

Community Park Opening Project Plan

Action #	Action	Who By	Cost	Start Date	Duration	Dependencies	Update
ACCESS							
A1	Build Car Park	CG Contractors	£ 32,500	01-Oct-25			Works complete. VAT paid; net invoice sent to BDC
A2	Install Bike Rack in Car Park					A1	Will be researched, but not necessarily prior to opening - for four bikes
A3	Draft map of site showing permitted pathways						Terry/Diane's contact to be asked to draft a map?
A4	Agree map of site	Committee				A3	Investigate cost of noticeboard - A2 map; A2 rules. Need to determine material in order to get quotes
A5	Clear new pathway(s)					A4	Pathway cleared
A6	Assess disabled access						Middle path suitable
A7	Any actions to facilitate disabled access						The law recognises that some areas of countryside may remain inaccessible where altering them would be disproportionate or damage the environment. Provide at least some accessible infrastructure, for example: An accessible route from the entrance to key features (viewpoint, picnic area etc); Accessible parking or drop-off; Accessible seating/picnic tables Where paths aren't accessible: Clearly signpost which routes are accessible and which are not Provide maps or information boards
A8	Signpost permitted pathways					A5	Quotes sourced; agreement can be made under item 6(a) of Feb agenda ECC to be asked for their supplier of waymarker signs and decision made at March meeting
SITE RULES							
R1	Draft Rules (e.g. litter, dog waste, dog access, horse access, bike access, car park opening times, pedestrian opening hours, picking blackberries OK, picking flowers & digging up plants not OK?, emergency numbers)	Committee Member					Meeting will be organised to discuss rules further: DW, ME, PP, DG, MR
R2	Agree Rules	Committee				R1	To be finalised at March committee meeting
SITE MANAGEMENT							
M1	90 Day Actions from Tree Survey	Wallace Arboriculture	£ 890				Done
M2	Risk Assessment including water safety/Life rings	Sarah Gaeta					Pending
M3	Fence off & information sign on Japanese Knotweed						Signs come under A8; fencing will be robust (ie post and wire); costs for March meeting
M4	Any actions required by Risk Assessment						Pending
M5	Further tree survey for any new pathways not yet surveyed						Current pathway trees included in the prior tree survey
M6	90 Day Actions from further Tree Survey						Identified - 1 year action

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M7	Agree waste collection (if needed)						Will be reviewed after opening
M8	Install CCTV (if needed)						Location to be agreed - visit from BDC - camera to be chosen at March meeting
M9	Install bins (if needed)						BDC agreed location of dog waste bin; order one for installation (large)
M10	Draft site caretaker role						See M11
M11	Agree site caretaker role	Committee				M10	Weekend only openings; car park will need opening and closing; current staff will be approached initially, plus potential volunteer support
M12	Contract site caretaker					M11	See M11
M13	Draft & cost site management plan 2025 & 2026						
M14	Agree site management plan 2025 & 2026						
FISHING CLUB							
F1	Meet with Fishing Club to discuss plans						Meeting held; update at Feb meeting
F2	Any pre-opening actions agreed with Fishing Club						Signs for fishing club (private); caution pedestrians and vehicles
COMMUNICATION							
C1	Progress update village voice & social media - November						
C2	Progress update village voice & social media - January						
C3	Progress update village voice & social media - March						Article in April Village Voice with update
C4	Publicise opening event					O1	
C5	Information Board including map of site & rules						Noticeboard - see A4
C6	Information page on PC website					A4, R2	
OPENING							
O1	Agree opening date						Second May bank holiday weekend?
O2	Plan invitees for opening event (VIPs, local groups, care homes, schools, residents, local businesses, EWT, Woodland Trust, Councilors, Cary-Anne Hornsey (foraging lady), more??)						
O3	Plan activities for opening e.g. guided walks, treasure hunt, foraging walk/talk, refreshments, suggestions & feedback opportunities, anything else?						
O4	Raise sponsorship/funding for opening event (see I1-I6)						
O5	OPENING EVENT					A1, A4, A5, A7, A8, R2, M1, M2, M3, M4, M6, M8, M9, M12, M14, F2, C4, C5, C6, O1, O2, O3, O4	

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FUNDING - INCOME & EXPENDITURE							
POTENTIAL INCOME							
I1	Grants e.g. LNP Community Fund 2025, National Lottery Awards for All England - Environment						
I2	Section 106						
I3	Parish Council held funds for Community Park (£47K)						
I4	Donations from ECC or BDC councillors						
I5	Sponsorship from local businesses						
I6	Willow Trees						
PLANNED EXPENDITURE							
E1	Calculate Planned Expenditure 2025 & 2026 & compare with potential income, adjust plans if necessary						