

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 paid by BDC
A2	Install Bike Rack in Car Park					A1	Will be researched, but not necessarily prior to opening - for four bikes. Quote of £1,250 + VAT for four bike racks plus installation agreed
A3	Draft map of site showing permitted pathways						MR to visit Kempco to investigate graphic design services. See sheet 2 for map (from the LEMP). Now agreed.
A4	Agree map of site	Committee				A3	
A5	Clear new pathway(s)					A4	Pathway cleared. Will be signposted. The new path needs a mow. D.W. to provide a quote
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. Potential use of one area for accessible seating/picnic area. This will be investigated after opening when feedback received.
A8	Signpost permitted pathways					A5	4' high 4x4 wooden marker post to be dug in and set in postcrete. £60 per post + VAT 15 ordered.
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					Rules adopted at March meeting. S.G. to create and laminate
R2	Agree Rules	Committee				R1	Rules adopted at March meeting.
SITE MANAGEMENT							
M1	90 Day Actions from Tree Survey	Wallace Arboriculture	£ 890				Done. Specification drafted for the next tranche of works.
M2	Risk Assessment including water safety/Life rings	Sarah Gaeta					Pending

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M3	Fence off & information sign on Japanese Knotweed						18m of 4' high post and four strands of strained wire in front of knot weed area. £380 + VAT. Now agreed
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 - see M1
M7	Agree waste collection (if needed)						Will be reviewed after opening
M8	Install CCTV (if needed)						Location to be agreed - visit from BDC to be rescheduled. BDC have visited and await their report. BDC will supply signage
M9	Install bins (if needed)						Dog bin ordered - metal, green, 35L, post. Now delivered
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						Tree works ongoing/assessed; pathways to be maintained; areas around lakes maintained in conjunction with the fishing club.
M14	Agree site management plan 2025 & 2026						Oversight of park will remain with the committee. Sub-committees can be formed for long-term planning.
FISHING CLUB							
F1	Meet with Fishing Club to discuss plans						Meeting held and committee updated.
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	TBC
C5	Information Board including map of site & rules						Quotes obtained for April meeting. Quote of £1.5k for a two bay aluminium board agreed
C6	Information page on PC website					A4, R2	TBC
OPENING							
O1	Agree opening date						Aiming for 18th July
O2	Plan invitees for opening event (VIPs, local groups, care homes, schools, residents, local businesses, EWT, Woodland Trust, Councillors, Cary-Anne Hornsey (foraging lady), more??)						Dignatory list to be confirmed at meeting.

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O3	Plan activities for opening e.g. guided walks, treasure hunt, foraging walk/talk, refreshments, suggestions & feedback opportunities, anything else?						TBC
O4	Raise sponsorship/funding for opening event (see I1-I6)						TBC
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	TBC
FUNDING - INCOME & EXPENDITURE							
POTENTIAL INCOME							
I1	Grants e.g. LNP Community Fund 2025, National Lottery Awards for All England - Environment						Section I - to be looked at after the opening event.
I2	Section 106						
I3	Parish Council held funds for Community Park (£47K)						Remaining 25/26 budget to be moved to EMR at start of 26/27 year.
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						Budget agreed by PC in January.