

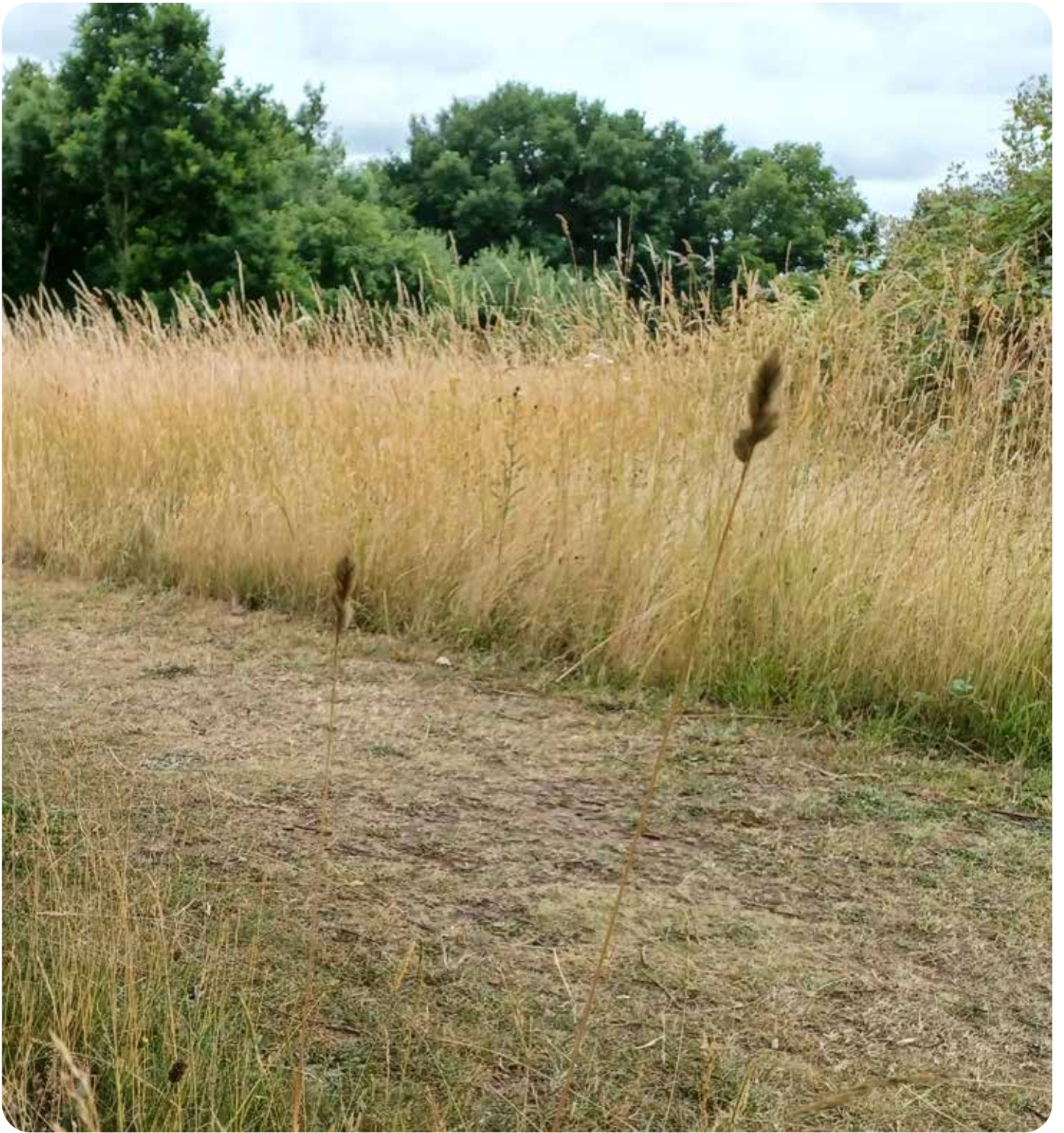
# BOROUGH OF BROXBOURNE MANAGEMENT AND MAINTENANCE PLAN

**Top Field and Cozens Grove Local Nature Reserve**  
2023



**BOROUGH OF  
BROXBOURNE**  
[www.broxbourne.gov.uk](http://www.broxbourne.gov.uk)

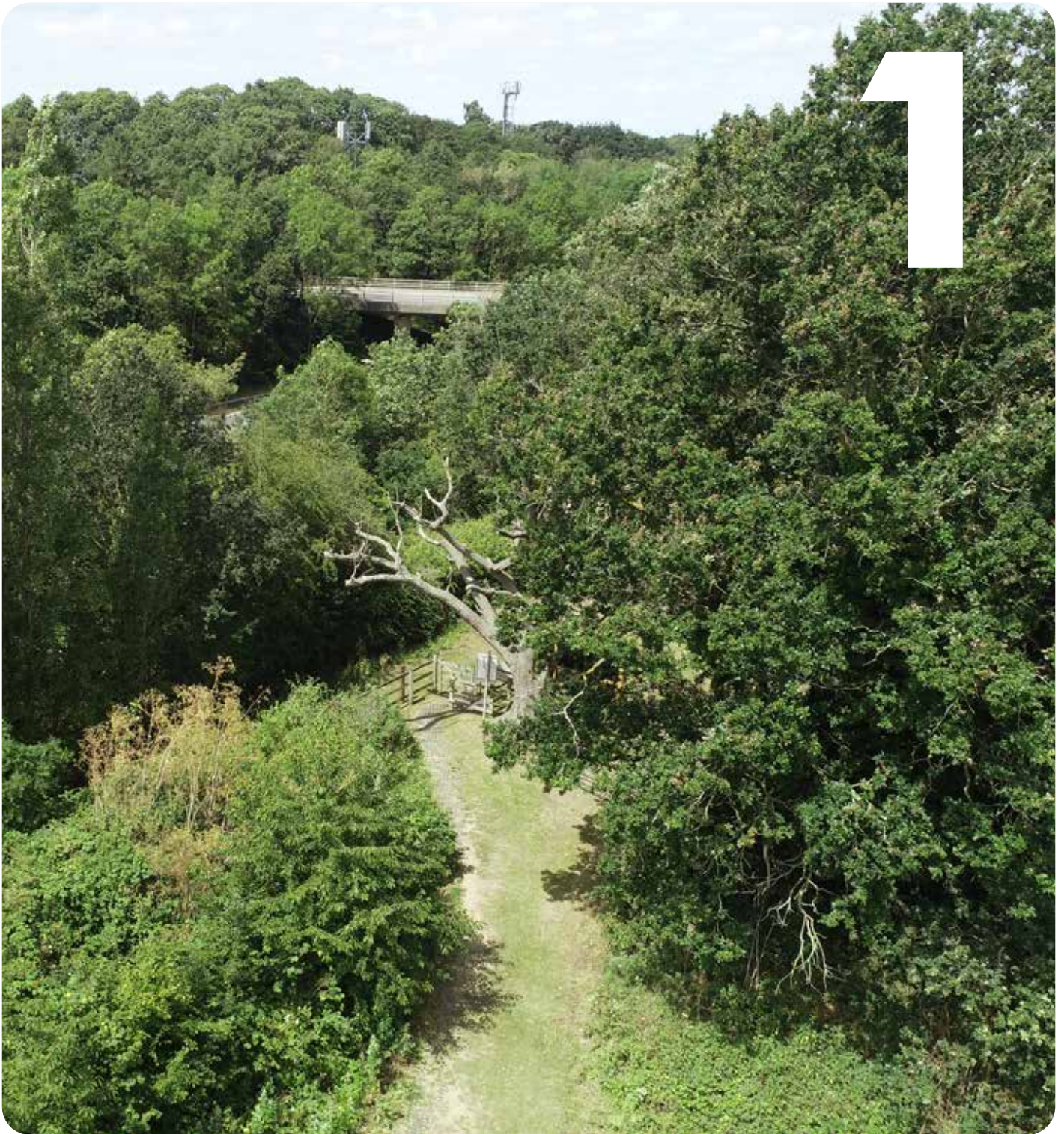




# CONTENTS

<b>1. Introduction</b>	<b>4</b>	<b>7. Appendices</b>	<b>26</b>
1.1 Vision statement	5	Appendix 7.1 - Friends achievements 2001-2021	27
1.2 Period of the plan and stages to review	5	Appendix 7.2 - Pesticide and peat policy	30
1.3 The Friends of Wormley Open Spaces	5	Appendix 7.3 - Dog control orders	32
1.4 Friends of Wormley Open Spaces logo	5	Appendix 7.4 - Green Flag achievements	34
<b>2. The existing Local Nature Reserve (LNR)</b>	<b>6</b>	Appendix 7.5 - Flora and fauna	36
2.1 Vision statement	7	Appendix 7.6 - Bird species in Top Field, Cozens Grove, Par 3 Golf Course and Wormley Playing Fields	38
2.2 Operational overview	8	Appendix 7.7 - Friends of Wormley Open Spaces constitution	39
2.3 Public Space Protection Order Control of Dogs	8	Appendix 7.8 - Action Plan 2021 (year 1 of Management Plan 2019-2023)	40
2.4 Works carried out under the grounds maintenance service standard	8	Appendix 7.9 - Year 1 - 2019 map	45
2.5 Planning context	9	Appendix 7.10 - Year 2 - 2020 map	46
<b>3. Vision, aims and objectives</b>	<b>10</b>	Appendix 7.11 - Year 3 - 2021 map	47
Current site	11	Appendix 7.12 - Year 5 - 2023 map	48
Aims and objectives	11	Appendix 7.13 - Minutes of the Annual General Meeting of the Friends of Wormley Open Spaces held on 11 April 2019 at the Wormley Scout HQ.	49
3.1 Welcoming place	11	Appendix 7.14 - Tree details	52
3.2 Healthy, safe and secure	12	Appendix 7.15 - Circular Walk Leaflet	61
3.3 Clean and well-maintained	12	Appendix 8 - Green Flag Award 2019	63
3.4 Environmental management	12	Appendix 9 - ParksHerts Management Plan section	65
3.5 Biodiversity, landscape and heritage	13	Appendix 10 - Coronavirus - BEST	70
3.6 Community involvement	13		
3.7 Marketing and communication	14		
3.8 Management	14		
<b>4. Action plan 2022</b>	<b>15</b>		
<b>5. Management and Structure</b>	<b>20</b>		
5.1 Resource levels	21		
5.2 Roles/responsibilities	21		
5.3 Consultation between staff and stakeholders	21		
<b>6. Maintenance Regimes</b>	<b>22</b>		
6.1 Maintenance operations	23		
6.2 Grass maintenance operations	23		
6.3 Hedges	24		
6.4 Site care	24		
6.5 Graffiti	25		
6.6 Car park	25		
6.7 Reviewing the Management Plan	25		





## INTRODUCTION

This plan is a detailed and comprehensive account of all present and future management issues for Top Field and Cozens Grove Local Nature Reserve between 2019-2023.

The Management Plan aims to ensure that the improvements and sustainability of the site take place in a well planned and structured manner and that resources are used to maximise effective outcomes which fully achieve the vision, aims and objectives.



## 1.1 Vision Statement

The Borough of Broxbourne and the Friends of Wormley Open Spaces' (FOWOS) vision for Top Field and Cozens Grove Local Nature Reserve is that it is a safe, clean and welcoming space that engages people from both the local and wider community. Top Field and Cozens Grove Local Nature Reserve will provide an environment where interpretation and a range of educational activities enable park users to discover the heritage, historical features, natural flora and fauna, all contained within this green space. The site will be used as an engaging backdrop to a variety of tasks, events and activities throughout the year. The Borough recognises that providing a high quality Green Flag Community Award-winning site improves the immediate location to live, work and visit, and that it can help to promote and encourage a healthier lifestyle within a natural environment. All Borough residents are encouraged to take up volunteering opportunities on offer at Top Field and Cozens Grove Local Nature Reserve and other local green spaces and assist the Borough of Broxbourne with maintaining and managing them.

This five year Management Plan will look at where the park is at the current time and establish where we would like it to be in five years time. The Plan will then ensure that the improvements are well organised, structured and sustainable, with all resources clearly identified. The Plan details how the Borough and FOWOS aim to protect, maintain and improve Top Field and Cozens Grove Local Nature Reserve for the benefit of the community.

## 1.2 Period of the plan and stages of review

This Management Plan covers the five year period from 1 January 2019 to 31 December 2023. This plan is a guide to decision-making for the park and will remain in circulation until the end of 2023. The Plan is map-based with action plans for each year and is produced annually at the end of year review. In January each year, the previous year's action plan will be fully updated and moved to the appendices and the action plan for the coming year will be inserted. The Green Spaces Officer will review and update the Plan each quarter. It is accepted that the Plan is a working document that may need to react any change of circumstances within the Borough of Broxbourne.

Reviews are carried out by the Management Plan Review Group listed below:

- Green Spaces Officer
- Friends of Wormley Open Spaces
- Arboricultural Officer
- Green Spaces Manager

## 1.3 The Friends of Wormley Open Spaces

For a list of the Friends' achievements please see Appendix 7.1

## 1.4 Friends of Wormley Open Spaces Logo

In 2018 the Friends commissioned a painting from local wildlife artist Maurice Pledger, and it was turned into a logo by his son, Douglas Pledger.





## 2. THE EXISTING LOCAL NATURE RESERVE (LNR)

## 2.1 Vision Statement

Top Field and Cozens Grove Local Nature Reserve is an area of 5.7ha and is part of the larger area known as Wormley Open Spaces, which includes Wormley Playing Fields, Church Lane Allotments, a par 3 golf course and another natural area known as Lower Field. The area is also shaped by the more recent addition in the 1970s of the A10 which forms the western boundary of the site. The northern boundary is the housing estate, Baas Hill Close. The eastern boundary is Broxbourne School and on the southern boundary is the par 3 golf course.

### The site is divided into three distinct areas:

- 1) Top Field was originally part of the Manor of De Baa, a working farm in the area pre-1900, and was declared a Local Nature Reserve on 30 November 2005. Top Field is a semi-improved neutral grassland with some wet patches. The area was previously dominated by false oat grass but recent management has started to see significant improvement and the site is being maintained as a summer flowering meadow.
- 2) Cozens Grove is a small area of hornbeam woodland, unchanged in extent since 1883. The woodland has benefited recently from the addition of two small woodland extension areas, scalloped to create a natural effect. Species planted include oak, ash, hazel, guelder rose, willow, hawthorn and hornbeam. The quantity of hazel is approximately 25 per cent, with the aim of benefiting small mammals. Widening and lengthening the margin between woodland and grassland supports a woodland edge plant community and rich associated communities of animals and invertebrates.

The woodland, which would have been more extensive than at present, was used as the heating supply for the area; the evidence of ancient coppiced hornbeams substantiates this. In September 2013 Cozens Grove was registered under the Good Woods project and, after receiving a visit from a Forestry Advisor, it was awarded a bronze standard certificate, and advice and guidance has been offered to develop the grove to a silver standard. The report contains the following paragraph:

“Cozens Grove is mainly a remnant hornbeam coppiced woodland with English Oak standards. A bare ground field layer with occasional holly, hawthorn and blackthorn shrub layer apart from on the edges of the woodland. New planting has been added to the northern and western edges, creating a diverse age structure over the past 15

years using a mainly native mixture of shrubs and trees. There is an ancient sunken land, ditch and bank feature running along the southern edge of the woodland, which is thought to be medieval and an old drovers’ route, part of which can also be found on Baas Hill Common. The woodland has a healthy bird population with many small species of tits breeding on the site, which also indicates good insect populations. Many of the English Oaks have veteran tree features of holes and hanging bark, which contribute greatly to the nesting habitat for woodpeckers and the presence of species requiring deadwood habitat.”

- 3) The sunken road (Restricted Byway 40), which is a pre-medieval road, leads through Broxbourne Woods. A site survey was carried out by Enfield Archaeological Society on 29 November 2009, with their findings suggesting it was originally part of Cozens Lane West. Modern maps show the stretch as straight but a map by A. Bryant dated 1822 shows the section as having a distinct ‘dog leg’ with an angle close to 90 degrees. A faint negative parch mark in the playing field to the south of the section indicates it was straightened some time after 1822. The road originally began in the east at the Lea navigation, crossed the London/Hertford coach road (A1170) and continued west, crossing the New River and at Baas Common joined the road represented by the modern Baas Hill and Bell Lane. The route then continued due west, intersecting the line of Roman Ermine Street at right angles and continuing beyond it. From Cozens Grove westward towards the A10 this disused section of sunken roadway probably therefore represents the form which Cozens Lane took prior to modern development and the fragmentation/straightening of the original road line.

The path is flanked by distinct raised banks topped by established hornbeams. The form suggests the roadway, and so presumably all of Cozens Lane, may have originated as a sunken “hollow way”, conceivably used at least partly as a droveway. At least two successive surfaces, one of cinder and one of clinker, may date back to the 18th or 19th century. It is not unreasonable to assume that the roadway is medieval in origin but this is archaeologically difficult to demonstrate. The route clearly represents a link between the River Lea and areas of its valley to the west and, as such, probably served a variety of functions which could have included the distribution of goods and droving of livestock from water meadows near the Lea, conceivably to connect with routes such as Ermine Street to London.



The survival of this section of Cozens Lane is of interest but cannot claim to be unique. If it is possible to maintain it in its present form it would serve to illustrate a neglected but important aspect of the appearance and functioning of the pre-modern landscape.

Pinchbeck, N (2009) (ed Dearne, M.J 2009) Preliminary investigation of an abandoned section of a sunken roadway at Cozens Grove, Wormley, Herts. November 2009 (Enfield Archaeological Society archive note).

## 2.2 Operational Overview

The Local Nature Reserve (LNR) is an open green space and not subject to locking. Although security issues can be of concern, regular patrols by the Friends group members, GSO and Parkguard have helped to reduce both actual and perceived problems including illegal motor/trail/quad bike usage.

To support these patrols, Parkguards' contact details have been distributed to enable members of the public to access support if required. This is in addition to the local Police Community Support Officers and non-emergency contact numbers for appropriate emergency services. Local residents and members of the Friends Group also have contact details for the Green Spaces Officer.

### **Maintenance and management operations**

The LNR ground maintenance service provider is currently the Council's Environmental Services department. The majority of the area is a summer flowering meadow which is cut and lifted by an external contractor at the end of the season (end July/early August). The paths and main entrance are maintained as standard grass, with arisings cut and spread. The grass specification is available to the public on the Council's website.

<https://www.broxbourne.gov.uk/resident-environment-grounds-maintenance/grass-maintenance>

### **Environmental sustainability**

As part of the Council's commitment to environmental sustainability the Council ensures that its vehicle fleet is fuel efficient and maintained for optimum performance.

All material felled on site is chipped onto woodland paths, floor or left as log piles. Leaves are collected from formal grass area and strewn through woodland area ensuring no need for removal from the site.

An annual hay cut is carried out in the Top Field section of the site.

The Borough of Broxbourne adopted a new environmental sustainability strategy in July 2021: [www.broxbourne.gov.uk/downloads/file/1859/environmental-sustainability-strategy-2021-2025](http://www.broxbourne.gov.uk/downloads/file/1859/environmental-sustainability-strategy-2021-2025)

### **The Council has a Peat and Pesticide Policy (Appendix 7.2)**

The control of Ragwort has become a significant problem within the meadow area of the LNR and volunteering tasks to hand-pull over the last ten years has not resulted in any improvement. It has been deemed necessary and appropriate to try using a glyphosate herbicide to spot spray individual rosettes by a qualified person in a designated area (approximately 20% of the meadow). Volunteers will continue to hand-pull the remaining 80%. This will be then monitored annually to see if a significant reduction is recorded.

## 2.3 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 7.3).

Bagged dog waste can be disposed of in any litter or dog waste bin in the Borough.

In 2016 the Council removed some litter and dog bins and installed combined waste bins throughout the Borough including Top Field and Cozens Grove LNR. These bins are scheduled to be emptied twice weekly.

## 2.4 Works Carried Out Under the Grounds Maintenance Service Standards Include:

- Annual hay cut
- Maintenance of grass paths and entrance points
- Maintenance of standard grass
- Maintenance of furniture
- Leaf clearance
- Emergency tree work
- Planned tree works
- Graffiti removal
- Litter control
- Twice-weekly emptying of combined waste bin
- Maintenance of combined bin.

Volunteer works by Friends of Wormley Open Spaces include:

- Tree planting
- Weeding



- Mulching
- Making bird boxes
- Scrub control
- Funding applications
- Reporting issues
- Litter control
- Ragwort control
- Community liaison
- Newsletter production/distribution
- Green Flag Community Award applications.

significance for wildlife in at least a district context. The entire site (both Top Field and Cozens Grove) is designated as an LWS under Top Field and Cozens Grove 72/050.

### **Public use of the LNR**

The LNR is well used by members of the public for informal recreation and quiet enjoyment. It is popular with local dog walkers and joggers. The local scout group uses the area for a variety of activities and there are two geocache boxes hidden on site which have encouraged new users to the area.

## **2.5 Planning Context**

### **Metropolitan Green Belt (MGB):**

Top Field and Cozens Grove is covered by the Metropolitan Green Belt (MGB). The construction of new buildings within the Green Belt is generally considered to be inappropriate. Exceptions to this are set out in the National Planning Policy Framework (NPPF). As per Policy GB1: Green Belt, the Council will consider applications within the Green Belt in line with the provisions of the National Planning Policy Framework.

### **Open Space:**

Top Field is designated as a Borough Level Park in Appendix A of the Broxbourne Local Plan 2018-2033 under Wormley. Policy ORC2: Loss of open space, Leisure, Sport and Recreational Facilities states that the park will be protected from development unless the following criteria is met:

- (a) An assessment has been undertaken, which clearly shows the open space, facility, buildings or land to be surplus to requirements; and
- (b) The development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss; or
- (c) 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.

Cozens Grove is not covered by an open space designation.

### **Wildlife Designations:**

Local Wildlife Sites (LWS) are identified by the Hertfordshire Local Wildlife Sites Partnership, coordinated by the Herts and Middlesex Wildlife Trust. Local Wildlife Sites are considered to be of



### 3. VISION, AIMS AND OBJECTIVES



## Current site

Hay meadows and flower rich pastures provide a breeding and feeding habitat for many species of birds, small mammals and invertebrates. They are a traditional and much loved aspect of the English countryside landscape, which inspires writers and artists, and are highly valued for aesthetic appeal. The meadow at Top Field and Cozens Grove Local Nature Reserve (LNR) is managed in such a way as to turn previously neglected grassland into a summer flowering meadow containing a rich array of plants. The grassland here has been categorised as semi-improved.

Semi-improved grasslands have usually been treated with low doses of herbicide and inorganic fertiliser (previous use as an allotment site would substantiate this). They retain some of the species associated with unimproved grassland, although they are likely to have lost the more specialised and rarer species. Approximately 80% of all grassland in Hertfordshire has been substantially improved for agriculture or amenity use. Four per cent remains totally unimproved and has a high ecological value. Of the remaining 16%, semi improved site-neutral grassland makes up approximately three quarters, with the rest being acidic or marshy grasslands. The meadow at Top Field therefore, although not unique, is still a significant site of wildlife interest and importance. It is hoped that The Friends of Wormley Open Spaces, working with Broxbourne Council, can restore the area to more species-rich grassland by reinstatement of an appropriate management regime. The implementation of these actions will see some significant improvements in the medium term and restoration to a full summer flowering meadow in the long term. Some success has already been achieved by the introduction of four new species. Top Field is cut and baled for hay in July and August and this less frequent cutting has created diversity and encouraged a greater variety of invertebrates and plant species. The site also contains a small woodland area called Cozens Grove which contains mainly Oak and Hornbeam. Several ancient coppice stools line the sunken road. There are hedgerows along the eastern and western boundaries. The meadow is edged and dissected with mown grass paths to add extra habitat.

A recent Heritage Lottery Fund (HLF) project enabled new signage and interpretation panels to be designed and installed around the site, along with the creation of a circular walk, with an accompanying leaflet linking nearby Baas Hill Common. As part of the project tree works have also been undertaken to improve the structure of the woodland and open up the old roadway. The HLF project has helped to

enhance the site and enabled the public to be more informed of the site's history and the flora and fauna they may encounter during their visit.

## Aims and objectives

The Management Plan seeks to set out a structured framework for the overall management of the LNR for the five-year period, 2019-2023. The Plan is laid out against the eight key points used as judging criteria for the Green Flag award scheme, which is the industry benchmark of parks reaching and maintaining a high standard in the following categories:

- 3.1 A welcoming place
- 3.2 Healthy, safe and secure
- 3.3 Clean and well maintained
- 3.4 Environmental management
- 3.5 Biodiversity, landscape and heritage
- 3.6 Community involvement
- 3.7 Marketing and communication
- 3.8 Management.

Each of these categories has been given a main aim with key objectives towards meeting that aim. The actions required to fulfil the objectives and meet the aim are laid out in section four. The action plan for each current year is also listed as a table and updated annually, with previous and subsequent years pictorially represented in a map based format within the appendices.

### 3.1 A Welcoming Place

Green flag criteria

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

**Aim:** To ensure that Top Field and Cozens Grove Local Nature Reserve continues to be a clean and safe environment for the whole community to meet, socialise, exercise, learn, play and enjoy.

**Objectives:**

- 3.1.1 To ensure all entrances are welcoming, clean and aesthetically pleasing.
- 3.1.2 To provide and maintain suitable notice boards and signage at entrances and points of interest around the site.

- 3.1.3 To continue to improve the path network, making it as accessible as possible for all users.

## 3.2 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 implement measures at Top Field and Cozens Grove Local Nature Reserve to ensure a safe and comforting experience for visitors and staff.

### Objectives:

- 3.2.1 To ensure openness across the LNR by providing high levels of visibility
- 3.2.2 To ensure site facilities and any equipment is safe for use
- 3.2.3 To ensure safety of volunteers undertaking tasks on-site
- 3.2.4 To ensure vandalism and offensive graffiti is dealt with promptly
- 3.2.5 To ensure all dog owners comply with dog control requirements
- 3.2.6 To improve the boundary aesthetics and security.

## 3.3 Clean and Well Maintained



### Green Flag criteria

- Litter and waste management
- Horticulture maintenance
- Arboricultural maintenance
- Building and infrastructure maintenance
- Equipment maintenance.

**Aim:** Seek to continually raise and maintain standards within Top Field and Cozens Grove Local Nature Reserve.

### Objectives:

- 3.3.1 To ensure all waste is appropriately disposed of
- 3.3.2 To ensure the treescape of the site is kept healthy, safe and maintains the original landscape
- 3.3.3 To ensure horticultural standards are maintained within the resources available
- 3.3.4 To ensure park cleanliness is maintained to specified standards.

## 3.4 Environmental Management

### Green Flag criteria

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

**Aim:** To reduce Top Field and Cozens Grove Local Nature Reserve's carbon footprint, improve its biodiversity and reduce wastage of natural resources.



**Objectives:**

- 3.4.1 To ensure the biodiversity of the site is maximised
- 3.4.2 To improve resource management
- 3.4.3 To keep peat and pesticide usage to the minimum
- 3.4.4 To ensure all organic waste materials leaving the park, is kept to a minimum
- 3.4.5 To ensure council vehicles used in the site are used in the most sustainable way
- 3.4.6 To ensure waste collected from bins is disposed of in the most sustainable way.



- 3.5.6 To continue to maintain the link between Top Field and Cozens Grove Local Nature Reserve and Baas Hill Common and carry out historic landscape refurbishment consistent with the wider original landscape.



### 3.5 Biodiversity, landscape and heritage

**Green Flag criteria**

- Management of natural features, fauna and flora
- Conservation of landscape features
- Conservation of buildings and structures

**Aim:** To maintain the historic character of the landscape, buildings and features and wildlife interest of Top Field and Cozens Grove Local Nature Reserve.

**Objectives:**

- 3.5.1 To maximise Top Field and Cozens Grove Local Nature Reserve’s potential as a site of historic interest
- 3.5.2 To maintain the landscape features in a manner sympathetic to the history of the site
- 3.5.3 To continue to record the flora and fauna on the site
- 3.5.4 To maintain existing and create new habitats where appropriate
- 3.5.5 To ensure the importance of the sunken road feature is recognised and understood by visitors

### 3.6 Community Involvement



**Green Flag Criteria**

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

**Aim:** To fully involve and utilise the local community, the wider community and other users to gain support and assist with the development and delivery of the Management Plan.

## Objectives:

- 3.6.1 To engage with the users of the site and the Friends of Wormley Open Spaces on the management of the site
- 3.6.2 To further develop the volunteer programme increasing volunteering opportunities and community activities
- 3.6.3 To maximise financial support from community donations via annual subscription and other means
- 3.6.4 To reduce crime and anti-social behaviour on and around the site.

## 3.7 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 Top Field and Cozens Grove Local Nature Reserve to users/non users, using all forms of appropriate and available media.



## Objectives:

- 3.7.1 To ensure the Council's website is fully updated with the current Management Plan, minutes of Friends group meetings and proposed activities in the park
- 3.7.2 To provide a wide range of activities of interest, importance and benefits to the local community
- 3.7.3 To provide signage, heritage and interpretation panels
- 3.7.4 To raise the profile and importance of the site within the local community
- 3.7.5 To regularly update the Friends of Wormley Open Spaces Facebook page

- 3.7.6 To develop new and maintain existing relationships with community groups, local businesses, schools and other organisations
- 3.7.7 To ensure that Top Field and Cozens Grove Local Nature reserve remains a Green Flag Community Award-winning site and the flag/certificate is on display in a prominent location
- 3.7.8 To support Love Parks Week
- 3.7.9 To keep site notice boards up to date.

## 3.8 Management

### Green Flag criteria

- Implementation of Management Plan

**Aim:** To continually improve the management of Top Field and Cozens Grove Local Nature Reserve.

## Objectives:

- 3.8.1 To seek to deliver the highest standards of management and ensure the highest standards of maintenance are achieved
- 3.8.2 To ensure the Friends of Wormley Open Space and users are kept updated and engaged in the management planning process
- 3.8.3 To ensure service standards are maintained
- 3.8.4 To ensure high levels of communication between management and site users
- 3.8.5 To explore all opportunities for obtaining external funding to assist in the establishment and development of the site.





## ACTION PLAN 2023

### Key

FOWOS	Friends of Wormley Open Spaces
GSO	Green Spaces Officer
AO	Arboriculture Officer
GSM	Green Spaces Manager
AYR	All year round
ERB	Existing revenue budget
WV	Wednesday Volunteers



**Legend**

- Individual Trees
- Woodland Paths
- Access Road
- Amenity Grassland
- Boardwalk
- Bridge
- Conservation Grassland
- Earth Bund
- Hedge
- Plantation
- Scrub
- Sunken Track
- Trees
- Unsurfaced Path
- Woodland
- Ragwort Control Area A

**Task Responsibility**

- BoB led
- CMS led
- BoB led
- CMS led

Officer/Contractor delivered  
Friends Group/Volunteer delivered

**Annual Management**

- Maintain entrances and visibility
- Maintain park furniture
- Prepare risk assessment for volunteer tasks
- Display emergency contact numbers on site
- Remove graffiti
- Promote responsible dog ownership
- Maintain buffer zone behind houses
- Empty bins and litter pick regularly
- Cut, lift and bale of meadow
- Material from woodland management to remain on site
- Organise guided walks and activities
- Trial copping of hornbeam
- Arrange FOWOS meeting and A/GM
- Develop and promote FOWOS
- Produce and distribute newsletter, events and volunteer task schedule
- Arrange subscription renewal
- Update website with management plan, meeting minutes, A/GM etc
- Update notice board
- Update ParkHerts, Facebook
- Green flag - complete application and hold celebration
- Review plan
- Consult with CMS on plan
- Carry out inspections of GM standards
- Improve communications with users via a range of media
- Explore all funding opportunities

**Annual Volunteer Tasks**

- Weed/ tidy all entrances
- Clean and maintain all signage
- Maintain boardwalk and bridges
- Maintain hedge on western boundary
- Litter pick whole site

Scale @A3  
1:1,675

Date  
October 2018

Drawing Number  
WOS-04-04-08 00

Rev

**Countryside Management Service**

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**One Off Items**

- Keep historic sunken road clear of vegetation

0 40 80 m



# ACTION PLAN 2023

All dates in the action plan are subject to change, depending on resources and funding.

Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
<b>4.1 Annual items</b>							
0	3.1.1	Volunteer Task – weed/tidy all entrances.	Spring	GSO FOWOS Volunteers	ERB		
0.1	3.1.2, 3.5.5	Volunteer Task – clean and maintain notice boards, signage and interpretation panels.	Summer	GSO FOWOS Volunteers	ERB		
0.2	3.1.3	Volunteer Task – maintain boardwalk and bridges in and around Cozens Grove.	Summer	GSO WV	ERB		
0.3	3.1.3	Ensure grass paths and entrances are regularly mown.	AYR	GSO	ERB		
0.4	3.2.1	Maintain trees/brambles to ensure high visibility across site.	Autumn	GSO AO	ERB		
0.5	3.2.2	Maintain park furniture	AYR	GSO	ERB		
0.6	3.2.3	Prepare risk assessment ahead of all volunteer tasks and include safety talk at start of tasks.	AYR	GSO	ERB		
0.7	3.2.4, 3.6.4	Display contact numbers for Parkguard and BOB on site.	AYR	GSO FOWOS	None required		
0.8	3.2.4	Remove any offensive graffiti within 24 hours of discovery.	AYR	GSO	ERB		
0.9	3.2.5	Promote responsible dog ownership.	AYR	GSO	ERB		
0.1	3.2.6	Volunteer Task – maintain hedge along western boundary.	Autumn	GSO FOWOS Volunteers	ERB		
0.11	3.2.6	Maintain buffer zone of scrub/bramble behind houses on Northern boundary.	Autumn	GSO	ERB		
0.12	3.3.1	Ensure combined waste bin is emptied regularly.	AYR	GSO	ERB		
0.13	3.3.1, 3.3.4	Volunteer Task – litter pick of whole site.	Summer	GSO FOWOS Volunteers	ERB		
0.14	3.3.3	Annual cut, lift and bale of meadow.	Late Summer	GSO AF Contracts	ERB		

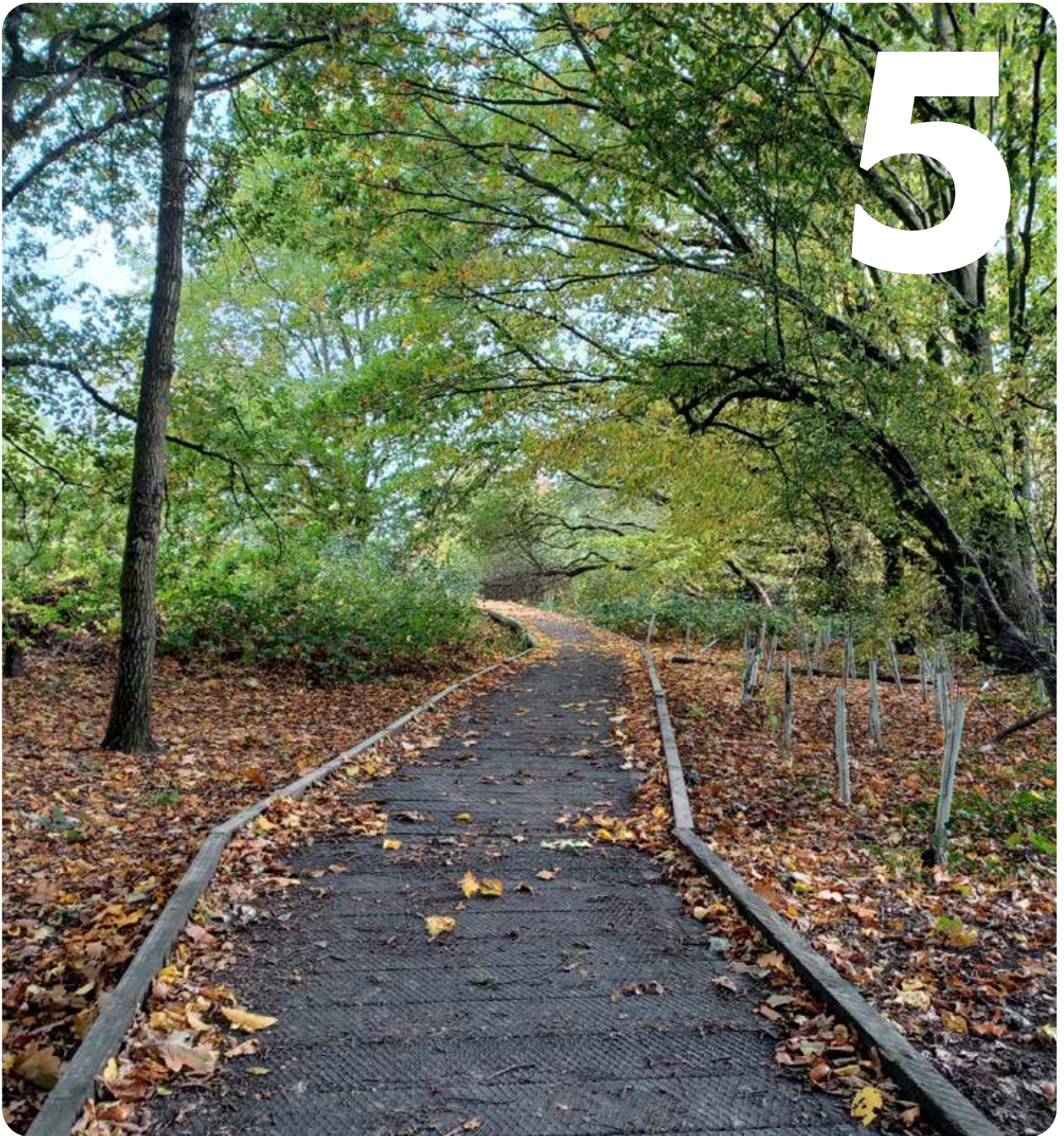
Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
0.15	3.3.4	Ensure site is regularly litter picked.	AYR	GSO	ERB		
0.16	3.4.4	All material generated from woodland management to remain on site.	Ongoing	GSO	ERB		
0.17	3.5.1, 3.5.3	Organise guided walks (historical, flora, fauna).	Annually	GSO	ERB		
0.19	3.5.4	Volunteer Task – continue coppicing one section of woodland extension per year on three year rotation.	Autumn	GSO FOWOS	ERB		
0.2	3.6.1	Arrange regular FOWOS Committee Meetings which include a review of the action plan.	2/3 per year	GSO FOWOS	ERB		
0.21	3.6.1	Develop and promote FOWOS	Ongoing	GSO FOWOS CMS	ERB		
0.22	3.6.1	Arrange FOWOS AGM.	April	GSO FOWOS	FOWOS		
0.23	3.6.1, 3.7.1	Produce and distribute annual newsletter.	January	GSO FOWOS	ERB		
0.24	3.6.1	Arrange coffee morning on site.	Spring/Summer	FOWOS	FOWOS		
0.25	3.6.2	Produce annual schedule of events, volunteer tasks and activities.	January	GSO	ERB		
0.26	3.6.3	Arrange subscription renewal.	March	FOWOS	FOWOS		
0.27	3.7.1	Upload reviewed Management Plan to Council website.	January	GSO	ERB		
0.28	3.7.1	Upload minutes of FOWOS meetings and AGM to Council website.	Ongoing	GSO Comms	ERB		
0.29	3.7.2	Organise Big Garden Birdwatch, flora/fauna days, coffee mornings etc.	AYR	GSO FOWOS	ERB		
0.3	3.7.2	Ensure notice board is up to date with all upcoming events, tasks and activities.	Ongoing	GSO FOWOS	ERB		
0.31	3.7.4	Ensure site is featured on ParksHerts app and information given is up to date.	Ongoing	GSO	ERB		
0.32	3.7.5	Update Facebook page with events and pictures.	Ongoing	GSO	ERB		
0.33	3.7.6	Invite local groups to join in with volunteer tasks and activities (scout group, WI, Wormley Society Members).	Ongoing	GSO FOWOS	ERB		



Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
0.34	3.7.7	Complete application for Green Flag Community Award.	January	GSO	ERB		
0.35	3.7.7	Arrange Green Flag celebration event, ensure certificate/flag is displayed/raised.	Autumn	GSO FOWOS	ERB		
0.36	3.7.8	Arrange one event to promote Love Parks week.	July	GSO FOWOS	ERB		
0.37	3.8.1	Review Action Plan and Management Plan.	Quarterly	GSO	ERB		
0.38	3.8.1	Regular consultation with CMS for advice and to review and develop the management plan	Ongoing	GSO CMS FOWOS	ERB		
0.39	3.8.3	Regular inspections of GM standards carried out.	Minimum monthly	GSO	ERB		
0.4	3.8.4	Improve communications with park users through a variety of media.	Ongoing	GSO Comms	ERB		
0.41	3.8.5	Explore all funding opportunities.	Ongoing	GSO FOWOS	ERB		

Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
<b>4.5 Year 4 Action Plan 2022</b>							
4.1	3.3.2	Volunteer task - Coppiceallows at edge of Cozens Grove.	Spring or autumn	GSO FOWOS Volunteers	ERB		
4.2	3.3.3	Liaise with the developers of the school to provide a new entrance from the new housing into the site.	May/June	GSO Green spaces officer	ERB		





## MANAGEMENT AND STRUCTURE

This section describes the manner in which the management of the Local Nature Reserve is accomplished, the organisation of responsibility and the role and manner of consultation with stakeholders and between the various groups.



## 5.1 Resource evels

Green Spaces Officer  
Environmental Services  
Committee of Friends of Wormley Open Spaces  
Members of Friends of Wormley Open Spaces  
Fletchers (Trees) Ltd  
Countryside Management Service  
Parkguard

## 5.2 Roles/Responsibilities

Reporting anti-social behaviour, planting and plant management, litter collection support, fundraising: Friends of Wormley Open Spaces including Committee.

Community liaison, co-ordination of events/activities, monitoring service performance: Green Spaces Officer.

Tree inspection/tree works: Arboricultural Officer, Fletchers (Trees) Ltd, Hay and grass cutting, litter collection, dog waste services: Environmental Services.

Site security: Committee and Friends of Wormley Open Spaces, Parks Manager, Parkguard.

Consultation, advice and mapping: CMS

## 5.3 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 either to the Green Spaces Officer, Borough of Broxbourne Helpline, Parkguard or the emergency/non-emergency services (999 or 101).



## MAINTENANCE REGIMES

This section of the Plan, in conjunction with the maps in the appendices provides an outline of the operations needed to maintain the various landscape types found in the Local Nature Reserve. All operations are carried out to the standards set out in the Borough of Broxbourne Grounds Maintenance Service Standards .



## 6.1 Maintenance operations

Current grounds maintenance services in the Borough of Broxbourne are carried out in-house by Environmental Services. Current grounds maintenance operations at Top Field and Cozens Grove are summarised below.

## 6.2 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 – Top Field and Cozens Grove

	<b>Specification 1 10mm – Box Mow</b>	<b>Specification 2 20mm</b>	<b>Specification 3 25mm</b>	<b>Specification 4 40mm</b>	<b>Specification 5 50mm</b>	<b>Specification 6 2 cuts p.a.</b>	<b>Specification 7 1 cut p.a.</b>
<b>Output timing</b>	10 -25mm Box mow	20 - 60mm	25 – 75mm	40 - 120mm	50 - 200mm	N/A	N/A
<b>Categories</b>	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)
- No cutting where bulbs are planted within grass areas, until the plants have flowered and they have died down naturally after flowering. At least six 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.

## 6.3 Hedges

Neat, tidy, vigorous and 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.

## 6.4 Site care

The term 'site care' has been used to define a group of related operations that are necessary to keep the sites ready and fit for use. This specification 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 (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.



## 6.5 Graffiti

Environmental services are responsible for removal of graffiti in the park. Incidents are reported by the Parks Manager, Environmental services staff, FOBP 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.

## 6.6 Car park

Car parking is available at the nearby Baas Hill Common site. 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.

## 6.7 Reviewing the Management Plan

The Plan will be reviewed regularly, allowing time for it 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 site, resources available, management structures and in the operations and nature of the organisations using or influencing the management of the site which will necessitate a change in certain aspects of the Management Plan.

Reviews will be based on current baseline information, objective analysis of that information, and consultation with a wide cross section of the people working in and using the park.



## APPENDICES



## Appendix 7.1 - Friends Achievements 2001 - 2022

### FOWOS ACHIEVEMENTS SUMMARY 2001 – 2022

#### 2001

Friends Group formed to oppose application by Broxbourne Par 3 Golf Course to install driving range and extend golf course into Top Field

3 Aug Application for public footpath across Top Field submitted to Hertfordshire County Council (HCC)

#### 2002

17 Jul Application for Village Green status for Top Field submitted to HCC

#### 2003

22 Oct Friends introductory meeting held in Church rooms, Wormley

7 Dec Stile replaced by pushchair friendly kissing gate at entrance to Top Field

#### 2004

Greenspace Action Plan 2004/5 – 2008/9 adopted

18 Jan Winter Walk from Baas Common led by June Crew

26 Jun Butterfly Walk

Aug Bench installed in Top Field

20 Nov First tree planting - 200+ trees planted on northern boundary of Cozens Grove

#### 2005

10 Apr Spring flowers walk to Hoddesdon park Wood led by June Crew

30 Nov Top Field and Cozens Grove site (5.7 hectares) declared a Local Nature Reserve (LNR)

12 Nov Volunteer Action Day to manage Top Field (controlling scrub, mulching 2004 tree planting)

#### 2006

10 Apr Walk from Baas Common to Hoddesdon led by June Crew

18 Apr Hertfordshire County Council confirms Public Footpath (Hoddesdon 72) across site

20 Jul Formal opening of Local Nature Reserve by the Mayor of Broxbourne

26 Nov Second tree planting (200 trees) event on western boundary of Cozens Grove, part of Tree o'clock initiative

#### 2007

11 Jul Working Party (mulching 2006 planting)

25 Aug Village Green application withdrawn after Borough of Broxbourne reveal document from 1948 showing "Hoddesdon UDC entered into a Deed declaring the land to be Green Belt and covenanted only to use the land for public open space, public walks or pleasure grounds or for such purposes as a local authority may make provision for outdoor games and recreations. The land is subject to the Council's byelaws for pleasure grounds."

#### 2008

26 Apr Butterfly Walk

2 Jun Working Party

Dec Campaign opposing possible inclusion of Wormley Open Spaces as a potential development site (involving removal of Green Belt status) under Borough of Broxbourne Core Strategy Document commenced - ultimately successful.

Second Bench installed

#### 2009

Second five year Management Plan (Top Field & Cozens Grove LNR) adopted

23 Jul Awarded Green Pennant for 2009/10

1 Aug Wildflower Walk

12 Oct Friends of Wormley Open Spaces Constitution approved

4 Nov Runners-up in the Green Award category of the inaugural Mercury & Observer Community Awards

27 Nov £500 Locality Budget Award by County Councillor Alan Searing

5 Dec Planting of first section of wildlife boundary hedge on western edge of Top Field commenced (Tree o'clock Planting -300 trees )

#### 2010

January Owl Box installed

17 Apr Working Party (mulching 2009 planting)

17 May Working Party

19 May Local Nature Reserve inspected by Green Pennant Judge

28 Jul Awarded Green Pennant for 2010/11. Presented by the Mayor of Broxbourne

20 Nov Wildlife Boundary Hedge extended ( 420 trees). Sylvia White Memorial Tree planted.

## 2011

March – Advised Lottery “Awards for All” had been successful for entrance improvements and the installation of a picnic table for the Disabled.

14 April – 1st AGM held

9, 10, 11 May – Working Parties – Mulching wildlife hedgerow and Ragwort Pulling

13, 14, 15 June – Ragwort pulling

15 September – Presentation of Green Flag Community Award (formerly Green Pennant Award) by Mayor E. Rowlands

## 2012

21 January – Coppicing Willows in 2nd Woodland Extension

28 January – Big Garden Birdwatch Walk

February / March - Installation of New Entrance, all weather walkway and installation of picnic table for Disabled and moving existing bench to new position by School boundary. Funded by “Awards for All” Lottery Grant.

10 April – Clearing and seeding around New Entrance

12 April – 2nd AGM – Talk given by June Crew

14/15 May – Working Parties - Weeding and Mulching the Western Hedgerow

18/19 and 23/24 June 1 - Working Parties - Removal of Ragwort

13 September – Presentation of Green Flag Community Award by Deputy Mayor Bren Perryman.

11 October – Presentation of £100 donation to the Friends from Wormley Women’s Institute.

24 November – On a very wet muddy day the completion of planting around the New Entrance Gate

## 2013

26 January – Big Garden Birdwatch

4 April – 3rd AGM

4 May – Volunteer working party weed and mulch western hedgerow.

24/25 June – Volunteer working party to clear ragwort from meadow

10 August – Butterfly/wildflower walk led by June Crew

12 September – Green Flag Celebration Event, Well attended 1st Wormley beavers, cubs and scouts sowed wild flower seeds.

30 November – Coppicing a section of the woodland extension and lifting crown on self-set oaks. 1st Wormley Beavers, cubs and scouts attended.

## 2014

Third 5-year management plan produced covering 1/1/2014-31/12/2018

25 January – Big garden birdwatch 15 species recorded

29 March – Volunteer working party to weed/mulch hedgerow

17 April – AGM

23/24 June – Volunteer working party to clear Ragwort from meadow

19 July – Butterfly/wildflower walk led by June Crew

18 September – Green Flag community award celebration event. 1st Wormley cubs and scouts sowed wildflower seeds.

21 December – Volunteer working party to coppice another section of woodland extension.

## 2015

21 January – Wednesday volunteers onsite to coppice the North East corner

24 January – Big Garden Birdwatch 19 species recorded

28 March – Volunteer working party including 1st Wormley beavers, cubs and scouts to weed/mulch hedgerow

4 April – AGM

29 April – Wednesday volunteers onsite removing self set oaks from Eastern boundary, Haileybury students onsite to weed/mulch hedgerow.

16 May – Volunteer working party to paint furniture

3 June – Wednesday volunteers onsite to build bridges over ditches in Cozens grove

22/23 June – Volunteer working party to clear Ragwort from meadow

11 July – Butterfly/wildflower walk led by June Crew, new species Common spotted orchid discovered.

8 August – Seed day ley by June Crew. Wasp spider discovered and rescued from haycut.

17 September – Green Flag Community Award celebration event held, well attended. 1st Wormley beavers, cubs and scouts sowed wildflower seeds.

5 December – Volunteer working party coppiced section of woodland extension.

## 2016

30 January – Big garden birdwatch 18 species recorded

12 March – Volunteer working party including 1st Wormley beavers, cubs and scouts to weed/mulch hedgerow

7 April – AGM

14 May – Volunteer working party to clear access into Cozens Grove from Cozens Lane West

25 May – Coffee morning attended by over 30 people

26/27 June – Volunteer working party to clear ragwort

29 June – 116 student and staff volunteers from Haileybury School cleared 91 bags of Ragwort from meadow  
9 July – Butterfly/wildflower walk led by June Crew  
8 September – Green Flag Community Award celebration event  
26 November – Volunteer working party to coppice section of woodland extension

## 2017

28 January – Big garden birdwatch 13 species spotted  
25 March – Volunteer working party to clear entrance  
6 April – AGM  
27 May – Coffee morning – 4 new members recruited  
26/27 June – Volunteer working party to clear Ragwort from meadow  
20 July – Green Flag Community Award 1st Wormley beavers, cubs and scouts participated in a plant identification activity.  
21 July – Parksherts Green flag event held at Cassiobury Park in Watford. Launched Parks herts app. Top Field is included  
22 July – Minibeast event led by June Crew  
1 November – Heritage Lottery Fund application submitted  
18 November – Volunteer working party to coppice woodland extension section.

## 2018

8 January – Notification received HLF application successful, awarded £66k  
9 January – New logo adopted  
5 February – Drone filming took place part of HLF project  
8 February – Press release on council website HLF Project  
15 February – Article in Mercury HLF Project  
19 July – Celebration event, Green Flag Community Award for 10th year

## 2019

2 March – Community litter pick on new Broxbourne and Wormley Circular Path  
April / May – Installation of kissing gates on the new Broxbourne and Wormley Circular Path  
June – Friends coffee morning and inaugural walk of the new path  
June – Resurfacing of the car park completed  
July – 'On Broxbourne's Doorstep' exhibition of textile art celebrating the completion of the restoration and habitat improvement project.

## 2020

June – Green Flag Community Award retained  
Zoom meetings carried out at regular intervals during COVID restrictions.

## 2021

October – Green Flag Community Award retained.  
Meetings carried out at regular intervals.

## 2022

30th April- Volunteer working party cleared entrance, pruned and litter picked.  
June – Green Flag Community Award retained.  
October- FOWOS were awarded Silver Standard under the CPRE Hertfordshire Awards 2022 programme.  
Meetings carried out at regular intervals.





# CPRE HERTFORDSHIRE AWARDS 2022

Celebrating the achievements of individuals and groups who have worked to protect, promote and enhance Hertfordshire's countryside for the benefit of their local communities and the environment

SILVER STANDARD

presented to

Friends of Wormley Open Spaces



## Appendix 7.2 - Pesticide and Peat Policy

### PESTICIDES

#### 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

Pesticides are used to control unwanted weeds, insects and animals. 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 / encouragement of natural predator are alternatives to the use of dangerous chemicals.

#### Timber pest and fungal control

All timbers for new buildings must be treated off site prior to delivery. For existing buildings, only 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 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.



# PEAT

## 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 6% 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 a 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.

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

## Appendix 7.4 - Green Flag Achievements

**2009.** Friends of Wormley Open Spaces submitted the first application for a Green Pennant award and were successful. The site retained this award continuously until 2011 when the award changed its name and became the Green Flag Community Award. Top Field and Cozens Grove Local Nature reserve has received this award every year since then.

**2009**



**2012**



**2013**



**2010**



**2014**



**2011**





2015



2018



2016



2019



2017



2020



2021



2022



## Appendix 7.5 Flora and Fauna

### Flora recorded in field:

False oat-grass (*Arhenatherum elatius*), sweet vernal-grass (*Anthoxanthum odoratum*), Yorkshire fog (*Holcus lanatus*), red fescue (*Festuca rubra*), meadow fescue (*Festuca pratensis*), creeping buttercup (*Ranunculus repens*), meadow buttercup (*Ranunculus acris*), common field horsetail (*Equisetum arvense*), cock's-foot grass (*Dactylis glomerata*), hogweed (*Heracleum sphondylium*), timothy-grass (*Phleum pratense*), small-leaved timothy-grass (*Phleum bertolonii*), white clover (*Trifolium repens*), red clover (*Trifolium pratense*), smooth tare (*Vicia tetraspermum*), field bindweed (*Convolvulus arvensis*), creeping thistle (*Cirsium arvense*), hoary ragwort (*Senecio erucifolius*), common ragwort (*Senecio jacobaea*), curled dock (*Rumex crispus*), broad-leaved dock (*Rumex obtusifolius*), common knapweed (*Centaurea nigra*), (*Centaurea* sp+), greater bird's-foot trefoil (*Lotus uliginosus*), foxtail-grass (*Alopecurus* sp#), common rye-grass (*Lolium perenne*), pedunculate oak (*Quercus robur*), greater plantain (*Plantago major*), ribwort plantain (*Plantago lanceolata*), goat's-beard (*Tragopogon pratensis*), rough hawkbit (*Leontodon* cf *hispidus*), yarrow (*Achillea millefolium*), mugwort (*Artemisia vulgaris*), rosebay willowherb (*Chamerion angustifolium*), horse chestnut (*Aesculus hippocastanum*), soft rush (*Juncus effusus*), dog rose (*Rosa canina*), common mouse-ear (*Cerastium fontanum*), cow parsley (*Anthriscus sylvestris*), hairy oat-grass (*Helictotrichon pubescens*), horse-radish (*Armoracia rusticana*).

(+ possibly a hybrid or alien – had flowers similar to *C. nigra*, but leaves similar to *C. scabiosa* – quite distinct from the rest of *C. nigra* present)

(# not identified to species – appeared very small for *A. pratensis*)

### Fauna:

Grasshoppers - Roesel's bush-cricket, lots of grasshoppers (not identified to species).

Butterflies - Meadow Brown, Gatekeeper, Red Admiral, Common Blue, and Skippers (not identified to species).

### Flora recorded on western bund:

Common nettle (*Urtica dioica*), false oat-grass (*Arhenatherum elatius*), horse-radish (*Armoracia rusticana*), creeping thistle (*Cirsium arvense*), hemlock (*Conium maculatum*), hogweed (*Heracleum sphondylium*), mugwort (*Artemisia vulgaris*), cock's-foot grass (*Dactylis glomerata*), field bindweed (*Convolvulus arvensis*), hairy oat-grass (*Helictotrichon pubescens*), yarrow (*Achillea millefolium*), barren

brome-grass (*Bromus sterilis*), broad-leaved dock (*Rumex obtusifolius*), upright hedge-parsley (*Torilis japonica*), common couch-grass (*Elymus repens*), black horehound (*Balota nigra*), common mallow (*Malva sylvestris*).

### South-western Edge of Site

Pedunculate oak (*Quercus robur*), sessile oak (*Quercus petraea*\*), hornbeam (*Carpinus betulus*), hawthorn (*Crataegus monogyna*), blackthorn (*Prunus spinosa*), ash (*Fraxinus excelsior*), crab apple (*Malus sylvestris*), dog rose (*Rosa canina*), bramble (*Rubus fruticosus*), common nettle (*Urtica dioica*), wood avens (*Geum urbanum*), ground ivy (*Glechoma hederacea*), common figwort (*Scrophularia nodosa*), male fern (*Dryopteris filix-mas*), wood dock (*Rumex sanguineus*), cleavers (*Galium aparine*).

### Flora recorded along eastern half of lane:

Hornbeam (*Carpinus betulus*), pedunculate oak (*Quercus robur*), herb Robert (*Geranium robertianum*), red campion (*Silene dioica*), remote sedge (*Carex remota*).

### Cozens Grove

#### (south-eastern corner of site)

### Flora recorded from Cozens Grove:

Hornbeam (*Carpinus betulus*), pedunculate oak (*Quercus robur*), ash (*Fraxinus excelsior*), hawthorn (*Crataegus monogyna*), blackthorn (*Prunus spinosa*), holly (*Ilex aquifolium*), field rose (*Rosa arvensis*), bramble (*Rubus fruticosus*), greater stitchwort (*Stellaria holostea*), Yorkshire fog (*Holcus lanatus*), hogweed (*Heracleum sphondylium*), ivy (*Hedera helix*), wavy hair-grass (*Deschampsia flexuosa*).

**Fauna:** Speckled wood butterfly, grey squirrel.

### South-eastern Edge of Site

Flora recorded along south-eastern hedge:

Hawthorn (*Crataegus monogyna*), pedunculate oak (*Quercus robur*\*), sessile oak (*Quercus petraea*), ash (*Fraxinus excelsior*), hornbeam (*Carpinus betulus*), blackthorn (*Prunus spinosa*), crab apple (*Malus sylvestris*), copper beech (*Fagus sylvatica* var *purpurea*), bramble (*Rubus fruticosus*), hogweed (*Heracleum sphondylium*).



## Northern Edge of Site

Flora not recorded, but species present appeared to be much the same as ranker areas of field, western bund and other hedges. Would need detailed mapping to determine accurate position of boundary.

### Flora recorded along northern boundary:

Fleabane (*Pulicaria dysenterica*)

Prepared by English Nature

G. Wyatt

30 July 2003

(English common names added 3 November 2003)

Since this species list was compiled, several other species have been identified in the meadow. These have either arrived through natural restoration or by seeds which have been scattered through the meadow at Green Flag celebration events since 2009.

Cut leaved crane's – bill	<i>Geranium dissectum</i>
Cats'ear	<i>Hypochaeris radicata</i>
Common vetch	<i>Vicia sativa</i>
Tufted vetch	<i>Vicia cracca</i>
Musk mallow	<i>Malva moschata</i>
Black medick	<i>Medicago lupulina</i>
Agrimony	<i>Agrimonia eupatoria</i>
Ladies' bedstraw	<i>Galium Verum.</i>
Yellow rattle	<i>Rhinanthus minor</i>







## Appendix - 7.7 Friends of Wormley Open Spaces Constitution

### CONSTITUTION

The group shall be called the Friends of Wormley Open Spaces (FOWOS)

#### Objectives

- To promote health and well-being through leisure and exercise and involve more local people in the site
- To promote conservation, education and involvement of the community to enhance the site
- To increase FOWOS members and volunteers to assist with maintenance and management of the site
- To increase biodiversity.

#### To Fulfil Objectives by

- Organising and participating in conservation tasks
- Assisting with activities and events, also increasing awareness within the local community
- Applying for community based funding to enable identified projects to be undertaken
- Liaise as appropriate with the Borough of Broxbourne Parks Manager and other bodies
- Hold regular meetings to identify any management, maintenance and improvement issues and decide plan of action
- Assist with drawing up and regular review of management plans.

#### Members

Membership of FOWOS shall be open to anyone who is interested in taking an active part in the objectives and work carried out by the group and has paid the appropriate subscription.

#### Equal Opportunities

FOWOS activities will be conducted in such a way that no person receives less favourable treatment on any grounds.

#### Committee Business

FOWOS affairs will be controlled by a committee elected from and by the members of the group. The committee will meet at agreed intervals to discuss its activities. Minutes will be taken at each meeting and will be available to all members.

#### Finance and Subscriptions

A bank account is to be opened at National Westminster Bank, Hoddesdon branch, in the name of the group. Payments are to be signed by any two authorised signatories. Authorised signatories will be the Chairman, Treasurer and Secretary of the group, until further notice.

Accounts are to be kept by the Treasurer, submitted to independent inspection and approved at an Annual General Meeting.

Annual subscriptions will be payable at a rate of £3 per individual and £5 per couple, renewable on 1 January annually with effect from 2010.

Should FOWOS cease to exist, any funds remaining, after payment of any outstanding liabilities, will be transferred to a registered charity.

#### Insurance

Members of FOWOS are covered by the Borough of Broxbourne Personal Accident and Public Liability insurance for volunteers undertaking any tasks onsite.

#### Health and Safety

All members of FOWOS shall through their actions ensure the health and safety of others.

#### Changes to the Constitution

Alterations to this Constitution shall only be made with the consent of a majority of the members of FOWOS.

*This Constitution (based on a draft provided by Countryside Management Service) was approved by the members of the Friends of Wormley Open Spaces on 12 October 2009.*

## Appendix 7.8 – Action Plan

Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
<b>4.1 Annual items</b>							
0	3.1.1	Volunteer Task – weed/tidy all entrances.	Spring	GSO FOWOS Volunteers	ERB		Ongoing
0.1	3.1.2, 3.5.5	Volunteer Task – clean and maintain notice boards, signage and interpretation panels.	Summer	GSO FOWOS Volunteers	ERB		Ongoing
0.2	3.1.3	Volunteer Task – maintain boardwalk and bridges in and around Cozens Grove.	Summer	GSO WV	ERB		Ongoing
0.3	3.1.3	Ensure grass paths and entrances are regularly mown.	AYR	GSO	ERB		Completed as schedule
0.4	3.2.1	Maintain trees/brambles to ensure high visibility across site.	Autumn	GSO AO	ERB		Trees to be surveyed in Autumn 2023
0.5	3.2.2	Maintain park furniture	AYR	GSO	ERB		Ongoing
0.6	3.2.3	Prepare risk assessment ahead of all volunteer tasks and include safety talk at start of tasks.	AYR	GSO	ERB		Completed when required for Friends group and Wednesday Volunteers
0.7	3.2.4, 3.6.4	Display contact numbers for Parkguard and BOB on site.	AYR	GSO FOWOS	None required		Out of hours contact number provided.
0.8	3.2.4	Remove any offensive graffiti within 24 hours of discovery.	AYR	GSO	ERB		Ongoing
0.9	3.2.5	Promote responsible dog ownership.	AYR	GSO	ERB		Ongoing
0.1	3.2.6	Volunteer Task – maintain hedge along western boundary.	Autumn	GSO FOWOS Volunteers	ERB		Hedge laying started November



Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
0.11	3.2.6	Maintain buffer zone of scrub/bramble behind houses on Northern boundary.	Autumn	GSO	ERB		Works not carried out this year.
0.12	3.3.1	Ensure combined waste bin is emptied regularly.	AYR	GSO	ERB		Ongoing
0.13	3.3.1, 3.3.4	Volunteer Task – litter pick of whole site.	Summer	GSO FOWOS Volunteers	ERB		Task included in working parties. Independent litter picking carried out when permitted on ad-hoc basis
0.14	3.3.3	Annual cut, lift and bale of meadow.	Late Summer	GSO NB Contracts	ERB		Completed
0.15	3.3.4	Ensure site is regularly litter picked.	AYR	GSO	ERB		Ongoing
0.16	3.4.4	All material generated from woodland management to remain on site.	Ongoing	GSO	ERB		Ongoing
0.17	3.5.1, 3.5.3	Organise guided walks (historical, flora, fauna).	Annually	GSO	ERB		Walks on hold until retraining completed
0.19	3.5.4	Volunteer Task – continue coppicing one section of woodland extension per year on three year rotation.	Autumn	GSO FOWOS	ERB		Ongoing
0.2	3.6.1	Arrange regular FOWOS Committee Meetings which include a review of the action plan.	2/3 per year	GSO FOWOS	ERB		Ongoing- Committee meetings take place monthly
0.21	3.6.1	Develop and promote FOWOS	Ongoing	GSO FOWOS CMS	ERB		Ongoing
0.22	3.6.1	Arrange FOWOS AGM.	April	GSO FOWOS	FOWOS		AGM carried out XX

Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
0.23	3.6.1, 3.7.1	Produce and distribute annual newsletter.	January	GSO FOWOS	ERB		Rescheduled for 2023. Information on Facebook page.
0.24	3.6.1	Arrange coffee morning on site.	Spring/ Summer	FOWOS	FOWOS		Postponed due to COVID restrictions
0.25	3.6.2	Produce annual schedule of events, volunteer tasks and activities.	January	GSO	ERB		Event/activity programme produced , FOG 21st Anniversary event- postponed due to the State Funeral of HM The Queen.
0.26	3.6.3	Arrange subscription renewal.	March	FOWOS	FOWOS		Completed
0.27	3.7.1	Upload reviewed Management Plan to Council website.	January	GSO	ERB		Completed
0.28	3.7.1	Upload minutes of FOWOS meetings and AGM to Council website.	Ongoing	GSO Comms	ERB		Notes of meeting yet to be circulated
0.29	3.7.2	Organise Big Garden Birdwatch, flora/fauna days, coffee mornings etc.	AYR	GSO FOWOS	ERB FOWOS		No major events undertaken in 2022.
0.3	3.7.2	Ensure notice board is up to date with all upcoming events, tasks and activities.	Ongoing	GSO FOWOS	ERB		Ongoing
0.31	3.7.4	Ensure site is featured on ParksHerts app and information given is up to date.	Ongoing	GSO	ERB		Ongoing
0.32	3.7.5	Update Facebook page with events and pictures.	Ongoing	GSO	ERB		Facebook page is active
0.33	3.7.6	Invite local groups to join in with volunteer tasks and activities (scout group, WI, Wormley Society Members).	Ongoing	GSO FOWOS	ERB		Local groups were invited to join in and volunteer for FOWOS 21st Anniversary event- cancelled due to the State Funeral of HM The Queen.

Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
0.34	3.7.7	Complete application for Green Flag Community Award.	January	GSO	ERB		Completed - Green Flag retained
0.35	3.7.7	Arrange Green Flag celebration event, ensure certificate/flag is displayed/raised.	Autumn	GSO FOWOS	ERB		Gatherings including FOWOS committee members, Borough of Broxbourne Council and BEST representative for flag raising was due to take place at the FOWOS Anniversary event- postponed due to the State Funeral of HM The Queen.
0.36	3.7.8	Arrange one event to promote Love Parks week.	July	GSO FOWOS	ERB		Event cancelled due to the State funeral for HM The Queen. Rescheduled for Sept 2023.
0.37	3.8.1	Review Action Plan and Management Plan.	Quarterly	GSO	ERB		Ongoing
0.38	3.8.1	Regular consultation with CMS for advice and to review and develop the management plan	Ongoing	GSO CMS FOWOS	ERB		Ongoing
0.39	3.8.3	Regular inspections of GM standards carried out.	Minimum monthly	GSO	ERB		Ongoing
0.4	3.8.4	Improve communications with park users through a variety of media.	Ongoing	GSO Comms	ERB		ParksHerts website is very popular
0.41	3.8.5	Explore all funding opportunities.	Ongoing	GSO FOWOS	ERB		Under review HCC has granted £500 in principle for extending anti-litter campaign



Ref No.	Objective number	Action	Timescale	Responsibility	Resource	Comments	Progress to date
<b>4.3 Year 2 Action Plan 2020</b>							
2.1	3.3.2	Volunteer Task – Coppice fallows at edge of Cozens Grove	Spring or Autumn	GSO FOWOS Volunteers	ERB		Postponed due to COVID restrictions
2.2	3.5.2	Keep the sunken road clear of vegetation	Ongoing	GSO	ERB		Postponed due to COVID restrictions
2.3	3.3.3	If trial spot spray is successful continue treating next area (20%) of ragwort rosettes in meadow (glyphosate herbicide)	May/June	GSO	ERB		Under review
<b>4.2 Year 3 Action Plan 2021</b>							
3.1	3.2.6	Ensure the planting to screen the new development along the eastern boundary is undertaken and maintained	AYR	GSO FOWOS	Broxbourne school development		Planting to be carried out Winter 2022
3.2	3.2.6	Volunteer Task – maintain new planting along northern boundary	AYR	GSO FOWOS	ERB		Postponed due to COVID restrictions
3.3	3.3.2	Tree survey with Arboricultural Officer and implement any high priority actions	Winter	GSO	ERB		Tree survey scheduled for 2022
3.4	3.3.3	If trial spot spray was successful continue treating next area (20%) of ragwort rosettes in meadow (glyphosate herbicide)	May/June	GSO Green spaces officer	ERB		Under review
3.5	3.6.2	Volunteer Task – Reduce scrub encroaching into the grassland to the right of the main entrance from Baas Hill (road) to 2m away from fence line	Summer	GSO WV	ERB		Completed
<b>4.6 Year 5 Action Plan 2023</b>							
5.1	3.5.2	Keep the historic sunken road clear of vegetation	Ongoing	GSO	ERB		
5.2	3.2.6	Volunteer task – maintain new planting along northern boundary	AYR	GSO FOWOS	ERB		
5.3	3.3.3	If trial spot spray was successful continue treating next area (20%) of ragwort rosettes in meadow (glyphosate herbicide)	May/June	GSO Green spaces officer	ERB		

# Appendix 7.9 - Year 1 - 2019



- Legend**
- Individual Trees
  - Woodland Paths
  - Access Road
  - Amenity Grassland
  - Boardwalk
  - Bridge
  - Conservation Grassland
  - Earth Bund
  - Hedge
  - Plantation
  - Scrub
  - Sunken Track
  - Trees
  - Unsurfaced Path
  - Woodland
  - Ragwort Control Area A

Volunteer Task  
Paint height barrier

Trial spot spray 20% of ragwort rosettes in meadow - Area A

Volunteer Task  
Maintain new planting along northern boundary

Annual Volunteer Task  
Maintain hedge along western boundary

Volunteer Task  
Maintain Restricted Byway 40 along the western boundary

Annual Volunteer Task  
Coppice woodland extension section a

Volunteer Task  
Remove vegetation on southern boundary by golf course

## Top Field and Cozens Grove LNR Management Plan 2019-2023 Year 1 2019 Action Plan

- Task Responsibility**
- BoB led
  - CMS led
  - BoB led
  - CMS led
  - Officer/Contractor delivered
  - Friends Group/Volunteer delivered

- Annual Management**
- Maintain entrances and visibility
  - Maintain park furniture
  - Prepare risk assessment for volunteer tasks
  - Display emergency contact numbers on site
  - Remove graffiti
  - Promote responsible dog ownership
  - Maintain buffer zone behind houses
  - Empty bins and litter pick regularly
  - Cut, lift and bale of meadow
  - Material from woodland management to remain on site
  - Organise guided walks and activities
  - Trial coppicing of hornbeam
  - Arrange FOWOS meeting and AGM
  - Develop and promote FOWOS
  - Produce and distribute newsletter, events and volunteer task schedule
  - Arrange subscription renewal
  - Update website with management plan, meeting minutes, AGM etc
  - Update notice board
  - Update ParkHerts, Facebook
  - Green flag - complete application and hold celebration
  - Review plan
  - Consult with CMS on plan
  - Carry out inspections of GM standards
  - Improve communications with users via a range of media
  - Explore all funding opportunities

- Annual Volunteer Tasks**
- Weed/tidy all entrances
  - Clean and maintain all signage
  - Maintain boardwalk and bridges
  - Maintain hedge on western boundary
  - Litter pick whole site

Scale @ A3  
1:1,675

Date  
October 2018

Drawing Number  
WOS-04-04-04

Rev  
00

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**One Off Items**

- Volunteer Task - Install new HLF signage
- Volunteer Task - Install new HLF circular walks signage and RoW improvements
- Update website to include HLF project and drone footage
- Hold HLF celebration and launch circular walk and leaflet
- Distribute circular walk leaflet
- Promote Herts Textile Group HLF project exhibition

0 40 80 m

# Appendix 7.10 - Year 2 - 2020



## Top Field and Cozens Grove LNR Management Plan 2019-2023 Year 2 2020 Action Plan

**Task Responsibility**

BoB led	Officer/Contractor delivered
CMS led	Friends Group/Volunteer delivered
BoB led	
CMS led	

**Annual Management**

Maintain entrances and visibility	□
Maintain park furniture	□
Prepare risk assessment for volunteer tasks	□
Display emergency contact numbers on site	□
Remove graffiti	□
Promote responsible dog ownership	□
Maintain buffer zone behind houses	□
Empty bins and litter pick regularly	□
Cut, lift and bale of meadow	□
Material from woodland management to remain on site	□
Organise guided walks and activities	□
Trial coppicing of hornbeam	□
Arrange FOWOS meeting and AGM	□
Develop and promote FOWOS	□
Produce and distribute newsletter, events and volunteer task schedule	□
Update website with management plan, meeting minutes, AGM etc	□
Update notices board	□
Update ParkHerts, Facebook	□
Green flag - complete application and hold celebration	□
Review plan	□
Consult with CMS on plan	□
Carry out inspections of GM standards	□
Improve communications with users via a range of media	□
Explore all funding opportunities	□

**Annual Volunteer Tasks**

Weedify all entrances	□
Clean and maintain all signage	□
Maintain boardwalk and bridges	□
Maintain hedge on western boundary	□
Litter pick whole site	□

Scale @A3  
1:1,675

Date  
October 2018

Drawings Number  
WOS-04-04-05 00

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**Legend**

Secondary Entrance Sign	□
Main Entrance Sign	□
Interpretation Panel	□
Orientation Panel and Notice Board	□
Individual Trees	□
Woodland Paths	□
Access Road	□
Amenity Grassland	□
Boardwalk	□
Bridge	□
Conservation Grassland	□
Earth Bund	□
Hedge	□
Plantation	□
Scrub	□
Sunken Track	□
Trees	□
Unsurfaced Path	□
Woodland	□
Ragwort Control Area B	□

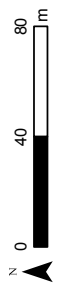
Annual Volunteer Task  
Maintain hedge along western boundary

Volunteer Task  
Coppice willows at edge of Cozens Grove

Annual Volunteer Task  
Coppice woodland extension section b

Trial spot spray 20% of ragwort rosettes in meadow - Area B

**One Off Items**  
Keep historic sunken road clear of vegetation





# Appendix 7.11 – Year 3 – 2021





## Top Field events 2022

Month	Date	Events	Marketing Activity	Comments
January				
February	Tuesday 1	FOWOS Committee meeting		
March	Tuesday 1	FOWOS Committee meeting		
April	Tuesday 5	FOWOS Committee meeting		
	Saturday 30	Working party	Facebook/Notice on signboard	
May	Tuesday 3	FOWOS Committee meeting		
June	Tuesday 7	FOWOS Committee meeting		
	Thursday 28	FOWOS AGM		
July	Tuesday 5, 9	FOWOS Committee meeting		
		Working Party	Facebook/Notice on signboard	Cancelled
August	Wednesday 17	FOWOS Committee meeting		
September	Friday 9	FOWOS Committee meeting	Leaflets/Facebook/Notice on signboard	Postponed
	Sunday 18	FOWOS 21st Anniversary event		
October	Thursday 20	FOWOS Committee meeting		
November		FOWOS Committee meeting		
December	Tuesday 13	Volunteers coffee morning		
	Wednesday 14	FOWOS Committee meeting		



## Top Field events 2023

Month	Date	Events	Marketing Activity	Comments
January				
February	Tuesday 7	FOWOS Committee meeting		
March	Tuesday 7	FOWOS Committee meeting		
April	Tuesday 4	FOWOS Committee meeting		
	Saturday 29	Working party	Facebook/Notice on signboard	
May	Tuesday 2	FOWOS Committee meeting		
June	Tuesday 6	FOWOS Committee meeting		
	Thurs TBC	FOWOS AGM	Facebook/Notice on signboard	
July	Tuesday 4, 9	FOWOS Committee meeting		
		Working Party	Facebook/Notice on signboard	
August	Tuesday 1	FOWOS Committee meeting		
September	Tuesday 5	FOWOS Committee meeting		
	Sunday 17	FOWOS 21st Anniversary event	Leaflets/Facebook/Notice on signboard	
October	Tuesday 3	FOWOS Committee meeting		
November	Tuesday 7	FOWOS Committee meeting		
December	Tuesday 13	Volunteers coffee morning		
	Wednesday 14	FOWOS Committee meeting		

Tree No	Common Name	Visited	Height	Trunk	Age	Condition	Vitality
Grp/345500	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
1	English Oak	23/09/2009	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Good
345508	English Oak	22/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
345512	Hornbeam	22/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
345516	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345520	English Oak	22/04/2017	10 to 20 metres	Over 100cm	Over-Mature	Good	Medium
345524	Hawthorn	22/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345528	English Oak	22/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
345532	English Oak	22/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
345536	English Oak	22/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
345540	English Oak	22/04/2017	10 to 20 metres	Over 100cm	Mature	Good	Medium
345544	English Oak	22/04/2017	5 to 10 metres	Over 100cm	Over-Mature	Poor	Medium
345548	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good
345560	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Semi-Mature	Good	Good
345564	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good
345568	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345572	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345576	White Willow	22/04/2017	5 to 10 metres	41cm to 60cm	Over-Mature	Poor	Medium
345580	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345584	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good
345588	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345592	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345596	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345600	White Willow	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Poor	Medium
345604	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good
345608	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345612	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345616	English Oak	22/04/2017	10 to 20 metres	61cm to 100cm	Over-Mature	Good	Medium
345620	English Oak	22/04/2017	10 to 20 metres	Over 100cm	Veteran	Good	Medium
345632	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good
345636	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345640	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good

Tree No	Common Name	Visited	Height	Trunk	Age	Condition	Vitality
345644	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345664	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
345668	Thorn species	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
345672	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
345676	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
345680	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
345684	English Oak	24/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
345688	Apple spp	24/04/2017	Up to 5 metres	Up to 20cm	Mature	Good	Medium
345692	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
345696	English Oak	24/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
345700	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
345704	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
345708	Thorn species	24/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Medium
345712	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345716	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
345720	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
Grp/345724	Mixed Broadleaves	24/04/2017	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Good
345728	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345732	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
345736	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345740	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345744	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345748	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345752	English Oak	24/04/2017	10 to 20 metres	21 cm to 40cm	Mature	Good	Medium
345756	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
345760	English Oak	24/04/2017	10 to 20 metres	Over 100cm	Mature	Good	Medium
345764	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Poor	Poor
345768	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345772	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
345776	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
345780	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345784	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good



Tree No	Common Name	Visited	Height	Trunk	Age	Condition	Vitality
345788	English Oak	24/04/2017	10 to 20 metres	Over 100cm	Mature	Good	Medium
345800	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345808	Thorn species	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
Grp/345812	English Oak	24/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Poor	Poor
345816	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
Grp/345820	Mixed Broadleaves	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
Grp/345824	Mixed Broadleaves	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
345828	Common Ash	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Poor	Poor
345832	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
Grp/345836	Mixed Broadleaves	24/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Medium
Grp/345840	Mixed Broadleaves	24/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Good
Grp/345844	Mixed Broadleaves	24/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Good
Grp/345848	Mixed Broadleaves	24/04/2017	5 to 10 metres	Up to 20cm	Young Tree	Good	Good
345852	English Oak	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
345860	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Medium
345864	English Oak	22/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
345784	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
345868	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345872	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345876	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
345880	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
Grp/345884	Mixed Broadleaves	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
345888	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
345892	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
345896	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345900	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
345904	Common Ash	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345908	Horse Chestnut	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Medium
345912	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
345916	Field Maple	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
345920	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
345924	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
345928	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium

Tree No	Common Name	Visited	Height	Trunk	Age	Condition	Vitality
345932	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
345936	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Medium
345940	Thorn species	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Medium
345944	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345948	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
345952	English Oak	22/04/2017	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Good
345956	English Oak	22/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
345996	English Oak	22/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
114	Hornbeam	01/01/2000	5 to 10 metres		Mature		
346040	English Oak	22/04/2017	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Good
116	English Oak	01/01/2000	10 to 20 metres		Mature		
118	English Oak	01/01/2000	5 to 10 metres		Semi-Mature		
119	English Oak	01/01/2000	10 to 20 metres		Over-Mature		
120	Hawthorn	01/01/2000	5 to 10 metres		Mature		
346088	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346092	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
131	English Oak	01/01/2000	5 to 10 metres		Semi-Mature		
145	Mixed Broad/Conifers	01/01/2000	10 to 20 metres		Semi-Mature		
146	English Oak	01/01/2000	5 to 10 metres		Semi-Mature		
151	Mixed Broad/Conifers	01/01/2000	5 to 10 metres		Semi-Mature		
Grp/346192	Mixed Broad/Conifers	22/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Good
Grp/346196	Mixed Broad/Conifers	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346200	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
Grp/346204	Mixed Broadleaves	22/04/2017	Up to 5 metres	Up to 20cm	Mature	Good	Good
Grp/346208	Mixed Broad/Conifers	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346212	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Poor	Poor
346216	Unknown - Conifer	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346220	Silver Birch	22/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
Grp/346224	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346228	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
346232	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
346236	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium

Tree No	Common Name	Visited	Height	Trunk	Age	Condition	Vitality
346240	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
346244	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
346248	English Oak	22/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
346252	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
346256	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
346260	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
346264	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
346268	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
346272	Common Ash	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Medium
Grp/346276	Mixed Broadleaves	22/04/2017	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Good
346280	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346284	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346288	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346292	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
Grp/346296	Mixed Broadleaves	22/04/2017	Up to 5 metres	Up to 20cm	Mature	Good	Good
346300	Common Ash	22/04/2017	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Good
346304	Thorn species	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346308	Common Ash	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346312	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346316	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346320	Apple spp	22/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Good
346324	Thorn species	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346328	Thorn species	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346332	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346336	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346340	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346344	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346348	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
Grp/346352	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
Grp/346356	Mixed Broadleaves	22/04/2017	Up to 5 metres	Up to 20cm	Mature	Good	Good
346360	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
346364	Hornbeam	22/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good



Tree No	Common Name	Visited	Height	Trunk	Age	Condition	Vitality
346368	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346372	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346376	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346380	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346384	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346388	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346392	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
346396	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348800	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348804	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348808	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348812	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348816	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348820	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348824	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348828	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348832	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348836	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348840	English Oak	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348844	Hornbeam	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348848	Hornbeam	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348852	Hornbeam	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348856	Hornbeam	22/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348860	English Oak	22/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
348864	English Oak	24/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good
348868	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good
348872	English Oak	24/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Medium
348876	Thorn species	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348880	English Oak	24/04/2017	Up to 5 metres	21 cm to 40cm	Semi-Mature	Good	Good
348884	Apple spp	24/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Medium
348888	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
348892	English Oak	24/04/2017	Up to 5 metres	Up to 20cm	Young Tree	Good	Good

Tree No	Common name	Visited	Height	Trunk	Age	Condition	Vitality
Tree No	Common name	Visited	Height	Trunk	Age	Condition	Vitality
348896	Sycamore	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Medium
348900	English Oak	24/04/2017	5 to 10 metres	Up to 20cm	Semi-Mature	Good	Medium
348904	Common Elder	24/04/2017	Up to 5 metres	Up to 20cm	Semi-Mature	Good	Good
348908	Common Ash	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
348912	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
348916	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
348920	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Semi-Mature	Good	Good
348924	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348928	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348932	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348936	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348940	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
348944	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
348948	Hornbeam	24/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
348952	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348956	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348960	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348964	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348968	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348972	Hornbeam	24/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
348976	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
348980	Hornbeam	24/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Medium
348984	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348988	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
348992	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
348996	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354800	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
354804	Hornbeam	24/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
354808	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354812	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
354816	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354820	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium

Tree No	Common Name	Visited	Height	Trunk	Age	Condition	Vitality
354824	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354828	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354832	Hornbeam	24/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
354836	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
354840	Hornbeam	24/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Medium
354844	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354848	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354852	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354856	Hornbeam	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
354860	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354864	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354868	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354872	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354876	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354880	Hornbeam	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354884	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Good
354888	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354892	English Oak	24/04/2017	10 to 20 metres	Over 100cm	Mature	Good	Medium
354896	Field Maple	24/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Medium
354900	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
354904	English Oak	24/04/2017	5 to 10 metres	Over 100cm	Over-Mature	Good	Medium
354908	English Oak	24/04/2017	5 to 10 metres	61cm to 100cm	Mature	Good	Medium
354912	Field Maple	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354916	Thorn species	24/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Medium
354920	Thorn species	24/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Medium
354924	Thorn species	24/04/2017	Up to 5 metres	21 cm to 40cm	Mature	Good	Medium
354928	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Good
354932	English Oak	24/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Good
354936	English Oak	24/04/2017	10 to 20 metres	Over 100cm	Over-Mature	Good	Medium
Grp/354940	Mixed Broadleaves	24/04/2017	5 to 10 metres	Up to 20cm	Mature	Good	Medium
354944	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Poor	Poor
354948	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium



Tree No	Common name	Visited	Height	Trunk	Age	Condition	Vitality
354952	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Poor	Poor
354956	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
354960	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
354964	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
354968	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
354972	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
354976	English Oak	24/04/2017	10 to 20 metres	Over 100cm	Mature	Good	Medium
354980	English Oak	24/04/2017	10 to 20 metres	Over 100cm	Mature	Good	Medium
354984	English Oak	24/04/2017	5 to 10 metres	21 cm to 40cm	Mature	Good	Medium
354988	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
354992	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
354996	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
355200	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
355204	English Oak	24/04/2017	10 to 20 metres	Over 100cm	Mature	Good	Medium
355208	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
355212	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
355216	English Oak	24/04/2017	10 to 20 metres	41cm to 60cm	Mature	Good	Medium
355220	English Oak	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Poor	Poor
355224	Hornbeam	24/04/2017	10 to 20 metres	61cm to 100cm	Mature	Good	Medium
355228	Apple spp	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Poor	Poor
355232	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium
355236	English Oak	24/04/2017	5 to 10 metres	41cm to 60cm	Mature	Good	Medium



*Friends of Wormley Open Spaces (2017) June-Steve*

**Friends of Wormley Open Spaces** (FOWOS) is a voluntary community group set up in 2000 to protect and help manage Top Field and Cozens Grove. In 2005 the site was designated a Local Nature Reserve (LNR). Over the years FOWOS has expanded to manage other green spaces including Baas Hill Common.

It runs a variety of practical tasks throughout the year including coppicing, boardwalk construction, tree planting and grassland management. FOWOS also leads guided walks looking at wildflowers, butterflies and birds.



**Goldfinch**



**How to get there**

**By road:** Top Field and Cozens Grove Local Nature Reserve and Baas Hill Common are located to the west of Broxbourne on Baas Hill. There is a small car park at Baas Hill Common off Baas Hill.

**By public transport:** The sites are 30 minutes' walk (1.5 miles) from Broxbourne Railway Station. There are bus stops along the main A1170.

For travel details visit [www.intalink.org.uk](http://www.intalink.org.uk) or contact Intalink on 0300 123 4050 (open 8am to 8pm).



Top Field and Cozens Grove LNR is owned and managed by Broxbourne Borough Council. Baas Hill Common is managed by Broxbourne Borough Council and the Trustees of Broxbourne Open Spaces. For further information visit: [www.broxbourne.gov.uk/leisure-parks-and-green-spaces/landing/green-spaces-and-parks](http://www.broxbourne.gov.uk/leisure-parks-and-green-spaces/landing/green-spaces-and-parks) or [www.parksherits.co.uk](http://www.parksherits.co.uk)

Countryside Management Service (CMS), part of Hertfordshire County Council's Countryside and Rights of Way team, works with communities in Hertfordshire to help them care for and enjoy the environment. For more information contact: [www.hertfordshire.gov.uk/cms](http://www.hertfordshire.gov.uk/cms) 01992 588433








# Broxbourne and Wormley Circular Walk

*Medieval stubble pathway, Cozens Grove, A1170, Broxbourne*

Produced by Fitzpatrick/Woolmer - 01634 711 271



A two mile (3.2km) circular walk links two Broxbourne Borough Council owned sites: **Baas Hill Common** and **Top Field and Cozens Grove Local Nature Reserve** and takes in places of interest along the way.



**Baas Hill Common** is a small site located to the west of Broxbourne and has a lot to offer from its fascinating history to its diverse wildlife. It takes its name from the 13th century lord of the manor Henry de Bathonia whose name was shortened to Baa.

**Top Field and Cozens Grove**, also to the west of Broxbourne and adjacent to the A10, was designated a Local Nature Reserve in 2005. The site is divided into three distinct areas: Top Field, Cozens Grove and a medieval sunken roadway.

The medieval sunken roadway which originated east of the River Lea runs through Cozens Grove and Baas Hill Common, crossing Baas Brook at the ford before meeting Ermine Street - a north-south Roman road.

South of Baas Hill Common is **St Laurence Church, Wormley** which was built in the 12th century; the only features that remain of that period are the nave and font.



To the south-east lies the **New River** which runs for 27 miles (43km) from Chadwell Springs near Ware to Clerkenwell, London. It was constructed between 1609 and 1613 by Sir Hugh Myddelton to supply London with drinking water. Over the years it has been realigned, deepened, straightened, rebuilt and reinforced.

**Wentworth Cottages**, the small group of cottages to the east, were designed by renowned architect Sir Edwin Lutyens and built in 1910-11. They were originally built to house agricultural workers employed on the Broxbourne Estate and are now private residential properties.

Look out for interpretation panels at **Baas Hill Common** and **Top Field and Cozens Grove Local Nature Reserve** to learn more about the history and wildlife of the area.



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## Appendix 8. Green Flag Award 2022

Name of Site: Top Field and Couzens Grove LNR

Name of Community Group: Broxbourne Borough Council

### Feedback report: 2022-23

#### Field Assessment Comments

Criteria	Strengths	Recommendations	Broxbourne action
<b>A Welcoming Place</b>			
<b>Welcoming</b>	Site accessible from many directions either on foot direct to local residential areas or by vehicle directly off A10 with carparking available.  Welcoming to all with opportunities to become involved in site activities.		Comments noted
<b>Good and safe access</b>	Access points were safe. Surfacing free from obstacles.		Comments noted
<b>Signage</b>	Signage and interpretation panels colourful and informative. States purpose and intention of site as an LNR. Details include ownership, management details and weblinks, historical and educational context, orientation and interesting local facts.  QR codes for further interest.	Signage boards of same standard and information at other entrance points	Will be reviewed with new access point on eastern boundary
<b>Equal access for all</b>	Easily accessed, safe and welcoming with sound surfacing and gates, key direction marker. Picnic benches cater for all users and all abilities to encourage users to stay and enjoy the nature reserve.		Comments noted
<b>Healthy, Safe &amp; Secure</b>			
<b>Appropriate level of facilities and activities</b>	The site as a local nature reserve provides recreational enjoyment for all, including local residents, dog walkers, local scouts' groups etc. Increased use during the Covid period highlighted need to implement improvements to areas such as board walks paths to maintain access ensure good accessible and appropriate access to all area of site	Board walk, note date for completion.	Ramp for boardwalk to be undertaken by Wednesday Volunteers in spring/summer.
<b>Safe equipment and facilities</b>	Picnic benches evident all of which were in very good condition and placed to maximise the enjoyment of the site.	Picnic bench provision, are these to be increased	No current plans but will be kept under review.
<b>Personal security</b>	Park Guard as a shared resource within the Borough which directly benefits the site with monitoring schedules and recorded. Local volunteers also monitor site contributing to personal safety.		

Control of Dogs/Dog fouling	A Borough-wide PSPO ensures dog walkers are aware of responsibilities when using the Local Nature Reserve (LNR). No evidence of misuse with waste bins located for assist with disposal.		
<b>Well maintained and Clean</b>			
<b>Litter and waste management</b>	Site litter free. Litter collections scheduled as part of management plan.  Local volunteers assist authority to maintain a clean site.		
<b>Overall standard of maintenance</b>	High standard of focused ecological maintenance to support LNR to increasing and maintaining biodiversity value and purpose.		
<b>Graffiti and vandalism</b>	No graffiti evident. Regular Park Guard patrols manage any ASB issues.		
<b>Environmental Management</b>			
<b>Sustainable materials use</b>	An objective to minimise environmental impact, reduce carbon footprint moving forward and limiting loss of organic materials		
<b>Waste recycling and minimisation</b>	Waste policy is committed to ensuring disposal of materials is implemented as sustainably as possible.		
<b>Chemical Use</b>	Alternative methods and processes are used to best effective but where these need to use chemicals are required these are focused and minimised.		
<b>Peat use</b>	Peat is actively banned on this site.		
<b>Biodiversity Landscape &amp; Heritage</b>			
<b>Conservation of landscape &amp; historic features</b>	A rich and diverse landscape, woodland which has been extended over years. Current proposal to implement hedge laying to sections of boundaries provides links to traditional management skills and conservation methods.  Veteran and mixed aged trees.  Informative details of historical wide historical connections and sunken medieval road, archaeological relevance given prominence within the landscape.		
<b>Conservation of biodiversity</b>	The site has historical importance as a coppiced woodland. Current practice maintains much of the site as a hay meadow to conserve LNR status.  Varying management processes to distinguish between areas.  Flora and fauna of the site is given prominence on signage boards celebrating the rich biodiversity.		

<b>Community Involvement</b>			
<b>Promotion of green space / project</b>	<p>Area is promoted as an important LNR since 2015 and highly valued green space for all users.</p> <p>Extension to neighbouring golf area to increase local links and access to site, café use and wider provision for local people.</p>		
<b>Links to the wider community</b>	<p>Local volunteers, friends' group (FoWOS) are fully engaged with the sites intention and purpose being the conduit between authority and local users, businesses, schools etc to implement and improve the wider engagement and noting new opportunities where these arise.</p> <p>A litter poster campaign with local primary schools and adopted logo are results of community links.</p>	New access point to nearby school will bring additional challenges to sites sensitive balance as an LNR. Monitor carefully.	Comments noted.
<b>Involvement in decision making</b>	<p>Friends' groups are invited, consulted and encouraged to be part of local decisions where these impact the site. The respected partnership with local authority is integral resulting in the continuous success of the sites enhanced status as a valued LNR over many years.</p>		
<b>Involvement in operations</b>	<p>Friends group maintain the public notice boards.</p> <p>With Friends engaged in decision making this has resulted in a co-operative and supportive governance of the site.</p>		
<b>Appropriate provision for the community</b>	<p>Programme of events for all with clear record of activities over years</p> <p>Local clubs use site for activities.</p> <p>Increased connections between three areas of site with post markers and circular walks</p> <p>The friends group is actively engaged in sourcing, developing and delivering community events.</p>		
<b>Management/achievements</b>			
Innovation and creativity	<p>An active poster campaign engaged local schools children to create a poster the result being a public information message on the impact and negative effects of waste and littering.</p>		
Resources secured / used	<p>Current resources are used to maximum effect and impact in sustaining the important value of the sites LNR status and protection for biodiversity.</p>		
<b>Additional comments</b>			
<p>A lovely site, well used and valued by local residents and those of the Friends group in particular whose commitment over the years should be applauded. The site provides a valued amenity and source of enjoyment and engagement for a wide number of users as part of a wider network of Borough wide green spaces.</p>			Comments noted



## Appendix 9. ParksHerts management plan section

### 16.0 PARKSHERTS – HERTFORDSHIRE PARKS WEB PROJECT

#### 16.1 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)).

#### 16.2 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](http://www.parksherts.co.uk) – and find your perfect park!

You can also like us on Facebook: [facebook/ParksHerts](https://facebook.com/ParksHerts), or follow us on twitter: [@ParksHerts](https://twitter.com/ParksHerts) and Instagram: [ParksHerts](https://www.instagram.com/ParksHerts) or email [parksherts@hertsmere.gov.uk](mailto: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 mobile 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.



## 16.3 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.

## 16.4 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



## 16.5 Next Steps

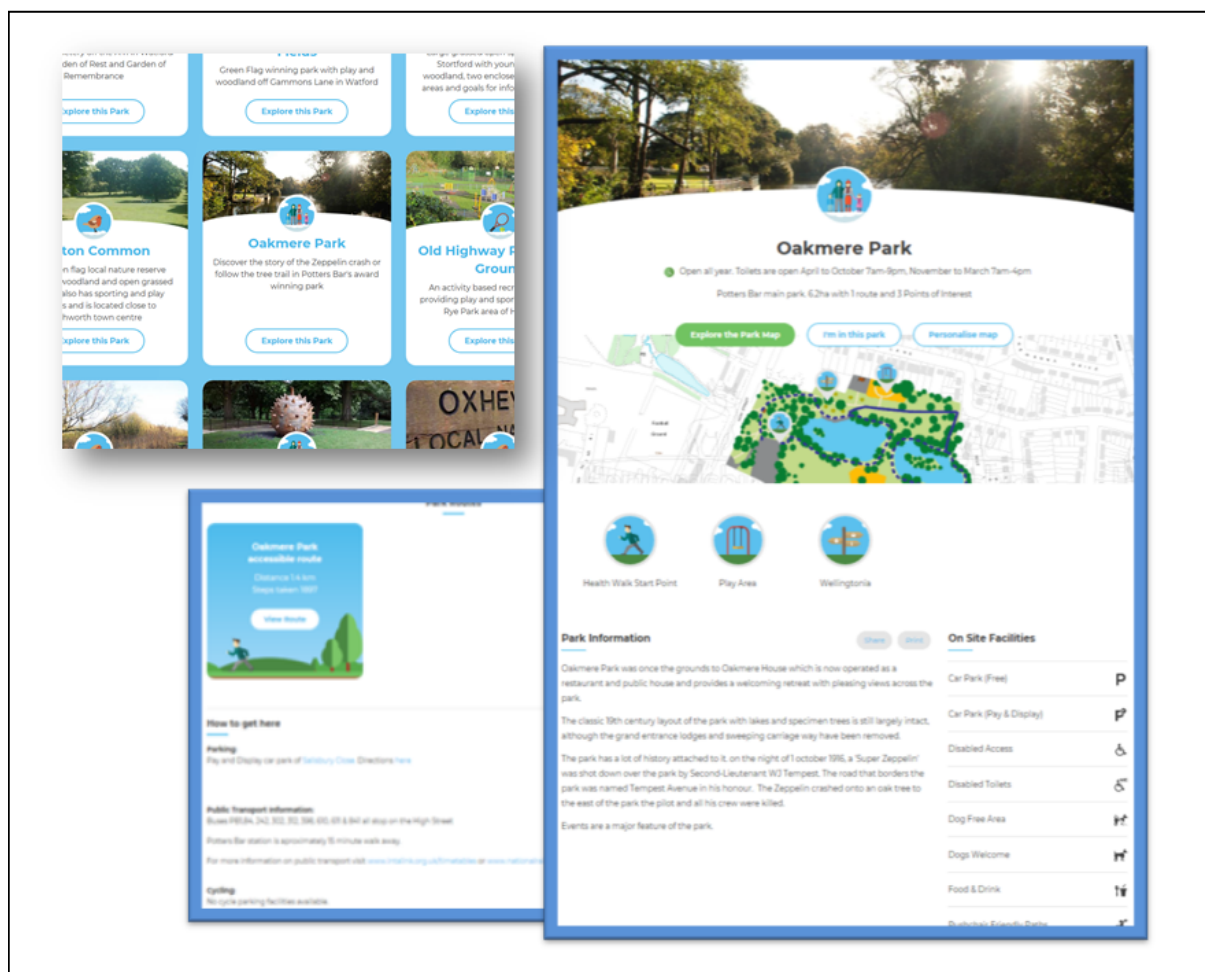
Three key aims have been identified for 2018 to further develop the web application and ensure that people use and re-use [ParksHerts](#).

- **‘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.

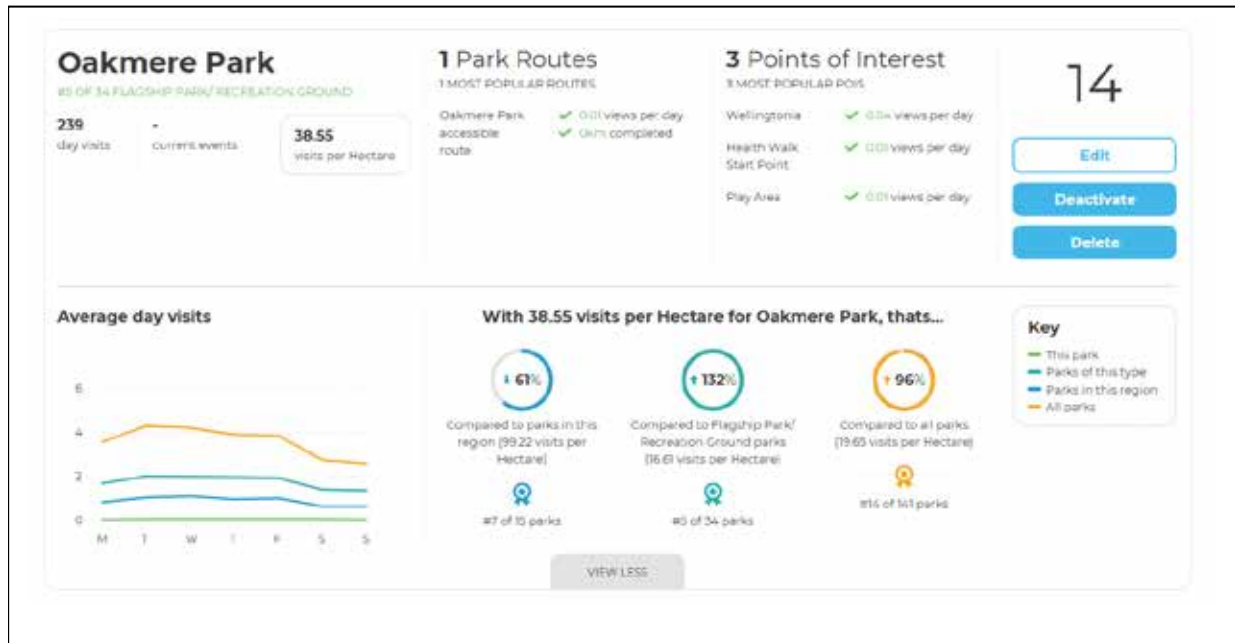
## 16.6 Oakmere Park on ParksHerts

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.



The above stats show that 239 users have visited the site, ranking the park as the 14<sup>th</sup> most popular, as well as the 7<sup>th</sup> in Hertsmere and the 5<sup>th</sup> 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.

## Appendix 10. Coronavirus - BEST

### 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								
		Inherent Risk		Residual Risk						
Description of hazard and hazardous event	Who might be harmed and how	L	S	T	Action by whom?	Action by when?				
Selection Process	Volunteers Supervisors	3	3	9	<b>What are the existing controls</b> <ul style="list-style-type: none"> <li>Carry out a suitable and sufficient selection process to ensure volunteers are suited to the tasks they perform.</li> <li>Minors are not permitted to take part in volunteer work unless permitted and must be supervised.</li> <li>In-house training to be made available for volunteers who require it.</li> </ul>	1	3	3		
DBS checks	Public	3	4	12	<ul style="list-style-type: none"> <li>All staff/volunteers must have current DBS approved by Personnel. Any that are not checked do not work with children or vulnerable adults.</li> <li>Minimum of two adults to be engaged in all activities where practicable.</li> </ul>	1	4	4		
Induction for volunteers	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>All volunteers are briefed before working on site.</li> <li>All volunteers to be told about relevant parts of policies and guidance and if appropriate provided with specific parts of policies and guidance.</li> </ul>	2	3	6		



Lone working	Volunteers	3	3	9	<ul style="list-style-type: none"> <li>A risk assessment/safety plan to be produced and explained to each individual; pointing out the relevant control measures.</li> <li>Volunteers to work in pairs/groups and supervised if possible.</li> </ul>	2	3	6														
Public Liability Insurance Cover	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> <li>Check with Insurance and Risk Management Team to confirm that adequate Public Liability Insurance is in place.</li> </ul>	1	4	4														
Driving of vehicles in Parks	Volunteers Supervisors	2	4	8	<ul style="list-style-type: none"> <li>Volunteers must have full driving licence before being allowed to drive vehicle.</li> <li>Suitable training on use of vehicle to be given by supervisor/staff and recorded.</li> <li>Visual check of vehicle before use</li> <li>Ensure that a first aider is present at all times.</li> <li>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.</li> </ul>	1	4	4														
First Aid provision	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>Ensure that a first aider is present at all times.</li> <li>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.</li> </ul>	1	3	3														
Instruction/Information to volunteers	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>Ensure all volunteers are briefed of all hazards that are relevant to them.</li> <li>Ensure sufficient information and instruction is given to the relevant volunteers.</li> </ul>	2	3	6														
Infection	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> <li>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.</li> <li>Stout footwear to be worn.</li> <li>All members should have up to date Tetanus 2quipment2on.</li> <li>Be aware of Tetanus and Leptospirosis symptoms and</li> </ul>	1	4	4														

Traffic	Volunteers Supervisors	2	4	8	<ul style="list-style-type: none"> <li>If sharp objects such as needles are found volunteers told not to handle but to alert supervisor.</li> <li>Be mindful that there is some vehicular movement in the parks</li> </ul>	1	4	4			
Insects	Volunteers Supervisors	2	3	6	<ul style="list-style-type: none"> <li>These are natural inhabitants of the park and pose no risk unless provoked.</li> <li>Supervisor must be aware of any person who is allergic to specific insects.</li> <li>Seek first aid if stung.</li> <li>Volunteers to be on the lookout for nesting creatures.</li> <li>If a nest is discovered it should be reported to the supervisor.</li> </ul>	2	3	6			
Fire	Volunteers Supervisors	2	3	6	<ul style="list-style-type: none"> <li>Emergency evacuation procedures to be in place and understood by all participants.</li> <li>Assembly point identified and all participants aware of it.</li> </ul>	1	3	3			
Weather	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy).</li> <li>Adequate fluids to be available when it is hot and work activities to be planned in shady areas where possible.</li> <li>Everyone to apply own sun-cream and wear hats. Supply of sunscreen available for those that have forgotten it.</li> <li>In wet weather, surfaces can become slippery e.g. clay soils. If an area is too slippery, revise activities to 3equipmen risk of slipping.</li> <li>Wear appropriate footwear.</li> <li>Avoid using loose compost and digging/ raking soil in windy conditions.</li> </ul>	1	3	3			

## Risk Assessment

Strangers	Volunteers Public	2	4	8	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	4	4		
Violence to staff and volunteers	Volunteers Supervisors	2	4	8	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	4	4		
Maintenance of equipment used by volunteers	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>Inspection and maintenance regime in place for equipment used by volunteers.</li> <li>Electrical equipment provided by volunteers must not be used unless it has been PAT tested by a competent person.</li> <li>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.</li> </ul>	1	3	3		
Minor improvement works (work-parties) e.g. painting	Volunteers Supervisors	2	3	6	<ul style="list-style-type: none"> <li>Volunteers do not work on mechanical, gas or electrical equipment unless qualified to do so.</li> <li>All minor improvement works are specifically risk assessed.</li> <li>Volunteers doing improvement works on site are supervised by a competent member of staff.</li> <li>Volunteers not to work at height</li> </ul>	1	3	3		

## Risk Assessment

Moving and Handling of Heavy Equipment	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> <li>• All volunteers are to be briefed on safe manual handling procedures.</li> <li>• Manual handling aids (e.g. trolleys) to be used where appropriate.</li> <li>• 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.</li> </ul>	1	4	4	
Use of tools	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>• Tools correctly maintained to be safe to use.</li> <li>• At start of each session tool safety to be embedded.</li> <li>• Training to be given for all sharp tools to be used e.g. loppers, secateurs etc.</li> <li>• Garden forks and spades to be used with care, particularly avoiding feet of user and those around.</li> <li>• Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall.</li> <li>• If swinging tools no gloves should be worn unless other hazards are greater.</li> <li>• Great care should be taken when using swinging tools in the wet and their use may need to be suspended.</li> <li>• All tools counted 'out' and 'in'.</li> <li>• Appropriate type and size of tools to be selected for use by children.</li> <li>• 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a session.</li> </ul>	1	3	3	



### Risk Assessment

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

### Risk Assessment

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

### Risk Assessment

				<ul style="list-style-type: none"> <li>Volunteers stick to using own designated tools throughout the task.</li> <li>Make hand wipes and sanitiser available throughout task.</li> <li>Toolbox talk at the start of each practical task reminding volunteers to:           <ul style="list-style-type: none"> <li>practice social distancing at all times, maintaining 2m distance between volunteers and other park users.</li> </ul> </li> </ul>						
				not to attend if feeling unwell or been in contact with anyone confirmed Covid positive in the previous two weeks.						

Risk Criteria and Approval	
Likelihood (L) that hazardous event will occur	Severity (S) of hazardous event
1 very unlikely	1 insignificant – no injury
2 unlikely	2 minor – minor injuries needing first aid
3 fairly likely	3 moderate – up to three days' absence
	<b>Risk rating Action</b>
	20–25 Stop – stop activity and take immediate action
	15–16 Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
	8–12 Action – improve within specified timescale

### 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.



# Beauty Dies



# Where Litter Lies

