield
 - Tree & hedge mix
 - Gravel path
 - Hardstanding
 - Former park keeper's hut
 - Gardeners' Association Shed
 - Playground
 - Band stand
 - Toilet block
 - Amenity grass
 - Tree clearance
 - Trees

Scale @ A3
 1:1,000
 Date
 January 2019
 Rev
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Countryside Management Service

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Year 4
 Construct new ramp through tree clearance and path connecting to existing path loop

Years 3 & 4
 Cut and lift wildflower meadow

Year 4
 Improve band stand

Years 3 & 4
 Re-sow annual cornfield

Year 3
 Install new height barrier and welcome sign

Years 3 & 4
 Maintain gardens

Year 4
 Build outdoor gym

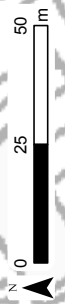
Year 3
 Install new welcome sign

Gradually construct resting areas next to all benches which are next to paths for disabled access

Year 3
 After care for newly planted shrubs & trees

Years 3 & 4
 Vary all hedge heights when cut

Years 3 & 4
 Mow conservation grassland



APPENDIX J. PARKSHERTS – HERTFORDSHIRE PARKS WEB PROJECT

1. Background and Challenge

ParksHerts originated from the Hertfordshire Association of Cultural Officers Parks Officers Group (HACO) which recognised that there was a lack of consistent, accessible and good quality online information about the county's parks and open spaces. This is a particular challenge for a county such as Hertfordshire where park ownership is spread across administrative areas.

Hertfordshire also faces challenges to address the levels of obesity and physical activity within the population. 62.8% of Hertfordshire adults (2013-15) and 36.7% of children in year 6 (2015) were classified as overweight or obese with only 58.7% of adults classed as physically active (2015). (source: Public Health England. 2016).

Public Health Outcomes Framework (Online)).

2. The Project



ParksHerts provides an innovative solution to these challenges. It's a mobile-first website application providing a single information point for over a hundred of Hertfordshire's parks and open spaces from recreation grounds through to woodlands and award winning flagship parks, irrespective of administrative ownership. It provides a way for people to discover and enjoy sites they know and those that they haven't yet discovered, whilst also supporting people to make outdoor exercise part of their everyday lives.

Funding for the project was secured from Hertfordshire County Council Public Health, all ten Hertfordshire District/Borough Councils and one Parish Council. Support from partners has been both financial and as officer time from communications teams, public health officers and from parks teams who will maintain the information on their own parks into the future. Hertsmere Borough Council led the project on behalf of the partnering authorities through the specification, procurement, design, data entry and training stages and will continue to be the overall administrative contact point.

ParksHerts is a clear demonstration that cross county projects really can and do work and a great tool to encourage greater park use and promote our parks, including Green Flag sites.

To remove barriers to access it is important that the site is as user friendly as possible. To support this, online and face to face consultation was undertaken.

Visit the ParksHerts web application today - www.parksherts.co.uk – and find your perfect park!

You can also like us on: facebook/ParksHerts, or on twitter: @ParksHerts and Instagram: ParksHerts or email parksherts@hertsmere.gov.uk.



Key features of the site include:

- A simple, attractive design with generic appeal that changes with the seasons.
- A mobile friendly site which can be used on desktops, tablets and mobi devices reflecting the desire from users to research at home and whilst out and about.
- The same basic info on each park (prioritised via user consultation and feedback).
- Ability to filter parks by categories – including who is going to the park, what activities you'd like to do and the facilities offered.
- Activity routes are marked on the maps ranging from easy access (pushchair and wheelchair friendly) through to running routes, nature trails and orienteering. Step counts are provided for each.
- How to find the way in to the park: on foot, via public transport and by car.
- Exact car park locations are provided with links to google maps.
- Ability to promote park events via specific 'events' area.
- Clickable points of interest.

- Ability to focus on what's important by personalising the points of interest that appear on the map.
- I'm in this park button provides a GPS 'where am I' location.



1. Outcomes

In the first six months since the site was officially launched, there has been:

- 6,200 unique users
- 8,500 sessions
- 30,000 page views
- 60% of user's access through mobile or tablet indicating potential usage whilst in the park.

The most popular pages are the parks search page followed by the events page. Visitor numbers can be checked and peaks in usage can be linked to particular tweets or promotional activities. Seasonal reports will collect user numbers.

2. Promotion and Social Media



The ParksHerts website application was launched to the public at the Hertfordshire Green Flag Award event held at Cassiobury Park, Watford on 21 July 2017. The press release can be found in Appendix 8.

Publicity and promotion of the site is a partnership effort coordinated by communication professionals from the participating councils, using facebook, twitter and Instagram, resident's magazines, partner websites and newsletters.

Links between the website and participating council's websites are in place to help drive traffic to the site.

Publicity material available includes roadside banners, posters and branded bags and water bottles. These have been distributed between partners for use in the parks or at events.

Since the launch, a blog feature has been created which is proving to be a useful way to highlight specific parks or activities taking place in the parks which can be promoted.

An advert for site can be found on the 2017/18 bus timetables across the whole of Hertfordshire.

- 25% found us via search engines
- 24% came directly
- 40% linked through via social media

Social Media techniques to be used:

- On Twitter posts use the daily hashtags e.g. Monday Motivation, Tip Tuesday – this widens the audience considerably.
- Tag in more popular twitter users – has led to retweets
- Pick up on relevant news stories
- Link through to wider, popular events e.g. Health Walks – known events and link directly through to the right page on the site
- Use animation, visual representations of the site, linked to the time of year
- Use real photos from the Hertfordshire parks

3. Next Steps

Three key aims have been identified for 2018 to further develop the web application and ensure that people use and re-use ParksHerts.

- 'Keep going and keep growing' – site to be kept up-to-date with new data. Additional sites to be added, from existing partners as well as expansion to other parks providers within the county. New opportunities of features within the site are also possible and will be added as appropriate within the budget.
- 'Governance' – a 'board' of key members from the partnership will be formed to take key decision over future developments, costings and ensure continual input from all partners.
- 'Widen usage' – the coding and design is owned by the ParksHerts partnership. Opportunities exist to for other authorities or partnerships of authorities across the country to 'purchase' the coding at a fraction of the original cost. Take up would help to ensure that ParksHerts is fully sustainable but more

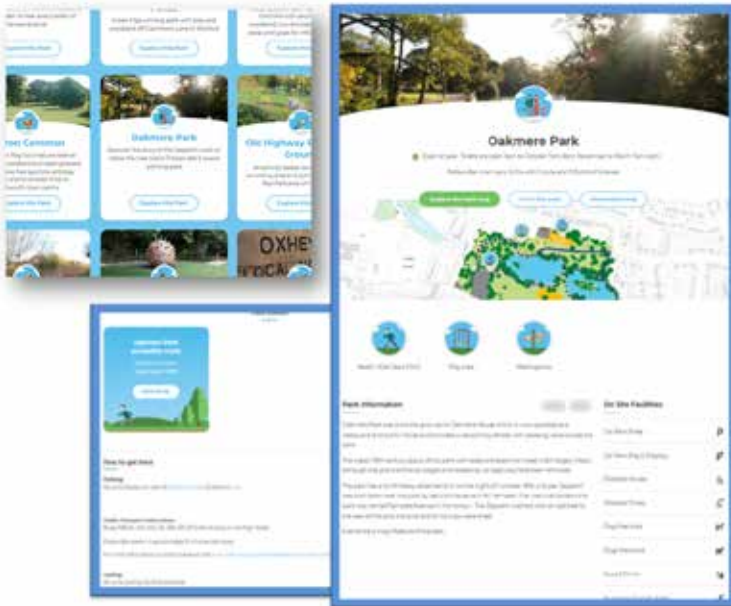
- importantly promote the huge benefits that's parks offer to people's everyday lives across the country.

The above stats show that 239 users have visited the site, ranking the park as the 14th most popular, as well as the 7th in Hertsmeire and the 5th Flagship. As the data builds up over a longer period of time, day visits and points of interest views will show trends and more accurate usage and enable a wider range of reports to be generated.

1. Oakmere Park on ParksHerts

By using the filters, users are able to find the park that best suits their needs and can sort alphabetically, by popularity or by nearest.

The park can then be selected which opens up an easy to use specific park page with opening times, an interactive map showing points of interest and routes, text information, features, routes and directional information.



The site also contains a simple back office administration system for parks managers. This allows any changes to the park to be easily updated but also allows statistics to be collected. These show visitor numbers to the park, equating visitors numbers per hectare (providing comparable ranking to other parks in the district or 'type' of park), route completion and the most popular points of interest. It is envisaged that this data will be able to assist future management decisions, particularly with identifying the future needs of points of interest/parks features.



APPENDIX K. RISK ASSESSMENT - CORONAVIRUS

Risk Assessment

Risk Assessment Number		GM23							
Location of task		Borough-wide							
Activity being assessed		Volunteer activity							
Name of assessor		David Renouf	February 2022						
Other people consulted		John Mill, Tawnee Martin							
		Residual Risk							
		Inherent Risk							
		What are the existing controls							
Description of hazard and hazardous event		Who might be harmed and how							
		L	S						
		T							
		L	S						
		T							
		What further actions/risk controls are necessary?							
		Action by whom?							
		Action by when?							
Selection Process	Volunteers Supervisors	3	9	<ul style="list-style-type: none"> Carry out a suitable and sufficient selection process to ensure volunteers are suited to the tasks they perform. Minors are not permitted to take part in volunteer work unless permitted and must be supervised. In-house training to be made available for volunteers who require it. 	1	3	3		
DBS checks	Public	3	12	<ul style="list-style-type: none"> All staff/volunteers must have current DBS approved by Personnel. Any that are not checked do not work with children or vulnerable adults. Minimum of two adults to be engaged in all activities where practicable. 	1	4	4		
Induction for volunteers	Volunteers Supervisors	3	9	<ul style="list-style-type: none"> All volunteers are briefed before working on site. All volunteers to be told about relevant parts of policies and guidance and if appropriate provided with specific parts of policies and guidance. 	2	3	6		



Broxbourne Environmental Services Trading Limited

Risk Assessment

Lone working	Volunteers	3	3	9	<ul style="list-style-type: none"> A risk assessment/safety plan to be produced and explained to each individual; pointing out the relevant control measures. Volunteers to work in pairs/groups and supervised if possible. 	2	3	6		
Public Liability Insurance Cover	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> Check with Insurance and Risk Management Team to confirm that adequate Public Liability Insurance is in place. 	1	4	4		
Driving of vehicles in Parks	Volunteers Supervisors	2	4	8	<ul style="list-style-type: none"> Volunteers must have full driving licence before being allowed to drive vehicle. Suitable training on use of vehicle to be given by supervisor/staff and recorded. Visual check of vehicle before use 	1	4	4		
First Aid provision	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> Ensure that a first aider is present at all times. Ensure all volunteers are briefed on first aid provision, where you go for medical assistance and the name of the first aider available on specific day. 	1	3	3		
Instruction/Information to volunteers	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> Ensure all volunteers are briefed of all hazards that are relevant to them. Ensure sufficient information and instruction is given to the relevant volunteers. 	2	3	6		
Infection	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> Everyone to wash their hands after touching plants or soil/compost and before handling food, drink or smoking. Either cover any cuts or abrasions before garden sessions or ensure gloves are worn. Stout footwear to be worn. All members should have up to date Tetanus 2equipment2on. Be aware of Tetanus and Leptospirosis symptoms and dangers. 	1	4	4		

Risk Assessment

Strangers	Volunteers Public	2	4	8	<ul style="list-style-type: none"> Children not to be left in park/open space on their own. Supervisor to confront any adult acting inappropriately. Supervisor to have Police/Parkguard numbers to call so their officers can investigate. Information shared with relevant partners about any suspicious behavior. Partners to update park staff of any 'stranger danger' alerts. 	1	4	4		
Violence to staff and volunteers	Volunteers Supervisors	2	4	8	<ul style="list-style-type: none"> Staff members are required to report incidents/physical injury in accordance with the departmental procedures. Staff will be provided training in dealing with and diffusing aggressive situations. 	1	4	4		
Maintenance of equipment used by volunteers	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> Inspection and maintenance regime in place for equipment used by volunteers. Electrical equipment provided by volunteers must not be used unless it has been PAT tested by a competent person. Any ladders used or provided by volunteers must be inspected before use. Consideration to the work being carried out needs to be assessed in order to select the correct ladder to use. A separate work at height R.A. is also required. 	1	3	3		
Minor improvement works (work-parties) e.g. painting	Volunteers Supervisors	2	3	6	<ul style="list-style-type: none"> Volunteers do not work on mechanical, gas or electrical equipment unless qualified to do so. All minor improvement works are specifically risk assessed. Volunteers doing improvement works on site are supervised by a competent member of staff. Volunteers not to work at height unless trained through recognized training providers. 	1	3	3		

Risk Assessment

Moving and Handling of Heavy Equipment	Volunteers Supervisors	3	4	1	4	4		
Use of tools	Volunteers Supervisors	3	3	9	12	1	3	3

- All volunteers are to be briefed on safe manual handling procedures.
- Manual handling aids (e.g. trolleys) to be used where appropriate.
- Volunteers should take care when filling, pushing and tipping wheelbarrows. These should not be too heavily laden for the user to manage easily. When left full they should be well balanced so they do not easily tip over.

- Tools correctly maintained to be safe to use.
- At start of each session tool safety to be embedded.
- Training to be given for all sharp tools to be used e.g. loppers, secateurs etc.
- Garden forks and spades to be used with care, particularly avoiding feet of user and those around.
- Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall.
- If swinging tools no gloves should be worn unless other hazards are greater.
- Great care should be taken when using swinging tools in the wet and their use may need to be suspended.
- All tools counted 'out' and 'in'.
- Appropriate type and size of tools to be selected for use by children.
- 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a session.

Risk Assessment

Brushcutters and strimmers	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> • Ensure adequate working space for people when they are working around garden beds. • Only trained operators to use equipment. Appropriate PPE to be worn. • No-one to be within 10m radius of operation. • Second person to be in attendance to act as look out. Ensure engine switched off before making adjustments, refuelling, altering or repairing. Ensure good stance and balance to avoid falls • Only use for 30 minutes with 10 minutes rest period or alternative operators every half hour. 	1	4	4		
Clearance of Litter	Volunteers Supervisors	2	3	6	<ul style="list-style-type: none"> • Litter should not be handled with bare hands. • Appropriate PPE must be worn. • Waste and gloves to be disposed of in an appropriate manner. • Ensure cuts are adequately covered/ protected. • Do not put hands near eyes/mouth. Volunteers and children should not be involved with the collection of dog faeces. • Practice good hygiene – wash hands as soon as possible. • Welfare facilities to be carried include wipes, water, paper towels. • First aid kit to be carried. • First aider present when working with volunteers. • Radio &/or mobile telephone carried • If skin is cut or pierced accidentally by potentially infected material, wash thoroughly with clean water and approved wipes and seek medical advice immediately. 	1	3	3		

Risk Assessment

Working near or in water	Volunteers Supervisors Health risks from contact with aquatic environments: Weils Disease; Polio; Hepatitis A; Tetanus; Toxic-cyano Bacteria; Blue-green algae (BGA) pollution.	2	5	10	<ul style="list-style-type: none"> All staff should be trained in rescue techniques e.g. throw line and know of emergency procedures (S). Rescue equipment should be located where it will be quickly/easily reached and used (S). Spare warm dry clothing should be available. Emergency blanket, warm drinks especially in cold weather. Working alone is not normally permissible, unless approved by site/task specific RA (S). Staff at base should know emergency procedures (S). A First Aider (not the person at risk) should be present (S). A radio or mobile telephone must be carried, and regular contact with 'base' maintained (S). If bga or pollution is present in the worksite postpone the task (S). Seek advice on its removal, consult the Environment Agency (S) If bga or pollution is present, but can be avoided, clearly define and if possible mark out the task area and work inside this area (S). Cover all wounds with a waterproof dressing (S). Tetanus vaccination must be up to date Wear rubber, or pvc gloves (S). Wash hands before touching eyes, face, mouth, and eating or smoking (S). 	1	5	5		
Spread of Covid-19	Staff Volunteers Visitors	3	4	12	<ul style="list-style-type: none"> Guidance to be circulated to the volunteers before each task. Sanitise hand tools before and after each task. 	1	4	4		

Risk Assessment

4 likely	4 major – more than seven days' absence	3–6 Monitor – look to improve at next review or if there is a significant change
5 very likely	5 catastrophic – death	1–2 No action – no further action but ensure controls are maintained and reviewed

All people listed below accept the risk assessment and will ensure that remedial actions identified are implemented:

Signature	Date
David Renouf	September 2020
Peter Linkson	September 2020
Compiled	Feb 2017
Reviewed	July 2018
Reviewed	July 2019
Reviewed	February 2022
Next review date	February 2023

Volunteers and visitors to be (general briefing):

- Made aware that they should be aware of each other's' safety and what others are doing around them at all times, indeed they have a duty of care to each other
- Warned to secure personal belongings at all times
- Asked to keep work area tidy to prevent trips and falls
- Asked to use a tool depot for tools not in use so these are stored safely in one place and out of the way during work
- Told to maintain a safe working distance - two tools lengths plus two arms lengths from the nearest person
- Told to alert a supervisor if anything they find that is potentially dangerous
- Told to discuss allergies (especially insect stings) and possible health issues relating to the work with a supervisor to evaluate risk and controls to put in place
- At one-day events where volunteers and visitors are working in the park, full tools use and safety talk will be given at the start of the day
- And they will be informed at the start of the day of hand washing facilities, toilet arrangements etc.



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