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Introduction

The Lodge Farm Park Management Plan has been prepared by the London Borough of Havering Public Realm (Parks and Open Spaces) department and represents a five year plan for the Park. The plan was completed in 2016 and will be revised annually until a full update in 2021.

It was recognised that the park given its importance locally required improvements to facilities and standards. As part of this process the plan was produced to reflect these improvements and how the park is managed.

The format of this plan follows the Green Flag Award criteria as this is recognised as the nationally accepted standard of excellence for parks and open spaces. The criteria also reflect a comprehensive and logical breakdown on the complements of how a park is managed. The plan also includes an action plan which is achievable within the remit of current budgets.

The plan has been produced to give the reader a ‘virtual’ tour of the park and a practical management guide. The key information is in the main body of the plan with more detailed information including policies and examples in the appendix. It is intended for a broad audience interested in the development of the park namely:

• Public Ream staff - Parks and Open Spaces Officers, Grounds Maintenance
• Other services and departments within the London Borough of Havering
• Elected members, ward councillors and portfolio holders
• The community and its representative organisations

Early morning view through the park from the Main Road entrance
1. Site Overview

1.1 Havering

The London Borough of Havering is London’s third largest borough. The north and east boundaries border the rolling Essex countryside and the south covers three miles of River Thames frontage. To the west Havering is bordered by the boroughs of Redbridge and Barking and Dagenham.

The name ‘Havering' originates from the Royal Liberty of Havering, to which Edward IV granted a charter in 1465. The area’s history stretches back to Roman times with early settlements at Rainham and Collier Row. The London Borough of Havering was created in 1965 by the merger of Romford and Hornchurch Urban District Councils. The name of Havering was finally agreed as a combination of the town names was not allowed. The idea of blending the two names was never a serious consideration. Armorial bearings were granted at the time of the formation. The motto ‘liberty’ represents the present free and democratic way of life but is inspired by the fact that Havering was mostly a part of the royal liberty of Havering – Atte – Bower from 1465 – 1892.

Many of Havering’s open spaces and public parks have a long and rich history. Some are former private estates with historical and heritage importance including Bedford’s Park, Clockhouse Gardens, Parklands Park and Langton’s Gardens. Well known landscape architects such as Humphrey Repton designed some open spaces within Havering e.g. Langton’s Gardens and many parks were developed in the twentieth century e.g. Upminster, Rise and Lawns Parks.
There is a large amount of countryside, especially in the north of the borough, with a good Public Rights of Way network and 4 country parks. There are also a wide variety of urban spaces from ornamental gardens to large municipal parks.

1.2 The Strategic Framework

Information how this Management Plan for sits within the national, regional and local context for parks and open spaces can be found in Appendix 1.

1.3 Site Description

Lodge Farm Park is a medium sized park that covers 5.18 hectares. It is very well used by the local community. Its main functions are to provide a sports activities and as an area of passive recreation. The facilities include two tennis courts, a bowling green and a large children’s play area. The site is the most southern of four parks that form a walkway from Romford to the green fields to the north of Havering. The park has a range of fine trees including 2 beautiful Koelreuteria paniculata. The park has four access points, the main gates being on Main Road, this entrance also has a small pay and display car park. The entrance to the southern end of the park is from Carlton Road, this also has a small pay and display car park. There are two pedestrian entrances at Kingston Road and Lodge Avenue.

1.4 History

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1776</td>
<td>Blacks Bridge constructed on Main Road, the historic bridge is Grade II Listed of Special Architectural and Historic Interest</td>
</tr>
<tr>
<td>1786</td>
<td>Location of the park can be seen on John Cary’s map of Romford</td>
</tr>
<tr>
<td>1871</td>
<td>Ordnance Survey plan is drawn showing the approximate boundary of Lodge Farm Park</td>
</tr>
<tr>
<td>1918</td>
<td>The owners of the Estate of Lodge Farm Roger Reede’s Charity agreed to lease the farm and premises of Lodge Farm for fourteen years to the Agent of the High Grade Dairy Company.</td>
</tr>
<tr>
<td>10th March 1927</td>
<td>The owners of the Lodge Farm Estate, Roger Reede’s Charity agreed to sell several parcels of land containing twelve acres and twenty perches to Romford Urban District Council. The land to be sold stretched from a point at the North known as Blacks Bridge to Carlton Road in the South. The land was sold to the Council for £1,350.</td>
</tr>
<tr>
<td>1927</td>
<td>A plan is drafted of the land sold to the Council to form Lodge Farm Park</td>
</tr>
<tr>
<td>1930</td>
<td>The Council use the site as a rubbish tip</td>
</tr>
<tr>
<td>22nd November 1937</td>
<td>A petition was received from the residents of Kingston Road complaining that the Council had formed a second tier of refuse contrary to a previous understanding and the level of the tip was 10 feet or more above the level of the ground.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20(^{th}) March 1950</td>
<td>It was recorded in the Council minutes that fencing and gates be provided for the Carlton Road frontage of the open space in accordance with the Borough surveyors estimate of £50.</td>
</tr>
<tr>
<td>2(^{nd}) November 1954</td>
<td>The Council agreed in principle, that the new swimming pool would be situated in Lodge Farm Park Recreation Ground.</td>
</tr>
<tr>
<td>30(^{th}) October 1956</td>
<td>A note in the Council minutes refers to a request that the entrance gates to the recreation ground should be opened so the grounds can be used by children.</td>
</tr>
<tr>
<td>26(^{th}) May 1959</td>
<td>The Council minutes record that the Minister of Housing and Local Government had informed the Council that he would not approve the use of the land at Lodge Farm Recreation Ground for the new pool because of the restrictive covenant on the land precluding this use.</td>
</tr>
<tr>
<td>1961</td>
<td>A scheme for the park was agreed by the Council including the provision of two bowling greens, pavilion, a children’s playground with shelter, a depot and mess room for the staff. The development cost £42,000.</td>
</tr>
<tr>
<td>9(^{th}) October 1962</td>
<td>The Council minutes record that the construction of the park had now been completed, with the exception of certain trees and shrub planting. It was agreed that the park should be brought into public use forthwith.</td>
</tr>
<tr>
<td>May 1963</td>
<td>The opening of the new bowling green at Lodge Farm Park was celebrated in with a match against the Mayor of Romford and his councillors.</td>
</tr>
<tr>
<td>1966</td>
<td>The Parks Brochure records that the five full time staff were employed in the park.</td>
</tr>
<tr>
<td>June 2008</td>
<td>The park is awarded its first Green Flag.</td>
</tr>
</tbody>
</table>

A more detailed history can be found in appendix 2.
1.5 Location and Transport Links
Lodge Farm Park Aerial Photo
1.5.1 Address

Lodge Farm Park
Main Road
Romford
Essex
RM2 5JB

1.5.2 Bus

174 to Dagenham and Harold Hill, 347 to Ockendon, 498 to Brentwood and N86 (Night bus) to Harold Hill and Stratford

1.5.3 By car

There are car parks at both:
Main Road
Romford
Essex
RM2 5JB
Or
Carlton Road
Romford
RM2 5AA

1.5.4 By train

The nearest underground is. Elm Park Station on the District Line

There is a rail link at Romford with trains to Liverpool Street, Upminster, Southend Victoria and Clacton on Sea.
2. A Welcoming Place

2.1 Entrance points

The entrances into the park must be inviting to attract users. Therefore they are kept open, well maintained, have entrance signage displaying key information, have suitable landscaping to create a good first impression of the park and be accessible to all users.

2.1.1 Main Road

This Entrance consists of a separate single gate pedestrian entrance and a double gate vehicle entrance. The car park is pay and display due to the proximity to Romford Town Centre. The charge period is from 8am in the morning until 6pm Monday to Saturday. Sundays are free. The parking meters are serviced and emptied by Havering’s Parking Control Service. This service also issue parking tickets and collects fines from those who fail to pay and display during the charging period. The funds gained from the parking fees are ring fenced into the parks budget and help to pay for the maintenance of the park. The car park is lit by street lamps. The car park is locked by the managers of the restaurant when it closes.

Main Road entrance

2.1.2 Sims Close

A single pedestrian gate entrance with direct access from the Town Centre.
2.1.3 Lodge Avenue

A single pedestrian gate entrance along a busy side street.

2.1.4 Carlton Road

This Entrance consists of a separate single gate pedestrian entrance and a double gate vehicle entrance. The car park is pay and display due to the proximity to Romford Town Centre.
2.2 Information boards

New notice boards were installed in spring 2008 detailing information and history about the gardens. Notice boards are located at all of entrances and are manufactured using vitreous enamel for durability. There is a covered pin board on each noticeboard for site specific events and activities and for generic public information notices. Notice boards have a plan of the site and Parks contact details. They also have information on the history and ecology of the park.
The Friends of Raphael Park and Lodge Farm Park have their own noticeboard sited near children’s play area. The noticeboard provides information on events the Friends are delivering and information on meetings and other functions. It is now also used by the Model Railway club.

2.3 Accessibility

The site has a good tarmac path network running through the park and connecting all the entrance points. There is a gently sloped path that loops around the main area of the park.
Lodge Farm Park Management Plan Update 2018/19

Signage

Veolia funding enabled us to develop a walking route through 4 green flag parks in the North of the borough including Lodge Farm Park at its southern end. Each park was improved with signage or waymarkers to highlight the route to users and the Raphael Park manager organised a led walk on the 14th July 2018 (see update on Events)

Lodge Farm Park has the markers (below) installed onto existing parks infrastructure

Fancy another walk? Follow the Thomas England markers to take part in the historic “Green Lung” walk.

A local trader and businessman, Thomas England was instrumental in developing various public improvement schemes in the borough. In 1937, Mr England donated 9.74 hectares of land for the creation of Rise Park creating a “Green Lung” connecting Romford in the south to Havering Atte-Bower in the north.

This long distance walk takes you through 4 Council-owned parks; Lodge farm Park, Raphael Park, Rise Park and Bedfords Park.
3. Healthy, Safe and Secure

3.1 Health and Safety Systems

Health and Safety is paramount to Havering Parks and Open Spaces Service. Health and Safety is instilled in all of the working practices and complies with Havering’s Health and Safety Policy, Havering’s Parks and Open Spaces safe working practice and relevant safety legislation.

3.1.1 Training

All staff to receive training to enable them to carry out all tasks asked of them. This ranges from on-site instruction to a training course or qualification, as determined through appraisals and one to ones. Course can be provided externally for job specific training, e.g. operating hazardous tools and equipment, or corporately provided for generic subjects, e.g. first aid.

3.1.2. Communication

There are many avenues for communication of Health and Safety issues, to report incidents and raise concerns. These include Health and Safety Working Groups that include representatives from each department, e.g. Public Realm, team briefings/meetings, health and safety notice boards, Departmental Health and Safety Committee (union representative) meetings, staff appraisals and verbal briefings.

3.1.2. Co-operation

All staff are required to comply with health and safety measures and managers are encouraged to promote a positive safety culture.

3.1.2. Monitoring

Accident and Incident Reporting (AIR) provides a means of reactive monitoring and a good way of introducing preventative measures. Reporting is presented at CRM and the Health and Safety Working Groups.

Annual surveys are carried out by the departments corporate Health and Safety Advisor. These include a desktop assessment for the section, e.g. Parks and Open Spaces, and then site surveys (mainly in depots) if necessary.

3.1.3 Personal Protective Equipment (PPE)

There is a minimum standard of equipment required for park maintenance staff. All other PPE required is supplied and must be worn when completing tasks. All PPE is correctly stored. Damaged, worn or out of date PPE is replaced.

3.1.4 Vehicle, Machinery and Tools

All equipment must be regularly serviced and repaired and all staff are given training on equipment that they are required to use. In some cases certificates of competence are
required before equipment can be used. Only operatives with the correct certification are permitted to use the corresponding equipment.

3.1.5 Chemicals

The Parks and Open Spaces Section comply with the Control of Substances Hazardous to Health Regulations 1994. The Food and Environment Protection Act (Pesticide Regulations) 1984 and has a policy for the Pesticide Reduction. Full Pesticide Reduction Policy can be found at Appendix 3.

3.1.6 Welfare

All workplaces comply with the Workplace Health, Safety and Welfare Regulations 1992.

3.1.7 First Aid

Each office and depot has at least one trained in first aid and has a fully stocked first aid kit as to all vehicles. It is the responsibility of the service manager to ensure that the first aid kit is fully stocked at all times.

3.1.8. Fire

All managers must ensure that they are familiar with fire prevention and understand the use of various types of extinguishers. Fire extinguishers in depots and vehicles are checked annually by a specialist contractor under the Council’s Corporate Landlord Agreement.

3.1.9 Risk Assessments

Parks are not risk assessed individually but risk assessments are carried out on the features of parks, the operations that occur within them, e.g. grounds maintenance, and any events or activities that take place. Operational risk assessments, e.g. grass cutting, are filed and kept in the relevant depots and park features, e.g. waterbodies, are kept in the parks management office, and communicated to all staff.

Risk assessments are produced by management staff but are checked by the Corporate Health and Safety Advisor as part of the annual survey. They will also assist in the production of risk assessments for new issues or operations, e.g. conservation areas.

Examples can be found in the Appendix 4. In addition to the operational tasks, the following risk assessments apply to Lodge Farm Park:

Conservation/meadow areas
Shrubberies and hedgerows
Waterbodies
Parks Furniture
Gates and fences and bollards
Hard surfaces
Play areas
Sports and recreation areas
Car Parks
Miniature Railway
3.2 Parks Protection Service

The Parks Protection Service (PPS) was established in 2010. The early structure of the team, at the time, allowed for Parks Protection Officers (PPOs) to be engaged for the role, employed as agency workers. A ‘pool’ of staff were therefore recruited, chosen on experience, training and competency. Four of the more competent workers were frequently used to cover shifts with others, being used as ‘reserves’.

In 2012 full-time posts were established to replace the need to use agency workers as core staff. The team now have five senior permanent staff (one manager and four officers) and use a ‘pool’ of reserves renamed Parks Protection Support Officers (PPSOs) when necessary, e.g. essential staff-cover and specific operations.

In 2016 the full-time officers were attested as constables to assist with effective byelaw enforcement in parks. A copy of the byelaws can be found in Appendix 5.

The Parks Constabulary

The team works 7 days a week and covers key times throughout the day and evenings. They are based centrally in the borough, at The Lodge in Raphael Park, Romford and travel using motorbikes and an off-road vehicle. Therefore they can respond to incidents quickly and can effectively patrol Havering sites.

The primary purpose of the team is to maintain the borough’s parks and open spaces as safe and pleasant places for people to visit. This involves regular targeted policing patrols,
enforcing byelaws and other relevant legislation and enactments, meanwhile liaising closely with the community. A full copy of the borough’s Pleasure Ground Byelaws is in the appendix. The team also liaise and work in partnership with the police, fire service, ambulance service, borough dog warden and wildlife rescue services.

Another part of their role is to educate park users from school children to those responsible for anti-social behaviour. They have a flexible approach to dealing with offenders which doesn’t have to involve formal enforcement measures where appropriate. For example with first offenders of relatively minor incidents an informal warning is a sufficient deterrent, and assists with the positive reputation of the team. However when required the team will take the necessary enforcement action proportionate to the offence. This can be from a written warning, fixed penalty notice or prosecution through the courts.

Usually during the winter months the team visit schools within the borough to carry out presentations on safety in parks called ‘The Parks Protection Roadshow’. This helps educate young people in the borough respect their parks and also protect themselves.

The establishment of this service has meant Havering Council is able to address crime and anti-social behaviour in our parks. An example of previous effective team action, is the reduction of motorbikes unlawfully using green spaces, causing risk of harm towards other parks users. The team have successfully deterred some riders from regularly entering our sites, meanwhile using their enforcement powers under Byelaws and related enactments to prosecute the worst offenders, removing those vehicles from causing further risk in parks. The Parks Protection Service, as a whole, have also taken a lead role in deterrence and
engagement with travellers during unlawful incursions. On these occasions, the Team have ensured that Havering’s parks continue to be safe for the public to use, reducing serious littering, deterring organised fly tipping and other anti-social behaviour, ensuring their stay is kept to a minimum timescale, in close liaison with the Havering Council Planning Team.

One of Parks Protection Service off-road bikes used for rapid response

Lodge Farm Park, one of our busiest, smaller parks it is situated only a ‘stone’s throw’ away from Romford Town Centre. It remains one of the ‘green spaces of choice’, for generally law abiding, peaceful groups of teenagers and young people, who are locally known as the ‘Goths’. Unfortunately, their eccentric hair colours and body piercings etc. can sometimes cause initial concern to older adults to visitors who do not realise that they merely gather in this park ‘as a place of safety’.

Youths using the park
Some allegations still persist that this loose group of youths are occasionally ‘high on drugs’ but evidence does not support this to any great extent. Of course, the Parks Protection Service cannot prevent consumption of drugs and alcohol, before they arrive in the park, only the unacceptable behaviour resulting from the same. However, complaints, mainly deriving from nearby adjacent street residents raising issues of excess litter and loud music from ‘gangs of teenagers’ were very much absent this year. This was achieved by the intervention of the PPS who spent considerable time engaging with the group, persuading them that their poor behaviour in our park had to change, should they wish to remain as regular parks users.

In 2016 the team patrolled the park 153 times with 9 prompted by calls. Only low level enforcement was required with 1 verbal warning, 3 written warnings and 1 FPN (littering) issued.

### 3.3 Parks Locking

Park gates and barriers that are closed in the evening are also managed by the Parks Protection Service. They have a Park Gates Supervisor who to manages a further small security team of Gate Operatives. Parks Constables will assist in the locking and unlocking of gates and barriers, where it is required to reduce crime or antisocial behaviour. As part of this duty they use marked council vehicles with flashing warning lights and on locking enter the park ringing a bell to announce closing time.

Lodge Farm Park is fully fenced and except for the car park at Main Road the gates are secured each evening half an hour after dusk and opened each morning by 8am. As the car park serves the restaurant in Raphael Park (opposite) the entrance gates are closed at 11pm by the restaurant managers. There is internal fencing and gates which is locked at the same time as the others.
3.4 Infrastructure

Repairs needed to the pathways, fencing, gates, signs and other items are carried out either by the in-house Parks Maintenance team (Supervisor and Assistant) in the first instance or if a more specialist repair or replacement is required a contractor is arranged through the Parks Development Team.

The majority of work is undertaken by the Parks Maintenance team who are trained to weld, cut and work in play areas. Job sheets are allocated on the following priorities and an example can be found in Appendix 6.

Emergency (will be phoned through then followed up with job sheet) – same day
High – within one week
Medium – one month
Low – as soon as possible (these are usually carried out when the team are next in that area and have the time to complete the work)

The team’s workload is then managed by having quarterly meetings with the Parks Development team to assess the outstanding job sheets and help further prioritise them. In most cases it will be ranking the medium and low priority jobs.

Parks Maintenance Supervisor removing damaged fencing
3.5 Parks Monitoring

There is a parks monitoring system that is carried out by Parks Development Officers and covers both the grounds maintenance standards and condition of infrastructure. This includes regularly checking paths, furniture, fencing and gates. Items or work are assessed on an A to D score, with the following actions:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Risk</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(Good Standard)</td>
<td>No action</td>
<td>No additional action required</td>
</tr>
<tr>
<td>B</td>
<td>(Satisfactory standard)</td>
<td>Low risk</td>
<td>Monitor</td>
</tr>
<tr>
<td>C</td>
<td>(Unsatisfactory Standard - minor concerns)</td>
<td>Medium Risk</td>
<td>Appropriate action within available resources and individual site assessment</td>
</tr>
<tr>
<td>D</td>
<td>(Poor standard - major concerns)</td>
<td>High Risk</td>
<td>Immediate action to bring to a satisfactory standard and/or make the area safe</td>
</tr>
</tbody>
</table>

Standards are assessed using a manual which has photos and descriptions for each area. This was produced using examples from within the borough and the London Parks Benchmarking Group’s ‘Quality Manual’. It is a ‘live’ document and will be updated with new photos when necessary.

Any required actions are recorded and either dealt with by the Parks Officer or reported to the relevant officer or contractor.

The frequency of monitoring is dictated by a hierarchy of Parks. This list saw Parks and Open Spaces categorised according to use, facilities and location. The frequencies were agreed by the Council’s Insurance and Health and Safety departments and are listed below.

Top 20 Parks – Monitored monthly.
Top 25 open spaces monitored a minimum of six monthly.
Others monitored a minimum of once a year.

Lodge Farm Park is categorised as a top 20 park and has a full inspection monthly. A copy of a parks monitoring form can be found in the Appendix 7.
Lodge Farm Park Management Plan Update 2018/19

Parks Protection Service

General Update

ANPR data has shown that 70% reduction of untaxed uninsured vehicles are being detected on our ANPR system which runs on a Back Office function and untaxed vehicles are automatically reported to DVLA with location and heat map data.

Graffiti in the boroughs parks over last 4 years have been reduced by 95% which shows 5 graffiti reports 2016 – 2019 compared with 45 graffiti reports 2012 – 2016

Nox Gas bottles calls within parks and open spaces 2014 – 2016 was 57 calls/actions. 2016 – 2019 = 10

Weapons (made or adapted) in parks found by PPS not MPS or other 2017- 2019 = 7.

Emergency Planning, SWEP, Flood, Fire Data 2014 – 2017, 31 including unrest, botulism flooding and vehicles stuck or trapped in parks 2017 – 2019 = 18 activations/Actions including. fallen tree or tree at risk flooding

Traveller related calls, actions, support and deterrence 2012- 2016 = 246 actions, 2016-2019 = 89 actions.

15 Safeguarding 2017- 2018, calls including mental health, self- harm missing persons

Lodge Farm Park

6 Calls including 4 for park gates not locked or not opened, 2 ASB vehicles in park loud music. 70 Patrols for reassurance and Events, Trains, Halloween, Damaged trees, First Aid. 221 General patrols with Bikes, Foot Patrols, 4x4. 0 Graffiti removal.

Parks Locking

All gates into the park have been refurbished by All Type Fencing. This work involved the straightening out any damaged areas and the fitting of new easy clean drop pin guides. It also covered the installation of new items to allow the gates to be locked in the open position.

Infrastructure

Carlton Road Car Park has been resurfaced and lined including 2 x disabled bays
4. Maintenance of equipment, buildings and landscape

4.1 Grounds maintenance

Except specialist weed treatment and arboriculture all operations in parks are carried out by an in house Grounds Maintenance team within the Public Ream department. Work is carried out to a specification, found on the Parks W drive under W:\data03\PARKS\James\GM Spec and is available on request. The index page showing the items in the specification is in the Appendix 8. This was produced using best practice from the London Parks Benchmarking Group’s Specification, whilst ensuring it suited Havering’s requirements and budget. Although the items in the specification form the basis of all operations and standards of work, there is considerable flexibility in the fact that the teams are manged in house as both the Parks Development team and the Grounds maintenance manager work closely together and report to the same group manager.

The various landscape features, e.g. sports pitches, grassland, play areas, buildings, are illustrated on a plan of the park using different colours, e.g. brown for woodland, dark green for conservation area, pink for play area, etc. This is used predominately by operational staff as a guide. This is especially useful for the maintenance of conservation areas for the tractor drivers who carry out gang-mowing. The only features not shown on the plan are individual or small groups of trees as arboriculture is managed separately.

The Grounds Maintenance team are split into 3 zones, North, Central and South, each with their own depot. The depot in the North is also the base for the Tractor Services unit. Each zone has a Supervisor and Charge-hands. The Grounds Maintenance Manager is based in the Public Realm Office and works alongside the Parks Development team.

The Central team have a small depot in the park by Carlton Road and the staff who are based there look after Lodge Farm Park as well as several other parks in the area.
Landscape Map
4.1.1 Amenity Grass
Amenity grass is those areas used for general recreation and formal and informal sports and can include wide open spaces or those areas planted with trees and shrubs. The height of this grass is cut to 25mm throughout the year. The grass clippings are allowed and not collected. The grass is cut with tractor mounted gang mowers and ride on triples. Areas where the mowers cannot access and grass around obstacles are cut using strimmers.

4.1.2 Fine Turf
Fine turf is maintained on the bowling green. The green is cut three times weekly in the summer to a height of 3mm. The green is swished and brushed daily and watered when required. A high nitrogen fertilizer is applied from spring until late summer. In the autumn fertilizer high in Potassium is used. The two greens are cut using a 10-bladed box-on pedestrian cylinder mower. All arisings are removed from the site. The green is cut corner to corner during the playing season 90° to the last cut. During the autumn the green is cut parallel to the square of the green.

Major repair works to the greens will be carried out in the autumn, with some areas being levelled and re-seeded. In autumn the greens are scarified in two directions and hollow tined. Sharp sand is brushed across the surface as a top dressing to improve the drainage. The grass on the greens is allowed to grow to 20mm during the winter period. The green is assessed annually a turf expert who supplies the Council with recommendations for fertilizer requirements for the following 24 months.

Bowling green used by Romford Bowls Club
4.1.3 Shrub beds
Shrub beds need to be managed to maintain healthy stocks of plants, pruning as necessary and as appropriate for the plant species to remove dead and damaged branches and to retain a natural shape. A count of dead plants will be carried out each autumn and replacement plants will be planted between Novembers to March each year in order to maintain the character of the bed. Replacement planting will use species with a form and flowering habit which is appropriate for the plant’s position in the bed (lower growing at the front, taller in the middle) both to improve the appearance of the feature and minimise the need for pruning to restrain unwanted growth.

Shrub bed planted with dogwood for the coloured stems in the winter

The Butterfly and Bee border
4.1.4 Hedges
Hedges are split into formal and informal. Formally, hedges are cut and faced over each winter with a mixture of hand-held power tools and tractor services, using a tractor-mounted finger mower. During the summer, essential cutting back work is carried out to avoid disturbing nesting birds. Informal hedges are cut with tractor-based implements during winter months to ensure an optimum height and spread is maintained.

4.2 Vehicles and plant maintenance

The Grounds Maintenance team have a fleet of tractors that power gang-mowers, flails, batwing topper, hedge cutters, and a collector mower. They also use triple and out-front mowers for smaller areas within the park.

All fleet vehicles are checked prior to use every day and a corporate vehicle check sheet filled out. An example is at Appendix 9. All vehicles are also fitted with a tracker for security purposes.

All the GM Fleet vehicles and ride-on machines are maintained and repaired by the council and the in-house transport department. The tractor fleet is on a 5-year contract hire arrangement with the supplying dealer. Repairs and maintenance are carried out as part of a service contract with the Transport Services department. Small items of plant (strimmers, hedge trimmers, etc.) are maintained by a specialist external contractor who visits depots at Gidea Park on a regular basis.

4.3 Parks Furniture

All Parks Furniture is inspected as part of the Parks monitoring system and graded A to D as appropriate. Repairs or removal and replacements are actioned as appropriate.

Park benches have been selected as metal frame and slats that better withstand vandalism and are easier for the Parks Fitter to repair. Parks furniture is also of the same colour, RAL 6005, making it easier to repaint.

![Standard Park Bench]

The Parks and Open Spaces Service are also changing its standard bin to one that is larger and more robust. Previous bins suffered badly with corrosion. This is on a rolling program and Lodge Farm Park’s bins are changing over to this new type. The larger capacity means they can hold dog waste. In parks where the new bins are being installed the old
dog bins are being removed. People are encouraged to use the new dual-use bins by signage on the bins, around the park, on social media, and when necessary through contact with the Parks Protection Service.

Dual-use bin

4.4 Play and Recreation

4.4.1 Tennis Courts
There are 2 free to use Tennis courts available without the need to book. These are litter picked and swept regularly and re lined when necessary. There is chain-link fencing around the courts which will need to be monitored to ensure its condition does not deteriorate. Funding from future capital budgets and potential match funding will be identified.

Tennis Courts
4.4.2 Outdoor Gym

An outdoor gym is situated near the play area and tennis courts. The equipment is mounted on rubber safety surfacing. The area is inspected daily by the Grounds Maintenance operatives with full quarterly inspection/repairs by the Parks Maintenance officer. An annual independent inspection is carried out of all play areas and reports are used to programme improvement works. The original equipment is from The Great Outdoor Gym Company and there are also some Wicksteed Xerscape items.

This area was enhanced with the addition of a new item of adjustable resistance from Park Leisure’s Urbanix outdoor gym range. See appendix 10 for details.

4.4.4 Play area

Lodge Farm Park play site is a traditional children’s playground featuring equipment from Park Leisure. The site was enhanced in 2014 with a new Park Leisure Rotaweb. There are also picnic tables on a hard standing area between this area and the outdoor gym equipment.
Play areas are subject to three types of inspection.

**Basic visual inspection**
This is carried out by RoSPA trained Grounds Maintenance operatives at specific frequencies throughout the week. Each inspection is logged on a visual inspection sheet, an example of which is in Appendix 11. These sheets are then fed back to the Parks Development Officers to be actioned as appropriate, e.g. repair, take out of action or monitor. The frequency of these checks varies as it is decided on a usage and fault finding
basis. The large majority of repairs are carried out by the Parks Maintenance team (Supervisor and Assistant). If necessary a specialist play area manufacturer will be used.

**Operational Inspection**
This is a more in depth inspection and is carried out by the RoSPA trained Parks Maintenance Supervisor. They will check bearings, chains. Links nuts and bolts etc and have the equipment to carry out many repairs. These checks are recorded, example in Appendix 12, and any faults that cannot be rectified reported to the Parks team and if necessary the item taken out of use until repaired. The fitter carried out these inspections on a quarterly basis.

**Independent annual check**
This is carried out by a reputable organisation such as RoSPA on an annual basis. The outcomes of their report are used to set a work program in for the Parks Maintenance team and feeds into budget planning of the Parks Development Team. It is very rare that high risk items are found in our parks and none have been identified in Lodge Farm Park. Therefore mainly the medium risk items are prioritised for the year. These are found on the W drive under Parks Inspections.

As well as the above there is are also ad hoc inspections by the Parks Development Officers that back up the formal inspections and also ensure a quality check on the visual inspections.

**4.5 Parks Buildings**

Park buildings come under two headings. Leased buildings where there is minimal council involvement and most maintenance is the responsibility of the lessee under a full repairing lease, or buildings where all maintenance is carried out by the Council under its Corporate Landlord Agreement managed by the Asset Management department.

In Lodge Farm Park there are 2 buildings. The Grounds maintenance depot and the bowls pavilion. The Council manage all matters in the depot through the Corporate Landlord Agreement.

The pavilion is leased to Romford Bowls Club. The club manage this building with the Council only responsible for structural repairs, e.g. walls, roof and foundations.
Entrance to the bowls pavilion

Rose species planted for colour but also to protect the depot building

4.6 Havering Miniature Railway Club

In 2015 the Friends of the park carried out a survey of park users and local residents to establish support for a proposed model railway installation. Having received 200 positive responses and only 3 negative replies planning permission was applied for and granted and a license prepared to welcome Havering Miniature Railway Club into the park until 2021.

Progress with the project has been reliant upon the group of volunteers attached to the club as no funding has been secured so far, although applications have been made. However, the skill of everyone involved has ensured a high level of workmanship. Once completed, the railway will feature a workshop on the disused bowls green, a station opposite the play area and facilities to bring in visiting engines from other sites. The station has original GWR
fencing donated from the recent Crossrail project due to be painted in original colours. Details of the plans can be found in Appendix 13.

The railway has been running on selective weekends and bank holidays in 2016 which have been advertised in advance using banners, signage, social media and the Friends of the park.
Grounds Maintenance

A new management structure has resulted in the appointment of a new Manager, 3 new Area Supervisors and Charge-hands.

The team work more closely with the Parks Development team to ensure that the standards set are closely monitored and achieved. The Supervisors are based in the same office which assists in ensuring that information is shared effectively and the two teams work in partnership.

The planning for recent landscaping works to the shrub beds throughout the park, i.e. winter pruning and gapping up, were managed jointly by Grounds Maintenance and Parks Development staff.

Arboricultural Management

The Arboriculture Officer is arranging for a 3 / 5 year survey of parks trees, depending on location. This commenced in late 2018, starting in the country parks and will include urban parks such as Haynes Park in 2019. This will inform the future proactive management of the tree stock. The existing database and mapping system used for highways trees will be used. Details of the survey will be included in future updates of this management Plan.

The Council’s current Tree Strategy was produced in 2009 by the Highways Tree Team who manages all tree stock in the borough, and at the time the management of parks was not as formal. There is no specific mention of parks in the strategy but this used as the basis for the management of Parks Trees. When the strategy is updated in 2019 the management of parks trees will be included.

We continue with tree planting to gap up following the removal/loss of trees in the park. Two oak trees will be planted in 2019.

Play and Recreation

In 2019 we will be removing an old play item from the paly area and replacing with a themed toddler unit to compliment the new train feature in the park. This work will coincide with some modest repairs to wet pour that are needed. We also plan to re paint the tennis court lines in 2019.

Parks Buildings

Havering Miniature Railway Club have managed to secure external funding to allow the cladding of their workshop container to make it look like a model station. Funding came from the Tescos community funding project.
5. Litter, Cleanliness and Vandalism

5.1 Litter Management

The Park is litter picked and bins emptied twice a week at most times during the year. During busy periods, e.g. summer months, the frequency is increased. This is carried out by the Grounds Maintenance team in the central zone.

The park now has bigger dual-use bins for both litter and dog waste so there is no longer a need for dedicated dog waste bins. All waste is transported to the East London Waste Authority site at Frog Island in Rainham for sorting.

The Parks Protection Service can issue Fixed Penalty Notices for littering and have had to do so on one occasion in Lodge Farm Park in recent years.

5.2 Sweeping

Sweeping hard surfaces in parks is carried by the Street Cleansing team. This means that Parks have access to a greater choice of machines and time to carry out sweeping operations as this service operates seven days a week and into the evenings. Lodge Farm Park is swept on a weekly basis.

5.3 Graffiti

Graffiti removal is undertaken by the Street Cleansing Graffiti team. However Parks Officers and the Parks Protection Service also have small graffiti removal kits to deal with small scale material when practicable. Offensive graffiti is removed within 24 hours and if it is reported to the Parks team, officers will usually deal with this. Non-offensive is removed with 28 days and is usually dealt with by the Graffiti team.
5.4 Fly tipping
Fly tipping is removed by the Grounds Maintenance litter picking teams, with larger items removed by the grab lorry. The exception is where there is suspected asbestos when the Council’s Asbestos unit will arrange the removal. Where possible prior to removal the Parks Protection Service will inspect fly tipping in an effort to collate evidence for prosecution. However it is very rare that any details are found. All fly tipping is logged and recorded corporately to monitor hotspots and patterns. There is no park specific data but incidents are low in comparison to highways and housing areas.

Hotspots in parks are usually in car parks and to prevent this barriers are in place to close areas at night. In particularly vulnerable areas height barriers are also in place to stop large vehicles entering. Both car parks at Lodge Farm Park are locked at night although there has never been a problem at this park.

5.5 Reporting
Apart from Council staff there are a number of options for public reporting of vandalism, litter, fly tipping and graffiti. The council has recently adopted an online system of reporting through the website, www.havering.gov.uk. However Park notice boards also contain a dedicated phone number for the Parks Team and an out of hour’s number. The Parks Protection Team also have their own dedicated mobile number and have advertised this frequently on social media sites and have giving out numerous contact cards. They have also recruited a number Park Watchers who are happy to feed information back to them.

5.6 Dog fouling
The Parks Development team make efforts to educate dog owners to be responsible, particularly close to areas where people are liable to be eating or children playing. Signs are clearly displayed to inform dog owners that:
• They should not allow their dogs to foul the area;
• If their dogs do foul the surfaces, dog owners should clean up after them and deposit the faeces in one of the dog waste bins on the site.
The Parks Protection Service is able to issue Fixed Penalty Notices (FPN’s) for dog fouling, where the owner fails to pick up, but have not done so in Lodge Farm Park to date.
6. Environmental Sustainability

6.1 Energy Sustainability

The Ground Maintenance and Parks team have also been examining their use of vehicles. One result of this is the purchase of a number of electric ‘Gator’ utility vehicles for use in Parks operations. This vehicle is plugged into a socket in the depot and one overnight charge can last for one week. These are particularly useful in urban parks that are relatively flat such as Lodge Farm Park. The staff based in the depot use the Gator for most operations around this park and Raphael Park which is across Main Road. Although these do not negate the need for diesel vehicles but it has helped to cut down in use.

Another operational factor is the number times the Grounds Maintenance vehicles visit the waste and recycling centre. Central collection areas in some park depots have now been dedicated for collection of loose and bagged waste from the rounds carried out by the litter picking teams. This is then collected by the Street Cleansing mini-compactor lorries as part of their rounds. This reduces the number of vehicles and fuel used to transport waste to the WRC. This is currently only being run in parks in the North of the borough as the WRC is in the South of the borough, hence the need to reduce the time vehicles spend travelling from one end of the borough to the other. This will then be implemented in the central part of the borough and possibly some of the larger parks in the South of the borough.

6.2 Peat use.
The Parks and Open Spaces Service have a no peat use policy; as such no peat based products are bought or used. See Appendix 14.
6.3 Waste Minimisation

6.3.1 Litter and recycling

Waste in Havering is dealt with by the East London Waste Authority (ELWA) and litter collected in Parks is transported to their Frog Island site in Rainham. The ELWA was established on 1 January 1986 as a Statutory Waste Disposal Authority (WDA), responsible for the disposal of waste from the London Boroughs of Barking and Dagenham, Havering, Newham and Redbridge.

In 1996, ELWA developed the Integrated Waste Management Strategy (IWMS), aimed at dramatically increasing recycling and composting and reducing the amount of waste sent to landfill. The strategy was designed to strike the best possible balance between costs and environmental impact. In 2002, ELWA signed a 25 year contract with Shanks PLC, a leading waste management company, to deliver the IWMS. Over the course of the contract Shanks will invest over £100 million in new and improved facilities to treat and manage waste and recycling.

The plant at Frog Island handles household waste and recyclable materials from mainly Barking & Dagenham and Havering. This also includes waste from parks. Recyclables are sent to a Materials Recycling Facility for processing. Residual waste undergoes Mechanical Biological Treatment. The treatment separates materials for recycling and produces a Solid Recovered Fuel (SRF) that can be used to replace fossil fuels in the generation of energy. This reduces waste to landfill by up to 80%.

![Frog Island Waste Management Facility](image)

6.3.2. Mini Recycling Centres

Havering offers a doorstep collection for much recycling but also some of the Parks sites have mini recycling centres that allow residents to recycle glass, cans, plastic bottles and paper. These have recently been revamped, placing the containers into housing units decorated with Borough photos, to make them more user-friendly. As there are other centres located a short distance away in Romford town centre there is currently no requirement at Lodge Farm Park.
6.3.4 Composting

In 2015 Grounds maintenance purchased a composter allowing the service to become self-sufficient for compost.

This is sited at our Bedfords Park Depot. Green waste is collected at strategic points across the borough, to reduce journey times by Grounds Maintenance vehicles, and transported up to the depot for processing. The waste is processed into compost and stored in bays that allow the staff to monitor the compost and use in order as it is ready.

Composter in action

Since this operation started 150 of tonnage has been diverted from Frog island and to our own compost operations. Material is used when improving soil in park shrub beds such as in Lodge Farm Park.
6.4 Pesticide use

Havering’s Parks team has developed a pesticide (reduction) strategy aimed at minimising the use of pesticides and the risks which pesticides can present. This can be found in Appendix 3.

Where possible non-chemical alternative methods of control are used which included:
- Tolerance
- Mulching
- Hoeing
- Strimming
- Manual Weeding
- Burning
- Planting Densities

These are not listed in any form of order as each area will have its own peculiarities that dictate the method used.

6.5 Tree management

Trees in parks are managed by an Arboricultural Officer based within the Public Realm Highways Tree Team. Parks officers carry out basic visual inspections of trees as part of general park inspections and then any issues are reported to the Arboricultural Officer. They will then carry out a more detailed inspection and if necessary raise a works order with the borough’s external contractor using schedules of rates. They will also deal with all contact from the public who have concerns about trees either in the parks they visit or close to their property.

The Sculpture that was created in 2008 from an old Atlantic Blue Cedar and carved by a member of the Grounds Maintenance team.
Lodge Farm Park Management Plan Update 2018/19

Energy Sustainability

In section B of the Climate Change Action Plan (Fleet, Transport & Machinery), the Grounds Maintenance team have been examining their use of vehicles. One result of this is the purchase of a number of electric ‘Gator’ utility vehicles for use in Parks operations. This vehicle is plugged into a socket in the depot and one overnight charge can last for one week. These are particularly useful in urban parks that are relatively flat such as Lodge Farm Park. The staff based in the depot uses the Gator for most operations around this park and Raphael Park which is across Main Road. Although these do not negate the need for diesel vehicles but it has helped to cut down in use.

The Grounds Maintenance team are also planning to replace the Supervisor’s vehicles with electric vans. This is being arranged corporately through the Transport Services department. Once the leases expire on all operational supervisors’ vehicles they will be replaced with electric vans. The Ford Transit Connect Electric and the Renault Kangoo Z.E. are currently being looked at, as well as the potential charging points across the borough.

Another operational factor is the number times the Grounds Maintenance vehicles visit the Waste and Recycling Centre. Central collection areas in some park depots have now been dedicated for collection of loose and bagged waste from the rounds carried out by the litter picking teams. This is then collected by the Street Cleansing mini-compactor lorries as part of their rounds. This reduces the number of vehicles and fuel used to transport waste to the WRC. This complies with sections B (Fleet, Transport & Machinery) and L (Waste and Recycling) of the Climate Change Action Plan. This is currently only being run in parks in the North and central parts of the borough as the WRC is in the South of the borough, hence the need to reduce the time vehicles spend travelling from one end of the borough to the other.

A full copy of the Council’s Climate Change Action Plan can be found at [https://www.havering.gov.uk/ccapdownload](https://www.havering.gov.uk/ccapdownload) This is currently being updated by the Council’s Environmental Protection team.

Waste Minimisation

The in-house composting reduces the amount of waste that is taken to the WMF and also vehicle journeys and usage. This also complies with sections B and L of the Climate Change Action Plan. Green waste is collected at strategic points across the borough, to reduce journey times by Grounds Maintenance vehicles, and transported up to the depot for processing.

Each pile will be regularly turned to assist with the aerobic composting. This raises the temperature of the material which reaches 50 – 60 degrees at which point weeds and pathogens are eliminated and the decomposition accelerated. Staff use a specialise probe to test the compost piles and once it has levelled out at constant temperature it is ready to use.
Since this operation started 150 of tonnage has been diverted from Frog island and to our own compost operations. Material is used when improving soil in park shrub beds. It was used as mulch on the beds throughout the beds.
7. Conservation and Heritage

7.1 Conservation of natural features, wild fauna, flora

7.1.1 Grassland

Grass with naturalised bulbs is not cut until after the bulbs have set, some 6 to 8 weeks after the cessation of flowering. The first cut is usually fairly high; to cut and remove the long grass and bulb leaves, with a subsequent cut to bring the grass down to the amenity grass level.

7.1.2 Wildflower Meadow

Wildflower meadow areas are sown with a native wildflower seed in late spring. This is then left to bloom over summer and cut and collected in late autumn after it has all finished flowering. The area is rotavated in early spring prior to seeding.

There is a small meadow area by the side of the pathway from the Lodge Avenue entrance to the edge of the bowling greens.

This area has seen an improvement in wildlife value and a walk through the areas in summer will show a noticeable increase in crickets and grasshoppers, bees and butterflies. This in turn has led to an increase in bird species, such as Thrushes, and encourages mammals, such as Hedgehogs and also helps encourage bats like the Pipistrelle who come to feed on them on the increased insect life.
7.1.3 Butterfly Border
This area is planted with flowering perennials to encourage insect activity in the park. It sits adjacent to the parks small conservation grass area.

The Butterfly and Bee border at Lodge Farm Park

7.1.4 Watercourses
Blacks brook runs alongside the Western Boundary of the park is managed by the Councils Flood and Rivers Officer and the Environment Agency. The Grounds maintenance section manages the vegetation along the bank. There is currently a growth of Japanese Knotweed growing at the southern end which is being treated with appropriate herbicide and monitored according to best practise.

7.2 Biodiversity

Biodiversity is the variety of life on earth, and includes all species of plants and animals and the natural systems that support them. Havering is an important Borough for Biodiversity in the London context with a substantial area of green belt, three Sites of Special Scientific Interest, 82 Sites Importance for Nature Conservation, and over one hundred parks and open spaces providing habitats supporting protected and Biodiversity Action Plan species such as the great crested newt, adders and water voles. As such, conservation of Biodiversity is one of the core components of the management of all Havering’s parks and open spaces.

Conserving biodiversity includes restoring and enhancing species populations and habitats, as well as protecting them. Conservation of biodiversity is vital to the successful use and development of parks and open spaces in Havering, after all biodiversity is one of the contributing factors that makes a place so special to visit as well as delivering other key
ecosystem services such as flood management, pollination and the provision of clean air and water. Through the management of its parks and open spaces, the Council has a key role to play in conserving biodiversity. The site is being managed and developed in such a way that it enhances the native species in line with Havering’s Biodiversity Action Plan.

<table>
<thead>
<tr>
<th>Source</th>
<th>Key issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 9</td>
<td>Statutorily protected species, protection of BAP habitats and species</td>
</tr>
<tr>
<td>NERC Act</td>
<td>Local Authority duty to conserve biodiversity</td>
</tr>
<tr>
<td>Wildlife &amp; Countryside Act</td>
<td>UK protected species</td>
</tr>
<tr>
<td>Habitats Regulations</td>
<td>European protected species</td>
</tr>
<tr>
<td>London Plan</td>
<td>London’s strategic planning document</td>
</tr>
<tr>
<td>UK Biodiversity Action Plan</td>
<td>UK priority species and habitats</td>
</tr>
<tr>
<td>London Biodiversity Action Plan</td>
<td>London priority species and habitats</td>
</tr>
<tr>
<td>Havering Biodiversity Action Plan</td>
<td>Havering priority species and habitats</td>
</tr>
<tr>
<td>England’s Biodiversity Strategy</td>
<td>Government priorities for conservation of Biodiversity</td>
</tr>
<tr>
<td>Mayor’s Biodiversity Strategy</td>
<td>London’s statutory regional biodiversity strategy</td>
</tr>
<tr>
<td>Tracking UK biodiversity progress</td>
<td>International targets for Biodiversity</td>
</tr>
</tbody>
</table>

**Summary of relevant policy & legislation**

Birds are a good indicator of the quality of an open space for nature conservation and as the site has recently been replanted it will take some time for the benefits to birds to become clearer.

The list birds are expected to improve following the planting works and the creation of the additional conservation area. Recording of species at the site should form a management objective to give clear evidence of the benefits of the improvement programme.

Planning Policy Statement (PPS9) *Biodiversity and Geological Conservation* sets out the Government’s national policies on the protection of biodiversity and geological conservation through the planning system.
Relevant in this context is that PPS9 identifies protection of local parks and green spaces with nature conservation value from inappropriate development, the identification of a local network of sites to conserve biodiversity, opportunities to implement conservation objectives through section 106 Agreements and planning conditions and the protection of species of principal importance for the conservation of biodiversity in England.

Officers should keep up to date with relevant planning applications that may affect the Park, such as the Greater London Authority: The Mayor’s Biodiversity Action Plan.

There are over 14 policies and 72 proposals within this document, most of which have been incorporated within the Havering Biodiversity Action Plan.

**Local Biodiversity Action Plan**

In 2003, led by the Havering Wildlife Partnership, the Havering Biodiversity Action Plan (BAP) was adopted. The purpose of the Action Plan, which prioritises 6 habitats and 16 species specific to Havering, is to contribute towards targets to conserve biodiversity set at a Regional and National Level.

As the BAP process has evolved it has become increasingly important to set achievable targets for nature conservation. Where Biodiversity Action Plan species and habitats occur within parks and open spaces in the Borough this will help to inform management to ensure a more targeted approach.

The Council continues to host the Havering Wildlife Partnership who meet quarterly. The Partnership is made up of dedicated local naturalists, members of Friends of Groups, representatives from the Essex Wildlife Trust, RSPB, Environment Agency, Natural England and London Biodiversity Partnership together with the Council’s Park and Open Spaces and Environmental Strategy Teams. The focus of the partnership is essentially on biodiversity within Havering. The group are able to provide advice on the management of Havering’s parks and open spaces.

The Government has stated that biodiversity is a crucial component of Local Agenda 21 strategies (UK Biodiversity Steering Group Report, Annex D:1995) and Section 48 of Circular 04/01 (Countryside and Rights of Way Act 2000) also states that Biodiversity Action Plans should form an integral part of a local authority’s Community Strategy.

Biodiversity is recognised by the Government as a crucial component of Quality of Life (“A Better Quality of Life: a strategy for sustainable development in the UK”) for the communities that local government serves. As such it is a key test for sustainable development. The loss of biodiversity and the consequent negative environmental impact runs contrary to the aims and objectives of sustainable development. Indeed properly regulated, planned and implemented social and economic activity should offer considerable opportunities to achieve net gain for biodiversity.

The overarching aims and objectives of all 16 species Action Plans and 6 habitat Action Plans of the Havering BAP follow a common format with the following aims:

- Promote awareness and knowledge of the species/habitat and in the Borough
- Protect, maintain and enhance current populations of the species/ biodiversity of the habitat within Havering
• Increase the monitoring and knowledge of the species/habitat within Havering

A full version of the plan can be found at: https://www3.havering.gov.uk/Pages/Services/Countryside-conservation.aspx

The Biodiversity Action Plan targets sixteen key species to promote through improvement of habitats within Havering, these species being:

- Great Crested Newt
- Slow Worm
- Serotine Bats
- Brown Hare
- Harvest Mouse
- Water Vole
- Bumblebees
- Stag Beetles
- Barn Owl
- Green Woodpecker
- Grey Partridge
- House Martin
- Pochard
- Reed Bunting
- Skylark
- Song Thrush
<table>
<thead>
<tr>
<th>Habitat/Species</th>
<th>Legal designation</th>
<th>Other classification</th>
<th>notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pond &amp; Lakes</td>
<td></td>
<td></td>
<td>Havering has 19% of the total resource in London, made up of 343 sites. Associated species include great crested newt, bat, pochard, water vole.</td>
</tr>
<tr>
<td>Reedbed</td>
<td>✓</td>
<td>✓</td>
<td>Havering has 31% of London resource, mainly in Langdon House, Becontree and Rainham Marshes. Associated species include reed bunting, harvest mouse.</td>
</tr>
<tr>
<td>Thames Terrace</td>
<td></td>
<td></td>
<td>Rare habitat holding nationally significant resource. Associated species include stag beetle, song thrush, green woodpecker.</td>
</tr>
<tr>
<td>Grasslands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodland</td>
<td>✓</td>
<td>✓</td>
<td>Havering is a focus of woodland creation through the Thames Chase Community Forest. Associated species include song thrush, stag beetle &amp; reed bunting.</td>
</tr>
<tr>
<td>Hedgerows</td>
<td>✓</td>
<td>✓</td>
<td>Havering has 60% of the total native-species hedgerows in London. Associated species include song thrush, stag beetle &amp; reed bunting.</td>
</tr>
<tr>
<td>Private gardens</td>
<td></td>
<td></td>
<td>Estimated to cover 20% of surface area in Havering. Associated species song thrush, house martin, slow worm, stag beetle.</td>
</tr>
<tr>
<td>Great crested newt</td>
<td>✓</td>
<td>✓</td>
<td>sP3, in decline in London</td>
</tr>
<tr>
<td>Stag Beetle</td>
<td>✓</td>
<td>✓</td>
<td>sP3, in decline in London</td>
</tr>
<tr>
<td>Bumblebees</td>
<td>✓</td>
<td>✓</td>
<td>Important population in Havering, especially along the east Thames corridor. In decline in London</td>
</tr>
<tr>
<td>Green woodpecker</td>
<td></td>
<td></td>
<td>Good indicator of woodland/parkland management.</td>
</tr>
<tr>
<td>Cowbird</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slow Worm</td>
<td>✓</td>
<td>✓</td>
<td>Nationally in decline. Vulnerable to development as it occurs on arable land sites.</td>
</tr>
<tr>
<td>Serenata (bat)</td>
<td>✓</td>
<td>✓</td>
<td>threatened with local extinction.</td>
</tr>
<tr>
<td>Brown Hare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harvest Mouse</td>
<td></td>
<td></td>
<td>Nationally in decline. Havering has largest population in London.</td>
</tr>
<tr>
<td>Water vole</td>
<td></td>
<td></td>
<td>Nationally in decline. Havering has largest percentage of London population.</td>
</tr>
<tr>
<td>Barn owl</td>
<td>✓</td>
<td></td>
<td>In decline nationally. Havering has large %age of Essex population.</td>
</tr>
<tr>
<td>Grey Partridge</td>
<td></td>
<td></td>
<td>Red list, limited to Belwicke Ponds and Thamesmead Marshes.</td>
</tr>
<tr>
<td>House Martin</td>
<td></td>
<td></td>
<td>In decline nationally. 70% decline in Havering, indicator of clean air.</td>
</tr>
<tr>
<td>Coot</td>
<td>✓</td>
<td></td>
<td>Important: nationally breeding populations at Belwicke Ponds and Thamesmead Marshes.</td>
</tr>
<tr>
<td>Reed Bunting</td>
<td>✓</td>
<td>✓</td>
<td>Red list, important population in south of bough.</td>
</tr>
<tr>
<td>Skylark</td>
<td>✓</td>
<td>✓</td>
<td>Red list, important population in south of bough.</td>
</tr>
<tr>
<td>Song Thrush</td>
<td>✓</td>
<td>✓</td>
<td>Red list, in decline in Havering.</td>
</tr>
</tbody>
</table>

Havering’s Biodiversity Action Plan
NERC Act (Biodiversity Duty)

The Council has a statutory responsibility under Section 40 of the Natural Environment and Rural Communities Act (NERC) Act 2006 to have regard to the conservation of biodiversity in exercising all of its functions.

Effective conservation of biodiversity requires its integration into all activities across the Council and in particular the management of its parks and open spaces. This is a key theme of the England Biodiversity Strategy.

The Council ultimately plays a key role in making decisions about the management of its parks and open spaces that affects protected and BAP habitats and species. The management of these sites can have a positive impact on biodiversity, both indirectly providing habitats for wildlife, and in generating environmental impacts on other wildlife sites.

Through the identification and implementation of measures to integrate biodiversity into the management of parks and open spaces and ensuring that biodiversity is protected and enhanced in line with current statutory obligations the Council is demonstrating its commitment to the NERC Act. To take this forward and achieve greater benefits, future measures may include raising awareness of staff, managers and elected members with regard to biodiversity issues using available guidance; integrating biodiversity into staff training, using in-house ecological expertise or seeking advice from external bodies and, where necessary, providing specific training. The Council is also committed to contributing to key local biodiversity initiatives, such as the Havering Local Biodiversity Action Plan, the Local Records Centre (Greenspace Information for Greater London) and Local Site systems and demonstrate progress against biodiversity indicators and targets.
7.3. Conservation of buildings and structures

The London Borough of Havering has rich history and there are a number of buildings and features across the borough that reflects this and many of these are the responsibility of The Parks Service. Some of the borough's Parkland was designed by the eighteenth-century landscape designer Humphrey Repton and other buildings and features are grade II listed. There are also several wartime features across the borough.

The Park Service employs a Buildings and Landscape Heritage Officer. Their role is to ensure that Parks buildings or features of a heritage nature are maintained in keeping with their status.

Lodge Farm Park historical interest is focused on the bridge at Main Road and the original fence and gates. The Buildings and Landscape Heritage Officer monitors their condition and arranges repairs and refurbishments when required.

![Blacks Bridge on the Main Road boundary](image)

7.4 Natural Ambition

In 2006 Havering council created and published Natural Ambition, a guide to Havering’s natural environment.

The purpose of the booklet was to raise awareness of the natural environment and biodiversity within the borough. It gives an overview of biodiversity in the Borough and the work being done to maintain and enhance it by all organisations. The booklet was widely distributed around Library’s, Schools and other public buildings. It can also be found online at [https://www.havering.gov.uk/downloads/download/808/natural_ambition](https://www.havering.gov.uk/downloads/download/808/natural_ambition)
Management of natural features, wild fauna and flora

In 2019 an Ecological consultant will be undertaking spring and summer surveys of the conservation areas. This is to provide data on how each area is performing, in terms of habitats and species, but also the reports will recommend potential improvements to existing areas and any additional work that we can undertake in each park.

Full details of the findings and any subsequent actions will be included in future updates of this plan.
8. Community involvement

The Parks Development team encourages community involvement as much as possible. It also works to foster good relations with the stake holders of its Parks.

8.1 Community surveys

Your Council Your Say Survey 2013

The Your Council Your Say Survey looks at residents’ satisfaction with Havering and the services they receive from the Council, and what their priorities are for spending and improvement over the next couple of years. In addition, the survey draws together suggestions from residents about how to improve their local area and asked residents if they would like to be kept informed about how they might become involved in their local area. Details of the survey can be found in Appendix 15.

8.2 User Groups

Some of the Boroughs parks have Friends Group formed and they take the form of two types.

A standard Friends group will have varying involvement in the management of their park and hold meetings as they require. Parks Officers will attend as necessary and when possible.

Groups can apply to achieve ‘Official Friends Group’ status. These groups then have an agreement with the Parks Service to meet certain criteria, e.g. carry out public consultation, carry out projects/activities in the park, have a youth representative on the committee, hold at least one event during the year, have regular minuted meetings and adopt a constitution. In return these groups are guaranteed officer attendance at their meetings, admin support, e.g. printing, laminating, and the payment of their Public Liability Insurance. These groups can also apply for a £1000 grant towards a capital project within their Park.

8.2.1. Friends of Lodge Farm

The Friends of Raphael and Lodge Farm Park formed in 2006. The group is actively involved in the management of the park through regular monthly meetings, workdays and have delivered a number of events to encourage the use of the park.

The group have worked in partnership with the Council to improve Lodge Farm Park, they have organised a number of events and have helped fundraise for a range of improvement projects. The Friends of Raphael and Lodge Farm Park was awarded Official Friends status in 2009. The Friends carry out regular litter picking of the park at weekends and also assist in the removal of graffiti from the signs and park furniture using graffiti wipes provided by the Parks and Open Spaces Section.

They have their own notice board in the park by the play area where they display their newsletters and in the last year have helped promote the miniature railway.
The Friends of Raphael and Lodge Farm Park were one of the original seven groups to achieve ‘Official Friends Group’ status and they have been awarded this every year since 2009. They also regularly attend the annual Friends Group Forums held by the Council with all groups invited to share best practice, discuss relevant issues and network with each other.

The Friends Group have their own website at www.fortfp.org.uk and produce regular newsletters, see Appendix 16 for an example

8.2.2 Havering Miniature Railway Club

As mentioned in section 4.6 this club are now very much a part of the park and are supported by both the Parks department and the Friends Group. The Parks Development Officer meets with club and assists with the planning of their works as they develop this project. Working together a track is being built through the park safely and not to the detriment of the landscape.
Members of Havering Miniature Railway at the start of their works on the disused bowling green.

8.2.3 Romford Bowls Club

Romford Bowling Club, founded in 1898 by William Goodchild, came to Lodge Farm Park in May 1963 with a match against the Mayor of Romford and his councillors. Since taking up residency in the park the team has been most successful and won the County shield in 1996.

Romford Bowls Club holds open days at the start of the season but do have the odd additional one. They also hold sessions a few times a year to help older people get online using computers, the internet and social media for members and guests in the community. Some of the older people have found this really helpful and in turn it also helps them to be able to communicate easier. They regularly have coffee mornings and stuff for local charities such as the hospice.
Lodge Farm Park falls within the Romford Town ward and has three councillors elected to that ward. These are:

Cllr Wendy Brice-Thompson  Cllr Joshua Chapman  Cllr Frederick Thompson

Councillor Melvin Wallace  
(Lead Member for Parks)

The Councillors are a good link between the public and the Council officers and the Parks Service tries to foster a good relationship between staff and the local ward Councillors and keeps them informed of information in regard to its Parks as needed. Councillor involvements, especially the Lead Member for Parks, are instrumental in ensuring the support for Parks and the continuing participation in the Green Flag Awards. They are very supportive of the award and proud to have several parks in the borough that are flying the flag.
Lodge Farm Park Management Plan Update 2018/19
Council Surveys

In 2018 the Communications team commissioned Ipsos MORI to carry out a resident’s survey which covered all services.

The results were very favourable for Parks. The service received the highest satisfaction rating out of all Council services at 91%.

(Other high rated services not shown on this graph are Primary Schools – 85%, Street Lighting – 85% and Refuse – 88%)

Parks were also rated as the Council’s 3rd most important service

These results are currently being analysed and the very positive outcomes will be factored into the marketing plan for 2019 that is being led by Communications.
9. Marketing and Promotions

There are a range of methods of promoting the park to the public. Some of these are in conjunction with Havering Council’s corporate communications team and other are Parks Service dedicated.

9.1 Parks Brochure

The Parks Section has produced a booklet “A Guide to Havering’s Parks and Open Spaces”, covering all council run parks in the borough. This booklet includes a description of each site, a list of facilities available at each park as well as a section on park services.

These are distributed through libraries, council receptions, appropriate events and activities. The brochure can also be found on line at https://www3.havering.gov.uk/Documents/Culture-and-Leisure/Parks%20Brochure%20June%202013.pdf

The guide was first published in 2005 and was updated and republished in 2013. An example can be found in Appendix 17.

9.2 Social Media

The Park service has a dedicated Facebook page and uses this to advertise events, activities and items of interest within the Parks. See appendix 17 for an example of a page. This can be found at the link https://www.facebook.com/LBH.Parks/?notif_t=page_fan&notif_id=1478507226590276

The Council also had a Twitter account and the public can communicate regarding parks issues using this form of media.

9.3 Website

The Parks Service has a page on the Havering Council website. From this page you bring up a list and descriptions of Parks in Havering and details on the facilities and services provided, e.g. play areas, outdoor gyms, Parks Protection Service, memorial bench and tree donations, and event applications. See appendix 17 for an example of a page. This can be found at the link https://www3.havering.gov.uk/Pages/Category/Parks.aspx

9.4 Interpretation boards

There are interpretation boards with information about the wildflower meadow and the bee and butterfly border next to these areas. It is important to explain to park users how these areas are managed as this both informative and educational. People need to know why areas of long grass are important for the biodiversity of the park, and the benefits of bees along with the plants that attract them.
9.5 Parks Events

The Parks Service receives a number of enquiries about holding events in Parks and has developed a process for this. There is an application form (both on line or paper copy) and guide available. There is also an event plan document that can be used for those that are new to the process. Non council events are subject to a charge depending on the organisation and type of activity. Events of a hazardous or unusual nature or those expecting a turnout of over 200 people are also subject to authorisation from the Safety Advisory Group which is made up of representatives from the Council and emergency services. See Appendix 18 for an example of the event application form.

As Raphael Park, which is opposite, is a more suitable venue for events given the larger open field, Lodge Farm Park has held very limited numbers of events. The only events that took place in the park during 2016 were the miniature railway rides. In 2017 the provisional running days are:

1. 17th April - Easter Monday
2. 1st May - Bank Holiday Monday
3. 4th June - Sunday
4. 2nd July - Sunday
5. 6th August - Sunday
6. 3rd September - Sunday
7. 1st October – Sunday
Lodge Farm Park Management Plan Update 2018/19

Social Media

Havering Miniature railway have managed to create and maintain a popular facebook page to publicise their club and upcoming events.

Events

Railway events – Dark Park & Santa + usual running days

These days have become very popular and the revenue generated has allowed the club to invest in their facilities. They have also been awarded a grant for the installation of a roof on their workshop and are in the process of designing a tunnel feature for the track.
Santa and Elves en route to the Grotto
Park walk from Lodge Farm to Bedfords Park 14th of July

Join the Raphael Park manager and take a walk through some of the Borough’s favourite parks and learn at the same time. This walk is roughly 2.5 miles long starting and in Lodge Farm Park, going through Raphael and Rise park and finishing at Bedfords park visitor centre. The walk will start at 11am and lasts 1-2.5 hours (depending on pace) and will involve some easy to moderate inclines.

For this walk make sure you are wearing walking boots and have drink to last throughout the day.

If you are interested in taking part in the walk please email or call the Raphael Park Manager.

Email:
Taylor.Smyth.Richards@havering.gov.uk
Mobile: 07580849504

All events for Love Parks week are in association with Keep Britain Tidy, Green Flag Award and the National Federation of Parks and Green Spaces.

To show your support please use the hashtag:
#loveparksweek
10. Management

10.1 Management structure

Parks and Open Spaces are within the Public Realm department within the Environment service area and Neighbourhoods directorate.

Council management structure

The Public Realm department is made up of Parks and Open Spaces, Grounds Maintenance, Street Cleansing, Waste and Recycling and Housing Estates. The Parks and Open Spaces section is headed up by the Parks Development Manager. This role line manages two Parks Development Officers (North and South of the borough), Parks...
The Parks Service has three Rangers and three Apprentices based at Hornchurch County Park, Harrow Lodge Park and Havering Country Park. Although primary based at these Parks they are also tasked to work on other sites where necessary and offers the Parks Service a useful tool for dealing with unexpected issues. As they have a range of equipment, including chainsaws, chippers, mini digger and dumper, this allows a large element of flexibility.

Public Realm management structure (relating to Parks)

The Parks Development Officer for the North of the borough manages Lodge Farm Park with input from the Parks Development Manager.
Following a senior management restructure in the summer of 2016 the Parks Protection Service are now managed by Regulatory Services, within the Neighbourhoods directorate. They still operate in exactly the same way but are within the same department as the other Council enforcement teams.

10.2 Financial management

The Parks and Open Spaces revenue budget was £2,105,030 in 2016/17. There is not a specific budget assigned to individual parks but there is a budget of £1,700,000 set for grounds maintenance which is transferred to the DSO. The remainder is used for fixed costs, e.g. vehicle management, utility bills, staff salaries, and reactive works, e.g. repairs and additional grounds maintenance. There are separate budgets for arboriculture and the building management (Corporate Landlord) which are held by the responsible departments.

Any income generated within parks, e.g. events, car parking charges (in some parks), sports pitches and buildings fees, goes towards the budget stated above.

In previous years several of the sports and recreation facilities in parks have been part funded by the London Marathon Trust, including the outdoor gym equipment.

Any project work that is planned in the park, whether this is the replacement of existing items or additional improvements are included in a capital programme which senior officers agree the budget for each year.

10.3 Computerised Management System

In 2011 The Parks Service set up the Mayrise Grounds Maintenance Computer Software System. This system has been programmed with all of the inventory information of features on each of the parks sites. The system went live on 1st April 2012 and has allowed accurate control of resource management, improved service traceability, improved grounds maintenance monitoring and budget control. It also allows individual monitoring regimes to be tailored to each park and assists in the objective of celebrating the diversity of Havering’s Parks.

10.4 Accreditation

10.4.1 Green Flag

The Council recognises the importance of achieving this award and since 2007 has been applying for key parks throughout the borough. In 2016 11 parks now have Green Flag Award. Both officers and Councillors value the prestige of being able to fly the flag in the parks and utilise the status and associated high standards for marketing and promotions. It is also a useful management tool for all parks when looking to make improvements. The criteria for achieving the award set good benchmarks for standards that should be aspired to.

Lodge Farm Park has achieved the Green Flag Award since 2008. The Council have committed to maintain the standards in the park to ensure that the criteria can be met in future years.
10.4.2 London in Bloom

As with Green Flag the Council values the recognition of good standards when achieving these awards. The primary focus is the borough award and in 2016 this achieved a Silver Gilt. In 2015 it was category winner with Gold and Havering then took part in Britain in Bloom 2016 where Silver Gilt was awarded in the Large City category.

Due to the importance of the parks and open spaces with Councillors, friends groups and general park users many sites enter the award and in 2016 this included 10 golds and 3 category winners. Lodge Farm Park achieved a Silver Gilt award in the Large Park of the Year category and a Silver in the Small Conservation Area category.

As with Green Flag the Council is committed to maintaining standards in the park to ensure that these awards can be at least equalled if not improved in future years.
10.5 Action Plan

10.5.1 SWOT Analysis

A SWOT analysis was carried out by Parks officers to list the strengths, weaknesses, opportunities and threats for Lodge Farm Park. The analysis determined which areas of the park should be improved and the priority for improvement. It was carried out by first listing all of the issues and then attaching a score to each item. Many of the issues listed were highlighted during the regular park inspections carried out by officers. There were two scores. The first being importance of the item, the second being how much the Parks and Open Spaces Service can change things.

The SWOT analysis table can be found in Appendix 19

10.5.2 Improvement Plan

From the SWOT analysis a number of themes emerged and they were ranked in score priority. These were prioritised into the Improvement Plan and this can be found in Appendix 20.

The Improvement Plan are the items of importance that are either a Weakness, Opportunity or Threat that are within the scope of the Parks and Open Spaces Service to action change.

The items from the Improvement Plan were then used to create the park’s Action Plan (below) which determines what areas of work is to be done, who is doing it and how it will be funded.

10.5.3 Action Plan

The final Action Plan was drafted to improve/correct all of the prioritised weakness and threats as listed in the SWOT. In addition the Action Plan looks to deliver as many of the listed opportunities that were stated during the SWOT exercise.

The Action Plan sets out agreed targets, budgets and responsibilities for the improvement of the site. Where there is no cost the task requires no additional funding and is completed using Council staff.

The standards of Lodge Farm Park were significantly improved in 2008/09 and minor works were completed in subsequent years. Therefore all capital works have been completed and after reviewing the management plan it has been necessary to update the action plan. This now reflects the fact that the park is in a maintenance and review stage. The only project that is being undertaken and developed currently is the miniature railway. However this is being led by the club with the Council assisting.
<table>
<thead>
<tr>
<th>Task</th>
<th>Target start date</th>
<th>Completion Date</th>
<th>Measurement/monitoring</th>
<th>Officer Responsibility</th>
<th>Cost £</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved use of social media</td>
<td>March Annually</td>
<td>March Annually</td>
<td>Review methods of social media used to ensure relevant</td>
<td>James Rose</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Training for DSO</td>
<td>Feb – 19</td>
<td>Ongoing</td>
<td>Skills gaps identified and relevant training completed</td>
<td>Mark Jones</td>
<td>1k</td>
<td>Revenue</td>
</tr>
<tr>
<td>Update website information</td>
<td>January Annually</td>
<td>January Annually</td>
<td>Up to date, relevant information available on LBH website</td>
<td>Tom Fradd / Comms</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Press releases</td>
<td>On going</td>
<td>On going</td>
<td>Regular good news stories and information sent to comms</td>
<td>Tom Fradd</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Events programme</td>
<td>January Annually</td>
<td>On going</td>
<td>Internal and external events managed</td>
<td>Parks Team</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Parks Monitoring inspections</td>
<td>Jan 19</td>
<td>Monthly</td>
<td>Check done Monthly</td>
<td>Tom Fradd</td>
<td>None</td>
<td>NA</td>
</tr>
<tr>
<td>Revise Management Plan</td>
<td>October 18</td>
<td>January 19</td>
<td>Annual revision until 2022 then full update</td>
<td>Tom Fradd</td>
<td>None</td>
<td>NA</td>
</tr>
<tr>
<td>Apply for Green Flag</td>
<td>Jan 19</td>
<td>31st January</td>
<td>Management Plans and application form completed</td>
<td>James Rose</td>
<td>319</td>
<td>Revenue</td>
</tr>
<tr>
<td>Parks furniture check</td>
<td>Monthly</td>
<td>Ongoing</td>
<td>All furniture inspected, defects repaired and if required replacements programmed</td>
<td>Tom Fradd</td>
<td>300</td>
<td>Revenue</td>
</tr>
<tr>
<td>Ensure fire breaks are cut around conservation area</td>
<td>April Annually</td>
<td>October Annually</td>
<td>Fire breaks maintained at a satisfactory standard throughout the year</td>
<td>Mark Jones</td>
<td>none</td>
<td>NA</td>
</tr>
<tr>
<td>Rotavate Wildflower area</td>
<td>March Annually</td>
<td>April Annually</td>
<td>Areas prepared for seeding</td>
<td>Mark Jones / Rangers</td>
<td>none</td>
<td>NA</td>
</tr>
<tr>
<td>Sow wildflower seed</td>
<td>April Annually</td>
<td>May Annually</td>
<td>Good display of wildflowers in the area</td>
<td>Tom Fradd</td>
<td>200</td>
<td>Capital</td>
</tr>
<tr>
<td>Non-Routine</td>
<td>Start</td>
<td>End</td>
<td>Task Description</td>
<td>Responsible Person</td>
<td>Hours</td>
<td>Costs</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>-----</td>
<td>------------------</td>
<td>--------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Analysing results of MORI survey</td>
<td>Jan 19</td>
<td>Apr 19</td>
<td>Results of the survey relating to parks analysed and any necessary actions programmed</td>
<td>James Rose</td>
<td>None</td>
<td>NA</td>
</tr>
<tr>
<td>Improvement(s) to play area</td>
<td>Feb 19</td>
<td>Apr 19</td>
<td>Old item removed and new toddler themed unit installed</td>
<td>Tom Fradd</td>
<td>TBC</td>
<td>Play and rec</td>
</tr>
<tr>
<td>Redecorate entrance</td>
<td>Mar 19</td>
<td>Apr 19</td>
<td>Repainting of Main Road gates/fencing</td>
<td>Tom Fradd</td>
<td>£1.5k</td>
<td>Veolia</td>
</tr>
<tr>
<td>Deliver borough wide environmental education programme in partnership with EWT</td>
<td>Aug 19</td>
<td>Sep 19</td>
<td>Estimated costs and number of parks to be confirmed.</td>
<td>James Rose</td>
<td>TBC</td>
<td>Revenue</td>
</tr>
<tr>
<td>Update Tree Strategy to include parks</td>
<td>Jun 19</td>
<td>Jan 20</td>
<td>Draft to be produced by October 2019</td>
<td>Tim Goldrick</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Update parks brochure</td>
<td>Oct 19</td>
<td>Apr 20</td>
<td>Work with Comms as part of their marketing strategy</td>
<td>James Rose</td>
<td>5k</td>
<td>Capital / external funding</td>
</tr>
<tr>
<td>Annually review new tree planting opportunities</td>
<td>Sep Annually</td>
<td>Feb Annually</td>
<td>Suitable areas and species identified for planting</td>
<td>Tom Fradd</td>
<td>500</td>
<td>Capital</td>
</tr>
<tr>
<td>Cut conservation and wildflower areas</td>
<td>Sep Annually</td>
<td>Oct Annually</td>
<td>Areas cut and collected (where necessary)</td>
<td>Mark Jones / Rangers</td>
<td>None</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Notes:**
- **Capital** indicates that the work is funded by capital expenditure.
- **Revenue** indicates that the work is funded by revenue expenditure.
- **External** indicates that the work is funded by external sources.
<table>
<thead>
<tr>
<th>Task</th>
<th>Start</th>
<th>End</th>
<th>Task Description</th>
<th>Person</th>
<th>Due Date</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigate use of water harvesting on park buildings</td>
<td>Nov-18</td>
<td>Dec-20</td>
<td>Regular review of progress liaising with Energy Strategy Projects Officer</td>
<td>Tom Fradd</td>
<td>TBC</td>
<td>Capital</td>
</tr>
<tr>
<td>Progress discussions with operators for kiosk</td>
<td>Sept 19</td>
<td>April 2021</td>
<td>Costs for providing facilities and required utilities to operators by April 2020</td>
<td>Tom Fradd/James Rose</td>
<td>TBC</td>
<td>NA</td>
</tr>
</tbody>
</table>

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10.6 Parks Contact Details

Parks and Open Spaces
Harrow Lodge Park Depot
Hornchurch Road
Hornchurch, Essex
RM11 1JU

Parks general enquiries – 01708434743 / parks@havering.gov.uk
Parks Development Manager – 01708 433868 / james.rose@havering.gov.uk
Parks Development Officer – 01708433853 / tom.fradd@havering.gov.uk
Parks Protection Service – 07904805872 / parksprotection@havering.gov.uk

www.facebook.com/LBH.Parks

The Mayor, Lead Member, community groups and officers celebrate the London in Bloom awards
APPENDIX 1 - Policy Context

National Planning Policy Framework

The NPPF was published at the end of March 2012 and sets out the Government’s planning policies for England. It replaces 44 Planning Policy Statements (PPS), Planning Policy Guidance (PPG), Circulars and Letters with a concise framework of around 50 pages.

The protection for open space and playing fields is reinforced in the new NPPF, stating that such land should not be built on unless an assessment shows that: i) the land is surplus to requirements, ii) the loss would be replaced by equivalent or better provision in a suitable location, or iii) the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

The NPPF includes provisions for the designation of Local Green Spaces by communities. Where open spaces which are “important to local communities” (which may include playing fields) are designated as Local Green Space in the development plan, they will be protected as strongly as Green Belt.

The Government continues to attach great importance to the Green Belt concept saying that boundaries should only be altered in exceptional circumstances. The NPPF also recognises the ‘the intrinsic character and beauty of the countryside’ as a core planning principle which applies whether that countryside is specifically designated or not.

Biodiversity 2020: A strategy for England’s wildlife and ecosystem services

This ambitious biodiversity strategy for England builds on the Natural Environment White Paper and provides a comprehensive picture of how we are implementing our international and EU commitments. It sets out the strategic direction for biodiversity policy for the next decade, building on the successful work that has gone before, but also seeking to deliver a real step change. The Strategy aims to deliver outcomes in four areas:

- a more integrated large-scale approach to conservation on land and at sea
- putting people at the heart of biodiversity policy
- reducing environmental pressures
- improving our knowledge

1.4.2 Regional Policy Context

The London Plan, 2011

The Mayor has published the replacement of the spatial development strategy for London – known as the London Plan. The London Plan is the overall strategic plan for London, and it sets out a fully integrated economic, environmental, transport and social framework for the development of the capital to 2031. It forms part of the development plan for Greater London. London boroughs’ local plans need to be in
general conformity with the London Plan, and its policies guide decisions on planning applications by councils and the Mayor.

London’s public spaces should be secure, accessible, inclusive, connected, easy to understand and maintain, relate to local context, and incorporate the highest quality design, landscaping, planting, street furniture and surfaces.

London’s heritage assets and historic environment, including registered historic parks and gardens and other natural and historic landscapes, should be identified, so that the desirability of sustaining and enhancing their significance and of utilising their positive role in place shaping can be taken into account. London’s landscape heritage provides a depth of character that has immeasurable benefit to the city’s economy, culture and quality of life. Natural landscapes can help to provide a unique sense of place.

**Policy 7.16 : Green Belt**
The Mayor strongly supports the current extent of London’s Green Belt, its extension in appropriate circumstances and its protection from inappropriate development. The strongest protection should be given to London’s Green Belt, in accordance with national guidance. Inappropriate development should be refused, except in very special circumstances. Development will be supported if it is appropriate and helps secure the objectives of improving the Green Belt as set out in national guidance.

**Policy 7.18 : Protecting local open space and addressing local deficiency**
The Mayor supports the creation of new open space in London to ensure satisfactory levels of local provision to address areas of deficiency. The loss of local protected open spaces must be resisted unless equivalent or better quality provision is made within the local catchment area. Replacement of one type of open space with another is unacceptable unless an up to date needs assessment shows that this would be appropriate.

When assessing local open space needs, LDFs should:
- a) include appropriate designations and policies for the protection of local open space
- b) identify areas of public open space deficiency, using the open space categorisation set out in Table 7.2 as a benchmark for all the different types of open space identified therein
- c) ensure that future open space needs are planned for in areas with the potential for substantial change such as opportunity areas, regeneration areas, intensification areas and other local areas
- d) ensure that open space needs are planned in accordance with green infrastructure strategies to deliver multiple benefits.

**All London Green Grid SPG (2012)**
The All London Green Grid takes the principles of the East London Green Grid and applies them across London. The concept of a “green grid” – an integrated network of green and open spaces together with the Blue Ribbon Network of rivers and waterways – is at the centre of the London Plan’s approach to the provision,
enhancement and management of green infrastructure (Policy 2.18). This network of spaces functions best when designed and managed as an interdependent ‘grid’.

The ALGG SPG aims to promote the concept of green infrastructure, and increase its delivery by boroughs, developers, and communities, by describing and advocating an approach to the design and management of green and open spaces to deliver hitherto unrealised benefits. These benefits include sustainable travel, flood management, healthy living, and creating distinctive destinations; and the economic and social uplift these support.

1.4.3 Local Policy Context

The following diagram represents how the Management Plan fits within the overall strategic framework for Parks and Open Spaces within Havering:

Local policy framework diagram

Havering Local Development Framework

Havering’s existing Local Development Framework has a number of conditions and policies aimed at improving and enhancing the green environment. Key to these is the following:

DC18 – Protection of Public Open Space, sports and leisure facilities

• The Council will seek the retention and enhancement of all public open space and recreation, sports and leisure facilities that are in private and public ownership. Where it is shown that public open space or other land/building is
surplus to requirements because other facilities exist in the locality to meet the standards set out in Policy DC20 alternative uses will be allowed.

- Priority will be given to other recreation/leisure uses such as allotments or sports pitches where there is an identified need for such a use. Where no such needs exists then other uses may be approved provided that there is no conflict with other Core and Development Control policies and there is no unacceptable impact on the local environment or amenities of local residents.

- Any loss of open space to a non-recreation/leisure use must be accompanied by an improvement to the quality of open space in the vicinity or to remedying qualitative and quantitative deficiencies in open space elsewhere in the Borough.

**DC20 – Access to recreation and leisure including open space**
The Council will seek to ensure that there is adequate provision of a varied range of accessible leisure and recreation facilities throughout the borough.

- The Council will have regard to the following walking distances in order to improve the distribution of public open space:
  - Regional Park (400 ha) 3.2 to 8 km
  - Metropolitan Park (60 ha) 3.2km
  - District Park (20ha) 1.2km
  - Local Park (2ha) 800m

- The Council will also seek to achieve the following standard of provision:
  - Children’s Play Space - 0.8 hectares per 1,000 population with access to formal/informal play provision within 400 m of home
  - Allotments - 0.18 hectares per 1,000 population with access within 800 m of home
  - Sports pitches - 0.75 hectares per 1,000 population with access within 1200m of home

- To make the best use of facilities, the Council will promote the dual use of education sports and recreation facilities by the public.

**Culture Strategy and Parks & Open Spaces Strategy**
The London Borough of Havering recognises the value of its parks and open spaces, and all cultural assets. In both the Culture Strategy and the Parks and Open Spaces Strategy it outlines how parks and open space have both an intrinsic and instrumental value.

The Parks & Open Spaces Strategy states: “green open spaces are a beautiful and precious resource that should be protected, enjoyed and celebrated, simply for what they are”. It also lists 15 instrumental benefits of parks, including “promoting positive physical, mental and emotional wellbeing” and “acting as a focal point for communities”.


The Action Plan within the Parks & Open Spaces Strategy is focussed on three overarching objectives which reflect the role and value of these spaces: 1) Health & Wellbeing; 2) Learning & Personal Development; 3) Towns & Communities.

**Sustainable Communities Strategy / ‘Living Ambition’**

The Sustainable Community Strategy was formed by the Havering Strategic Partnership and acts as an over-arching plan, setting the direction and priorities for other key plans and strategies in Havering, and ensuring effective coordination and targeting of services. The Strategy sets out five priorities: 1) Environment, 2) Learning, 3) Towns & Communities, 4) Individuals, 5) Value. The table below describes, in broad terms, how Parks and Open Spaces contribute to these priorities.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment</td>
<td>Providing beautiful and safe green spaces that local people will take pride in, that will help provide cleaner air for all, will provide pleasure, relaxation and recreation for adults, will secure places for children to play, and will contribute to the greening, attractiveness and biodiversity of the borough.</td>
</tr>
<tr>
<td>Learning</td>
<td>Providing opportunities for learning, through discovery of nature and heritage, through allotments food growing and horticulture, and through the sports and physical activity undertaken in our parks.</td>
</tr>
<tr>
<td>Towns and Communities</td>
<td>Contributing to the physical, social and economic regeneration of the borough through the provision and maintenance of high quality open spaces and by ensuring culture is at the heart of our towns and communities.</td>
</tr>
<tr>
<td>Individuals</td>
<td>Contributing to the quality of life of local people, improving health and wellbeing and reducing health inequalities, by providing opportunities for participation in culture within our open spaces; parks, allotments and countryside. Providing activities for everyone, including children, young people and families, older people and disabled people, in a way that is fully inclusive and where people feel welcome and safe.</td>
</tr>
<tr>
<td>Value</td>
<td>Continuing to deliver an efficient, innovative and high-quality service, whilst working in partnership with internal and external agencies and through engagement with residents and groups such as Friends of Parks.</td>
</tr>
</tbody>
</table>
APPENDIX 2 – History

Lodge Farm Park is on the Southern side of Main Road from Raphael Park. The land to form the park was acquired by the Council in 1927 although the public park was not completed until 1963. It formed part of Thomas England’s vision of a ‘Green Lung’ running through the Borough.

Close to the main entrance to the park on Main Road is Blacks Bridge. The bridge was designed by James Wyatt and was built in the late C18. It is constructed of red brick with three large moulded stone elliptical arches. It was constructed when the grounds of Gidea Hall (Raphael Park was formed from part of the Gidea Hall Estate) was landscaped and enlarged by Richard Benyon c.1776 possibly to the designs of Richard Wood. The bridge was required to span the widened Blacks Canal. This canal was initially formed by damming and redirecting a tributary stream that fed the various water features of the earlier formal gardens of Gidea Hall. Where the canal passed through the estate of Gidea Hall it was widened to form a large serpentine lake. The historic bridge is Grade II Listed of Special Architectural and Historic Interest.
The owners of the Estate of Lodge Farm Roger Reede’s Charity agreed to lease the farm and premises of Lodge Farm for fourteen years to the Agent of the High Grade Dairy Company. The land was to be used for farming only. The lease included the Farmhouse and associated buildings including all barns, cart sheds, cow and cattle sheds and greenhouse.

10th March 1927 Sale deeds
The owners of the Lodge Farm Estate, Roger Reede’s Charity agreed to sell several parcels of land containing twelve acres and twenty perches to Romford Urban District Council. The property to be sold was part of an ancient endowment of Roger Reede’s Charity. It was described as ‘A farm consisting of a dwellinghouse called Neades otherwise Staceys Farm’ (although at the time of the sale the property had been commonly known as Lodge Farm for the previous thirty years). However the land being sold did not include Lodge Farmhouse and the associated buildings. The land to be sold stretched from a point at the North known as Blacks Bridge to Carlton Road in the South. The land was sold to the Council for £1,350.

The deed included three restrictive covenants: Theses are briefly:
1. The Council shall erect a substantial fence to the East and North sides of the land within three months of the sale.
2. The land purchased shall not be used for any purpose other than a public park or open space for public recreation.
3. The Council shall if and when required by the Vendors concur in any scheme to close the public footpath running from Junction Road to Balgores Lane.

Sometime after the land was acquired by the Council it began to be used as a rubbish tip for town refuse (It is uncertain when this was decided by the Council or when tipping commenced). After tipping was completed the land was left uncultivated for some years to allow for settlement.

**22nd November 1937**
The Council minutes record that a petition was received from the residents of Kingston Road. They were complaining that the Council had formed a second tier of refuse contrary to a previous understanding and the level of the tip was 10 feet or more above the level of the ground. It was agreed by the Committee that every step would be taken to prevent any further nuisance being caused. It was also agreed that when work was completed a belt of trees or shrubs would be planted next to the fences of the Kingston Road houses.

**20th March 1950**
It was recorded in the Council minutes that fencing and gates be provided for the Carlton Road frontage of the open space in accordance with the Borough surveyors estimate of £50.

**2nd November 1954**
The Council minutes record that the Finance Committee had referred to the Committee for consideration of the provision of a new enclosed swimming pool. It was agreed in principle, that the new pool would be situated in Lodge Farm Park Recreation Ground. Detailed work and designs were obviously carried out for a number of years on the proposed swimming pool project including the construction of a scale model of the pool (that cost £140).

**30th October 1956**
A note in the Council minutes refers to a request that the entrance gates to the recreation ground should be opened so the grounds can be used by children. The committee agreed to adhere to their previous decision that the recreation ground was not suitable for use at the present time and that until funds were available for levelling part of the grounds, cutting the grass and providing an attendant, the gates should not be opened.

**26th May 1959**
The Council minutes record that the Minister of Housing and Local Government had informed the Council that he would not approve the use of the land at Lodge Farm Recreation Ground for the new pool because of the restrictive covenant on the land precluding this use. This was obviously quite a difficult decision for the Committee and they decided they would not abandon the project but they would need to agree an alternative location.

In 1961 a comprehensive layout scheme for the park was prepared and agreed by the Council including the provision of two bowling greens, pavilion, a children’s playground with shelter, a depot and mess room for the staff. The development was put out to contract at a cost of £42,000.
9th October 1962
The Council minutes record that the construction of the park had now been completed, with the exception of certain trees and shrub planting. It was agreed that the park should be brought into public use forthwith. There is no record of an official opening for the park. In the 1960s the Romford Official Guides were promoting a delightful long distance walk through four Council-owned parks including Lodge Farm, Raphael Park, Rise Park and Raphael Park from the centre of the town to open countryside and Havering Ridge.
The opening of the new bowling green at Lodge Farm Park was celebrated in May 1963 with a match against the Mayor of Romford and his councillors which, Romford won comfortably to get their new home off to a successful start. The most notable feature of that match was that the Mayor that year was a woman - Mrs. Roberts - but the newly elected president allowed her to play!

In 1966 the Parks Brochure records that the following staff were employed in the Park:
1 Green keeper 1st Class
1 Gardener 1st Class
1 Gardener Second Class
1 Labourer
1 Park Keeper
Lodge Farm Park is included in the Heritage Strategy for Romford and Hornchurch 2000 as the proposed Romford Railway Conservation Area. This proposal has not been adopted by the Council yet.
In 2008 Lodge Farm Park was awarded a Green Flag following an investment programme from Havering Council and a schedule of works assisted by the Friends of Lodge Farm Park and Raphael Park.
APPENDIX 3 Pesticide Reduction Policy

Introduction

It has been widely recognised that indiscriminate use of pesticides in the past has led to significant environmental damage and damage to human health. In addition, the use of pesticides without full knowledge of the environmental and health implications is now no longer acceptable, and due caution in their use is enshrined in legislation and regulation both at European and National level.

Havering’s Parks Service has developed a pesticide (reduction) strategy aimed at minimising the use of pesticides and the risks which pesticides can present.

The pesticide (reduction) strategy is considered to be a useful contribution to the development of Local Agenda 21 in Havering. The strategy recognises that the use of pesticides is not always necessary and that more environmentally friendly alternatives are available.

The strategy recognises that when it is absolutely essential to use pesticides, their use is strictly controlled and limited to specific tasks. In the context of Local Agenda 21 development in Havering, the pesticides (reduction) strategy is considered a step towards a more sustainable use of resources in grounds maintenance operations.

The pesticide (reduction) strategy covers all aspects of pesticide use in the Borough of Havering.

The Parks Service’s grounds maintenance specification has been written with the minimum requirement for the programmed use of pesticides. No Pesticides are used at Central Park.

What are Pesticides?

A pesticide is any organic or inorganic preparation, substance or organism approved under the Control of Pesticide Regulations (COPR) 1986 (1993). The term pesticide includes:
(a) Herbicides
(b) Insecticides
(c) Fungicides
(d) Ovicides
(e) Growth regulators
(f) Soil Sterilants
(g) Animal repellents
(h) Wood preservatives

Pesticides have different types of modes of actions these being:
(a) Contact
(b) Translocated
(c) Residual
(d) Residual – absorbed by roots
(e) Systemic
Protection of Wildlife and Wild Plants

In making plans for pesticide use, consideration should be given to the importance of habitats for wildlife and wild plants, especially where there are hedges, ditches, grassland, scrub, shrubs and areas of water.

Contamination of habitats by insecticides, herbicides or fungicides, either by direct application or from drift, should be prevented to avoid harmful effects on beneficial invertebrates and other wildlife.

Unnecessary pesticide use in amenity areas, i.e. areas not used for agriculture, commercial horticulture, forestry or domestic gardens, may involve risks to the health of human beings, creatures, plants and the environment, the development of resistance, and the destruction of beneficial invertebrates. The Food and Environmental Protection Act 1985 states the need to safeguard the environment as well as human health when choosing and applying pesticides.

Consideration must be given to the proximity of water features, free draining areas and drains and to particular sites which may be sensitive to pesticides.

Identifying the “Pest” Problem

For the Parks Service, a “pest” is defined as:

(a) Undesirable weeds:
   (i) Which disrupt and raise tarmac, concrete and paved areas, creating a hazard
   (ii) Which harbour vermin
   (iii) Disrupt the playing surfaces for fine turf sports

(b) Fungal diseases:
   (i) Which can damage the health of fine turf grasses
   (ii) Control of fungal diseases on fine turf

(c) Harmful insects:
   (i) Control of Brown Tail Moth in spring/summer

Before selecting a pesticide the following questions should be considered by the Parks Officer.
(a) Is there really a “pest” problem?
(b) Why is there a problem?
(c) Can the problem be solved by changing the environmental conditions, and if so what alternatives are available?
(d) Can the “pest” problem be controlled/prevented without the use of pesticides?
(e) Is it absolutely necessary to be free from the “pests”?
(f) Can the problem be allowed to resolve itself?

The decisions whether to apply a pesticide or not should be made only after:
(a) Correctly identifying the pest, and the probably degree of infestation or infection and whether it is a problem.
(b) Considering alternative pest control measures, e.g. any biological or mechanical methods which will control or prevent the reoccurrence of the problem.
(c) Considering any previous experience of the problem and control methods.
(d) Determining whether it is the correct time to apply a pesticide.
(e) Considering the suitability of weather conditions.
Applying Pesticides

All pesticides will be applied in accordance with methods as set out in the Pesticide Regulations. All operatives using pesticides will hold the relevant NPTC training certificate. All precautions must be followed to ensure the safety of the public and the environment whilst spraying is in operation. Avoid spraying near people and animals. Warning signs should be positioned around the spray area.

Training

The Control of Pesticides Regulations 1986 impose a general obligation on all those who use pesticides in the course of their work to ensure that they have received adequate instruction and guidance in the safe, efficient and humane use of pesticides and are competent for the duties which they are called upon to perform.

Contract Inspectors shall receive training on pesticides to the basic standard of the National Proficiency Tests Council’s Pesticide Application (PA) modules – PA1 and PA6.

Request to Spray Pesticides Pro-Forma
Non-Chemical Alternative Methods of Control

Toleration

The main reason for the control of weeds on hardstanding and shrub beds is aesthetic (it looks neat and tidy). In certain circumstances weeds will damage hard surfaces and complete with plants for light moisture and nutrients, but these are not usual unless the weeds have been permitted to grow to a size when damage/competition can occur. The usual process is to remove them long before this can occur.

In managing the hardstanding and shrub beds the question of tolerance needs to be looked at in each site. Do we need this path/shrub bed to be 100% weed free? If yes a further question should them be asked - What method of weed control should be used? (See alternative methods of weed control).

If it is agreed that certain paths/shrub beds do not need to be 100% weed free then tolerance levels need to be agreed and set. Following this the method of control needs to be specified.
Mulching

The amount of residual herbicides used can be greatly reduced by using mulch across the top of the shrub/rose beds. There is a range of products that can be used for mulching:

- Bark
- Spent mushroom compost
- Well-rotted FYM
- Organic compost
- Leaf litter
- Mypex
- Plastic sheeting
- Black woven plastic
- Microporous polyethylene fabric
- Non-woven wool
- Non-woven fleece
- Carpet
- Cardboard
- Compressed peat paper
- Newspaper
- Compost
- Well-rotted manure
- Leaf mould
- Forest bark
- Sawdust
- Shredded pruning’s/wood chips
- Gravel/shingle

Each one of these products has different qualities and need to be applied at sufficient depth to work correctly. Organic mulches require regular topping up but have the advantage of improving the soil and adding nutrients.

All mulches should be applied to a weed free surface.

A well applied mulch will not only look attractive it will also ensure a virtually weed free surface.

Mulches should be applied in October while the heat is still in the ground. The mulch then as an insulating layer, trapping the heat in and protecting the plants. If the mulch is applied in March the reverse happens and the soil takes a longer period of time to warm up.

Hoeing

The garden hoe is one of the main weapons used to control weeds. There are two basic types of hoe.

- The Dutch Hoe
- The Swan Neck Hoe

It is important when using the hoe to ensure that it is sharp as it makes working easier.
Hoeing is mainly used to remove individual weeds and is a very good method of control for annual weeds; it is not such a good control of perennials, as the cut stem will grow again from the rootstock.

Hoeing on a regular basis also has a residual control as it creates a “dust mulch” on the surface of the beds by breaking the water capillaries just under the surface. The dust mulch helps reduce the ability of weed seeds to germinate. The dust mulch will be broken during irrigation or rainfall.

**Strimming**

Nylon corded strimmers can be used to remove weeds from hard standing, they should not be used for weeding beds as they catch stones and throw them considerable distances. Strimmers are particularly effective on annual weeds or in areas where the weeds can be tolerated to a height limit.

They are very effective and quick in skilled hands. However they are noisy and there use in public places needs to be carefully considered.

With brush-cutting heads fitted strimmers are able to cut down dense non-woody vegetation.

**Manual Weeding**

Manual weeding is still the only effective way of removing plants from certain situations without causing any collateral damage.

It is expensive because it is very labour intensive. It can be hazardous in areas where sharps are found.

It is a good method of removing perennial weeds.

Protective gloves must be worn at all times.

**Burning**

There are a number of devices on the market that can be used to control weeds by burning. Most of these use a combustible liquid (e.g, paraffin) under pressure and ignited at the nozzle. The jet of flame then burns the target.

Flame control should only be used for control of weeds on hard surfaces. The use of flame control can cause macadam surfaces to break up. Therefore the use of flame control is very limited by opportunity.

These devices have been quite dangerous and a number of industrial accidents have been caused to operatives. In addition they should not be used in periods of drought as they could easily burn off more than the intended target.

Full risk assessments would need to be carried out before using any method of flame control device.

**Planting Densities**

Weeds germinate and grow best when they have opportunity to do so and there is little competition or where the weed is able to suppress the competition.
When designing and planting new shrub borders the usual method of design is to aim for a closed canopy within three years. (A closed canopy is where the plants that were planted a set distance apart have eventually grown to the point where they meet and appear as one large group).

In the period before the closure of the canopy weeds have an opportunity to establish in the gaps between the newly planted shrubs. The planting distance between the shrubs determines how quickly the canopy closes. By reducing the gap the canopy can be closed within 18 months or even within the next growing season to when the shrubs were planted. This increases the competition on any weeds that have germinated and also acts as a suppressant to further weeds, reducing the possibility of them germinating.

Weed Control: Hard Surface areas
Sweeping
Waipanua Hot water treatment system,
Hoaf Weedmaster Heat treatment system

Weed Control: Fine Turf

Scarifying
Raking
Brushing
Switching
Aeration
Organic Substances, i.e. liquid iron, Liquid fertilisers
Biological, i.e. Inhibiter (trade name) contains natural plant Solutes.

Legislation

Legislation governing the use of pesticides includes:

(a) The Food and Environment Protection Act 1985
(b) The Control of Pesticides Regulations 1986
(c) The Control of Substances Hazardous to Health Regulations 1988
(d) The Water Act 1989
(e) The Environmental Protection Act 1990
(f) Control of Pollution Act 1974
(g) Health and Safety at Work Act 1974

There are also a number of Codes of Practice which are aimed at Users of pesticides in public areas, which give practical guidance, including methods of meeting the requirements of COSHH.

Any pesticide must be used in accordance with the “General Consents” issued under the Control of Pesticides Regulations 1986. Consent C (a), paragraph 2, states that users of pesticides shall take all reasonable precautions to protect the health of human beings, animals and plants, to safeguard the environment and in particular to avoid pollution of water.

Only Glyphosate is on the list of approved products for use in Havering’s Parks and Open Spaces.
### APPENDIX 4 – Examples of Risk Assessments

#### RISK ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Who may be harmed &amp; How</th>
<th>Existing Controls</th>
<th>Risk Rating</th>
<th>Further Controls</th>
<th>Residual Risk</th>
<th>Actions by whom &amp; when</th>
<th>Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long grass areas being set on fire</td>
<td>Adjoining properties and park buildings</td>
<td>Fire breaks cut around properties and buildings</td>
<td>Likelihood: Fairly likely</td>
<td>Publicity material to educate park users on the dangers of leaving litter in parks which could cause fires in hot weather</td>
<td>Likelihood: Fairly likely</td>
<td>JR 19/07/13</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Fire damage to property</td>
<td>Where hay is cut bales taken ASAP</td>
<td>Consequence: Major</td>
<td>Staff instructed to contact LFB in event of fire</td>
<td>Consequence: Major</td>
<td>JR/MH 19/07/13</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conservation areas cut regularly</td>
<td>Risk Level: 12</td>
<td></td>
<td>Risk Level: 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meadow areas cut and arisings cleared</td>
<td>Tolerable</td>
<td></td>
<td>Tolerable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parks litter picked and bins emptied regularly to remove potential hazards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Parks Protection Service act as Fire Liaison to the LFB and provide first contact with incidents, directing LFB to area and watering points</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Park Rangers on site in country parks with large areas of long grassland</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Assessors name:** James Rose  
**Date of Assessment:** 19/4/16  
**Activity/Task:** Conservation/Meadow grass areas  
**Directorate:** Culture and Communities  
**Service:** Culture and Leisure  
**Group:** Parks and Open Spaces  
**3rd Tier Manager:** Martin Stanton
<p>| Long grass areas being set on fire | Park users, staff, residents in adjoining properties | Park users, staff, residents in adjoining properties | Likelihood: Fairly likely | Consequence: Major | Risk Level: 12 Tolerable | Likelihood: Fairly likely | Consequence: Major | Risk Level: 12 Tolerable |
| Long grass areas being set on fire | Injuries | Injuries | Publicity material to educate park users on the dangers of leaving litter in parks which could cause fires in hot weather | Staff instructed to contact LFB in event of fire | | | | JR 19/07/13 | JR 19/07/13 | Y | Y |</p>
<table>
<thead>
<tr>
<th>Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservation areas cut regularly</td>
</tr>
<tr>
<td>Meadow areas cut and arisings cleared</td>
</tr>
<tr>
<td>Parks litter picked and bins emptied regularly to remove potential hazards</td>
</tr>
<tr>
<td>Parks Protection Service act as Fire Liaison to the LFB and provide first contact with incidents, directing LFB to area and watering points</td>
</tr>
<tr>
<td>Park Rangers on site in country parks with large areas of long grassland</td>
</tr>
<tr>
<td>No naked flames, including BBQ’s are permitted in the parks</td>
</tr>
<tr>
<td>Park Watch and Friends of Parks act as eyes and ears and report</td>
</tr>
</tbody>
</table>

| Consequence: Major |
| Evaluation: 12 |
| Risk Level: Tolerable |

| could cause fires in hot weather |
| Staff instructed to contact LFB in event of fire |

| Consequence: Major |
| Evaluation: 12 |
| Risk Level: Tolerable |

Review date: 1.04.17  
Date communicated to staff: 19.04.13

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.
## Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>LIKELIHOOD</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>Very unlikely</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Major</td>
<td>Unlikely</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Moderate</td>
<td>Fairly likely</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Minor</td>
<td>Likely</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Insignificant</td>
<td>Very likely</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

- **17-25 Unacceptable**: Stop activity and make immediate improvements
- **10-16 Tolerable**: Look to improve within specified timescale
- **5-9 Adequate**: Look to improve at next review
- **1-4 Acceptable**: No further action, but ensure controls are maintained
## RISK ASSESSMENT FORM

**Assessors name:** Tom Fradd  
**Date of Assessment:** July 2016  
**Activity/Task:** RA44 Use of Strimmer’s & Hedge Cutters

**Directorate:** Neighborhoods  
**Service:** Public Realm  
**Group:** Parks and Open Spaces  
**3rd Tier Manager:** Paul Ellis

---

P.P.E TO BE WORN BY ALL HIGHWAYS OPERATIVES APPROPRIATE TO THE TASK BEING CARRIED OUT (HI-VISABILITY CLOTHING, SAFETY BOOTS, GOGGLES, GLOVES DUST/FACE MASK, EAR DEFENDERS, HARD HATS, SPECIFIC PRPOTECTIVE CLOTHING: FLAME RETARDANT PROTECTION FOR LEGS (I.E TROUSERS, SPATS, COVERALL)

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Who may be harmed &amp; How</th>
<th>Existing Controls</th>
<th>Risk Rating</th>
<th>Further Controls</th>
<th>Residual Risk</th>
<th>Actions by whom &amp; when</th>
<th>Implemented Y/N</th>
</tr>
</thead>
</table>
| Use of Strimmer’s, Hedge Cutter | Operatives  
Public | Tools/equipment are used for their intended use **ONLY,** and used in accordance with the manufacturer's guidance  
Strimmer, Hedge Cutter to be held firmly with both hands (2 points of contact), to maintain a secure grip to avoid kickbacks. All equipment will be stored away after use, no equipment will be left on site over night  
All equipment to come to a complete stop before moving or placing down. | Likelihood: 2  
Consequence: 4  
Risk Level: 8 | Operative inform manager/supervisor of any tools/equipment that are not suitable for the type of work being undertaken.  
Operatives are trained in the use of new tools and equipment prior to use.  
Equipment selected with Anti-vibration mountings and ergonomically angled handles  
Refresher training to be carried out as identified in the training | Likelihood: 2  
Consequence: 3  
Risk Level: 6 | Manager  
Supervisor  
Operatives  
Ongoing |
<table>
<thead>
<tr>
<th>Contact with wheel/ moving parts</th>
<th>Operatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye Injury – Flying particles from disc or materials being cut.</td>
<td></td>
</tr>
<tr>
<td>Entanglement – Clothing/jewellery/hair</td>
<td></td>
</tr>
<tr>
<td>Contact with equipment</td>
<td></td>
</tr>
<tr>
<td>Fractures/cuts/lacerations/amputations/fatality.</td>
<td></td>
</tr>
<tr>
<td>Tools/equipment are used for their intended use <strong>ONLY</strong>, and in accordance with the manufacturers guidance.</td>
<td></td>
</tr>
<tr>
<td>Equipment used in accordance with training and manufacturers instructions.</td>
<td></td>
</tr>
<tr>
<td>Tools used for the purpose for which they have been designed.</td>
<td></td>
</tr>
<tr>
<td>Guards are to be in place, maintained and operational at all times.</td>
<td></td>
</tr>
<tr>
<td>Loose hair, ties, jewellery and other clothing are not in the vicinity of moving parts of powered tools, which can lead to entanglement and serious injury.</td>
<td></td>
</tr>
<tr>
<td>Likelihood: 2</td>
<td></td>
</tr>
<tr>
<td>Consequence: 4</td>
<td></td>
</tr>
<tr>
<td>Risk Level: 8</td>
<td></td>
</tr>
</tbody>
</table>

**Operative to inform manager/supervisor of any tools/equipment that are not suitable for the type of work being undertaken.**

**Instruction Manual and Safe Working Procedures are issued with all new tools/equipment.**

**Operatives are trained in the use of new tools and equipment prior to use and have completed Abrasive Wheel Training.**

**Refresher training to be carried out as identified in the training matrix.**

**Regular Tool box talks carried out.**

<table>
<thead>
<tr>
<th>Manual Handling</th>
<th>Operatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifting tools/equipment</td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal injuries – Sprain/strains</td>
<td></td>
</tr>
<tr>
<td>All operatives attend Manual Handling Training</td>
<td></td>
</tr>
<tr>
<td>Operator to use good manual handling techniques whilst operating strimmer, hedge</td>
<td></td>
</tr>
<tr>
<td>Likelihood: 2</td>
<td></td>
</tr>
<tr>
<td>Consequence: 3</td>
<td></td>
</tr>
<tr>
<td>Risk Level: 6</td>
<td></td>
</tr>
</tbody>
</table>

**Manual Handling is to be carried out in accordance with the Manual Handling Regulations 1992.**

| Likelihood: 2 |
| Consequence: 3 |
| Risk Level: 6 |

**Manager Supervisor Operatives Ongoing.**
| Repetitive body movements – awkward positions, excessive effort | Repetitive body movements – awkward positions, excessive effort | Refresher Manual Handing Training as identified in training matrix | 
| Dropping of tools/equipment crushing, cuts/lacerations/abrasions | Dropping of tools/equipment crushing, cuts/lacerations/abrasions | 
| Sharp edges stabbing/puncture wounds | Sharp edges stabbing/puncture wounds | 

<table>
<thead>
<tr>
<th>Biohazards</th>
<th>Biohazards</th>
<th>Biohazards</th>
<th>Biohazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operatives</td>
<td>Operatives</td>
<td>Operatives</td>
<td>Operatives</td>
</tr>
<tr>
<td>Contact with - Faeces, Birds Guano (droppings) Weill’s Disease Sharps Illness Diseases Puncture wounds</td>
<td>Contact with - Faeces, Birds Guano (droppings) Weill’s Disease Sharps Illness Diseases Puncture wounds</td>
<td>Contact with - Faeces, Birds Guano (droppings) Weill’s Disease Sharps Illness Diseases Puncture wounds</td>
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</tr>
<tr>
<td>Visual inspection of working area to be carried out Any unidentified material found (i.e. Asbestos, discarded syringes) should be reported to the Manager/Supervisor immediately. Operatives to ensure all vaccinations (tetanus, Hep B) are up to date Operatives to maintain personal hygiene</td>
<td>Visual inspection of working area to be carried out Any unidentified material found (i.e. Asbestos, discarded syringes) should be reported to the Manager/Supervisor immediately. Operatives to ensure all vaccinations (tetanus, Hep B) are up to date Operatives to maintain personal hygiene</td>
<td>Visual inspection of working area to be carried out Any unidentified material found (i.e. Asbestos, discarded syringes) should be reported to the Manager/Supervisor immediately. Operatives to ensure all vaccinations (tetanus, Hep B) are up to date Operatives to maintain personal hygiene</td>
<td>Visual inspection of working area to be carried out Any unidentified material found (i.e. Asbestos, discarded syringes) should be reported to the Manager/Supervisor immediately. Operatives to ensure all vaccinations (tetanus, Hep B) are up to date Operatives to maintain personal hygiene</td>
</tr>
<tr>
<td>Letters sent by Medigold to operatives when they require a vaccination Contact Occupational Health for advice</td>
<td>Letters sent by Medigold to operatives when they require a vaccination Contact Occupational Health for advice</td>
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</tr>
<tr>
<td>Manager Supervisor Operatives Ongoing</td>
<td>Manager Supervisor Operatives Ongoing</td>
<td>Manager Supervisor Operatives Ongoing</td>
<td>Manager Supervisor Operatives Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operatives General Public Inhalation of fumes - Respiratory irritation Skin Irritation - Dermatitis Fire – Burns</td>
<td>Operatives General Public Inhalation of fumes - Respiratory irritation Skin Irritation - Dermatitis Fire – Burns</td>
<td>Operatives General Public Inhalation of fumes - Respiratory irritation Skin Irritation - Dermatitis Fire – Burns</td>
<td>Operatives General Public Inhalation of fumes - Respiratory irritation Skin Irritation - Dermatitis Fire – Burns</td>
</tr>
<tr>
<td>No refueling whilst engine running Fuel supply container must be labelled to show contents. Container to be kept at least 10 metres from working area, away from sources of ignition and sunlight.</td>
<td>No refueling whilst engine running Fuel supply container must be labelled to show contents. Container to be kept at least 10 metres from working area, away from sources of ignition and sunlight.</td>
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</tr>
<tr>
<td>All major spillages reported to manager/supervisor immediately <strong>Risk Assessment RA47 Decanting of Fuel</strong></td>
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</tr>
<tr>
<td>Manager Supervisor Operatives Ongoing</td>
<td>Manager Supervisor Operatives Ongoing</td>
<td>Manager Supervisor Operatives Ongoing</td>
<td>Manager Supervisor Operatives Ongoing</td>
</tr>
</tbody>
</table>
| **Explosion** | Fuel can with auto fuel shut off to prevent spillage or over fill should be used.  
Mop up spillages as they occur, including spills on clothing. Use only bio-chain oil.  
No Smoking as per Council policy  
**Risk Assessment RA47 Decanting of Fuel MUST be applied in relation with this activity**  
**For ratio's of fuel refer to SW20** |
|---|---|

| **Slips, Trips and Falls** | Operatives  
Uneven/slippery ground  
Environmental conditions and terrain  
Strains/sprains, cuts, lacerations, abrasions, broken limb  
Fatality  
Visual check of ground conditions prior to commencement of work  
Stand only on ground that can be established as firm  
Regular housekeeping within working area  
**Likelihood:**  
**Consequence:**  
**Risk Level:**  
Manager  
Supervisor  
Operatives  
**Likelihood:**  
**Consequence:**  
**Risk Level:**  
Ongoing |

| **Noise/Vibration** | Operatives  
General Public  
Use of tools and equipment  
Hearing Damage Vibration White Finger  
Operatives are trained in accordance with The Provision and Use of Work Equipment Regulations 1998 (PUWER)  
All tools/equipment used in accordance with the manufacturers instructions and  
**Likelihood:** 2  
**Consequence:** 2  
**Risk Level:** 4  
Noise & Vibration levels monitoring to determine if the requirements for protection exceeds standard P.P.E in accordance with:  
The Control of Noise at Work Regulations 2005  
**Likelihood:** 2  
**Consequence:** 2  
**Risk Level:** 4  
Manager  
Supervisor  
Operatives  
Ongoing |

| **Noise/Vibration** | Operatives  
General Public  
Use of tools and equipment  
Hearing Damage Vibration White Finger  
Operatives are trained in accordance with The Provision and Use of Work Equipment Regulations 1998 (PUWER)  
All tools/equipment used in accordance with the manufacturers instructions and  
**Likelihood:** 2  
**Consequence:** 2  
**Risk Level:** 4  
Noise & Vibration levels monitoring to determine if the requirements for protection exceeds standard P.P.E in accordance with:  
The Control of Noise at Work Regulations 2005  
**Likelihood:** 2  
**Consequence:** 2  
**Risk Level:** 4  
Manager  
Supervisor  
Operatives  
Ongoing |

| **Noise/Vibration** | Operatives  
General Public  
Use of tools and equipment  
Hearing Damage Vibration White Finger  
Operatives are trained in accordance with The Provision and Use of Work Equipment Regulations 1998 (PUWER)  
All tools/equipment used in accordance with the manufacturers instructions and  
**Likelihood:** 2  
**Consequence:** 2  
**Risk Level:** 4  
Noise & Vibration levels monitoring to determine if the requirements for protection exceeds standard P.P.E in accordance with:  
The Control of Noise at Work Regulations 2005  
**Likelihood:** 2  
**Consequence:** 2  
**Risk Level:** 4  
Manager  
Supervisor  
Operatives  
Ongoing |
<table>
<thead>
<tr>
<th>Hand Arm Vibrations (HAVS)</th>
<th>Changes in sensation</th>
<th>Nerve damaged</th>
<th>Pins and needles (tingling)</th>
<th>Numbness</th>
<th>recommendations.</th>
<th>Wearing of hearing protection if breaches the safe levels as stated in The Control of Noise at Work Regulations 2005.</th>
<th>Select of power tools with the minimum level of vibration and minimise the time that it is to be used as per the manufacturers information</th>
<th>Rotation of work patterns/short duration work</th>
<th>The Control of Vibration at Work Regulations 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adverse Weather</strong></td>
<td>Operatives</td>
<td>General Public</td>
<td>Inhalation of fumes</td>
<td>Respiratory irritation</td>
<td>Poor Visibility</td>
<td>Skin Irritation – Dermatitis</td>
<td>If required dusk musk worn appropriate to the task being carried out.</td>
<td>Airborne dust will be damped down with water</td>
<td>Work in confined space is prohibited</td>
</tr>
</tbody>
</table>

**Review date:** July 2017  
**Date communicated to staff:** 26/7/16

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.
The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>LIKELIHOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>17-25</td>
</tr>
<tr>
<td></td>
<td>Unacceptable</td>
</tr>
<tr>
<td></td>
<td>Stop activity and make immediate improvements</td>
</tr>
<tr>
<td>Major</td>
<td>10-16</td>
</tr>
<tr>
<td></td>
<td>Tolerable</td>
</tr>
<tr>
<td></td>
<td>Look to improve within specified timescale</td>
</tr>
<tr>
<td>Moderate</td>
<td>5-9</td>
</tr>
<tr>
<td></td>
<td>Adequate</td>
</tr>
<tr>
<td></td>
<td>Look to improve at next review</td>
</tr>
<tr>
<td>Minor</td>
<td>1-4</td>
</tr>
<tr>
<td></td>
<td>Acceptable</td>
</tr>
<tr>
<td></td>
<td>No further action, but ensure controls are maintained</td>
</tr>
<tr>
<td>Insignificant</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Legend:
- Very unlikely: 1
- Unlikely: 2
- Fairly likely: 3
- Likely: 4
- Very likely: 5
APPENDIX 5 – Pleasure Ground Byelaws

Appendix 14 Parks Byelaws

1. In these byelaws "the Council" means the Council of the London Borough of Havering and "the pleasure ground" means each of the pleasure grounds named in the First Schedule hereto.

2. An act necessary to the proper execution of his duty by an officer of the Council, or any act which is necessary to the proper execution of any contract with the Council, shall not be an offence under these byelaws.

3. Each of the pleasure grounds mentioned in the Second Schedule to these byelaws except the pleasure ground known as Lawns Park shall be opened at 8am, on each day throughout the year and shall be closed a half an hour after sunset on each day throughout the year, except that in the months of June and July they shall be closed at 9.30pm on each day.

The pleasure ground known as Lawns Park shall be opened at 7.30am, on each day throughout the year and shall be closed at 8pm, or half an hour after sunset, whichever shall be the earlier on each day throughout the year.

Provided always that this byelaw shall not be deemed to require the pleasure ground to be opened and closed at the hours hereinbefore prescribed on any day when, in pursuance of any statutory provision in that behalf, the Council close the pleasure ground to the public.

4. On any day on which the pleasure ground is open to the public a person shall not enter it before the time or enter or remain in it after the time appointed in the foregoing byelaw.

5. A person shall not in the pleasure ground without reasonable excuse:

(i) climb any wall or fence in or enclosing the pleasure ground, or any tree, or any barrier, railing, post, or other erection;
(ii) Remove or displace any barrier, railing, post, or seat, or any part of any erection or ornament, or any implement provided for use in the laying out or maintenance of the pleasure ground.

6. A person shall not in the pleasure ground light any fire or place, throw or let fall a lighted match or any other thing so as to be likely to cause a fire.

7. A person shall not, except in pursuance of a lawful agreement with the Council, or otherwise in the exercise of any lawful right or privilege, bring or cause to be brought into the pleasure ground any cattle, sheep, goats or pigs, or any beast of draught or burden.

8. A person shall not, except along the bridleways in the pleasure ground known as Bedfords Park or in the exercise of any lawful right or privilege, ride a horse in the pleasure ground.

9. (i) A person shall not, except in the exercise of any lawful right or privilege, bring or cause to be brought into the pleasure ground any barrow, truck, machine or vehicle other than:

   (a) a wheeled bicycle or other similar machine;
(b) a wheelchair, perambulator or chaise drawn or propelled by hand and used solely for the conveyance of a child or children or an invalid.

Provided that where the Council set apart a space in the pleasure ground for the use of any class of vehicle this byelaw shall not be deemed to prohibit the driving in or to that space by a direct route from the entrance to the pleasure ground of any vehicle of the class for which it is set apart.

(ii) A person shall not except in the exercise of any lawful right or privilege ride any bicycle or other similar machine in any part of the pleasure ground.

10. A person who brings a vehicle into the pleasure ground shall not wheel or station it over or upon:

(i) any flower bed, shrub or plant, or any ground in course of preparation as a flower bed, or for the growth of any tree, shrub or plant;
(ii) any part of the pleasure ground where the Council by a notice board affixed or set up in some conspicuous position in the pleasure ground prohibits its being wheeled or stationed.

11. A person shall not in the pleasure ground, walk, run, stand, sit or lie upon:

(i) any grass, turf, or other place where adequate notice to keep off such grass, turf, or other place is exhibited; provided that such notice shall not apply to more than one-fifth of the area of the pleasure ground;
(ii) any flower bed, shrub, or plant or any ground in course of preparation as a flower bed, or for the growth of any tree, shrub, or plant.

12. No person shall in the pleasure ground remove or displace any soil or plant.

13. A person shall not, to the danger or annoyance of any other person in the ground, throw or discharge any missile.

14. A person shall not in the pleasure ground:

(i) bathe, wade, or wash in any ornamental lake, pond, stream or other water;
(ii) without reasonable excuse foul or pollute any such water;

Provided that the foregoing byelaw shall not be deemed to prohibit wading in a children's paddling pool.

15. No person shall without lawful excuse or authority in the pleasure ground kill, molest or disturb any animal or fish or engage in hunting, shooting or fishing or the setting of traps or nets or the laying of snares;

Provided that this byelaw shall not be deemed to prohibit any fishing which may be authorised by the Council.

16. A person shall not, except in the exercise of any lawful right or privilege, have in his possession while he is on the ground any firearm unless it is so cover with a security fastened gun cover that it cannot be fired.

In this byelaw, firearm means any lethal barrelled weapon of any description from which any shot, bullet or other thing can be discharged.
This byelaw shall apply to all parts of the land except any part thereof which is a public right of way.

17. No person shall by operating or causing or suffering to be operated any wireless set, gramophone, amplifier or similar instrument or any musical instrument make, cause or suffer to be made any noise which is so loud and so continuous or repeated as to give reasonable cause for annoyance to other persons on the land. Provided that this byelaw shall not apply to any person holding or taking part in a band show or any other entertainment held in the ground in pursuance of an agreement with the Council.

18. Where the Council set apart any such part of the pleasure ground as may be fixed by the Council, and described in a notice board affixed or set up in some conspicuous position in the pleasure ground, for the purpose of any game specified in the notice board, which, by reason of the rules or manner of playing, or for the prevention of damage, danger, or time discomfort to any person in the pleasure ground may necessitate at any time during the continuance of the game, the exclusive use by the player or players of any space in such part of the pleasure ground - a person shall not in any space elsewhere in the pleasure ground play or take part in any game so specified in such a manner as to exclude persons not playing or taking part in the game from use of such a space.

19. A person resorting to the pleasure ground and playing or taking part in any game for which the exclusive use of any space in the pleasure ground has been set apart shall:-

   (i) not play on the space any game other than the game for which it is set apart;
   (ii) in preparing for playing and in playing, use reasonable care to prevent undue interference with the proper use of the pleasure ground by other persons;
   (iii) when the space is already occupied by other players not begin to play thereon without their permission;
   (iv) where the exclusive use of the space has been granted by the Council for the playing of a match, not play on that space later than a quarter of an hour before the time fixed for the beginning of the match unless he is taking part therein.

20. A person shall not in the pleasure ground drive chip or pitch a hard golf ball except on land set aside by the Council as a golf course, golf driving range or putting course.

21. A person shall not in any part of the pleasure ground which may have been set apart by the Council for any game play or take part in any game when the state of the ground or other cause makes it unfit for use and a notice is set up in some conspicuous position prohibiting play in that part of the pleasure ground.

22. A person shall not in the pleasure ground:

   (i) except as hereinafter provided, erect any post, rail, fence, pole, tent, booth, stand, building, or other structure;

provided that this prohibition shall not apply where upon an application to the Council they grant permission to erect any post, rail, fence, pole, tent, booth, stand, building, or other structure upon such occasion and for such purpose as are specified in the application;

   (ii) sell, or offer or expose for sale, or let to hire, or offer to expose for letting to hire, any commodity or article, unless in pursuance of an agreement, with the Council, or otherwise in the exercise of any lawful right or privilege, he is authorised to sell or let to hire in the pleasure ground such commodity or article.
23. (i) No person shall cause any power driven model aircraft to take off or land in the pleasure ground; provided that this byelaw shall not apply to the pleasure ground known as Bedfords Park..

(ii) Where an area within part of the pleasure ground so set apart for the flying of power-driven model aircraft is designated by the Council as an area from which aircraft may be launched and is described in a notice affixed or set up in some conspicuous position on the ground, a person shall not release such an aircraft for flight, or cause such an aircraft to take off, in any part of the ground other than that area.

(iii) No person shall (a) in the ground release any power-driven model aircraft for flight or control the flight of such an aircraft; or (b) cause such an aircraft to take off or land in the ground, unless it is attached to a control line and is kept under effective control.

(iv) In this byelaw the expression "power driven model aircraft" means any model aircraft driven by the combustion of petrol vapour or other combustible substances.

24. A person shall not in the pleasure ground:

(a) intentionally obstruct any officer of the Council in the proper execution of his duties; 
(b) intentionally obstruct any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
(c) intentionally obstruct any other person in the proper use of the ground, or behave so as to give reasonable grounds for annoyance to other persons in the ground.

25. A person shall not take part in any public show or performance in the pleasure ground provided that this byelaw shall not apply to any person taking part in a band, show or any other function held in the pleasure ground in pursuance of an agreement with the Council.

26. Every person who shall offend against these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the Standard Scale.

27. Any person who shall offend against these byelaws may be removed from the ground by any officer of the Council, or any constable.

28. The byelaws relating to pleasure grounds which were made by the Mayor Aldermen and Burgesses of the London Borough of Havering acting by the Council on the seventeenth day of July 1968 and were confirmed by the Minister of Health on the twenty-ninth day of November 1968 are hereby repealed.

29. The byelaw relating to pleasure grounds which was made by the Mayor Aldermen and Burgesses of the London Borough of Havering acting by the Council on the first day of November 1977 and was confirmed by the Secretary and State on the eleventh day of July 1978 is hereby repealed.

30. The byelaws relating to pleasure grounds which were made by the Mayor and Burgesses of the London Borough of Havering acting by the Council on the twenty-sixth day of February 1980 and were confirmed by the Secretary of State on the seventeenth day of July 1980 are hereby repealed.
The first schedule hereinbefore mentioned.

Pleasure Grounds to which byelaws are made under Section 164 of the Public Health Act 1875.

- Bedale Road Playground, Harold Hill
- Bedfords Park, Romford
- Berwick Pond Open Space, Hornchurch
- Brittons Playing Fields, Hornchurch
- Central Park, Harold Hill
- Clockhouse Gardens, Upminster
- Cottons Park, Romford
- Cranham Playing Fields
- Dagnam Park, Harold Hill
- Fielder's Sports Ground, Hornchurch
- Gaynes Parkway, Upminster
- Gidea Park Sports Ground
- Glen The, Rainham
- Grenfell Park, Hornchurch
- Hacton Parkway, Upminster
- Halesworth Road Playground, Harold Hill
- Hall Lane Miniature Golf Course, Upminster
- Harold Wood Park
- Harrow Lodge Park, Hornchurch
- Havering Playing Field
- Haynes Park, Hornchurch
- Hornchurch Stadium
- Hylands Park, Hornchurch
- Jutsums Park, Romford
- King George's Field, Romford
- Langtons Gardens, Hornchurch
- Lawns Park, Romford
- Lodge Farm Park, Romford
- Land, New Road, Rainham
- Noak Hill Sports Ground
- North Hill Recreation Ground, Harold Hill
- Oldchurch Park, Romford
- Parklands, Upminster
- Park Lane Recreation Ground, Hornchurch
- Painsbrook (Land), Harold Wood
- Raphael Park, Romford
- Rainham Recreation Ground
- Rise Park, Romford
- Rush Green Play Space, Romford
- Suttons Parkway, Upminster
- Spring Farm Park, Rainham
- Lodge Farm Park, Hornchurch
- St Neots Land, Harold Hill
- Upminster Park
- Upminster Hall Playing Fields
• Warley Hall Woods, Cranham

Open Spaces to which byelaws are made under Sections 12 and 15 of the Open Spaces Act 1906

• Coronation Gardens, Romford
• Elliott Playing Fields, Hornchurch
• Havering Well Gardens, Hornchurch
• Lucas Playground, Hornchurch

The second schedule hereinbefore mentioned.

Central Park, Harold Hill
Clockhouse Gardens, Upminster
Collier Row Recreation Ground
Coronation Gardens, Romford
Cottons Park, Romford
Gidea Park Sports Ground
Hall Lane Miniature Golf Course, Upminster
Harold Wood Park
Hylands Park, Hornchurch
Hornchurch Stadium
Jutsums Park, Romford
King George’s Field, Romford
Langtons Gardens, Hornchurch
Lawns Park, Romford
Lodge Farm Park, Romford
Noak Hill Sports Ground
North Hill Recreation Ground, Harold Hill
Park Lane Recreation Ground, Hornchurch
Raphael Park, Romford
Rainham Recreation Ground
Rise Park, Romford
Rush Green Play Space, Romford
Spring Farm Park, Rainham
Lodge Farm Park, Hornchurch
## APPENDIX 6 – Example of a Parks Fitter’s Instruction Form

### Parks Fitter Instructions

<table>
<thead>
<tr>
<th>Ref: P</th>
<th>642</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction Date</td>
<td>11 July 2016</td>
</tr>
<tr>
<td>Priority</td>
<td>Medium - Within one month</td>
</tr>
<tr>
<td>Site Name</td>
<td>Lodge Farm Park</td>
</tr>
<tr>
<td>Exact Location</td>
<td>Car park</td>
</tr>
</tbody>
</table>

Description of Work: Remove damaged bollard and replace. Also remove section of fencing from Bowis green to allow temporary access for tree team.

Authorising Officer: Tom Fradd

Associated Documents: 

Date first attended by PF: 

Parks Fitter Comments: 

Completion Date: 

APPENDIX 7 - Example of a Parks Monitoring Form

<table>
<thead>
<tr>
<th>PARK MONITORING</th>
<th>Grade</th>
<th>Comments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insp Ref</td>
<td>4 Lodge</td>
<td>/2014</td>
<td></td>
</tr>
<tr>
<td>Inspection Type</td>
<td>Full</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of Inspection</td>
<td>SITE Lodge Farm Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer</td>
<td>Tom Fradd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>27/01/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter</td>
<td>UN/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific Area</td>
<td>Grade</td>
<td>Comments</td>
<td>Action</td>
</tr>
<tr>
<td>Amenity Grass Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wildflower Meadow Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation Area Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boxed Grass Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shrub Bed Grade</td>
<td>C</td>
<td>Reported to KS</td>
<td>New team from the north to help</td>
</tr>
<tr>
<td>Annual Bedding Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulbs Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Herbaceous Bed Grade</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hedging Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticultural Standards Grade</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football/Rugby/Hockey Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Turf Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis Courts Grade</td>
<td>B</td>
<td>New net required in spring</td>
<td></td>
</tr>
<tr>
<td>MUGAs Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Courts Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trees Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Litter Grade</td>
<td>C</td>
<td>Litter picked by TF</td>
<td></td>
</tr>
<tr>
<td>Litter Bins Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dog Bins Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bins Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Surfaces - Maintenance Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Surfaces - Condition Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benches Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fencing and Gates Grade</td>
<td>B</td>
<td>Phoned Blacksmith for update</td>
<td></td>
</tr>
<tr>
<td>Posts &amp; Bollards Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Container Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watercourses Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graffiti Grade</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodlands Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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1.8 Location of Sites  
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1.14 Water  
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1.21 Protection of Existing Features  
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Grass Cutting – Rugby Pitches
Grass Cutting – Hockey Pitches
Grass Cutting – Cricket Pitches Outfield
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Shrub Bed Cultivation
Shrub Bed Weeding
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Autumn Rose Pruning
Rose Bed Maintenance
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Supply & Plant Summer Bedding/Bulbs
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Semi-formal Hedge cutting (Top & Sides)
Informal Hedge cutting (Top & Sides)
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Bowling Green Maintenance
Mini Golf Green Maintenance
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SECTION 6 Methods and Resources
### APPENDIX 9 – Vehicle Check Sheet

**Havering**

**Weekly vehicle/plant check form**

<table>
<thead>
<tr>
<th>Week Ending</th>
<th>Sun 22nd Jan 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's name (print)</td>
<td>Del Canacios D. Pinto</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Checked</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lights/Indicators/beacon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tyres/wheels/wheel nuts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engine oil/hydraulic oil level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check under vehicle for fluid leaks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipers/washers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coolant level (check cold)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mirrors – clean &amp; intact</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows – clean &amp; intact</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body – upper/lift-cutters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number plates/road tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver controls/seats/belts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Load security/straps/hooks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll bar structure/pins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tow hitch/electrics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat/Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start/Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start/Work</td>
<td>4283</td>
<td>4320</td>
<td>4364</td>
<td>4403</td>
<td>4438</td>
<td></td>
</tr>
<tr>
<td>Finish/Work</td>
<td>4320</td>
<td>4364</td>
<td>4403</td>
<td>4438</td>
<td>4477</td>
<td></td>
</tr>
<tr>
<td>Finish/Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vehicle damage report** – please highlight any damage using this diagram

**Tyres + Wheels**

Demotes must be entered on a driver's defect report form taken to Central Depot
(This is a weekly check form – not a defect report form!)

Signed: [Signature] Date: Fri 20th July 2017

Please note: This vehicle may be fitted with a tracking device

Return completed sheets to the office every week!
APPENDIX 10 - Park leisure Urbanix details

Features:
- Galvanisation - Zinc Injection
- Wash - Powder Coated
- Stainless Steel Instruction Sign
- 10 Year Protecta Paint

Guarantees:
- 10 Years on stainless hardware against structural corrosion
- 5 Years on cast and extruded structural integrity
- 2 Years on seats against structural failure due to manufacturing defects

Tel: 01223 840 141
Email: enquiries@parkleisure.com
Website: www.parkleisure.com

*Terms and conditions apply
URBANIX HYDRAULIC SYSTEM
What’s makes our piston the best in the whole world?

BI DIRECTIONAL USER CONTROLLED RESISTANCE
Controlled and progressing workout up to 150Kg in both ways

SAFE SHOCKS and SAFE STOPS
- SafeStops safely stop the piston before over extending
- SafeShocks assures a smooth dampered touch

TOP BUILD QUALITY
- Aluminum monolithic case
- Stainless bearings
- Chrome plated shaft

SMOOTH ACTION - REAL GYM AT ANY SPEED
At any rate of workout, the piston gives the same resistance.
(while other pistons runs free at low speeds)
# APPENDIX 11 - Example of a Play area Visual inspection sheet

<table>
<thead>
<tr>
<th>Site: Site Scores (SS)</th>
<th>Immediate Action Taken</th>
<th>Problems/Hazards</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 = Small amount of litter and/or graffiti</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 = Quite a lot of litter and/or graffiti</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 = A lot of litter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small amount of broken glass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A lot of broken glass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offensive graffiti</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SITE**
- Play Area
- Gym
- Tennis Court
- Table Tennis
- Football Area

**Time**
- 09:00 - 09:05
- 09:05 - 09:10
- 09:10 - 09:30
- 09:30 - 09:45
- 09:45 - 10:00

**Problems/Hazards**
- Small amount of litter
- Quite a lot of litter
- A lot of broken glass
- Offensive graffiti

**Immediate Action Taken**
- Clear all litter
- Replace broken glass
- Remove offensive graffiti

**Further Action Taken**
- 1 hour to clear litter
- 2 hours to replace broken glass
- 3 hours to remove offensive graffiti
APPENDIX 12- Example of a Play area Operational inspection sheet

<table>
<thead>
<tr>
<th>Equipment/Checked and Satisfactory</th>
<th>Action Taken</th>
<th>Date Taken Out of Service</th>
<th>Date of Reinstallation</th>
<th>Removed from Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swings</td>
<td>Removed and Tamper marks, ranker + top barrier + hinges + handles</td>
<td>16 - 12-2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cradle Swings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Multi Play</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Multi Play</td>
<td>Removed and Tamper marks, 2 steel angles + nuts + bolts + caps</td>
<td>19-12-2016</td>
<td>19-12-2016</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spinners and Game</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wooden Spiders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Climber</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egg Cup Spinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basket Swing</td>
<td>Out of Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wooden Snake</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wooden Grasshopper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toadstool Seats</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safer Surfacing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bark Pit Surrounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benches</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Comments

| Time In: ........................ | Signature: Playground Equipment Fitter |
| Time Out: ...................... |                                      |

06/12/2016
APPENDIX 13 - Model Railway plans
APPENDIX 14- Parks Peat Use Policy

Background

The London Borough of Havering manages over a hundred parks and open spaces, 2 country parks and twenty five allotment sites. Grounds maintenance of the parks and open spaces are managed by a Direct Services Organisation working to a grounds maintenance specification. As part of the method of maintaining the parks and open spaces the specification requires the most efficient, environmentally friendly and restrictive use of peat.

The key priorities of this policy are to:
1. To minimise the amount of peat used in Havering’s Parks and Open Spaces
2. Define methods of plant husbandry that permit the minimum use of peat based products.
3. Include peat minimalisation and methodology on all site management plans
4. To continue to research for viable alternatives to peat based products.

Traditional uses for horticultural peat

Peat has been used for the following horticultural functions

1. Acidification of soil
2. Main additive in potting compost
3. As a mulch
4. As organic matter to improve heavy clay soils
5. To retain water in the soil
6. As a cutting mix with sand

Methods used to minimise the use of peat

1. We will not use peat to change the pH of the soil.
2. We will not use species that require soil pH to be altered.
3. We will not use peat as mulch.
4. We will not use peat as organic matter to improve soils
5. We will make every effort to ensure that the compost used for bedding plants is from a peat free source, providing it gives uniformity of growth
6. We will reduce the amount of bedding plants used.
7. Trees and shrubs will be supplied in loam based compost
APPENDIX 15 - Your Council Your Say

The Your Council Your Say Survey looks at residents’ satisfaction with Havering and the services they receive from the Council, and what their priorities are for spending and improvement over the next couple of years. In addition, the survey draws together suggestions from residents about how to improve their local area and asked residents if they would like to be kept informed about how they might become involved in their local area.

The consultation included:

- A survey of households in Havering
- An online survey for Havering residents.

The Freepost copy of the survey was distributed to every household in the borough within the Council’s ‘Living in Havering’ magazine, as well as to public amenities such as leisure centres, libraries and schools – approximately 112,000 in total. The survey was also made available to complete online via the Council’s website.

The survey contained questions on the following topics:

- Your local area
- Council services
- Priorities for local area
- Local information
- Volunteering and Havering Circle

Survey response
The survey was carried out between Monday 25th March and Friday 10th May 2013.

- 6,204 surveys were completed in hard copy
- 1,048 surveys were completed online
- Giving a total of 7,252 responses (6.5% response rate)

Profile of respondents
The results have been weighted by age and gender interlocked ethnicity and illness / disability to provide a demographic representation of the borough. We can therefore be 99% confident that the results are broadly representative of the population of Havering, within ±1.5% points.

Gender
The unweighted results show that of those who provided their gender, 41% were male and 59% female.

<table>
<thead>
<tr>
<th>All Residents</th>
<th>Unweighted Count</th>
<th>Unweighted Valid</th>
<th>Weighted Valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>2,159</td>
<td>41%</td>
<td>47%</td>
</tr>
<tr>
<td>Female</td>
<td>3,065</td>
<td>59%</td>
<td>53%</td>
</tr>
<tr>
<td>Not known</td>
<td>2,028</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7,252</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Age
The unweighted results show that of those who provided their age, the majority of responses were received from residents aged 65-74 and 55-74. Fewer younger and older residents completed the survey.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Unweighted Count</th>
<th>Unweighted Valid</th>
<th>Weighted Valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 to 17</td>
<td>7</td>
<td>*</td>
<td>2%</td>
</tr>
<tr>
<td>18 to 24</td>
<td>50</td>
<td>1%</td>
<td>12%</td>
</tr>
<tr>
<td>25 to 34</td>
<td>339</td>
<td>6%</td>
<td>15%</td>
</tr>
<tr>
<td>35 to 44</td>
<td>616</td>
<td>11%</td>
<td>16%</td>
</tr>
<tr>
<td>45 to 54</td>
<td>820</td>
<td>15%</td>
<td>17%</td>
</tr>
<tr>
<td>55 to 64</td>
<td>1,129</td>
<td>21%</td>
<td>14%</td>
</tr>
<tr>
<td>65 to 74</td>
<td>1,253</td>
<td>23%</td>
<td>11%</td>
</tr>
<tr>
<td>75 to 84</td>
<td>890</td>
<td>17%</td>
<td>9%</td>
</tr>
<tr>
<td>85 to 89</td>
<td>203</td>
<td>4%</td>
<td>3%</td>
</tr>
<tr>
<td>90 or over</td>
<td>76</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>Not known</td>
<td>1,869</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7,252</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Ethnicity
The unweighted results show that of those who provided their ethnicity, 96% were White and 4% Non-white.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Unweighted Count</th>
<th>Unweighted Valid</th>
<th>Weighted Valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>5,006</td>
<td>96%</td>
<td>90%</td>
</tr>
<tr>
<td>Non-white</td>
<td>207</td>
<td>4%</td>
<td>10%</td>
</tr>
<tr>
<td>Not known</td>
<td>2,039</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7,252</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Long-standing illness/disability
The unweighted results show that of those who provided an indication of their health, 23% said they have a long-standing illness/disability and 77% have no long-standing illness/disability.

<table>
<thead>
<tr>
<th>Long-standing illness/disability</th>
<th>Unweighted Count</th>
<th>Unweighted Valid</th>
<th>Weighted Valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-standing illness/disability</td>
<td>1,187</td>
<td>23%</td>
<td>20%</td>
</tr>
<tr>
<td>No long-standing illness/disability</td>
<td>4,074</td>
<td>77%</td>
<td>80%</td>
</tr>
<tr>
<td>Not known</td>
<td>1,991</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7,252</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Years lived in the borough
The unweighted results show that of those who provided an indication of the length of their residence in the borough, 44% of residents have lived here for 26-50 years. 9% of residents have recently moved into the borough (within the past 5 years).

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Unweighted Count</th>
<th>Unweighted Valid</th>
<th>Weighted Valid</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 5 years</td>
<td>430</td>
<td>9%</td>
<td>16%</td>
</tr>
<tr>
<td>6 to 25 years</td>
<td>1,265</td>
<td>26%</td>
<td>37%</td>
</tr>
<tr>
<td>26 to 50 years</td>
<td>2,191</td>
<td>44%</td>
<td>35%</td>
</tr>
<tr>
<td>51 or over years</td>
<td>1,039</td>
<td>21%</td>
<td>13%</td>
</tr>
<tr>
<td>Not known</td>
<td>2,327</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>7,252</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Addresses of respondents
The map below shows the distribution of responses across the 18 wards in Havering. It should be noted that 6% of respondents did not give their postcode and are therefore not included in the map.

The highest numbers of surveys came from Upminster (711) and Cranham (628), with the fewest returns from Emerson Park (250) and Pettits (176).
Distribution of responses to the 2013 survey

Main results

Overall satisfaction
Satisfaction with the local area as a place to live
Just over three quarters (76%) of residents agreed that they are satisfied with their local area as a place to live (up 1% point from 2011), with just 11% disagreeing with this statement. Analysis of these results shows that satisfaction with the local area is higher for older residents aged over 75. Satisfaction is also higher for residents who have recently moved into Havering (within the last 5 years).

Cleanliness and tidiness of the local area
84% of residents reported their local park to be clean and tidy. 75% of residents also said that their local streets are clean and tidy. Older residents (aged over 65) were more likely to report that the local area (streets and parks) is clean and tidy.
Satisfaction by Ward
Council services
This part of the survey asked residents about satisfaction with Council services such as housing, libraries, planning, rubbish collection and social services.

We asked residents the extent to which they agree or disagree that they are satisfied with a range of services provided by the Council.
More than four fifths of residents reported being satisfied with the rubbish collection (85%), recycling (81%) and library services (81%) provided by the Council. Three quarters (75%) of residents were satisfied with parks and green spaces, and more than half were satisfied with cleaning the streets (57%) and sports and leisure facilities (51%).

We also asked residents the extent to which they agree or disagree with the following statements about their local area:

- How clean and tidy is your local park?

<table>
<thead>
<tr>
<th>I am satisfied with...</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubbish collection</td>
<td>85%</td>
</tr>
<tr>
<td>Recycling (orange bags)</td>
<td>81%</td>
</tr>
<tr>
<td>Libraries</td>
<td>81%</td>
</tr>
<tr>
<td>Parks &amp; green spaces</td>
<td>75%</td>
</tr>
<tr>
<td>Cleaning the streets</td>
<td>57%</td>
</tr>
<tr>
<td>Sports &amp; leisure</td>
<td>51%</td>
</tr>
<tr>
<td>Housing services &amp; advice</td>
<td>45%</td>
</tr>
<tr>
<td>Social services (adults)</td>
<td>41%</td>
</tr>
<tr>
<td>Planning services &amp; advice</td>
<td>36%</td>
</tr>
<tr>
<td>Social services (children)</td>
<td>32%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clean and tidy - local park</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>84%</td>
</tr>
<tr>
<td>2012</td>
<td>73%*</td>
</tr>
</tbody>
</table>

* Figures include non-response
Priorities for local area
This part of the survey asked residents what should be the Council’s top five priorities over the next two years such as improving health, maintaining roads and pavements and supporting local businesses and jobs.

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Priorities</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reducing crime &amp; anti-social behaviour</td>
<td>80%</td>
<td>1st</td>
</tr>
<tr>
<td>Maintaining roads &amp; pavements</td>
<td>79%</td>
<td>2nd</td>
</tr>
<tr>
<td>Keeping Havering clean &amp; tidy</td>
<td>66%</td>
<td>3rd</td>
</tr>
<tr>
<td>Supporting local businesses &amp; jobs</td>
<td>44%</td>
<td>4th</td>
</tr>
<tr>
<td>Reducing traffic congestion</td>
<td>34%</td>
<td>5th</td>
</tr>
<tr>
<td><strong>Providing high quality parks &amp; green spaces</strong></td>
<td>33%</td>
<td>6th</td>
</tr>
<tr>
<td>Improving people’s health</td>
<td>30%</td>
<td>7th</td>
</tr>
<tr>
<td>Supporting schools</td>
<td>27%</td>
<td>8th</td>
</tr>
<tr>
<td>Supporting vulnerable adults &amp; children</td>
<td>24%</td>
<td>9th</td>
</tr>
<tr>
<td>Promoting activities for young people</td>
<td>23%</td>
<td>10th</td>
</tr>
<tr>
<td>Promoting activities for older people</td>
<td>16%</td>
<td>11th</td>
</tr>
<tr>
<td>Providing high quality local libraries</td>
<td>14%</td>
<td>12th</td>
</tr>
<tr>
<td>Putting on family events</td>
<td>11%</td>
<td>13th</td>
</tr>
<tr>
<td>Other</td>
<td>6%</td>
<td>N/A</td>
</tr>
</tbody>
</table>
NEWSPAPER
SUN summer 2016

SCOUTS HELP OUT

On a bright Thursday evening in June, 26 boys and girls from the 3rd Gilgal Park Scouts, along with their leaders, converged on Raphael Park.

Their aim was to complete their 4th annual stream clean-up, helping to clear rubbish and unblocking dams to maintain a proper flow of water.

This is to help towards their community badge work, and to assist the Friends keeping the park looking at its best.

They all worked very hard, had great fun, and ended up with almost no more water in their wellington boots than in the stream!

Many thanks to them all for a good job well done and looking forward to the next Scouts Help Out!

COMING EVENTS
Monday 22nd August 2016 - 7:30pm
Meeting
Venue: The Lodge, Raphael Park Friends Meeting Room

Sunday 17th and 24th July, Sunday 14th August, Sunday 18th September 2016

Miniature Railway
Sunday 24th July - 1pm-4pm

Music in the Park
Around the Bandstand in Raphael Park
1st Tuesday each month - 10am

Litter Pick
Meet by the play area in Raphael Park
3rd Sunday each month - 10am
APPENDIX 17 - Marketing

The Parks Protection Service are part of the Parks and Open Spaces Service and work specifically in our parks. The team work 7 days a week and cover key times throughout the day and evening. They are based centrally in the borough at The Lodge in Raphoe Park and travel using motorcycles and an off-road vehicle. Therefore they can respond to incidents quickly and can effectively patrol our sites.

Their main purpose is to make the borough’s parks and open spaces safe and pleasant places for people to visit. This involves regular targeted patrols, enforcing bylaws and other relevant legislation and liaising with the community. They also work in partnership with the police, ambulance service, fire service and borough dog warden.

For any concerns with anti-social behaviour or criminal activity in our parks or open spaces please do not hesitate to call them.

Parks Protection Service
parksprotection@havering.gov.uk
07964 865 272

For General parks enquiries
Including play areas, cafés, sports areas and allotments
parks@havering.gov.uk
01708 434743

Grounds Maintenance
For maintenance enquires including grass cutting, planted areas, litter collection
groundsmaintenance@havering.gov.uk
01708 433618

Trees
For all queries relating to trees
Havering-TreesTeam@havering.gov.uk
01708 438818

www.facebook.com/LPH.Parks

Hainault Country Park

Appoon Park
<table>
<thead>
<tr>
<th>Park/Fields</th>
<th>Mike/Cone</th>
<th>Pitch/Covered</th>
<th>Pitch/Open</th>
<th>Kick/covered</th>
<th>Kick/Open</th>
<th>Play/covered</th>
<th>Play/Open</th>
<th>Bolton/covered</th>
<th>Bolton/Open</th>
<th>Linear/covered</th>
<th>Linear/Open</th>
<th>Leisure/Open</th>
<th>MUGA/Open</th>
<th>MUGA/Covered</th>
<th>Clubhouse/Open</th>
<th>Clubhouse/Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbeywood Open Space</td>
<td>SW</td>
<td>✔</td>
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<tr>
<td>Barncroft Chase Open Space</td>
<td>SW</td>
<td>✔</td>
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<tr>
<td>Beachfield Park</td>
<td>NW</td>
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<tr>
<td>Beechwood Road (After Road)</td>
<td>NW</td>
<td>✔</td>
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<td>Bermondsey Outdoor Rec Centre</td>
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<tr>
<td>Bingham Recreation Ground</td>
<td>SW</td>
<td>✔</td>
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<td>Birdseye Open Spaces</td>
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<tr>
<td>Broadfield Park (Leisure)</td>
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<tr>
<td>Central Park</td>
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<tr>
<td>Cheriton Avenue Open Space</td>
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<td>Colchester Gardens</td>
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<td>Cottenham Park</td>
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<td>Crooked Hill Playing Field</td>
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<td>Holt Close Play Site</td>
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<td>Hurst Road Playing Field</td>
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<td>Heybridge Park</td>
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<td>Harwich Village Green</td>
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<td>Hayhope Park</td>
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<td>Harwich Country Park</td>
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<td>Ashland Recreation Ground</td>
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</tbody>
</table>
HAVERING PARKS CONSTABULARY

As Guy Fawkes Night approaches this can often bring the temptation for unauthorised bonfires or the letting off of fireworks within parks and open spaces.

Bonfires or the use of fireworks are not permitted within our parks. If you witness bonfires being built or the misuse of fireworks please contact our team anonymously on 07904 805872.

STAY SAFE

REPORT IT
07904 805872

ANTI-SOCIAL BEHAVIOUR
Parks

Most popular

- Parks in Havering
- Britain in Bloom
- Play areas and outdoor gyms

Parks in Havering
Discover the borough's local parks and green spaces - from Abbeville Wood open space to Upland View Park

Green Flag parks
The benchmark standard for parks and green spaces. In 2014 we have 9 Green Flag park awards

Britain in Bloom
National competition which recognises the greenest towns in the UK

London in Bloom
Annual awards which recognise efforts to improve the local environment

Events in your local park
A number of events can be held in the public and outside organisations

Play areas and outdoor gyms
With so many parks in Havering you can easily find a playground or outdoor gym nearby

Parks Protection Service
Keeping the borough's parks and open spaces safe and pleasant for everyone to visit

Friends of parks in Havering
There are a large number of people who actively support the parks through their local Friends groups

Park byelaws
Rules and byelaws covering use of the borough's parks

Tree management and preservation
The council is responsible for the...
Lodge Farm Park

The park has been awarded Green Flag status since 2006, it is well landscaped and includes a border which attracts butterflies and bees. The park has also been awarded a silver gilt in the East Park category for London in Bloom.

A surfaced footpath, which loops the park, makes this site an ideal location for short circular walks from the car park off Main Road.

Within the park there is a playground with inclusive play equipment with equipment to entertain young mothers, an outdoor gym and tennis courts.

Facilities
- Mains water
- Play area
- Inclusive play equipment
- Outdoor gym
- Tennis courts
- Bowling green
- Conservation area
- Flee

Access
- There are two vehicle entrances, with an additional one for pedestrians.

Vehicle access
- Main Road, Romford, RM2 6UB
- Carrot Road, Romford, RM2 5AA
Access
There are two vehicle entrances, with an additional one for pedestrians.
Vehicle access
Main Road, Romford, RM2 6JU
Carson Road, Romford, RM2 5AA.
Pedestrian access
Lodge Avenue, Romford, RM2 5AD.
You can view these locations in Google Maps.

Public transport and car parking
I located close to Romford town centre the 174 and S84 bus routes run along Main Road, and stop directly outside the park gates. Journeys from Romford Station typically take ten minutes.

Detailed public transport travel information and journey planner can be found on the Transport for London website.

Lodge Farm Park has two public car parks which are located at the north and south ends of the park, off of Main Road and Carson Road respectively.

<table>
<thead>
<tr>
<th>Tariff - Lodge Farm Park</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period (hour)</td>
<td>Man-Pr*</td>
</tr>
<tr>
<td>Up to 3 hours</td>
<td>20p</td>
</tr>
<tr>
<td>3 to 5 hours (maximum stay)</td>
<td>50p</td>
</tr>
<tr>
<td>Before 1am and after 6:30pm</td>
<td>No charge</td>
</tr>
<tr>
<td>Scooters, motorcycles</td>
<td>No charge</td>
</tr>
</tbody>
</table>

* Free parking on Saturdays, Sundays and Bank Holidays, all day.
APPENDIX 18 - Parks Event Application Form

PARKS AND OPEN SPACES – EVENT APPLICATION

Please answer ALL questions, read the completed form and sign

<table>
<thead>
<tr>
<th>Name of your Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and telephone number of the person authorised to represent organisation to take overall responsibility for the event</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Company / Charity Registration Number (state which)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Registered Address</th>
<th>Postcode</th>
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</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Fax Number</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Address of the above individual, if different from the registered address</th>
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<thead>
<tr>
<th>Venue / Location requested</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Proposed dates of events</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Opening times proposed (to include preparation)</th>
<th>From</th>
<th>To</th>
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<tr>
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<table>
<thead>
<tr>
<th>Title of Event</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Approximate area required</th>
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</table>

**Please specify the type of event you proposed to hold:**

<table>
<thead>
<tr>
<th>Musical</th>
<th>Fun Fair</th>
<th>Circus</th>
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<tr>
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<table>
<thead>
<tr>
<th>Community Event</th>
<th>Sports</th>
<th>Fayre</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>If other, please specify nature of event</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Will the event include amplified music? (as this may require a licence)</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Will alcohol be provided? (as this may require a licence)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
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</tr>
<tr>
<td>Who is the event aimed at? ie young people, families etc</td>
<td></td>
<td></td>
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<tr>
<td>Approximate number of people attending?</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan enclosed</th>
<th>Yes</th>
<th>No</th>
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</table>

**How will the event be advertised?**

<table>
<thead>
<tr>
<th>Radio</th>
<th>TV</th>
<th>Press</th>
<th>Flyers</th>
<th>Other</th>
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<tbody>
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</table>

If other, please give details

<table>
<thead>
<tr>
<th>Will you be providing additional toilets</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the event be fenced</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Will you be providing lighting</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If yes to any of the above, please give details

Signed

Date
INFORMATION FOR HIRING A PUBLIC PARK OR OPEN SPACE

Before staging any event the Council will require the following:

- **A copy of your emergency plan:** To include details of what you will do if an emergency occurs whilst you are responsible for the site (this must include, though not restricted to, details regarding first aid cover, line of management, evacuation process, process and identified access and aggress points for emergency vehicles).

- **A risk assessment:** Identifying current potential hazards and risks at the site and detailing what precautions you will have in place for these potential risks and hazards.

- **Event Programme:** Detailing the various activities and times supporting this event. The programme must also detail the method of setting the event up / breaking it down and taking off the site.

- **A copy of public liability / all risks insurance cover for the entire period of occupation**

- **Site plan to include the general location of each individual activity**

The completed application form with attachments should be returned to:

Parks and Open Spaces  
London Borough of Havering  
The Stableblock  
Langtons House  
Billet Lane  
Hornchurch  
RM11 1XJ

or

Email: parks@havering.gov.uk  
Telephone: 01708 434743
## APPENDIX 19 – SWOT Analysis

<table>
<thead>
<tr>
<th>SWOT</th>
<th>Importance</th>
<th>Changeability control</th>
<th>Score</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1. A Welcoming Place</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strength</td>
<td>Wide Entrances</td>
<td>8</td>
<td>8</td>
<td>64</td>
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<tr>
<td>Strength</td>
<td>Car Parks</td>
<td>8</td>
<td>6</td>
<td>48</td>
</tr>
<tr>
<td>Strength</td>
<td>Open Feel</td>
<td>8</td>
<td>9</td>
<td>72</td>
</tr>
<tr>
<td>Strength</td>
<td>Good Transport Links (Buses)</td>
<td>6</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Strength</td>
<td>Trees</td>
<td>8</td>
<td>10</td>
<td>80</td>
</tr>
<tr>
<td>Strength</td>
<td>Planting at the entrances</td>
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<td>10</td>
<td>80</td>
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<tr>
<td>Weakness</td>
<td>More interpretational signage</td>
<td>9</td>
<td>10</td>
<td>90</td>
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<tr>
<td>Opportunity</td>
<td>Signage links to the facilities in Raphael Park</td>
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<td>10</td>
<td>20</td>
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<tr>
<td>Opportunity</td>
<td>Public Information</td>
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<td>100</td>
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<tr>
<td>Threat</td>
<td>Friends disbanding</td>
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<td>4</td>
<td>36</td>
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<tr>
<td>2. Healthy, Safe, and Secure</td>
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<tr>
<td>Strength</td>
<td>Overlooked by public housing</td>
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<td>1</td>
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<tr>
<td>Strength</td>
<td>Staff in the park</td>
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<td>56</td>
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<tr>
<td>Strength</td>
<td>Well used</td>
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<td>80</td>
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<tr>
<td>Strength</td>
<td>Walk/cycle through route</td>
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<td>10</td>
<td>80</td>
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<tr>
<td>Strength</td>
<td>Locked at night</td>
<td>9</td>
<td>9</td>
<td>81</td>
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<tr>
<td>Strength</td>
<td>Tennis Courts</td>
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<td>7</td>
<td>56</td>
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<td>Strength</td>
<td>Lighting in Main Rd car park</td>
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<td>7</td>
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<tr>
<td>Strength</td>
<td>Local community Parkwatch scheme</td>
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<td>4</td>
<td>24</td>
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<tr>
<td>Strength</td>
<td>Fenced all around</td>
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<td>8</td>
<td>72</td>
</tr>
<tr>
<td>Strength</td>
<td>Large Outdoor Gym</td>
<td>9</td>
<td>9</td>
<td>81</td>
</tr>
<tr>
<td>Opportunity</td>
<td>Measured walkways</td>
<td>8</td>
<td>9</td>
<td>72</td>
</tr>
<tr>
<td>Threat</td>
<td>Anti social behaviour</td>
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<td>Funding maintenance</td>
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<td>Less police available</td>
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<td>3. Clean and Well Maintained</td>
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<td>Strength</td>
<td>DSO on site depot</td>
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<td>9</td>
<td>63</td>
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<td>Strength</td>
<td>Good Trees</td>
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<td>Strength</td>
<td>Weakness</td>
<td>Opportunity</td>
<td>Threat</td>
<td>Threat</td>
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### 4. Sustainability

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### 5. Conservation and Heritage

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### 6. Community Involvement

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7. Marketing

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8. Management

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## APPENDIX 20 - Improvement Plan

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Green Flag Judging '17