

Annual Action Plan

The Annual Action Plan includes the main regular tasks and maintenance that takes place on a daily, weekly, quarterly and annual basis and gives a breakdown of when the tasks are planned during the year. All tasks are subject to change.

G/F Criteria	Management Plan Action	Specific tasks	Month												
			J	F	M	A	M	J	J	A	S	O	N	D	
6 & 4	A.2.1 Ragwort and Himalayan Balsam control by hand pulling only.	Carry out as a volunteer conservation group tasks in highlighted hotspots.					✓	✓	✓	✓					
4	A.2.2 Pesticide use limited to hard surfaces and invasive weeds where no other control is suitable.	Control spray Japanese Knotweed where required. Spray hard surfaces only.				✓	✓	✓	✓	✓	✓				
5	A.3.1 / 3.1.2 Consult, where appropriate, on wildlife habitat maintenance and development operations.	Liaise with KWT and MVCP with regard to grassland maintenance and enhancement	✓	✓	✓							✓	✓	✓	✓
		Use Botanical Monitoring 2003 produced by KWT for guidance and species information.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	A.4.1 / 3.1.3 / 5.3.1 Monitor reed beds and ensure minimal human disturbance. When necessary, carry out restriction measures.	Monitor reed beds thoroughly as part of quarterly monitoring.			✓			✓				✓			✓
		Monitor on patrols. Carry out restriction measures as require	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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G/F Criteria	Management Plan Action	Specific tasks	Month											
			J	F	M	A	M	J	J	A	S	O	N	D
3	A.5.1 / 4b.1.1 Monitor scrub cover and cut back to avoid over shading.	Monitor scrub cover in grassland areas of the Park, as part of quarterly monitoring. Cut back as required, in liaison with KWT, if required.			✓			✓			✓			✓
1 & 5	A.5.2 / 3.6.1 / 4a.2.1 Mow management strips alongside all designated paths.	Management strips cut monthly by Headland Garden Services – Monitor.				✓	✓	✓	✓	✓	✓	✓	✓	
7	A.6.1 Promote events through the Council’s web site and utilise the on-site information boards.	Provide details of all events at least a month in advance including the Wildlife Activity Day and Bat Walks.	✓	✓	✓	✓	✓	✓	✓	✓	✓			
3	A.9.1 Assess the need and provide additional seating as required.	Monitor seating requirements as part of quarterly monitoring.			✓			✓			✓			✓
		Required new Park furniture to be installed during winter period.	✓	✓	✓							✓	✓	✓
3	A.9.2 Monitor the maintenance and repairs of signs, litter bins, dog bins, bridges and seats.	Monitor signs, bins, bridges and seating requirements thoroughly as part of quarterly monitoring.			✓			✓			✓			✓
		Monitor on patrols.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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G/F Criteria	Management Plan Action	Specific tasks	Month											
			J	F	M	A	M	J	J	A	S	O	N	D
1, 2 & 3	A.11.1 / A.11.2 Maintain and replace fences and hedges as required.	Monitor fences and hedges thoroughly as part of quarterly monitoring.			✓			✓			✓			✓
		Monitor on patrols.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1, 2 & 3	A.13.1 / A.13.2 Carry out regular litter patrols in the Park.	Ranger patrols carried out at least 7 times per week during autumn, winter and spring months to ensure litter removal.	✓	✓	✓	✓	✓					✓	✓	✓
		Ranger patrols carried out at least 14 times per week during peak summer months to ensure litter removal.						✓	✓	✓				
1 & 3	A.13.3 Maintain and renew educational signage for littering and dog fouling.	Ensure notice board contains up to date information on littering and dog fouling.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2 & 3	A.10.1 / A.14.4 Carry out health and safety inspections of bridges, paths, signs, bollards, barriers and gates etc.	TMBC Health & Safety Officer to carry out a desk study and site visit to ensure all H&S procedures are in place and are in operation.	✓	✓										
		Monitor bins, paths, signs, bollards, barriers and gates thoroughly as part of quarterly monitoring.			✓			✓			✓			✓

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G/F Criteria	Management Plan Action	Specific tasks	Month											
			J	F	M	A	M	J	J	A	S	O	N	D
3	A.14.6 Control pest animal species as and when identified.	Monitor thoroughly as part of quarterly monitoring. Control as required.			✓			✓			✓			✓
4 & 6	A.14.7 Monitor and control invasive weeds where necessary.	Monitor thoroughly as part of quarterly monitoring. Control as required; avoid chemical spraying where possible.			✓			✓			✓			✓
2	A.14.9 / 1.6.2 Monitor water quality in the lakes and advise the public and appropriate operating clubs when issues occur.	Carried out by TMBC's Environmental Health Department on behalf of the Ranger Team. Head Ranger to monitor results.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	A.14.10 Monitor and maintain fishing platforms.	Monitor thoroughly as part of quarterly monitoring. Liaise with angling concession regarding any identified repair works.			✓			✓			✓			✓
6	A.15.1 Hold regular User Panel meetings.	Head Ranger to organise, chair and minute Park User Panels.				✓	✓					✓	✓	
3	A.15.3 Liaise with the concessionaires on a regular basis.	Head Ranger to organise, chair and minute meetings with Park concession holders, every three months.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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			J	F	M	A	M	J	J	A	S	O	N	D
5 & 6	A.15.4 Maintain & develop the volunteer ranger scheme. Achieve a minimum of 1,000 volunteer hours per year.	Ensure volunteers are fully inducted and trained, providing panic alarms, periodic lone working training and support as required.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Ensure all volunteer rangers have successfully completed a CRB check.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5 & 6	A.15.5 Maintain and develop the volunteer conservation group, carrying out a minimum of ten task days per year.	Advertise the volunteer scheme as required.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Produce and distribute a yearly task diary for volunteers.	✓											✓
		Organise a free annual 'thank you' dinner for volunteers.	✓											✓
5 & 6	A.15.6 Continue to work with MVCP on designated projects within the Park.	MVCP to organise and assist with bat and bird walks.	✓	✓	✓	✓	✓	✓	✓	✓	✓			
		Provide activities including pond dipping and wildlife walks for Park's Wildlife Activity Day.	✓	✓	✓	✓	✓	✓	✓	✓	✓			

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G/F Criteria	Management Plan Action	Specific tasks	Month											
			J	F	M	A	M	J	J	A	S	O	N	D
5	1.1.1 Carry out quarterly bird recordings.	Keep a record of wildlife sightings from local bird watchers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 & 5	1.1.2 Leave cut / fallen material to rot naturally where possible.	Ensure all fallen trees do not obstruct designated paths. Leave wood on site where possible.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	1.1.3 Ensure lake access is not gained via non-authorised entrance points to minimise wildlife disturbance.	Hedge laying and hedge planting on The Ocean Lake where possible.	✓	✓	✓							✓	✓	✓
3	1.2.1 Monitor and selectively thin, coppice and hedge-lay as appropriate. Trim hedge outside of nesting season.	Monitor thoroughly as part of quarterly monitoring.			✓			✓			✓			✓
		Trim hedge and carry out any further hedge maintenance during the winter period.	✓	✓								✓	✓	✓
2 & 3	1.2.2 Reinforce hedgerow where gaps or thin stretches exist.	Monitor thoroughly as part of quarterly monitoring. Repair as required.			✓			✓			✓			✓
3	1.2.3 Trees to be encouraged in the Leybourne Way hedgerow to provide additional shade.	Leave seedling trees when coppicing the Leybourne Way grassland.										✓	✓	✓
2	1.3.1 Monitor lake edge erosion.	Monitor annually. Investigate erosion reduction projects as required.												✓

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G/F Criteria	Management Plan Action	Specific tasks	Month											
			J	F	M	A	M	J	J	A	S	O	N	D
2	1.3.2 Carry out hedge laying and hedge planting on the lake margins to discourage access.	Hedge laying and hedge planting on The Ocean Lake where possible.	✓	✓	✓							✓	✓	✓
1	1.4.1 Encourage and support existing organised on-site activities including angling, windsurfing, scuba diving, canoeing and triathlon training.	Advertise Park activities on notice board in main car park. Update as required.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Advertise Park activities on Country Park website. Update as required.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	1.4.5 Keep the visitor Information Board up to date.	Update as required.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1 & 6	1.5.3 Provide on-site activities through the Easter and Summer Activate programme.	Liaise with TMBC's Youth & Play Development Officer (YPDO) to organise Easter and Summer Holiday activities for 8-11 year old children.	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
1 & 6	1.5.4 Support Youth & Play Development Officer to implement Junior Ranger Scheme or similar.	Liaise with YPDO to organise staff and activities for Junior Ranger scheme.	✓	✓	✓	✓	✓	✓	✓				✓	✓
2	1.6.1 Monitor the slipway and repair as required.	Monitor thoroughly as part of quarterly monitoring. Repair as required.			✓			✓			✓			✓

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G/F Criteria	Management Plan Action	Specific tasks	Month											
			J	F	M	A	M	J	J	A	S	O	N	D
2	1.6.3 Monitor and maintain water safety signs.	Monitor thoroughly as part of quarterly monitoring. Repair as required.			✓			✓			✓			✓
3	1.7.2 Ensure vegetation growth in and near the car park is controlled.	Spray hard surfaces only.				✓	✓	✓	✓	✓				
		Hand-weed car park hedges and borders.				✓	✓	✓	✓	✓				
2	1.7.3 Monitor water quality of released effluent from toilet facility ecosystem.	Ensure water quality testing to ensure discharge into the Mill Stream meets Environment Agency standards.					✓					✓		
1,2 & 3	1.7.4 Monitor cleansing of the public toilets.	Regular monitoring carried out by TMBC's Waste Management Services. Rangers monitor on an ad hoc basis.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	2.1.2 Maximum of 20% of the ditch and stream length to be cleared in any one year. This is subject to the statutory requirements of the E.A. and I.D.B.	Liaise with EA and IDB to ensure water flow and reduce the risk of flooding.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Ensure vegetation is cut back in sections to reduce disturbance to wildlife.	✓	✓	✓						✓	✓	✓	✓

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			J	F	M	A	M	J	J	A	S	O	N	D
5	2.1.3 Maintain 1/3rd of the stream & ditches clear of vegetation to allow water flow.	Liaise with EA and IDB to ensure water flow and reduce the risk of flooding.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Ensure vegetation is cut back in sections to reduce disturbance to wildlife.	✓	✓	✓							✓	✓	✓
2	3.4.1 Monitor fishing swims and repair as required.	Monitor thoroughly as part of quarterly monitoring. Liaise with angling concession to ensure repair of swims when required.			✓			✓			✓			✓
2	3.5.2 Monitor water quality in the lakes and advise the public and appropriate operating clubs when issues occur.	Carry out quarterly water quality monitoring of Larkfield Lake, The Railway Lake, Roaden Island Lake, The Reed Pond, The Sand Pond and the Mill Stream. Head Ranger to monitor results.			✓			✓			✓			✓
3	4a.2.2 /4a.3.1 Grassland paths maintained.	Monitor paths on patrols. Maintain as required.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5 & 3	4a.4.1 / 4b.3.1 Cut and collect grassland areas on a rotation basis.	One third of each grassland area to be cut and collected annually, to ensure a mosaic of grassland wildlife habitats.	✓	✓	✓							✓	✓	✓

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			J	F	M	A	M	J	J	A	S	O	N	D
5 5	4b.1.2 Monitor orchid populations. If a decline is detected, scarify soil surface - up to 25% in one year.	Monitor annually. Orchid populations will be surveyed over a number of years to assess the population. Further habitat enhancement undertaken in liaison with KWT.					✓	✓	✓					
	5.1.1 Monitor scrub-cover and cut back natural regeneration if shading of the wetlands occurs (Reed beds / wet scrub).	Monitor thoroughly as part of quarterly monitoring. Cut back as required.			✓			✓			✓			✓
5	5.1.2 Monitor level of natural regeneration.	Monitor thoroughly as part of quarterly monitoring. Maintain as required.			✓			✓			✓			✓
2,3 & 5	6.1.1 Monitor site to ensure correct working practices are being followed, as per the fishing club's lease (Private fishing lakes).	Monitor thoroughly as part of quarterly monitoring. Liaise with angling club as required.			✓			✓			✓			✓