

Communications - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
COM-CW1	Adventure Play Project	Provide communications input for the forthcoming 2020 Adventure Play Project.	Throughout the Year	Comms Officer	Outcomes B & C
COM-CW2	Filming Events	Provide communications for filming events on the Heath.	Throughout the Year	Supervisor & Team Leader	Outcomes B & C
COM-CW3	Communications Utilising IT etc.	Liaise with IS to provide technical support and training for staff to maximise the benefits of IT to support our work.	Throughout the Year	Comms Officer	Outcomes B & C
COM-CW4	New Media	Lead on provision of social media – Twitter, Facebook and Instagram. Set up and populate social media planner to schedule campaigns.	Throughout the Year	Comms Officer	Outcomes B & C
COM-CW5	Diary	Lead on review and update of the 2020 diary for the Division, learning from the diary review 2018 and to align with the launch of the new City of London Corporation website.	Feb-21	Comms Officer	Outcomes B & C
COM-CW6	Representation	Represent Division on Communications Improvement Group.	Quarterly	Comms Officer	Outcomes B & C
COM-CW7	Representation	Act as secretary for the newly formed Divisional Leisure Filming & Communication Working Group. Organising, and taking minutes of meetings.	Quarterly	Comms Officer	Outcomes B & C
COM-CW8	Representation	Represent the Division on the GIAG Working Group to be responsible for the marketing element of the event.	Monthly	Comms Officer	Outcomes B & C
COM-CW9	Internal communications	Lead on production of a staff e-newsletter for the Division.	Throughout the year	Comms Officer	Outcomes B & C
COM-CW10	External Communications	Provide communication support to staff across the Division to enable them to develop communications plans for projects when necessary. Assist in creating clear and concise signage for projects across the Heath.	Throughout the year	Comms Officer	Outcomes B & C
COM-CW11	External Communications	Provide communication support to the Superintendent and the Hampstead Heath, Highgate Wood & Queen's Park Committee Chairman.	Throughout the year	Comms Officer	Outcomes B & C

Communications - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
COM-PR1	Communication Plan	Lead on the rollout of the Communications Plan for the Division.	2020	Communications Officer	Outcomes B & C
COM-PR2	Management Strategy	Continue to promote the 2018 - 2028 Management Strategy for Hampstead Heath.	2020	Comms Officer	Outcomes All
COM-PR3	New website	Write and upload content to new City Corporation website which will go live in April 2020.	Apr-20	Comms Officer	Outcomes B & C
COM-PR4	Waste and recycling improvement project	Create communications campaign to support the improvements made to waste and recycling on Hampstead Heath.	2020	Comms Officer	Outcomes B & C
COM-PR5	Signage	Replacement of the Heath's main signs (and maps) to comply with OS Department Identity. D1 signs are the priority.	Ongoing	Comms Officer	Outcomes B & C
COM-PR6	Swimming Project	Provide communications support for the Swimming Review.	2020	Comms Officer	Outcomes B & C

Event Management

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
EVT MAN1	OEG Officer Event Group	To meet with OEG once a month and consider applications for Events in accordance with the Open Spaces Policy part two: Hampstead Heath.	Monthly	Leisure & Events Manager	Outcomes B & C
EVT MAN2	Events Programme	To prepare a yearly events programme providing sports cultural and wellbeing activities.	Feb-20	Leisure & Events Manager	Outcomes B & C
EVT MAN3	Events Programme	To Manage events across Hampstead Heath in Line with Events Policy Part One and Part Two.	Throughout the Year	Leisure & Events Manager	Outcomes B & C
EVT MAN4	Events Report	To prepare and write the annual Events report for Consultative and Management Committees.	Feb-20	Leisure & Events Manager	Outcomes B & C
EVT MAN5	Events Management	To manage the three Bank Holiday Fairs through liaison with the Showmen's Guild and the independent ground condition inspector.	Easter Whitsun & Summer Fairs	Leisure & Events Manager	Outcomes B & C
EVT MAN6	Events Management	To liaise with event organisers to ensure an understanding of the process for event applications and criteria for a license being granted.	Throughout the year	Leisure & Events Manager	Outcomes B & C
EVT MAN7	Events Management	Liaise with event organisers of major, large and minor events to ensure that events are safe and appropriate to the character of Hampstead Heath and align with the Heath Vision.	Throughout the year	Leisure & Events Manager	Outcomes B & C

Conservation & Ecol - Cyclical

Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW1	Areas affected by the Ponds Project	Continue to maintain areas affected by the Pond Project, including mowing spillways and dams as required; monitoring wetland vegetation, turf and seeded areas; addressing any failures, e.g. of planted trees; mending fences as required, removing fences from wetland vegetation, watering new shrubs and trees if required.		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C/R	Outcome A
C&E-CW2	Hedgerows Heath-wide	Remove non-native tree seedlings	1-12	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW3	Hedgerows Heath-wide	Carry out any necessary management to promote trees which could grow into veteran trees	1-6	y	y						y	y	y	y		2020/21	C	Outcome A
C&E-CW4	Conservation grassland Heath-wide	Remove invading tree seedlings and saplings	1-12	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C/V	Outcome A
C&E-CW5	Conservation grassland Heath-wide	Maintain programme of cutting conservation grassland in a cycle of 1-3 years	1					y	y	y	y	y				2020/21	C/E	Outcome A
C&E-CW6	All or several ponds	Continue dragonfly monitoring	15-20				y	y	y	y	y	y				2020	E/V	Outcome A
C&E-CW7	Heathwide	Continue additional volunteer led butterfly transect.	20					y	y	y	y	y				2020	E/V	Outcome A
C&E-CW8	Heathwide	Implement specific Purple Emperor and Purple Hairstreak butterfly recording scheme.	5-10					y	y	y	y					2020	V/E	Outcome A
C&E-CW9	Heathwide	Complete Heath wide moth recording programme using specialist recorder	7			y	y	y								2020	C + Con	Outcome A
C&E-CW10	All or several ponds	Use a boat to check for and remove line & tackle & other debris.	3			y				y		y				2020/21	C/R	Outcome A
C&E-CW11	All or several ponds	Improve marginal vegetation	1			y	y	y	y							2020/21	C	Outcome A
C&E-CW12	All or several ponds	Monitor the health of the ponds including algae scums, and ensure warning notices are promptly put up & taken down		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	ERC	Outcome A
C&E-CW13	All or several ponds	Maintain water mixing equipment	12	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW14	All or several ponds	Monitor water oxygen	7					y	y	y	y	y				2020	E	Outcome A
C&E-CW15	All or several ponds	Attempt to alleviate problems such as duckweed blooms and oxygen crashes when required						y	y	y	y	y				2020	C/E	Outcome A
C&E-CW16	Several ponds, including Highgate no 1, Hampstead no 1, Vale of Health, Viaduct	Carry out work required by Supervising Engineer to reduce flood risk	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C/R	Outcome A
C&E-CW17	Heath-wide	Control Himalayan balsam, Japanese knotweed, giant hogweed, Michaelmas daisy, sycamore and, where necessary, creeping thistle, bramble, common hogweed, ragwort and bracken						y	y	y	y	y				2020	C/E	Outcome A
C&E-CW18	Selected locations Heath-wide	Maintain bramble at roughly current extent	2													2020	C/V	Outcome A

Conservation & Ecol - Cyclical

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C&E-CW19	Selected locations Heath-wide	Monitor selected features, including certain invasive species, extent of bramble, Small Tumulus Field grassland, Tormantil slopes, Sparrows site, experimental cutting area, amphibians and reptiles.	1						y	y	y					2020	E/C	Outcome A
C&E-CW20	Selected locations Heath-wide	Improve corridors for hedgehogs through opening up small gaps in selected fencing.		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	E/C	Outcome A
C&E-CW21	Heath-wide	Planning, facilitating and overseeing the work of Heath Hands		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C/R/E	Outcome A
C&E-CW22	Vale-Upper Vale of Health	Cut bramble etc. round Pound to maintain views to it	1								y	y	y			2020	C	Outcome A
C&E-CW23	Vale-Upper Vale of Health	Continue to reduce bramble growing on the Belmore slopes.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW24	Vale-Upper Vale of Health	Mow the majority of fertile grassland (including along paths) annually in September, removing arisings	1									y				2020	C	Outcome A
C&E-CW25	Vale-Upper Vale of Health	Weed heather 2 to 3 times yearly as required and cut round existing patches to prevent encroachment	2-3	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW26	Vale-Upper Vale of Health	Cut areas of hogweed in rough grassland 2-3 times p.a. to prevent spreading	2-3						y	y	y	y				2020	C	Outcome A
C&E-CW27	Vale-Upper Vale of Health	Ensure trees & shrubs in bramble areas do not become more numerous	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW28	Vale-Upper Vale of Health	Skirt bramble carefully by hand on Atypus slopes, & remove tree & shrub seedlings. Cut back overhanging branches if they have extended from previous year.	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW29	Vale-Upper Vale of Health	Coppice gorse on rotation. Site F-2020. When zones are coppiced, remove trees and saplings but retain a few song-posts, e.g. hawthorn, elder. Cut bramble & remove.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW30	Vale-Upper Vale of Health	Cut and grub bramble from lower slopes of gorse patch to prevent encroachment onto the grassland	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW31	Vale-Upper Vale of Health	Control invasive species, e.g. sycamore and laurel southern woodland, adjoining Vale of Health Approach Road	1									y	y	y	y	2020	C	Outcome A
C&E-CW32	Vale-Upper Vale of Health	Remove robinia suckers from pine area	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21		Outcome A
C&E-CW33	Vale of Health N of Approach Road	Cut triangle of grassland above Approach Road	1							y	y	y				2020	C/R?	Outcome A
C&E-CW34	Vale of Health pound slopes	Block off the unauthorised and expanding bike track above the sheep pound. Lay trees and shrubs where appropriate	1	y	y	y							y	y	y	2020/21	C	Outcome A
C&E-CW35	Vale of Health pound slopes	Create invertebrate scrape on section above the sheep pound. Remove small birch trees, ivy and scrub and scrape site. This will also partially restore a lost viewpoint	1	y	y	y						y	y	y	y	2020/21	C	Outcome A
C&E-CW36	Vale of Health Valley	Flail toe of dam as required by Dam Engineer	2-4				y				y	y	y			2020	C	Outcome A

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C&E-CW37	Vale of Health Valley	Keep central area open. Retain nettle/comfrey area on south-west side. Mow south-eastern side as required to control bramble.	2-3					y	y	y	y					2020	C	Outcome A
C&E-CW38	Fleet Stream- Middle Bird Sanctuary	Remove and prevent regrowth of sycamores throughout to encourage ground flora.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW39	Fleet Stream-Middle Bird Sanctuary/Bird Bridge	Coppice or remove selected young trees from stream edge. Lift alders and cut back scrub and bramble from stream edge and royal fern. Place/maintain log weir in front of Bird Bridge	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW40	Fleet Stream- Upper Viaduct	Re-coppice trees and cut back bramble from stream edge and wider 4m area. Remove hollies from stream edge. Place new log weir and remove vegetation from upper pool if occupying more than 50% of pool. Remove selected willows from marsh area adjacent to the pond and coppice remainder.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW41	Fleet Stream Lime avenue culvert	Maintain open culvert/pipe under Lime Avenue through removal of accumulated sediment. Review in 2020	1						y	y	y					2020	C	Outcome A
C&E-CW42	Catchpit- New sediment trap,	Check and remove sediment as required	12	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW43	Viaduct Pond	On south-west side of Viaduct pond, cut back hedge below bench to create view of pond.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW44	Viaduct Pond	Cut bramble and blackthorn suckers etc. in grassland by hedge	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW45	Viaduct Pond	Remove or coppice young sycamores in enclosures to west of pond	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW46	Viaduct Pond	Cut bramble and tree growth back from new emergent planting south of bridge	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW47	Viaduct Pond	Control Japanese knotweed in enclosed area.	1								y	y				2020	C	Outcome A
C&E-CW48	Viaduct Pond	Pull Himalayan balsam from marsh area	3-4						y	y	y	y				2020	C	Outcome A
C&E-CW49	Viaduct Pond	Remove bramble and saplings from gorse area east of Viaduct. Coppice any degrading gorse, and consider planting more	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW50	Viaduct Pond	Weed planted heather on exposed east bank	2	y	y					y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW51	Viaduct Pond	Maintain kingfisher/invertebrate bank along sandy bank to south of bridge. Cut back scrub growth and weed if required to allow reptile monitor access.	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW52	Viaduct Pond	Remove robinia suckers growing around pond edge	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW53	Springett's Wood	Cut grass/scrub 2-3 times avoiding bluebell leaves.	2-3				y	y	y	y	y	y				2020	C	Outcome A
C&E-CW54	Springett's Wood	Clear & mow paths	1-2				y	y	y	y	y	y				2020	C	Outcome A

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Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW55	Springett's Wood	Keep bramble in damp area near pond in check by cutting back, & remove sapling & seedling trees & shrubs & scrub	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW56	Springett's Wood	Coppice scrub near entrance to thicken them up	1	y	y								y	y	y	2020/21		Outcome A
C&E-CW57	Springett's Wood	Remove & dispose of <i>Crassula helmsii</i> if present in pond	1					y	y	y	y	y				2020	C	Outcome A
C&E-CW58	Springett's Wood	Maintain pond; reduce vegetation in pond if required.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW59	Springett's Wood	Check tree guards & tree ties, & clear scrub around young trees	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW60	Springett's Wood	Lay hedge at rear of area, near back fence	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW61	Springett's Wood	Lay hedge along western boundary, by aerial	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW62	Springett's Wood	Remove laurels from area to increase light	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW63	Vale- Radio mast area	Remove sycamore monoculture adjacent to Spaniards Road next to the radio mast. Assess replacement with native shrubs and bulbs.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW64	Vale- Radio mast area	Remove laurel growing next to mature oak and orienteering post.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW65	Vale- Radio mast area	Review opening up sightlines of the old track/road running above the old hockey pitch through selected holly removal.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW66	Vale- Old Hockey Field wild flower area	Pull thistles before cutting	1						y	y						2020	C	Outcome A
C&E-CW67	Vale- Old Hockey Field wild flower area	Cut meadow late winter or Autumn	1		y	y						y	y	y		2020/21	C	Outcome A
C&E-CW68	Vale- Kenwood boundary fence line	Remove laurels encroaching and growing onto Heath land.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW69	Vale Fairground woodland	Create glade behind line of Lucombe oaks through removal of young sycamores. Protect sapling wild service tree	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW70	Vale of Health Pond	Maintain glade near pond inlets	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW71	Vale of Health Pond	Trim back bramble near bench above fishing pegs	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW72	Vale of Health Pond	Coppice saplings and lift trees competing with gorse on the south bank. Remove sycamore saplings from pond edge to south. Coppice gorse if required.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW73	Woodland south of Vale of Health Approach Road	Remove ivy from 20% of trees each year	1		y							y	y	y		2020/21	C	Outcome A
C&E-CW74	Woodland east of Vale of Health Approach Road	Remove laurels from throughout woodland	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW75	Tormentil Slopes	Cut bramble and rosebay willowherb as necessary with view to eradicating	2	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A

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C&E-CW76	Tormentil Slopes	Cut areas of coarse grass repeatedly	4					y	y	y	y	y				2020	C	Outcome A
C&E-CW77	'Secret glade' W of path between Viaduct pond & Hollow Beech	Maintain glade through bramble/sapling removal	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW78	Pryor's Field	Check area where common spotted orchid grows to ensure it is not being outcompeted; manage appropriately if so. Remove Michaelmas daisy	1						y	y	y					2020	E/C	Outcome A
C&E-CW79	Pryor's Field	Clear sycamore saplings and laurel if present from woodland strip along north edge	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW80	Pryor's Field	Pull any Himalayan balsam in damp patch. Pull Himalayan balsam in central bramble patch only if whitethroat not breeding.	2-4							y	y	y	y			2020	C	Outcome A
C&E-CW81	Pryor's Field	Re-coppice blackthorn scrub alongside Mixed pond west boundary	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW82	Pryor's Field	Cut 1/3rd of the scalloped eastern edge of Pryor's Field between the path and shrubs (excluding the area dominated by blackthorn) on a rotational basis	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW83	Pryor's Field	Remove seedling/sapling trees as required in grassland and gorse along northern edge, and maintain gorse by clearing bramble. Replenish gorse as necessary.	1	y	y	y						y	y	y	y	2020/21	C	Outcome A
C&E-CW84	Pryor's Field	Reduce the extent of bramble in south-west of Field, near car park, cutting by hand as ant hills are present.	1									y	y	y	y	2020/21	C	Outcome A
C&E-CW85	Pryor's Field	Cut or remove any purple Michaelmas daisy, and white Michaelmas daisy not growing in main patch	1									y	y			2020	C	Outcome A
C&E-CW86	Pryor's Field	Cut areas dominated by hogweed or remove flowers before seeding and take off site in all areas except that specified on map in management plan	1-2						y	y	y					2020	C	Outcome A
C&E-CW87	Pryor's Field	Cut round large white Michaelmas daisy patch	1						y	y	y					2020	C	Outcome A
C&E-CW88	Hampstead No.2 pond	Create sturdy and large bird raft to support larger wildfowl such as swans. Construct and install a raft to help screen the outfall.	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21		Outcome A
C&E-CW89	Preacher's Hill	Cut cow parsley/ rough grassland and ash saplings alongside Willow Road after cow parsley has flowered. Cut saplings by hand if necessary (car parking)	3-4						y	y	y	y				2020	C	Outcome A
C&E-CW90	Preacher's Hill	Control invasive bramble on edge of Willow Road near junction with Christchurch Hill.	1				y	y								2020	C	Outcome A
C&E-CW91	Pitch 11	Coppice woodland section to the south of Pitch 11 to restore butterfly transect route	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW92	Mixed Pond meadow	Cut grassland regularly, to keep back bramble encroachment	2-3					y	y	y	y	y				2020	C	Outcome A

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C&E-CW93	Mixed Pond	Remove non-native shrubs and trees from mixed pond enclosure area in partnership with Mixed pond association. Plant in native trees/shrubs.	2-4	y	y							y	y	y	y	2020/21	C	Outcomes A + D
C&E-CW94	Mixed Pond	Coppice tree regrowth from new emergent planting	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW95	Tumulus	Repeat Tumulus grazing trial in May to assess earlier grazing.	1					y								2020	C	Outcomes A + D
C&E-CW96	Tumulus Field Pond	Cut vegetation surrounding pond	1	y	y	y	y									2021	C	Outcome A
C&E-CW97	Small Tumulus Field	Mow central grass area south of main path and north of desire line repeatedly to reduce thistle extent. Leave extensive thistle nearest Hedge No.2	4-5				y	y	y	y	y					2020		Outcome A
C&E-CW98	Small Tumulus Field	Control hogweed by cutting flowers off	2						y	y	y					2020	C	Outcome A
C&E-CW99	Small Tumulus Field	Remove tree seedlings/saplings from bramble edges	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW100	Small Tumulus Field	Coppice selected lengths of woody edges by hedge 3 & repeat as required to maintain edge habitat	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW101	Small Tumulus Field	Re-lay short but wide band of Hedge 3 to create better edge habitat	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW102	Small Tumulus Field	Mow area of rosebay willowherb cut in 2016 until restored to grassland	1						y	y						2020	C	Outcome A
C&E-CW103	Copse above Parliament Hill Café	Coppice 5-10m width hawthorn & ash saplings on south side of path to create denser habitat and open up path	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW104	Parliament Hill, near Dump	Mow 50% of seeded grass area repeatedly to reduce thistle extent	4-5				y	y	y	y	y					2020		Outcome A
C&E-CW105	Parliament Hill shrub islands	Lay one shrub island on western path and cut back sloe encroaching into grassland as necessary.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW106	Parliament Hill viewpoint	Restore views to Barbican Tower. Pollard, top or coppice willow.	1	y	y								y	y	y	2020/21	C/T	Outcome A
C&E-CW107	Hedge No.1	Lay lower third of hedgeline	1	y	y								y	y	y	2020/21		Outcome A
C&E-CW108	Highgate no 1 pond	Maintain 2 open viewing windows and prevent shading of marginals by coppicing willows on 3 year rotation. Windows should be re-coppiced if required to maintain view.	1-2	y	y									y	y	2020/21	C/R	Outcome A
C&E-CW109	Men's pond	Work with the Highgate Men's Pond Association to assess and improve biodiversity of the eastern wooded bank. Remove sycamores and non-native understorey and replace with native shrubs and trees		y	y								y	y	y	2020/21	C/E	Outcomes A + D
C&E-CW110	South Meadow	Mow all grassy glades except large areas north of stream to allow access & maintain grassland. Retain strip of long grass round edges.	1						y	y						2020	C	Outcome A
C&E-CW111	South Meadow	Release scaly male fern from brambles	1	y	y									y	y	2020/21	C	Outcome A

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Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW112	South Meadow	Pull or cut small balsam in Kenwood SSSI strip before it flowers	1						y	y						2020	C	Outcome A
C&E-CW113	Orchard	Continue to coppice area of hazel/ash on a 7 year rotation. Plant additional hazel to fill gaps. Section 3 2020/21	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW114	Orchard	Clear around recently planted hazels	1						y	y						2020	C	Outcome A
C&E-CW115	Orchard	Remove one large sycamore	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW116	Orchard	Raise crowns of selected beeches where shading coppice areas	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C/JM/Arb/C	Outcome A
C&E-CW117	Old Orchard Garden	On-going maintenance including planting, pruning, weeding & mowing	5	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	V	Outcome A
C&E-CW118	Cohen's Field ponds	Monitor for invasive species and remove as necessary	1					y	y	y	y	y				2020	C	Outcome A
C&E-CW119	Cohen's Field ponds	Autumn or late winter cut to pond edges to maintain a grassy fringe.	1		y	y						y	y	y		2020/21	C	Outcome A
C&E-CW120	Upper (western) Cohen's Field	Maintain ditch to upper new pond to retain nearby crossing point	1	y	y	y	y	y	y	y	y	y	y	y	y	2020	C/R	Outcome A
C&E-CW121	Upper (western) Cohen's Field	Continue to control expanding patch blackthorn, centre of Field towards northern edge						y	y	y	y	y	y			2020	C	Outcome A
C&E-CW122	Lower (east) Cohen's Field	Grub out sapling trees from western fringe, transplant larger recently planted saplings.	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW123	Stream line from Cohen's Wood to Ladies pond	Recoppice streamline area. Maintain dams & aquatic vegetation to improve water quality along catchments. Further clearance & dam creation may be necessary.	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW124	Fitzroy allotments	Undertake small wildlife camera survey in conjunction with allotments association to assess connectivity of hedgehog populations	1-4						y	y	y	y				2020/21	E	Outcomes A + D
C&E-CW125	Fitzroy allotments	In conjunction with Fitzroy Park Residents Association undertake roadside hedge laying		y	y								y	y	y	2020/21	C	
C&E-CW126	Model Farm Compartment: farm section	Eradicate knotweed and balsam.	1					y	y	y	y	y	y			2020	C	Outcome A
C&E-CW127	Model Farm Compartment: farm section	Yearly cut to 50% of area.	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW128	Model Farm Compartment: farm section	Remove vegetation growing on walls	1	y	y	y	y	y	y	y	y	y	y	y	y	2020	C	Outcome A
C&E-CW129	Model Farm compartment: top meadow	Continue to manage as open grassland by cutting late. Collect arisings and compost in area	1											y		2020	C	Outcome A
C&E-CW130	Model Farm compartment: top meadow	July cut to perimeter of meadow for monitoring access. Care should be taken of grass snakes.	1							y						2020	C	Outcome A
C&E-CW131	Model Farm Compartment: Middle section	Maintain as rough meadow through autumn cut	1										y	y		2020	C/E	Outcome A

Conservation & Ecol - Cyclical

Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW132	Model Farm compartment: farm section	Assess safety of 2 sycamores in north-west of farm area	2	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW133	Model Farm compartment- top meadow	Create further hibernaculum at north end of meadow for grass snakes. Create egg laying (compost)sites in warm south facing locations.	1				y	y	y	y	y	y				2020	V	Outcome A
C&E-CW134	Pipeline Triangle	Early summer cut to triangle to reduce coarse grass vigour & encourage later-flowering knapweed & bedstraw						y								2020	C	Outcome A
C&E-CW135	Ladies Pond Meadow	Reduce erosion caused by paths by cutting alternative desire lines adjacent to existing path in summer if required	2					y	y	y	y					2020	C	Outcome A
C&E-CW136	Ladies pond enclosure	Cut northern wet meadow area to prevent scrub encroachment.	1		y	y						y	y			2020/21	C	Outcome A
C&E-CW137	Stock Pond	Re-open canopy above northern marsh area. Remove seedling alders and dogwood	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW138	Stock Pond	Cut back scrub encroaching onto northern marsh area. Cut back to dead hedge.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW139	Bird Sanctuary	Control Himalayan balsam & giant hogweed	2						y	y	y	y	y			2020	C	Outcome A
C&E-CW140	Bird Sanctuary	Coppice/Pollard 10% of willows & alder along eastern edge.	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW141	Bird Sanctuary	Regular coppice or removal of recent regrowth from large birch tree southwards on one-year rotation, to provide more light to water	2-3	y	y		y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW142	Bird Sanctuary	Continue to expand wet meadow E of pond through selective coppicing of trees and scrub encroachment	1	y	y									y	y	2020/21	C/E	Outcome A
C&E-CW143	Bird Sanctuary	Coppice alder & dogwood S end of pond to maintain a minimum of 2 view points	1-2	y	y					y			y	y	y	2020/21	C	Outcome A
C&E-CW144	Bird Sanctuary	Maintain channel north side of pond to increase wetness & habitat for reedbed	1	y	y	y	y							y	y	2020/21	C	Outcome A
C&E-CW145	Bird Sanctuary	Remove selected trees and shrubs growing in reedbeds	1								y	y	y	y	y	2020	C	Outcome A
C&E-CW146	Bird Sanctuary	Reedbed cutting section 3	1	y	y											2020	C	Outcome A
C&E-CW147	Bird Sanctuary	Western wet meadow. Late cut to area to maintain as wet meadow and prevent encroachment onto reedbed. Leave small refuges.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW148	Bird Sanctuary	Western wet meadow. Recoppice willows every 2 years to maintain low growth	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW149	Bird Sanctuary	Dig more pools in western wet meadow to prevent drying out	1	y	y	y	y							y	y	2020/21	C	Outcome A
C&E-CW150	Bird Sanctuary	Cut eastern dry area to prevent scrub encroachment.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW151	Bird Sanctuary	Cut eastern wet meadow late winter	1		y	y										2021	C	Outcome A

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Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW152	Bird Sanctuary	Cut north western rough meadow to prevent succession. Keep some rosebay willowherb and maintain a bramble fringe. Autumn cut followed by late spring and mid summer cut.	3					y		y		y	y	y		2020	C	Outcome A
C&E-CW153	Bird Sanctuary	Cut rough meadow to the north of the reedbed late winter/early spring.	1		y	y										2021	C	Outcome A
C&E-CW154	Bird Sanctuary	Late cut and early summer cut to grass area surrounding bird feeders to maintain as grassland	2					y	y			y	y	y		2020	C	Outcome A
C&E-CW155	Bird Sanctuary	Open up viewing window again from corner nearest Millfield toilets	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW156	Bird Sanctuary	Create further amphibian and reptile hibernaculum to the east of the sanctuary. Exact location to be decided.	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	V	Outcome A
C&E-CW157	Bird Sanctuary	Create further reptile egg laying sites through placement of vegetation/ compost in sunny areas	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	V	Outcome A
C&E-CW158	Bird Sanctuary	Continue to cut small channels linking the pools on the eastern edge with the main pond.	1				y	y	y	y	y	y	y			2020	C	Outcome A
C&E-CW159	Southern slopes of Parliament Hill	Continue experimental regime of cutting selected areas of thistle monthly in season	5						y	y	y	y				2020	C/E	Outcome A
C&E-CW160	Heath Extension meadows	Development of scalloped edges between mown and long grass	1			y	y	y	y	y	y	y	y			2020	C	Outcome A
C&E-CW161	Tree belt between two small meadows, Extension	Coppice young trees along northern edge to improve habitat & curtail further expansion into meadow	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW162	Extension, north-west corner of junior cricket field	Hand grub tree seedlings and saplings in uncut area & allow habitat to improve for meadow ants. Cut around hills	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW163	Extension, north-west corner of junior cricket field	Cut thistle areas to east and west in July to stop spread into area of ant hills	1							y						2020	C	Outcome A
C&E-CW164	Extension, north-west corner of junior cricket field	Trial grazing in ant hill section to reduce scrub and maintain ant hills	1									y				2020	C	Outcomes A + D
C&E-CW165	Extension	Lay up to 50m section of hedgerow. To be determined.	1	y	y								y	y	y	2020/21		Outcome A
C&E-CW166	Ikin's Corner meadow	Selectively clear scrub and bramble	1	y	y	y										2020	C	Outcome A
C&E-CW167	Ikin's Corner meadow	Cut grassland every 2 years	1						y							2020	C	Outcome A
C&E-CW168	New hockey pitch	Top 50% thistle along hedgerow on west of grassland	2-3						y	y	y					2020	C	Outcome A
C&E-CW169	New hockey pitch	Maintain scalloped edge to bramble & close-mown grass	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW170	Meadow west of children's play area	Top 80% thistle along east hedge	2-3						y	y	y					2020	C	Outcome A
C&E-CW171	Meadow Lower & Upper Wield Field (formerly Meadow 308)	Reduce peripheral bramble. Target encroachment along north edge & remove seedling tree encroachment into meadow.	1	y	y								y	y	y	2020/21	C	Outcome A

Conservation & Ecol - Cyclical

Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW172	Meadow at North Point (far NE corner of Extension)	Hand pull or cut 80% thistle	2-3						y	y	y					2020	C	Outcome A
C&E-CW173	Meadow at North Point (far NE corner of Extension)	Late annual cut of non-trial area leaving refuges	1							y	y					2020	C	Outcome A
C&E-CW174	Meadow at North Point (far NE corner of Extension)	Cut & monitor three trial grassland management strips, cutting e.g. April/May; July; July then late	3				y	y		y		y	y			2020	C&E	Outcome A
C&E-CW175	East end of Corringham Path	Maintain newly planted hedgerow through weeding and watering	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW176	Eastern edge of Extension	Maintain cut grass strip at base of privet hedges at rear of private gardens	3				y	y	y	y	y	y				2020	C/R?	Outcome A
C&E-CW177	Hedge between cricket & football pitches	Retain wide bramble/grassland fringe to hedge	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW178	Cricket field	Maintain native black poplar saplings at lower north corner of field	12	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C/R	Outcome A
C&E-CW179	Extension Ponds	Maintain damp meadow by autumn/winter cut & clear from W edge of ponds 2-7. See management plan for location.	1										y	y	y	2020	C	Outcome A
C&E-CW180	Extension Ponds	Cut/coppice scrub & grub bramble for N, S & E edges of ponds 5&6 to maintain low scrub & wildflower area & prevent encroachment into pond. See management plan for location	Every 4 yr.	y	y									y	y	2020/21	C	Outcome A
C&E-CW181	Extension Ponds	Maintain shrub islands by laying shrubs along fence ponds 4-6 on 10 yr. rotation. See management plan for location.	Every 10 yr.	y	y									y	y	2020/21	C	Outcome A
C&E-CW182	Extension Ponds	Selectively coppice shrub islands/groups on 10 yr. cycle to maintain thick vegetation. Coppice 1 island/yr. See management plan for location.	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW183	Extension Ponds	South of pond 1- Lay hedge section on 10 yr. rotation alongside streamline to maintain as hedge & allow more light to stream. See management plan for location	Every 10 yr.	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW184	Extension Ponds	Maintain open water by removing 50%-75% emergent vegetation from ponds 2-6 approx. every 10 years. Spread arisings along ground to west of ponds 4-6. Maintain minimum 50% open water.	Every 2 yr.								y	y	y			2021	C/E	Outcome A
C&E-CW185	Extension Ponds	Remove New Zealand Pigmyweed, Crassula helmsii, from pond 2+5 and any other ponds where it is present.	2-3					y	y	y	y	y				2020	C	Outcome A
C&E-CW186	Extension Ponds	Monitor dragonflies						y	y	y	y	y				2020	E/Cont.	Outcome A
C&E-CW187	Extension Ponds	Maintain views to ponds in small sections of east and west sides through summer coppicing of vegetation.	2-3						y	y	y					2020	R/E	Outcome A

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Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW188	Path edge near to Extension No.1 pond	Ensure marsh woundwort population west of Pond 1 is conserved. Coppice willow shading plants and maintain short section of path to west by cutting through nettle patch again.	5	y	y	y	y	y	y	y	y	y	y	y	y	2020	C/E	Outcome A
C&E-CW189	Flagstaff	Regular cut, but with midsummer window to allow flowering of wildflowers	4-6			y	y	y			y	y	y			2020	C	Outcome A
C&E-CW190	Flagstaff	Maintain immediate foreground 20-30m view towards Harrow through lifting trees at the edges	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW191	Flagstaff gorse patch	Coppice a section of gorse on 12 year rotation and remove seedlings sycamore, oak and birch in compartment. Section 8 requires planting 2020/21. Follow-up bramble removal in spring/summer if needed	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW192	Flagstaff gorse patch	Gorse expansion in section 8. Remove tree and scrub cover from area. Grub out any bramble. Rake and remove as much top soil as possible. Plant up with potted gorse.		y	y						y	y	y	y		2020/21	C	Outcome A
C&E-CW193	Flagstaff gorse patch	Plant any open areas with gorse	1	y	y	y						y	y	y		2020/21	C	Outcome A
C&E-CW194	Flagstaff gorse patch	Follow up management of recently coppiced/expanded area of gorse. Revisit section to remove any returning scrub or bramble growth. Replant any failed gorse. Section 7 in 2020/21	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW195	Flagstaff gorse patch	Coppice 1-2m strip of gorse from either side of main east-west track to maintain access and firebreak	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW196	Heath lands, next to Jack Straws car park	Late annual cut, leaving refuges	1							y	y	y				2020	C	Outcome A
C&E-CW197	Heather stand on slope by Hill garden middle gate (old section of Pergola)	Weed existing heather. Increase area of heather/acid grassland by cutting back scrub and bramble from the fringes particularly the lower slopes.	2-3	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW198	Heather stand on slope by Hill garden middle gate (old section of Pergola)	High cut to lower heather section to maintain as low heath and prevent scrub encroachment	1							y	y	y				2020	C	Outcome A
C&E-CW199	Heather stand on slope by Hill garden middle gate (old section of Pergola)	Control bracken	1					y	y	y						2020	C	Outcome A
C&E-CW200	Hill garden wall	Re-coppice hazel stools near to Hill Garden wall	1	y	y	y							y	y	y	2020/21	C	Outcome A
C&E-CW201	Hill garden pergola Harrow view	Prune eucalyptus and holly to maintain immediate foreground vista	1	y	y								y	y	y	2020/21	C+G	Outcome A
C&E-CW202	Area opposite Hill Garden main gate, adjacent to North End Way	Remove bramble & bracken encroaching on lily-of-the-valley & grassland	1	y	y	y	y	y					y	y	y	2020/21	C	Outcome A

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Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW203	Inverforth Close/Hill Garden heather site	Weed and maintain heather. Lift pines where shading gorse.	3-4				y	y	y	y	y	y	y			2020	C	Outcome A
C&E-CW204	Inverforth Close/Hill Garden heather site	Cut perimeter of area 2-3 times to prevent bramble and scrub encroachment.	2-3					y	y	y	y	y				2020	C	Outcome A
C&E-CW205	Drying Ground	Coppice or lift gorse growing over heather surrounding gorse patch. Weed & maintain heather on slopes	2				y	y	y	y	y	y	y			2020	C	Outcome A
C&E-CW206	Drying Ground	Maintain open aspect under pines by bramble & scrub removal	1	y	y								y	y	y	2020	C	Outcome A
C&E-CW207	Drying Ground	Cut open area down to hollow to prevent scrub regrowth and establish grassland	2-3					y	y	y	y	y				2020	C	Outcome A
C&E-CW208	Grass Square opposite Bull & Bush public house	Late cut to grass, removing cuttings. Cut away from road edge.	1									y	y			2020	C	Outcome A
C&E-CW209	Heather adjacent to main path leading through West Heath 50m in from Dump	Control bracken on slope adjacent to area	1					y	y	y						2020	C	Outcome A
C&E-CW210	Heather adjacent to main path leading through West Heath 50m in from Dump	Weed heather 2 to 3 times yearly.	2-3	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW211	Heather adj. main path leading through West Heath 50m in from Dump	Regular cuts of newly opened grass areas to prevent scrub encroachment	2-3					y	y	y	y	y				2020	C/E	Outcome A
C&E-CW212	Leg of Mutton Pond	Cut back holly & coppice/pollard selective trees from pond banks, on 4-year rotation to allow light to penetrate marginal areas. Prevent regrowth in areas of good emergent vegetation. 1 side a year	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW213	Leg of Mutton Pond	Removal of tree and scrub cover shading out marginal vegetation, particularly on north side	1			y	y	y	y							2020/21	C	Outcome A
C&E-CW214	Leg of Mutton Pond	Cut reeds every 8 years	1		y	y										2020	C	Outcome A
C&E-CW215	Main body of West Heath woodland	Develop & increase deadwood habitat piles. Place timber in bramble in shade.	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW216	Main body of West Heath woodland	Maintain open glades through removal of sycamores	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW217	Main body of West Heath woodland	Manage glade within woodland adjacent to Platts lane	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW218	West Heath meadow	Late cut to lower part of meadow, leaving refuges	1								y	y	y			2020/21	C	Outcome A
C&E-CW219	West Heath valley mire (West Heath bog)	Try to expand sphagnum through pool re-creation & translocation	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW220	West Heath valley mire (West Heath bog)	Maintain low herbage through regular cutting. Monitor for development of sphagnum.	3-4				y	y	y	y	y	y				2020	C	Outcome A

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Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW221	West Heath valley mire (West Heath bog)	Continue to cut of area between West Heath meadow & bog through removal of scrub & selective lifting & thinning of trees. This will increase area of acid-loving flora such as tormentil.	1	y	y							y	y	y	y	2020/21	C	Outcome A
C&E-CW222	West Heath valley mire (West Heath bog)	Continue to expand area around eastern seepage point towards Ironstone spring to encourage mire vegetation	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW223	West Heath valley mire (West Heath bog)	Reduce and restrict desire lines through mire area to reduce sphagnum damage	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW224	Whitestone Pond	Maintain pond to specification outlined by City Surveyors. Cut reeds overhanging path in summer	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW225	Whitestone Pond	Cut reedbed in early spring if required	1			y										2020/21	C	Outcome A
C&E-CW226	Lower corner West Heath road/ Branch Hill junction	Maintain sightlines for traffic on lower bend.	1-2				y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW227	Lower corner West Heath road/ Branch Hill junction	Cut back road edge from Branch Hill junction down to West Heath meadow to prevent road encroachment as required	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW228	Flat area at top of Judges Hollow, close to flagstaff	Early cut; top thistle within grassland area	2-3				y			y	y					2020	C	Outcome A
C&E-CW229	Judges Hollow	Cut low bramble patches invading grassland	3-4				y	y	y	y	y	y				2020	C	Outcome A
C&E-CW230	Judges Hollow small wooded area & steep slope	Late annual cut to half slope	1									y	y			2020	C	Outcome A
C&E-CW231	Judges Hollow small wooded area & steep slope	An isolated & expanding area of thistle & nettle on edges of bank needs regular cut to prevent expansion into acid grassland	3				y	y	y	y	y	y				2020	C	Outcome A
C&E-CW232	Judges Hollow lower section & gentle slope	Selective cut during May & July to reduce aggressive coarse grasses.	2					y		y						2020	C	Outcome A
C&E-CW233	Judges Hollow lower section & gentle slope	Remove bramble & seedling trees encroaching on all open areas	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW234	Judges Hollow lime & chestnut avenue	Late cut of grass next to houses.	1									y	y			2020	C	Outcome A
C&E-CW235	Judges Hollow	Continue to liaise with Redington Frognal Neighbourhood Forum about possible restoration of Branch Hill Pond	4-5	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C/E	Outcome A
C&E-CW236	Sandy Road	Continue cutting 2 coupes/year along ride in 5-year rotation. Sections 1b + 3a in 2020/21. See map.	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW237	Sandy Road	Cut scalloped 2-5m strip along path edge during July	1							y						2020	C	Outcome A
C&E-CW238	Cooling Track	Monitor & remove tree seedlings along ditch as necessary	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW239	Cooling Track	Glade opposite Extension top locking bar: late cut at end of season	1									y				2020	C	Outcome A
C&E-CW240	Cooling Track	Continue holly thinning behind cooling track to encourage bluebells and other ground flora to develop	1	y	y								y	y	y	2020/21	C	Outcome A

Conservation & Ecol - Cyclical

Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW241	Old Sand Pit, behind Heath House	Remove seedling sycamores	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW242	Woodland next path & horse chestnut avenue, south of end of North End	Late cut to the Lily of the Valley area to remove bramble & ivy encroachment	1								y	y	y	y		2020	C	Outcome A
C&E-CW243	Sandy Heath ponds	Selectively coppice or remove tree/gorse and scrub cover from the edge of pond No.1 to prevent shading and establishment of large trees.	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW244	Sandy Heath ponds	Remove selected emergent vegetation + sediment to prevent succession & maintain area of open water.	1	y	y						y	y	y	y	y	2020/21	C	Outcome A
C&E-CW245	Sandy Heath ponds	Regular cut of grass adjacent pond 4 to establish & maintain acid grassland	3					y	y	y	y	y				2020	C	Outcome A
C&E-CW246	Sandy Heath grassland	Remove bramble developing in acid grassland	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW247	Sandy Heath grassland	Remove turkey oaks from selected areas to increase the extent of acid grassland.		y	y								y	y	y	2020/21	C	Outcome A
C&E-CW248	Pitt's Garden	Weed & maintain heather plantings. Remove pine tree seedlings & saplings. Remove willow saplings.	3	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW249	Pitt's Garden	Keep bramble controlled in areas of gorse	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW250	Pitt's Garden	High cut of northern heather section to maintain as low heath and prevent scrub encroachment	1-2								y	y	y			2020	C	Outcome A
C&E-CW251	Pitt's Garden	Cut around heather sections to prevent scrub encroachment	2-3					y	y	y	y	y				2020	C	Outcome A
C&E-CW252	Pitt's Garden	Keep listed wall adjacent to North End clear of vegetation.	1					y	y	y	y					2020	C	Outcome A
C&E-CW253	Pitt's Garden	Remove some bramble & buddleia & coppice gorse along top of crib wall bank	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW254	Pitt's Garden	Maintain margins as grassland & prevent scrub encroachment on path by fence adjoining North End Way	2				y	y	y	y	y	y				2020	C	Outcome A
C&E-CW255	Pitt's Garden	Remove Rhododendron growing to the north of the wall.	1	y	y								y	y	y	2020/21		Outcome A
C&E-CW256	Paddock	Grub tree seedlings & bramble as necessary	1	y	y	y	y	y	y	y	y	y	y	y	y	2020/21	C	Outcome A
C&E-CW257	Paddock	Reduce thistles	2					y	y	y						2020	C	Outcome A
C&E-CW258	Paddock	Early spring cut to 80% of meadow, leaving refuges, & repeat cut in summer, to encourage scabious	2				y		y	y						2020	C	Outcome A
C&E-CW259	Large (Summer) Meadow	Remove non-native tree seedlings in peripheral areas of meadow	1	y	y									y	y	2020/21	C	Outcome A
C&E-CW260	Large (Summer) Meadow	Early spring cut (around March) to allow invertebrates to overwinter in dead stems	1			y										2020/21	C	Outcome A
C&E-CW261	Large (Summer) Meadow	Cut back bramble edge on south side by 1-3m to maintain fringe but preventing meadow encroachment	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW262	Large (Summer) Meadow	Continue to remove saplings coming up through gorse	1	y	y									y	y	2020/21	C	Outcome A

Conservation & Ecol - Cyclical

Ref	Location	Description of work	Freq.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Team	Link to Management Strategy 2018
C&E-CW263	Sandy Gorse patch	Coppice/expand gorse on a 12 year rotation. Section 8 in 2020/21 requires establishing this year. Grub out seedling trees and remove bramble. Plant up any bare/dead patches with potted gorse		y	y									y	y	2020/21	C	Outcome A
C&E-CW264	Sandy Gorse patch	Gorse expansion in section 8. Remove tree and scrub cover from area. Grub out any bramble. Rake and remove as much top soil as possible. Plant up with potted gorse.	1	y	y								y	y	y	2020/21	C	Outcome A
C&E-CW265	Sandy Gorse patch	Follow up management of recently coppiced area of gorse. Revisit section to remove any returning scrub or bramble growth. Section 7 2020/21 Replant any failed gorse.		y	y								y	y	y	2020/21	C	Outcome A
C&E-CW266	Sandy Gorse patch	Coppice 1-2m strip of gorse from either side of main east-west track.		y	y								y	y	y	2020/21	C	Outcome A
C&E-CW267	Sandy Gorse patch	Control bracken	1					y	y	y						2020	C	Outcome A
C&E-CW268	Wylde's farm access road	Selectively thin trees growing into road	1	y	y								y	y		2020/21	C	Outcome A
C&E-CW269	Woodland near Wylde's Farm	Restore tumulus above Wylde's Farm	1	y	y								y	y	y	2020/21	C/E	Outcome A
C&E-CW270	Unwins Hill	Remove lower growing hollies and limbs to maintain immediate vista	1	y	y								y	y	y	2020/21		Outcome A
C&E-CW271	Heathwide	Build and carry out monitoring of hedgehog boxes in conjunction with Heath Hands volunteers.		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	E	Outcomes A + D
C&E-CW272	Heathwide	Sow common spotted orchid spores into suitable edge/open habitats, map positions and monitor success							y	y	y	y	y			2020/21	E/C	Outcome A
C&E-CW273	Postcard Project	Continue to develop interactive map for external viewing of the Heaths donated collection of old postcards		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	E	Outcome A
C&E-CW274	Ponds management plan	Develop draft of plan to assist with a long term vision for the Heath's ponds and management of issues such as access and sediment		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	E/Con/SM	Outcome A
C&E-CW275	Wildlife recording	Collation and transfer of Heath wildlife records to the London records centre (GIGL)		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	E	Outcome A
C&E-CW276	University College London (UCL)	Work in partnership with UCL to assist student projects in heritage and sustainability		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	E/SM	Outcomes A + D
C&E-CW277	Wildlife recording	Assist Geographical Information team (GIS) to create apps to monitor on-site species		y	y	y	y	y	y	y	y	y	y	y	y	2020/21	E	Outcome A

Conservation & Ecol - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
CE-PR 1	Hampstead Heath	Pedestrian and cycle working group: Programme of shared use paths improvements/refurbishment to be rolled out 2020, following recommendation in LUCs 2018 Condition survey.	2020/21	Conservation Supervisor, Trees & Conservation Manager	Outcomes A & B
CE-PR 2	Hampstead Heath	Ponds and Wetlands Plan see Divisional Plan ref A-DP2.	2019/21	Ecology Team, Trees & Conservation Manager, City Surveyors	Outcomes A & B
CE-PR 3	Hampstead Heath	Post Card Project: volunteer assisted project with Ecologist creating data base of interactive old and new postcard views for Hampstead Heath.	2019/22	Ecology Team, Trees & Conservation Manager	Outcomes A & B

HH Ranger - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
HHR-CW 1	East Heath	Litter picking and emptying fishing bins.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 2	East Heath	Patrolling -report to Supervisor /Constabulary.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 3	East Heath	Play area checks (Preachers Hill and Vale of Health).	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 4	East Heath	Car Park parking control, give advice issue PCN's as required.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 5	East Heath	Toilets opening and closing (Vale of Health).	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 6	East Heath	Signage-daily checks for swimming signage and life rings. When required erect signage for OPM,KHV,ICE, NO SWIMMING etc.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 7	East Heath	Emergency tree works-liaise with Tree Team and SMT.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 8	East Heath	Conservation work-liaise with Conservation Supervisor / Ecologist.	Monthly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 9	Heath Wide	Volunteer sessions (Heath Hands and Phoenix Futures).	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 10	East Heath	Wild life rescue/welfare response service-update the Swan sanctuary as to the welfare of Swans and Cygnets.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 11	East Heath	Event support: Traditional Fairs, AAF, Southern Cross Country, London Youth Games, Greater London Cross Country, Circus, Race for Life, British Heart Foundation, Park Run.	Throughout the Year	Heath Ranger Supervisor/ Events Manager	Outcomes A & B
HHR-CW 12	West Heath	Estate duties-cut back paths, repair steps, Whitestone pond maintenance, bench repair, replacement, seasonal works.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 13	West Heath	Patrolling - report to Supervisor / Constabulary.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 14	West Heath	Play area checks, including monthly inspection and annual external ROSPA report.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 15	West Heath	Car park parking control, give advice issue PCN's as required.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 16	West Heath	Toilets opening and closing, including regular cleaning.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 17	West Heath	Signage-daily checks for swimming signage and life rings. When required erect signage for OPM,KHV,ICE, NO SWIMMING etc.	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 18	West Heath	Emergency tree works-liaise with Tree Team and SMT.	As required	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 19	West Heath	Conservation work-liaise with Conservation Supervisor / Ecologist.	Monthly	Heath Ranger Supervisor	Outcomes A & B

HH Ranger - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
HHR-CW 20	West Heath	Wild life rescue/welfare response service.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 21	West Heath	Event support.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 22	Sandy Heath	Estate duties-cut back paths, repair steps, pond maintenance, bench repair, replacement, seasonal works.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 23	Sandy Heath	Litter picking.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 24	Sandy Heath	Patrolling -report to Supervisor / Constabulary.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 25	Sandy Heath	Car park parking control at entrances.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 26	Sandy Heath	Toilets cleaning, opening and closing.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 27	Sandy Heath	Signage-daily checks for swimming signage and life rings. When required erect signage for OPM,KHV,ICE, NO SWIMMING etc.	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 28	Sandy Heath	Emergency tree works-liaise with Tree Team / SMT.	As required	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 29	Sandy Heath	Conservation work-liaise with Conservation Supervisor / Ecologist.	Monthly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 30	Sandy Heath	Wild life rescue / welfare response service.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 31	Parliament Hill Fields	Estate duties-cut back paths, repair steps, pond maintenance, bench repair, replacement, seasonal works.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 32	Parliament Hill Fields	Litter picking.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 33	Parliament Hill Fields	Patrolling -report to Supervisor / Constabulary.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 34	Parliament Hill Fields	Car park parking control, give advice issue PCN's as required - Lido.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 35	Parliament Hill Fields	Toilets cleaning, opening and closing at Millfield Lane.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 36	Parliament Hill Fields	Signage-daily checks for swimming signage, life rings. When required erect signage for OPM,KHV,ICE, NO SWIMMING etc.	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 37	Parliament Hill Fields	Emergency tree works-liaise with Tree Team / SMT.	As required	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 38	Parliament Hill Fields	Conservation work-liaise with Conservation Supervisor / Ecologist.	Monthly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 39	Parliament Hill Fields	Wild life rescue / welfare response service.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B

HH Ranger - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
HHR-CW 40	Parliament Hill Fields	Event support.	Throughout the Year	Heath Ranger Supervisor/	Outcomes A & B
HHR-CW 41	Heath Extension	Estate duties-cut back paths, repair steps, pond maintenance, bench repair, replacement, seasonal works.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 42	Heath Extension	Litter picking.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 43	Heath Extension	Patrolling -report to supervisor/Constabulary.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 44	Heath Extension	Play area checks, including monthly inspection and annual external ROSPA report.	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 45	Heath Extension	Car park parking control, give advice issue PCN's as required.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 46	Heath Extension	Toilets cleaning, opening and closing.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 47	Heath Extension	Signage-daily checks for swimming signage, life rings. When required erect signage for OPM,KHV,ICE, NO SWIMMING etc.	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 48	Heath Extension	Emergency tree works-liaise with Tree Team / SMT.	As required	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 49	Heath Extension	Conservation work-liaise with Conservation Supervisor / Ecologist.	Monthly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 50	Heath Extension	Wild life rescue/welfare response service.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 51	Heath Extension	Event support.	Throughout the Year	Heath Ranger Supervisor/	Outcomes A & B
HHR-CW 52	Kenwood Beat	Estate duties-cut back paths, repair steps, pond maintenance, bench repair, replacement, seasonal works.	Throughout the Year	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 53	Kenwood Beat	Litter picking.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 54	Kenwood Beat	Patrolling - report to Supervisor / Constabulary.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 55	Kenwood Beat	Car park parking control, give advice issue PCN's as required.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 56	Kenwood Beat	Toilets cleaning, opening and closing.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 57	Kenwood Beat	Signage-daily checks for swimming signage, life rings. When required erect signage for OPM,KHV,ICE, NO SWIMMING etc.	Weekly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 58	Kenwood Beat	Emergency tree works-liaise with Tree Team / SMT.	As required	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 59	Kenwood Beat	Conservation work-liaise with Conservation Supervisor / Ecologist.	Monthly	Heath Ranger Supervisor	Outcomes A & B

HH Ranger - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
HHR-CW 60	Kenwood Beat	Wild life rescue / welfare response service.	Year round	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 61	Kenwood Beat	Event support.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 62	Highgate Pond Chain	Outflows and culverts-report any issues.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 63	Highgate Pond Chain	Monitoring pond water levels.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 64	Highgate Pond Chain	Re coppicing according to AWP specification.	Quarterly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 65	Highgate Pond Chain	Water safety checks for fencing and gates.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 66	Highgate Pond Chain	Biosecurity measures for KHV.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 67	Highgate Pond Chain	Vegetation management of dams.	Quarterly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 68	Highgate Pond Chain	Wild life rescue / welfare response service.	As required	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 69	Hampstead Pond Chain	Outflows and culverts-report any issues.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 70	Hampstead Pond Chain	Monitoring pond water levels.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 71	Hampstead Pond Chain	Re coppicing according to AWP spec	Quarterly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 72	Hampstead Pond Chain	Water safety checks for fencing and gates.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 73	Hampstead Pond Chain	Biosecurity measures for KHV.	Daily	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 74	Hampstead Pond Chain	Vegetation management of dams.	Quarterly	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 75	Hampstead Pond Chain	Wild life rescue / welfare response service.	As required	Heath Ranger Supervisor	Outcomes A & B
HHR-CW 76	Body of the Heath	Management of agreed filming and still photography.	As required	Heath Ranger Supervisor	Outcomes A & B

HH Ranger - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
HHR-PR 1	Mixed Pond	Installation of secure cycle parking, improvement to the public entering and exiting the facilities.	Spring – Summer 2020	Site Supervisor	Outcome B
HHR-PR 2	East Heath Car Park	Assist City Surveyors Department with the management and control of contractors to implement drainage and car park surface works to agreed design.	Summer-Autumn 2020	Site Supervisor	Outcome D
HHR-PR 3	East Heath play Area	Implement and oversee agreed design for improvement of existing equipment and introduction of natural play.	Spring-Autumn 2020	Site Supervisor	Outcome B
HHR-PR 4	Vale of Health Play Area	Implement and oversee agreed design for improvement of existing equipment and introduction of natural play.	Spring-Autumn 2020	Site Supervisor	Outcomes B & C
HHR-PR 5	Memorial Bench Project	Liaise with Support Services to implement memorial bench policy to include renewals, waiting list provision, repairs and maintenance.	Throughout the Year	Site Supervisor	Outcomes B & C
HHR-PR 6	Waste and Recycling	To assist in the placement of recycling / waste stations, monitoring and reporting.	Throughout the Year	Site Supervisor	Outcomes B & C
HHR-PR 7	All excavation works	Any extensive excavation work, Archaeological monitoring and advice sought prior to breaking ground.	Throughout the Year	Site Supervisor	Outcome C & D

HH Constabulary - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
HHC-CW 1	Hampstead Heath Division	Targeted & intelligence led patrols in defined areas across the Division where dog control is a concern.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 2	Hampstead Heath Division	Promoting responsible dog ownership through engagement, education and enforcement throughout the Division.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 3	Hampstead Heath Division	Targeted & intelligence led patrols in defined non cycle areas across the Division.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 4	Hampstead Heath Division	Respond to cycling related incidents leading to successful prosecutions for cycling related offences.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 5	Hampstead Heath Division	Promoting responsible cycling across the Division.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 6	Hampstead Heath Division	Targeted patrols in areas where high concentrations of school children and young adults will be assembled, encouraging a safe and secure environment.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 7	Hampstead Heath Division	Targeted engagement opportunities at youth events on Hampstead Heath.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 8	Hampstead Heath Division	Targeted engagement opportunities at schools surrounding Hampstead Heath.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 9	Hampstead Heath Division	Targeted patrols during periods where there will be high concentrations of visitors to the Lido and other bathing facilities.	May - Sept 2020	Sgt	Outcomes B, C & D
HHC-CW 10	Hampstead Heath Division	Reducing instances of serious crime through targeted patrols and tasking throughout the Division.	Daily Activity 20/21	Sgt	Outcomes B, C & D
HHC-CW 11	Hampstead Heath Division	Targeted patrols to reduce instances of anti-social behaviour, crime and litter throughout the Division.	May - Sept 2020	Sgt	Outcomes B, C & D
HHC-CW 12	Hampstead Heath Division	Supporting Outreach work throughout the Division.	Daily Activity 20/21	Sgt	Outcomes B, C & D

HH Constabulary - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
HHC-PR 1	Division	Introduction of Body Worn and Vehicle in-board cameras	April 2020	Sgts	Outcomes B, C & D
HHC-PR 2	Division	Develop an Enforcement Policy following the introduction of the City of London (Open Spaces) Act 2018 and the use of Fixed Penalty Notices for the enforcement of Byelaws	September 2020 to April 21	Sgts	Outcomes B, C & D
HHC-PR 3	Division	Review radio communications across the Division, investigate feasibility of upgrading the current system to reflect advancement in technology with expected capital costs	April 2020 to December 2020	Sgts	Outcomes B, C & D
HHC-PR 4	Division	Scope the introduction of a remote reporting module / tablet which will allow Constabulary Officers to record incidents and occurrences whilst away from a fixed office	April 2020 to December 2020	Sgts	Outcomes B, C & D

Golders Hill Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
GHP-CW 1	Heath Extension (H Ext) - Sports	Maintain 2 cricket squares and outfield, including mowing, preparation and re-instatement of individual wickets, rolling, fertilising and irrigation. Priority will be given to non-chemical control methods. Inspect and maintain cricket practice nets.	Early April to mid-September	Site Supervisor	Outcomes A & B
GHP-CW 2	H Ext - Sports	Maintain 3 football pitches, 3 rugby pitches, 1 school running track, 2 cricket nets grass sports areas which will include marking and setting out goal posts, mowing; preparation and re-instatement of individual areas and fertilising. Priority will be given to non-chemical control methods.	September to May	Site Supervisor	Outcomes A & B
GHP-CW 3	H Ext - Sports	Maintain working relationships with Sports & Leisure Administration Officer to bookings, usage and cancellations for pro-actively managed.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 4	H Ext - Sports	Renovation of grass pitches and grids to include aeration to overcome surface compaction, top-dressing and over-seeding centre circle and goal mouth areas. Repairing and checking goal posts, nets and sockets. Priority will be given to non-chemical control methods.	May to October	Site Supervisor	Outcomes A & B
GHP-CW 5	H Ext - Sports	Renovation of grass pitches to include aeration to overcome surface compaction and Plantain control. Top-dressing and over-seeding centre circle and goal mouth areas. Repairing and checking goal posts, nets and sockets. Organisation and management of School Sports Day, School / Club Training Sessions & Athletics Meetings	May to October	Site Supervisor	Outcomes A & B
GHP-CW 6	Heath Extension (H Ext) - Sports	Provide 8 changing rooms which are well-maintained for schools and sports clubs all year round. Facilities to be routinely cleaned.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 7	GHP / H Ex / Pergola /	Grass cutting of informal recreational areas a. Daily collection of litter, debris and dog faeces.	Minimum once every seven days	Site Supervisor	Outcomes A & B
GHP-CW 8	GHP - Sports	Maintain 2 grass tennis courts, 2 croquet squares, 2 table tennis tables to include weekly mowing, regular verti-cutting, aeration, fertilising, disease, weed, moss control. Irrigation, divot repairs and marking out and rotation of individual courts. Priority will be given to non-chemical control methods.	May to September	Site Supervisor	Outcomes A & B
GHP-CW 9	GHP - Hard Tennis Courts	Maintain four hard tennis courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Management of bookings using Club Spark online booking system. Priority will be given to non-chemical control methods for control of moss and algae.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 10	GHP - Sports	End of season renovation of grass tennis courts, and croquet lawns to include scarification, aeration, topdressing, over seeding with bent & fescues mix. Disease, weed and moss control. Priority will be given to non-chemical control methods, for example, daily dew removal to discourage disease outbreaks and dispersal of worm casts.	September / October	Site Supervisor	Outcomes A & B

Golders Hill Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
GHP-CW 11	GHP - Natural Grassland Areas	Management of natural grass areas (Orchard Meadow / Dell Area / Swan Pond) to encourage flora and fauna. Pathways cut through on a weekly basis and areas are "framed".to define the area.	March to November	Site Supervisor	Outcomes A & B
GHP-CW 12	Public Toilets - GHP	Ensure daily cleaning of toilets and regular checks. Replenish toilet rolls and soap on a regular basis during peak times.	Daily	Site Supervisor	Outcomes A & B
GHP-CW 14	GHP / H Ext / Pergola	Routine patrolling and visual presence will be maintained by Keepers during opening hours. Staff will interface with the public, hand out information, answer queries and monitor bye-laws as necessary. Assist the HH Constabulary with emergency situations, for example lost children, managing lost dogs, vulnerable people etc.	Daily	Site Supervisor	Outcomes A & B
GHP-CW 15	Hill Garden Pergola Wedding Ceremonies	Assist the Business Manager with weddings and civil ceremonies.	As per Bookings	Business Manager / Site Supervisor	Outcomes A & B
GHP-CW 16	GHP Orchard	Annual cut and collection - all grass cuttings to be re-cycled. Followed by three general maintenance cuts before end of November.	July to November	Site Supervisor	Outcomes A & B
GHP-CW 17	GHP - Sustainable Planting in Walled Garden	Maintain sustainable plantings to include: Pruning, lifting and dividing, irrigation, staking, pest, weed and disease control - priority will be given to non-chemical control methods. Maintain and update interpretation boards and other media	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 18	GHP / Hill Garden / Pergola / Kitchen Garden / Keats House: Specimen Tree Management	Maintain specimen trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control, checking of tree stakes. Priority will be given to non-chemical control methods.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 19	GHP / Hill Garden / Pergola, Kitchen Garden / Keats House	Maintain shrub beds to include mulching, routine formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 20	GHP / Hill Garden, Pergola, Kitchen Garden / Keats House	Cut hedges to an appropriate height to encourage vigour, density and maintain views. Hedges include Privet, Hornbeam, Yew, Buxus, Holly, Copper Beech, and Lonicera. Priority will always be given to the bird nesting season.	August to April	Site Supervisor	Outcomes A & B
GHP-CW 21	GHP Hanging Baskets by Café / Planting Tubs / Spot planting in borders	Install hanging baskets and other seasonal planting areas maintenance to include weed & disease control, dead-heading, fertilising and daily irrigation. Priority will be given to non-chemical control methods.	May to November	Site Supervisor	Outcomes A & B
GHP-CW 22	GHP / H Ext Children's Play Areas	Daily visual inspections will be carried out by staff and all findings recorded.	Daily,	Site Supervisor	Outcomes A & B

Golders Hill Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
GHP-CW 23	GHP / H Ext Children's Play Areas	Children's play areas will be formally checked by qualified staff on a monthly basis.	Monthly	Site Supervisor	Outcomes A & B
GHP-CW 24	GHP / H Ext Children's Play Areas	Annual external playground inspections will be carried out by independent inspectors, with any recommendations actioned in the time specified	Annually	Site Supervisor	Outcomes A & B
GHP-CW 25	GHP Zoo	Recommendations from the London Borough of Barnet's licensing authority will be adhered to. Links will be pro-actively maintained through BIAZA (British and Irish Association of Zoos and Aquariums) and via the Zoo ethics committee which meets twice per year.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 26	GHP Zoo	Maintain all livestock and enclosures within the zoo to the animal welfare and husbandry standards as required by the Zoo licensing Act.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 27	GHP Zoo	Monitor and maintain all enclosures and housing infrastructure within the zoo, to ensure safety and continued suitability. Liaise regularly with the zoo veterinarian to ensure the health of all the livestock within the zoo.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 28	GHP Zoo	Ensure grass levels and general foliage within the animal enclosures are kept at a presentable level throughout the year. Areas left uncut to encourage natural animal behaviour e.g. foraging	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 29	GHP Zoo	Promote the zoo to members of the public through advertised feeds, talks, donkey walks and animal adoption scheme. Maintain interpretation boards and other media.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 30	GHP - Butterfly House	Full access to the Butterfly House will be available to the public during agreed opening hours. The facility will be maintained in accordance with good husbandry practice. Maintain interpretation boards and other media	April to end October	Site Supervisor	Outcomes A & B
GHP-CW 31	GHP / H Ext / Hill Garden / Pergola / Kitchen Garden	All areas to be litter picked daily. Litter bins to be emptied daily.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 32	GHP / H Ext / Hill Garden / Pergola / Kitchen Garden / Keats House	Footpaths, signage, fences will be checked on a daily basis and repairs carried out as and when required. Wooden edging boards repaired as necessary.	Daily	Site Supervisor	Outcomes A & B
GHP-CW 33	GHP - Christmas Tree	Maintain permanent planting. Ensure fertilizer and watering when needed and yearly Mulch.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 34	GHP/ Keats House	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the various locations across the Park, Hill Garden and Kats House	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 35	GHP / H Ext Ditch Management	Maintain ditches and water courses. Grid clearance to be carried out during inclement weather. All ditches to be maintained as specified in Corporation of London hydrology policy.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 36	GHP / H Ext	Overseeing of children's education / interpretation , bandstand concerts etc.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 37	GHP - Ponds and Streams	Quarterly maintenance of pond pumps and filters. Regular inspection of overflows and safety equipment. Management of vegetation on pond edges.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-CW 38	GHP	Manage filming events in the GHP to ensure that there is no long-term damage to the landscape and minimise disruption to local communities.	Throughout the Year	Site Supervisor	Outcomes A & B

Golders Hill Park - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
GHP-PR1	GHP Zoo & Queen's Park Farm	Continue to explore transformational management of the zoo in accordance with Zoo Licensing Act 1981. Phase 2 Deer enclosure improvements in accordance with the approved collection plan and 10 year redevelopment project. Phase 3 onwards on hold to reflect the Fundamental Review priorities.	On hold	Zoo & Farm Team Leader	Outcomes A & B
GHP-PR2	GH / H Ext / Pergola - Memorial Benches	Embed updated bench survey information and database into routine annual work programme and projects plan. Implement annual bench maintenance schedule with a target of 15 renewals to address benches reaching end of life. Liaise with Support Services for contacting of sponsors.	March to November 2020	Site Supervisor	Outcomes A & B
GHP-PR3	GHP Green Waste Management	Continue to review green waste recycling options for GHP.	Throughout the Year	Site Supervisor	Outcomes A & B
GHP-PR4	GHP - Pinetum	Continue with second phase planting plan for Pinetum.	Spring 2020 and Autumn 2020	Site Supervisor	Outcomes A & B
GHP-PR5	Hill Garden Pergola	Plan and implement new planting plan for identified areas (section from bottom of stairs to the Bothy and phase three of Winter Boarder) within the Hill Garden.	Spring 2020 and Autumn 2020	Site Supervisor	Outcomes A & B
GHP-PR6	GHP Accessible Car Park	Review access arrangements for weekend and bank holiday opening during park opening hours.	End 2020?	Operations Manager	Outcome C
GHP-PR7	Stumpery	Continuation of phase three of the Stumpery - agreed in principle more stumps can be obtained from Epping Forest.	Spring 2020	Site Supervisor	Outcome A

Operational Services - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
OS-CW 1	Equipment Maintenance	Ensure non-vehicular powered equipment is maintained to manufacturers' standards, commensurate with use. Ensuring an annual service of all items. Repair equipment based on priority, and quarantine items uneconomic to repair.	Throughout the year	Fleet & Equipment Maintenance Operative	Outcome A
OS-CW 2		Procure replacement machinery in a structured manner with consideration for Divisional and Departmental need, in accordance with the Local Fleet and Plant Management Plan.	Throughout the year	Fleet & Equipment Maintenance Operative	Outcome A
OS-CW 3	Fleet Maintenance	Service and maintain fleet in adherence to manufacturers' standards, and in accordance with the Corporate Transport Policy. Ensure MOTs and Tax are up to date.	Six monthly	Fleet & Stores Operative	Outcome A
OS-CW 4		Liaise with Insurance team to report accidental damage and progress claims and repairs.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 5	Stores	Ensure sufficient stores are held to support daily operation of the Division.	Throughout the year	Fleet & Stores Operative	Outcome A
OS-CW 6		Ensure sufficient stocks of fuel are held for daily operation of fleet and equipment.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 7		Maintain fuel store and delivery equipment including test and calibrate pumps and gsm costs.	Mar/April	Operational Services Supervisor	Outcome A
OS-CW 8		Perform annual stocktake in March and forward report to the finance section.	Mar	Operational Services Supervisor	Outcome A
OS-CW 9		Liaise with IS for technical maintenance and provision of services across the Division, supporting local staff when required.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 10		Lead on provision of IS infrastructure on Heath Extension - 4G hub and laptop.	Sep	Operational Services Supervisor	Outcome A
OS-CW 11	Visitor Numbers	Lead on collection and collation of visitor counts across the Division, including maintenance of equipment.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 12	Events	Provide events technical and logistic support, temporary structures, lighting, moving display trailers and temporary toilet trailers.	Per events diary	Operational Services Team	Outcome A
OS-CW 14	Health & Safety	Lead on review and update of Risk Assessment for the Division.	July	Operational Services Supervisor	Outcome A
OS-CW 15		Represent Division on Open Spaces H&S Improvement Group	Quarterly	Operational Services Supervisor	Outcome A
OS-CW 16		Act as secretary for the Divisional H&S Working Group. Organising, and taking minutes of meetings	Quarterly	Operational Services Supervisor	Outcome A

Operational Services - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
OS-CW 17		Represent the Division on the Departmental H&S Sub Group.	Monthly	Operational Services Supervisor	Outcome A
OS-CW 18		Organise Divisional H&S peer audits.	Apr - Sep	Operational Services Supervisor	Outcome A
OS-CW 19		Validate H&S audits of other divisions of Open Spaces Department.	Oct - Nov	Operational Services Supervisor	Outcome A
OS-CW 20		Collate accident reports and support Supervisors and Managers with reporting and investigation.	On-going	Operational Services Supervisor	Outcome A
OS-CW 21		Liaise with Insurance Team to investigate and provide evidence relating to third party claims.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 22		Provide Events H&S support by reviewing RAMS and local procedures.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 23	Built Environment	Liaise with Property and Facilities Manager / Assistant Property and Facilities Manager / Property Service Desk to support Breakdown Repair and Maintenance (BRM) provision across the Division.	Throughout the year	Fleet and Stores Operative	Outcome A
OS-CW 24		Manage the Divisional permit to work system.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 25		Liaise with City Surveyors Department and contractors for delivering projects, including client funded and those contained in the Cyclical Works Programme.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 26		Review Cyclical Works Programme	Jan-Apr	Operational Services Supervisor	Outcome A
OS-CW 27		Maintain headline built asset issues log for Division.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 28		Represent Division on BRM client group.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 29		Emergency local response for repairs.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 30		Improvements to build assets not addressed by the Cyclical Works Programme.	Throughout the year	Operational Services Supervisor	Outcome A
OS-CW 31		Repairs and maintenance of built assets deemed out of scope of the BRM contract.	Throughout the year	Operational Services Supervisor	Outcome A

Operational Services - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
OS-PR 1	Built Assets	Assist in review of Asset Management Plan & Asset Register.	Jun-20	Maintenance Team	Outcome A
OS-PR 2		Complete Farm Project snagging and additional works at Queen's Park.	Jan-Mar 2020	Maintenance Team	Outcome A
OS-PR 3		Rebuild waste and recycling infrastructure.	Jul-20	Maintenance Team	Outcome A
OS-PR 4		Install bicycle racks at Queen's Park.	Sep-20	Maintenance Team	Outcome A
OS-PR 5	Fleet & Equipment	Replace diesel road going fleet (16 vehicles) - Electric/hybrid where possible. Vehicle replacement strategy is outlined in The Hampstead Heath Highgate Wood Keats House and Queens Park Fleet and Plant Management Plan.	2020/21	Maintenance Team	Outcome A
OS-PR 6		Ensure replacement pedestrian powered equipment is electric where possible, and in line with current investment.	2020/21	Maintenance Team	Outcome A
OS-PR 7	Sustainability	Support energy efficiency projects, and lead on implementation when funding is in place, including conversion of lighting to LEDs, and provision of photo electric power generation.	2020/21	OSS	Outcome A
OS-PR 8	H&S	Lead on the review of Divisional H&S Risk.	2020/21	OSS	Outcome A

Support Services - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
SS-CW 1	Division	To provide support to the Superintendent, Management Team and Division with respect to Finance, procurement and compliance.	Throughout the year	Business Manager	Outcome D
SS-CW 2	Division	To provide support to the Superintendent, Management Team and Division with respect to HR.	Throughout the year	Business Manager	Outcome D
SS-CW 3	Division	To provide support to the Superintendent, Management Team and Division with respect to Committee reporting.	Throughout the year	Business Manager	Outcome D
SS-CW 4	Division	To provide support to the Superintendent, Management Team and Division with respect to Corporate strategic issues.	Throughout the year	Business Manager	Outcome D

Support Services - Projects

Ref	Location / Activity	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
SS-PR 1	Achieve a balanced budget	Support the Division in managing budgets in order to ensure that a balanced budget is delivered and that resources are managed effectively.	Monthly	Business Manager	Outcome D
SS-PR 2	Governance	Develop and manage a Committee Agenda Plan to ensure deadlines are shared and met and reports are completed allowing sufficient time for consultation.	Quarterly	Business Manager	Outcome D
SS-PR 3	Dashboard	Roll out dashboard to display management information on a monthly basis.	Monthly	Business Manager	Outcome D
SS-PR 4	Install till at the Information office	To install and programme a new till for the Information Office. This Project is subject to the installation of a separate broadband service at this facility.	Oct	Business Manager	Outcome D
SS-PR 5	Lodge Minor Improvements	Support the City Surveyors Department with the annual Lodge Inspections 2020.	Nov	Business Manager	Outcome D
SS-PR 6	Planning Monitoring	To monitoring planning applications and development on a monthly basis.	Monthly	Business Manager	Outcome A
SS -PR7	Benches	Support the bench sponsorship policy, ensuring that the waiting list is managed and maintained and liaising with sponsors and front line staff.	Monthly	Business Manager	Outcome B
SS - PR8	Apprentices	Provide support to the Division and Open Spaces Department with to ensure that apprentices are successful and achieve the City of London's commitment to the Apprentice Levy.	Monthly	Business Manager	Outcome D
SS - PR9	Weddings and Civil Ceremonies	Manage the Hampstead Heath Weddings and Civil Ceremonies service.	on-going	Business Manager	Outcome B

Swimming - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
SW-CW 1	Lido Terraces North / South / Pool Surrounds	Maintain terraces and paddling pool clean and weed free (priority will be given to non-chemical control methods). Maintain plants on poolside terraces.	April 2020 then as required	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 2	Lido / Plant / Swimming Pool	Maintain Lido Plant, under the Management of Health and Safety at Work Regulations and manufactures guidance (filters clean and reduce risk of bacterial contamination. Swimming Pool maintenance: Cleaning of stainless steel liner and edges / vacuum pool bottom / clean grills and overflow channels / Chlorination and filtration.	Throughout the year	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 3	Lido Facilities	Provide clean facilities to customers and sports clubs. Facilities to be routinely cleaned and inspected daily. Daily cleaning of toilets and regular checks. Replenish toilet rolls and soap on an hourly basis during peak times.	Throughout the year	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 4	Annual Water Safety Inspection	Arrange for two deep cleans.	April/ September	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 5	Lido Sauna	Ensure daily cleaning of sauna and regular checks to the facility.	Daily	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 6	Lido Sauna	To refurbish the facility in September applying water resistant rendering, maintaining electrics, dealing with minor repairs.	September to October	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 7	Lido Sauna	Manage sauna season ticket administration and daily ticket sales through cash collection process.	Daily	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 8	Lido Facility Staffing	Provide a full complement of staff that reflects NOPs and EAPs. Staff will interface with the public, on call to undertake lifesaving rescues, hand out information, take money and answer queries. Assist the HH Constabulary with emergency situations. On Trigger Event Days lifeguard duties will be prioritised to manage the water and to undertake lifesaving rescues. Support staff across the Division will be called upon to assist when and where needed. Procure security personnel to assist with managing crowd control issues.	Daily	Swimming Facilities Supervisor / Heath Duty Managers and Supervisor	Outcomes C & D
SW-CW 9	Lido Events	Assist the Leisure and Events Manager with Duathlon, GIAG, cross country events and any leisure complementary activities.	As per bookings	Leisure and Events Manager	Outcomes C & D
SW-CW 10	Lido / PH Paddling Pools	Maintain paddling pools at Parliament Hill and the Lido to include weekly plant inspection and chemical control. Daily facility inspection and cleaning. To ensure at the Parliament Hill paddling pool a full complement of trained staff that reflects NOPs and EAPs.	May to September 2020	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 11	Water Safety Policy	Annual external safety audit inspections procured. To be carried out by independent inspectors, with any recommendations actioned in the time specified.	May-20	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 12	Lido / Ponds Filming	Manage filming events on water sites around the Heath to ensure that there is no long-term damage to the landscape, minimise risk and minimise disruption to local communities.	Throughout the year	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 13	Lido/Ponds Filming	Manage filming events on water sites around the Heath to ensure that there is no long-term damage to the landscape, minimise risk and minimise disruption to local communities.	All year	Swimming Facilities Supervisor	"Outcomes C & D"

Swimming - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
SW-CW 14	Men's Pond Compound	Maintain Men's Pond compound which will include weeding, deep cleaning and minor repairs through outside contractors or handyman. Priority will be given to non-chemical control methods hoeing of weeds/mould etc. Inspect and maintain facility. All areas to be litter picked daily. Litter bins to be emptied daily. Liaise with User Groups, Lifebuoys and Men's Pond Association.	Throughout the year	Team Leader / Swimming Facilities Supervisor / Leisure and Events Manager	Outcomes C & D
SW-CW 15	Men's Pond	Complete Health and Safety audit recommendations for the facility.	May-Oct 2019	Team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 16	Ladies Pond Compound	Maintain Ladies Pond compound which will include, deep cleaning and minor repairs through outside contractors or handyman. Priority will be given to non-chemical control methods hoeing of weeds/mould etc. Inspect and maintain facility liaise with user groups, KLPA.	Throughout the year	Team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 17	Ladies Pond	Complete Health and Safety audit recommendations for facility.	May-Oct 2020	Team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 18	Ladies Pond Enclosure Woodland / Grassland Area	Liaise with conservation team and maintain natural habitats.	Ongoing	Conservation Team / Team leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 19	Ladies Pond Woodland / Grassland area	Liaise with conservation team and maintain natural habitats.	Ongoing	Conservation team / Team leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 20	Mixed Pond Compound	Maintain Mixed Pond compound, which will include, deep cleaning and minor repairs through outside contractors or handyman. Priority will be given to non-chemical control methods hoeing of weeds/mould etc. Inspect and maintain facility and liaise with user groups, Mixed Pond Association.	Throughout summer season, May-Oct 2020	Team Leader/acting team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 21	Mixed Pond Compound	All areas within compound to be litter picked daily. Litter bins to be emptied daily.	Daily	Team Leader/acting team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 22	Mixed Pond	Complete Health and Safety audit recommendations for facility.	May to Oct 2020	Team Leader/acting team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 23	Men's, Ladies Facility Routine Lifeguarding	Ensure a full complement of staff, that reflects NOPs and EAPs, which will be maintained by lifeguard staff during opening hours throughout the year. Staff will interface with the public and be on call to affect Lifesaving rescues, hand out information, encourage payment, and answer queries. Assist the Hampstead Heath Constabulary with emergency situation, for example lost children, vulnerable people, Law and order situations such as assaults, abuse and crowd control both inside and outside the facility. However, on Trigger Events when customers increase, lifeguard duties will be prioritised to manage the water and effect Lifesaving rescues. Support staff across the Division will be called upon to assist.	Throughout the year	Team Leader / Swimming Facilities Supervisor	Outcomes C & D

Swimming - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
SW-CW 24	Mixed Pond Facility Routine Lifeguarding (Summer Season only)	This is a summer only facility and needs to ensure a seasonal compliment of staff that reflects NOPs and EAPs. This will be maintained by lifeguard staff during opening hours throughout the summer season by a full time lifeguarding complement plus an experienced casual workforce. Staff will interface with the public and be on call to affect Lifesaving rescues hand out information, encourage payment and answer queries. Assist the Hampstead Heath Constabulary with an emergency situation, for example lost children, vulnerable people, Law and order situations such as assaults, abuse and crowd control both inside and outside the facilities. However on Trigger Events when customers increase lifeguard duties will be prioritised to manage the water and effect Lifesaving rescues. Support staff across the Division will be called upon to assist.	May – Oct 2020	Team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 25	Ponds Events	Assist the Leisure & Events Manager with Duathlon, GIAG, Cross country events and any leisure complementary activities.	Throughout the year	Team Leader / Swimming Facilities Supervisor	Outcomes C & D
SW-CW 26	Annual Water Safety Inspection	Annual external safety audit inspections procured. To be carried out by independent inspectors, with any recommendations actioned in the time specified.	May-Oct 2020	Swimming Facilities Supervisor	Outcomes C & D
SW-CW 27	Ladies, Men's and Mixed: Signage / Litter Bins	Signage / litter bins /compounds will be checked on a daily basis and repairs carried out as and when required.	All year	Team Leader	Outcomes C & D
SW-CW 28	Body of Heath Water Safety Points	All other water safety signs and rescue equipment across NLOS should be checked and maintained by Ranger staff.	Daily	Swimming Facilities Supervisor / Ranger Supervisors	Outcomes C & D
SW-CW 29	Ladies, Men's and Mixed Gates Fences and Barriers - Temporary & Permanent	Check and maintain gates and entrances / fence lines, repairing and/or replacing. Temporary fencing/barriers to be placed proximal to the hazard and in such a way as to minimise disruption to users. All temporary fencing is to have signage to explain reasons for erection and time scale for removal; this is to be placed at time of erection and checked by Ranger staff to ensure compliance.	Daily	Team Leader / Swimming Facilities Supervisor / Ranger Supervisors	Outcomes C & D
SW-CW 30	Heath Hands, Volunteers at the Ponds	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the Ladies pond area.	Throughout the year	Team Leader / Swimming Facilities Supervisor	Outcomes C & D

Swimming - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
SW-PR 1	Men's Pond	Accessibility and redesign of entrance/exit to include toilets, changing areas and entry to water. Project to include cycle parking and dog tethering areas.	Phased project from 2020	Swimming Facilities Supervisor / Leisure & Events manager / Superintendent	Outcomes C & D
SW-PR 2	Lido Security	Enhance security measures to Lido building to deal with unauthorised access.	Apr-20	Const & Queens Park Manager / Swimming facilities Supervisor / Leisure & Events Manager / City Surveyors	Outcomes C & D
SW-PR 3	Lido leak detection	To continue leak investigations and develop strategy and solutions.	During 2020	Swimming Facilities Supervisor / Leisure & Events manager / City Surveyors	Outcomes C & D
SW-PR 4	Payment options at Swimming Facilities	Improve payment options at Ponds. Repair and Relocate donation posts, Implement online season ticket payment scheme, continue to procure contactless payment options and re-site ticket machines. Improve signage around payment options.	Ongoing 2020	Swimming Facilities Supervisor / Leisure & Events Manager / IT Services	Outcomes C & D
SW-PR 5	Lido and Paddling Pool maintenance contract	Procurement of maintenance contract for the Lido and paddling pool. Contract to include upkeep of filtration and chlorination systems at all three plant rooms. Maintenance and repairs of pools and all mechanical faults. Regular servicing of plantroom equipment and delivery of chemicals.	Ongoing 2020	Swimming Facilities Supervisor / City Surveyors	Outcomes C & D

Tree Team - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
TT-CW 1	Hampstead Heath	Veteran Tree Management: Specialist tree works to manage the conservation of the heaths ancient & veteran trees including; halo pruning surrounding trees, tethering unstable vets, propping, stability reduction, path moving, mulching & soil decompaction.	Year round	DH	Outcome A
TT-CW 2	Hampstead Heath	Veteran Tree Survey: Revisiting the 2002/2007 HH Veteran tree survey and reassessing current condition, plotting position on to new database map (Arbortrack/ArcGIS) & prioritising required work. Areas to be surveyed 2020 – South Meadow, Cohens Field/Wood	Year round	DH	Outcome A
TT-CW 3	Hampstead Heath	Tree Inspections: Undertaking visual inspection of all trees within the designated 32 risk sequence system (RSS) zones across the site. Prioritising inspection to trees within High & Medium risk zones annually & trees within low risk zone every 2/3 years.	Year round	DH	Outcome A
TT-CW 4	Hampstead Heath	Priority Tree Works List: Top 12 highest hazard trees required for safety works to reduce risk, reviewed monthly to reprioritise the list. Trees highlighted from RSS tree inspection, post storm drive by inspection and from site staff.	Year round	DH	Outcome A
TT-CW 5	Hampstead Heath	Massaria Management: Identification & removal of branches with the disease via inspection, (within the 4 London plane management areas (South End Green, Gospel Oak, Highgate Road, Hampstead Way).	Year round	DH	Outcome A
TT-CW 6	Hampstead Heath	OPM Management: Creating management maps of risk areas for contractor spraying in May. Identification of trees within high risk areas that have caterpillar processions & nests in June-August. Managing caterpillar & nest removal by contractors and inhouse Arb team. June – August.	May to August	DH	Outcome A
TT-CW 7	Hampstead Heath	Highways Trees: Ensuring paths, & highways are kept cleared of low tree branches to statutory height regs. Ensuring traffic signage & street lights are clear of covering branches.	Year round	DH	Outcome A
TT-CW 8	Queen's Park	Emergency Tree work: When urgent tree work arises (example - post storm).	Year round	DH	Outcome A
TT-CW 9	Queen's Park	Veteran Tree Management: Specialist tree works to manage the conservation of the heaths ancient & veteran trees including; halo pruning surrounding trees, tethering unstable vets, propping, stability reduction, path moving, mulching & soil decompaction. (2 x trees).	Year round	DH	Outcome A
TT-CW 10	Queen's Park	Veteran Tree Survey: See Divisional Plan.	N/A		Outcome A
TT-CW 11	Queen's Park	Tree Inspections: Undertaking visual inspection of all trees within the designated 32 Risk Sequence System (RSS) zones across the site. Prioritising inspection to trees within High & Medium risk zones annually.	Year round	DH	Outcome A

Tree Team - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
TT-CW 12	Queen's Park	Priority Tree Works List: Top 12 highest hazard trees required for safety works to reduce risk, reviewed monthly to reprioritise the list. Trees highlighted from RSS tree inspection, post storm drive by inspection and from site staff.	Year round	DH	Outcome A
TT-CW 14	Queen's Park	Massaria Management: Identification & removal of branches with the disease via. inspection.	Year round	DH	Outcome A
TT-CW 15	Queen's Park	OPM Management: Creating management maps of risk areas for contractor spraying in May. Identification of trees within high risk areas that have caterpillar processions & nests in June-August. Managing caterpillar & nest removal by contractors and inhouse Arb team. June – August	May to August	DH	Outcome A
TT-CW 16	Queen's Park	Highways Trees: Ensuring paths, & highways are kept cleared of low tree branches to statutory height regs. Ensuring traffic signage & street lights are clear of covering branches.	Year round	DH	Outcome A
TT-CW 17	Highgate Wood	Woodland Management: Supporting HW Team in planned woodland management (High Wood Woodland Management Plan 2017-2027).	Nov to Jan	JM/DH/CB	Outcome A
TT-CW 18	Highgate Wood	Emergency Tree work: When urgent tree work arises. (example - post storm).	Year round	DH/CB	Outcome A
TT-CW 19	Highgate Wood	Veteran Tree Management: Specialist tree works to manage the conservation of the heaths ancient & veteran trees including; halo pruning surrounding trees, tethering unstable vets, propping, stability reduction, path moving, mulching & soil decompaction.	Nov to Jan	DH/CB	Outcome A
TT-CW 20	Highgate Wood	Veteran Tree Survey: CB surveying veteran oak & hornbeam populations.	N/A		Outcome A
TT-CW 21	Highgate Wood	Tree Inspections: RSS scheduled tree inspections.	N/A		Outcome A
TT-CW 22	Highgate Wood	Priority Tree Works: Generated from RSS HW schedule (HH Tree team to assist HW team where required).	Year round	CB/DH	Outcome A
TT-CW 23	Highgate Wood	OPM Management: Creating management maps of risk areas for contractor spraying in May. Identification of trees within high risk areas that have caterpillar processions & nests in June-August. Managing caterpillar & nest removal by contractors and inhouse Arb team. June – August	May to July	DH/FC	Outcome A
TT-CW 24	Highgate Wood	Highways Trees: Ensuring paths, & highways are kept cleared of low tree branches to statutory height regs. Ensuring traffic signage & street lights are clear of covering branches.	N/A		Outcome A

Tree Team - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
TT-CW 25	Keat's House	Emergency Tree work: When urgent tree work arises. (example - post storm).	Year round	DH	Outcome A
TT-CW 26	Keat's House	Veteran Tree Management: Specialist tree works to manage the conservation of the heaths ancient & veteran trees including; halo pruning surrounding trees, tethering unstable vets, propping, stability reduction, path moving, mulching & soil decompaction.	N/A		Outcome A
TT-CW 27	Keat's House	Veteran Tree Survey: See Divisional Plan.	N/A		Outcome A
TT-CW 28	Keat's House	Tree Inspections: Undertaking visual inspection of all trees within the designated 32 risk sequence system (RSS) zones across the site. Prioritising inspection to trees within High & Medium risk zones annually.	Year Round	DH	Outcome A
TT-CW 29	Keat's House	Priority Tree Works: Generated from RSS schedule.	Year round	DH	Outcome A
TT-CW 30	Keat's House	Massaria Management: Identification & removal of branches with the disease via inspection. (x1 tree).	Year round	DH	Outcome A
TT-CW 31	Keat's House	Highways Trees: Ensuring paths, & highways are kept cleared of low tree branches to statutory height regs. Ensuring traffic signage & street lights are clear of covering branches.	Year round	DH	Outcome A
TT-CW 32	External Works	Veteran Tree Works: Specialist tree contracts to manage the conservation of identified vulnerable local ancient & veteran trees including; halo pruning surrounding trees, tethering unstable vets, propping,	N/A		Outcome A
TT-CW 33	External Works	Resistograph: Offering Arb Technical Services utilising decay micro drill for tree inspection to local LA's & Consultancies.	Year round	DH	Outcome A
TT-CW 34	External Works	Burnham Beeches (pollard restoration): Carrying out specialist reduction works on Ancient pollards, benefiting BB Ancient & Veteran Pollard work program & internal Arb Team development.	Feb	DH	Outcome A
TT-CW 35	External Works	LTOA seminars & Working Parties: Attending appropriate quarterly Tree management seminars - Continued Professional Development.	Year round	DH	Outcome A
TT-CW 36	External Works	TRP / CoL / ATF Biosecurity Groups: Sharing best practice regarding Pest & Disease development with external colleagues.	Bi-annually	DH	Outcome A
TT-CW 37	External Works	Arb Association Trade Show & Conference: Attending appropriate Tree management seminars - Continued Professional Development	Bi-annually	DH	Outcome A

Tree Team - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
TT-CW 38	External Works	ATF Regional Seminars / Visits: Attending appropriate Ancient & veteran Tree management seminars - Continued Professional Development.	Bi-annually	DH	Outcome A

Tree - Team Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
TT-PR 1	Veteran Tree Management	To promote and develop the continuing management of the Veteran and Ancient trees on Hampstead Heath, Highgate Wood and Queen's Park. Re survey of veteran trees across Hampstead Heath is 90% completed with 625 trees registered. Next priority is to draft Management Plan. Continue work to prioritise works to stabilise and conserve veteran trees according to condition. Continue to develop Tree Team's specialism in veteran tree management and conservation.	Year round	Tree Management Officer & Trees and Conservation Manager	Outcome A
TT-PR 2	Views and Vistas	Identify views to retain and those to be abandoned. Ref HH Mgt Strategy: Outcome A, Priority 2, Commitment 7. Currently working with Heath and Hampstead Society on prioritising the 16 identified view sites and have agreed that a significant number of these are no longer recoverable. Embarking on a UCL MSc project in January where views will be a study topic.	Year round	Tree Management Officer & Trees and Conservation Manager	Outcome A
TT-PR 3	OPM IPM	Pilot project in HH Bird Sanctuary to identify presence of OPM Parasitoid, Carcelia iliaca. Major success with this collaborative project with H&HS and Heath Hands with 500+ flies emerging from 3 test cages left in HH Bird Sanctuary. Plan is to expand the area of further captive breeding sites, and try and measure level of parasitism in each nest.	April to June	Tree Management Officer & Trees and Conservation Manager	Outcome A

Waste & Recycling - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
WW-CW 1	Hampstead Heath	General waste collection using Trilo unit or Ford Ranger Pickup.	Daily	Conservation Supervisor	Outcome A
WW-CW 2	Hampstead Heath	Dog waste collection.	Twice weekly	Conservation Supervisor	Outcome A
WW-CW 3	Hampstead Heath	Lodges waste collection service.	Weekly	Conservation Supervisor	Outcome A
WW-CW 4	Hampstead Heath	Lido, Parliament Hill, and GHP cafe food waste collection service.	Weekly	Conservation Supervisor	Outcome A
WW-CW 5	Hampstead Heath	Low volume recyclables (scrap metal, batteries, clothes, tyres, WEEE).	When required	Conservation Supervisor	Outcome A
WW-CW 6	Queen's Park	Periodic miscellaneous collections.	When required	Conservation Supervisor	Outcome A
WW-CW 7	Highgate Wood	Dog waste collection service.	Weekly	Conservation Supervisor	Outcome A
WW-CW 8	Highgate Wood	Recyclables collection service.	Weekly	Conservation Supervisor	Outcome A
WW-CW 9	Highgate Wood	Bulky items collection service.	Monthly	Conservation Supervisor	Outcome A
WW-CW 10	Highgate Wood	HW Pavilion Cafe food waste collection service.	Weekly	Conservation Supervisor	Outcome A
WW-CW 11	Keat's House	Recyclables collection service.	Weekly	Conservation Supervisor	Outcome A
WW-CW 12	Keat's House	Bulky items collection service.	Weekly	Conservation Supervisor	Outcome A

Waste & Recycling - Project

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
WW-PR 1	Waste and Recycling Review	<p>To progress the waste and recycling improvement plan.</p> <p>Three work strand have been identified.:-</p> <p>(1) public awareness campaign,</p> <p>(2) operational improvements and</p> <p>(3) cost savings.</p> <p>Update 7th Jan 2020 .Keep Britain Tidy appointed to draft Communication Strategy(completed). Cost savings have been achieved through reducing waste volumes due to Veolia collection at P.H.F. We have implemented Eurobin collection services with recycle stations situated across P.H.F. collecting recycled and non-recycled waste streams, This model will be extended to the other Heath facilities when the new refuse collection vehicle is procured. Separate food waste collection service contract with Camden /Veolia started in July 2019 and is going well. Public awareness campaigns are to be progressed throughout 2020 this includes Public litter picking days are being promoted.</p>	2020/21	JM/RP	Outcomes A - D

Parliament Hill - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
PHF-CW 1	Cricket Square and Outfield	Maintain cricket square and outfield which will include mowing, preparation and re-instatement of individual wickets, rolling, fertilizing and irrigation. Priority will be given to non-chemical control methods. Inspect and maintain cricket practice nets.	Early April to Mid-September	Site Supervisor	Outcomes A - D
PHF-CW 2	Cricket Enclosure - Woodland Planting	Pruning management of blackthorn, hawthorn, Rosa, buckthorn plantings along East and Southern boundary of cricket enclosure - outside of bird nesting season.	Late August-early April	Site Supervisor	Outcomes A - D
PHF-CW 3	Bowling/Croquet Green lawn and surrounds	Maintain Lawn and surrounds which will include mowing, preparation and re-instatement of rinks, rolling, fertilizing and irrigation. Priority will be given to non-chemical control methods.	Playing season Apr - Sept	Site Supervisor	Outcomes A - D
PHF-CW 4	Bowling/Croquet Green irrigation system	Organize annual irrigation system maintenance contact with specialist company, to include spring start up, autumn shut down and seasonal maintenance checks. Regularly check green and adjust seasonal watering cycle to use resources efficiently and effectively.			
PHF-CW 5	Formal Grass Sports Areas	Maintain pitches and training grids (1 football pitches, 4 rugby training grids, 6 schools training grids, 1 soft ball area , 5 rounder areas, 4 mini football grids) which will include marking out, setting out goal posts, mowing; preparation and re-instatement of individual areas and fertilizing. Routine checking of goal post will be completed by daily inspections. Priority will be given to non-chemical control methods. Maintain and foster close working relationships with neighbouring schools and encouraging usage of facilities.	Winter sports: Sept - Apr. Summer sports: Apr - Sept	Site Supervisor	Outcomes A - D
PHF-CW 6	Formal Grass Sports Areas	Renovation of above pitches and grids to include aeration to overcome surface compaction, top-dressing and over-seeding centre circle and goal mouth areas. Repairing and checking goal posts, nets and sockets. Priority will be given to non-chemical control methods.	Mid-April	Site Supervisor	Outcomes A - D
PHF-CW 7	Stakeholder Liaison	Host athletics track forum with key stakeholders.	Quarterly	Superintendent	Outcomes CA - D
PHF-CW 8	Meadow Grass Areas / Café / Cricket Enclosure	Management of meadow grass areas to encourage flora and fauna. Non-chemical weed and disease control via hoeing and removal of arisings. Annual cut and collection.	April to November	Site Supervisor	Outcomes A - D
PHF-CW 9	Class A Certified Athletics Track	Organization and management of athletics meetings, school sports day, school and club training sessions and corporate events. Daily inspection of track (including hammer cage / pole vault, long jump and javelin run-ups / high jump fan / shot putt landing area / throwing areas etc. to check for debris and wear and tear. Check sand depth and quality and replace as necessary. Keep abreast with current UKA regulation changes. Routine checking of hurdles / landing mats / hammer wires / throwing equipment / pole fault and high jump stands and bars / judges stand / starting blocks / flags / relay batons. Replacement and repair as necessary. Setting out of track for meetings and training events (including schools). Ensuring the changing facilities including toilets are checked and cleaned on a daily basis. Maintain grass centre area and routinely replace divots.	Athletics meeting season: April-September. Training sessions, Sports days & Corporate events: All year	Site Supervisor	Outcomes A - D
PHF-CW 10	Petanque	Daily checking of Petanque area to include debris removal, raking and replacement of topdressing material as necessary. Continual monitoring of weed and moss growth. Priority will be given to non-chemical control methods.	All year	Site Supervisor	Outcomes A - D

Parliament Hill - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
PHF-CW 11	Hard Tennis Courts	Maintain 10 courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Management of bookings using of Club Spark online booking system. Priority will be given to non-chemical control methods for the control of moss and algae.	All Year	Site Supervisor	Outcomes A - D
PHF-CW 12	Male / Female / Accessible Public Toilets	Ensure regular cleaning and checks of toilets. Replenish toilet rolls and soap on an hourly basis during peak times.	All Year	Site Supervisor	Outcomes A - D
PHF-CW 13	Male / Female / Disable Public Toilets	Arrange for two deep clean.	March & April	Site Supervisor	Outcomes A - D
PHF-CW 14	Natural Grassland Areas Parliament Hill	Management of existing natural grass areas to encourage flora and fauna and extend the natural aspects of the Heath into this formal area. Lido café area pathways cut on a weekly basis and areas framed.	All Year	Site Supervisor	Outcomes A - D
PHF-CW 15	Natural Grassland Areas Parliament Hill	Cut and collection of designated areas on a three yearly cycle. All cut grass to be baled and removed.	Mid-September to Early October	Site Supervisor	Outcomes A - D
PHF-CW 16	Specimen Tree Management: Swains Lane, Dukes Field, Bull Path.	After care and monitor growth of new and establishing trees. Maintain specimen trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control and checking of tree stakes. Priority will be given to non-chemical control methods.	All year	Site Supervisor	Outcomes A - D
PHF-CW 17	Mixed Borders: Bowling Green	Maintain borders to include mulching, routine, formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods.	All year	Site Supervisor	Outcomes A - D
PHF-CW 18	Hedge Rows: Highgate Road, Tennis Courts, Lido Wall, Bull Path and Bowling Green	Cut native hedges (outside of bird nesting season) to an appropriate height to encourage vigour, density and maintain views.	Late August-early April	Site Supervisor	Outcomes A - D
PHF-CW 19	PHF: Signage / Litter bins / Tennis Hut Shelter / Tennis Hut	Signage / Litter bins / Tennis Hut Shelters / Tennis Hut will be checked on a daily basis and repairs carried out as and when required.	All year	Site Supervisor	Outcomes A - D
PHF-CW 20	PHF: Paths, Roadways & Entrances	Check and maintain pathways in line with specifications to include top finishes. Carryout checks for potholes, cracks and deformations, making patch repairs where needed. Maintain sightlines at junctions, crossroads, adjoining gateways and entranceways for safe access and egress. Grass edging will be carried out during the growing season and wooden edging boards repaired as necessary. Manage traffic movements in line with risk assessment and safe systems of work.	Daily	Site Supervisor	Outcomes A - D

Parliament Hill - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
PHF-CW 21	PHF: Gates, Fences and barriers, temporary and permanent	Check and maintain gates and entrances in good working order to include locks and padlocks. Check and maintain fence lines repairing and or replacing a needed. Temporary fencing/barriers to be placed proximal to the hazard and in such a way as to minimise disruption to users. All temporary fencing is to have signage to explain reasons for erection and time scale for removal; this is to be placed at time of erection.	Daily	Site Supervisor	Outcomes A - D
PHF-CW 22	Traditional Play, 1 O'clock club, Adventure play & Children's Enclosure	Daily visual inspections will be carried out by staff and all findings recorded.	Daily	Site Supervisor	Outcomes A - D
PHF-CW 23	Outdoor Gym: Trim Trail	Daily visual inspections will be carried out by staff and all findings recorded.	Daily	Site Supervisor	Outcomes A - D
PHF-CW 24	Children's Play Facilities	Children's play areas will be formally checked by qualified staff on a monthly basis.	Monthly	Site Supervisor	Outcomes A - D
PHF-CW 25	Children's Play Facilities	Annual external playground inspections will be carried out by independent inspectors, with any recommendations actioned in the time specified	Annually	Site Supervisor	Outcomes A - D
PHF-CW 26	PHF: Ditches, drains, gullies and grids.	Maintain ditches and water courses. Grid clearance to be carried out during inclement weather. All ditches to be maintained debris free.	All year	Site Supervisor	Outcomes A - D
PHF-CW 27	PHF: Routine Patrolling	Visual presence will be maintained by Keeping staff during opening hours. Staff will interface with the public and hand out information answer queries and monitor bye-laws as necessary. Assist the Hampstead Heath Constabulary with emergency situation, for example lost children, lost dogs and vulnerable people.	All year	Site Supervisor	Outcomes A - D
PHF-CW 28	Highgate Road Entrance: Christmas Tree	Sighting and later, dismantling of Christmas Tree	December-January	Site Supervisor	Outcomes A - D
PHF-CW 29	Heath Hands Volunteers	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the Parliament Hill area.	All Year	Site Supervisor	Outcomes A - D
PHF-CW 30	Filming	Manage events to ensure that there is no long-term damage to the landscape and minimise disruption to local communities and visitors.	All Year	Site Supervisor	Outcomes A - D

Parliament Hill - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
PHF-PR 1	Nassington Road, Savernake Road Bridge & Hive	Nassington Road, Savernake Road Bridge & Hive	Winter 2020 to Spring 2021	Site Supervisor	Outcome A
PHF-PR 2	PHF- Adventure Playground	Assist in landscaping aspect of development project for Adventure Playground and One O'clock Club exterior areas. To plant trees, shrubs and vegetation in line with landscape plan.	Winter 2020-spring 2021	Site Supervisor, Education Supervisor	Outcome A
PHF-PR 3	Memorial Benches	Implement target of 15 renewals to address benches reaching end of life. Tag and monitor 15 further bench sites for renewal in 2020-2021. Support Services to update if sponsors not found. Support the wider Memorial Bench Project for the main body of the Heath.	Throughout the year	Site Supervisor	Outcome A
PHF-PR 4	PHF - Electronically Controlled Entrance Gates to Tennis Courts	Plan and implement a project to install coded gates to manage access to the tennis courts.	Quarterly updates	Constabulary & Queen's Park Manager	Outcome A
PHF-PR 5	PHF - Public Toilet Refurbishment	Support the City Surveyors Department with planned refurbishment of the public toilets.	Jan-20	CSD	Outcome C

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 1	Playing Field	Over-seed the field once annually	October	DOB	3
HW-CW 2	Playing Field	Aerating and roll field every two weeks when conditions are suitable	October to March	All Staff	3
HW-CW 3	Playing Field	Repair damage caused by football games, including soil and seed applications	September to April	All Staff	3
HW-CW 4	Playing Field	Weeding of Cricket Net area including synthetic surface	March/November	All Staff	3
HW-CW 5	Playing Field	Preparation of football pitches for the season	September	All Staff	3
HW-CW 6	Playing Field	Trim trail inspected for damage, bark area maintained weekly	Throughout the Year	All Staff	3
HW-CW 7	Playing Field	Re-mark pitches weekly	September to March	All Staff	3
HW-CW 8	Playing Field	Prepare and repair pitches for 5-a-side football coaching	School holidays except winter	All Staff	3
HW-CW 9	Playing Field	Erect and dismantle goal posts and nets weekly	September to April	All Staff	3
HW-CW 10	Playing Field	Application of fertilizer (spring/summer, autumn/winter)	April & September	All Staff	3
HW-CW 11	Playing Field	Purchase of & maintenance to goal posts and nets, goal slots and all football lines	September to April	All Staff	3
HW-CW 12	Playing Field	Mowing of playing field once weekly	March to October	All Staff	3
HW-CW 14	Playing Field	Apply calcified seaweed to field if needed after soil testing (testing to be done in January if ground conditions suitable)	March	All Staff	3
HW-CW 15	Playing Field	Preparation of school athletic tracks	May to July	All Staff	3
HW-CW 16	Playing Field	Re-measure bottom pitch and re-plot area with plastic markers and move goal slots	April	All Staff	3
HW-CW 17	Playing Field	Maintain irrigation system	Throughout the year	All Staff	3
HW-CW 18	Cricket Pitch	Light scarification to remove dead grass in several directions	March	All Staff	3

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 19		Cut grass at start of season to 15mm complete with light rolling	March	All Staff	3
HW-CW 20		Cut grass to 12mm complete with light rolling	April	All Staff	3
HW-CW 21		Brush daily	Throughout the year	All Staff	3
HW-CW 22		Hand weed/spot weed	April to September	All Staff	3
HW-CW 23		Worm control if required	April to September	All Staff	3
HW-CW 24		Light roll, adjusting weight as necessary	April to September	All Staff	3
HW-CW 25		Repair to Cricket Nets as and when required	Throughout the year	All Staff	3
HW-CW 26		Fine turf fertilizer application	April to September	All Staff	3
HW-CW 27		Maintain Cricket Score Hut	April to September	All Staff	3
HW-CW 28		Install H&S signs for cricket games, remove after game	April to September	All Staff	3
HW-CW 29		Remove & reinstall barrier rope and pins from cricket square weekly	April to September	All Staff	3
HW-CW 30		Measure & mark out cricket pitches & boundary line before season commences	April	All Staff	3
HW-CW 31		Cut cricket square weekly	April to September	All Staff	3
HW-CW 32		Prepare playing strips 3 times weekly	April to September	All Staff	3
HW-CW 33		Roll cricket square weekly	April to September	All Staff	3
HW-CW 34		Irrigate cricket square when required	April to September	All Staff	3
HW-CW 35		Repair cricket strips weekly	April to September	All Staff	3
HW-CW 36		Receive cricket teams twice weekly	April to September	All Staff	3
HW-CW 37		Scarify cricket square monthly	April to September	All Staff	3
HW-CW 38		End of season renovation	September	DOB	3

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 39		Installation of cricket screens	April	All Staff	3
HW-CW 40		Repair of cricket screens	September	All Staff	3
HW-CW 41		Re-mark cricket boundary during cricket season	Weekly	All Staff	3
HW-CW 42		Spike cricket square every 2nd month	October to February	All Staff	3
HW-CW 43		Renovate cricket square at the end of the season	September	DOB	3
HW-CW 44	Playground	Playground opened at 7.30am and closed 45 mins before dusk	Throughout the Year	All Staff	3, 4
HW-CW 45		All playground items inspected daily for defects	Throughout the Year	All Staff	3, 4
HW-CW 46		Playground toilets cleaned daily & regularly inspected	Throughout the Year	All Staff	3, 4
HW-CW 47		Weekly equipment inspection with a checklist filled out	Throughout the Year	All Staff	3, 4
HW-CW 48		Maintenance or repairs to and replacement of equipment when required	Throughout the Year	All Staff	3, 4
HW-CW 49		Sweeping of surfaces	Throughout the Year	All Staff	3, 4
HW-CW 50		Sandpits forked weekly	Throughout the Year	All Staff	3, 4
HW-CW 51		New play-bark installed	When required annually	All Staff	3, 4
HW-CW 52		Litter bins serviced daily	Throughout the Year	All Staff	3, 4
HW-CW 53		Supervise the playground daily particularly during busy periods	Throughout the Year	All Staff	3, 4
HW-CW 54		Mowing and strimming of grass areas	April to October	All Staff	3, 4
HW-CW 55		Any major refurbishment to playground required	January	All Staff	3, 4 (f)
HW-CW 56		Tree inspections in the playground	Yearly	Arborists	2 (a) (b) (f) (h), 3, 4
HW-CW 57		Management of bird feeders / nest box cameras and replenishment of bird feeds in the playground	Weekly	All Staff	1(d), 3
HW-CW 58		Annual ROSPA inspection and report	June	DOB	3, 4
HW-CW 59	Café Garden	Maintain the formal plantings, shrubbery & containers to an acceptable horticultural standard weekly	Throughout the Year	All Staff	3, 4

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 60		Cut back Wisteria twice	January & July	All Staff	3, 4
HW-CW 61		Maintain paved area	Throughout year	All Staff	4
HW-CW 62		Hedge maintenance	April to October	All Staff	4
HW-CW 63		Service waste bins	Daily	All Staff	3, 4
HW-CW 64		Replace sections of shrubbery when required with drought tolerant species	November	All Staff	2, 3, 4
HW-CW 65	Woodland (incorporating 2018 - 2028 HW Woodland Management Plan)	Recording / monitoring / mapping of conservation areas	Throughout year	All Staff	2
HW-CW 66		Silvicultural & arboricultural planned works	October to March	All Staff	2
HW-CW 67		Emergency silvicultural & arboricultural works	Throughout year	DOB/CB/RH/GC	2
HW-CW 68		Tree safety inspections & surveys throughout the wood / Paths and zone 1 after high winds	Biannual & annual according to zone	All Staff	2
HW-CW 69		Retrenchment / halo releasing / coppicing / re-coppicing & veteran tree works throughout the wood	October to March	CB/DOB/Arborists	2
HW-CW 70		Transplant Wild Service Tree suckers and young WS trees from the Heath	November	All Staff	2
HW-CW 71		Pond work to compartment no 2 (refer to compartment map)	January	All Staff	2
HW-CW 72		Muswell Hill Ditch maintenance	Throughout year	All Staff	2
HW-CW 73		Hollies and exotics control throughout the wood	November to December	All Staff	2
HW-CW 74		Wildflower planting on field	March	CB / Ecologists	2
HW-CW 75		Litter clearance & maintenance of woodland ditches	Throughout year	All Staff	2, 3
HW-CW 76		Bramble and weed control in conservation areas	September to March	All Staff	1, 2, 3

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 77		General maintenance of certain areas with volunteers	September to December	CB/RH/DOB	1, 2, 3
HW-CW 78		Maintenance of dead hedges around the wood	Throughout year	All Staff	1, 2, 3
HW-CW 79		Keep woodpile for wood burning stoves stocked up	Throughout year	All Staff	4e
HW-CW 80	Highgate Wood Area	Litter pick daily	Throughout year	All Staff	2, 3
HW-CW 81		Uniformed security patrol daily	Throughout year	All Staff	3
HW-CW 82	Built environment, furniture and paths	Open the woodland gates at 07.30 & lock them closed at dusk every day	Throughout year	HW Team	3
HW-CW 83		Litter bins emptied twice weekly & maintained (daily on field area in summer)	Throughout the Year	HW Team	3
HW-CW 84		Benches repaired and maintained	Throughout the Year	HW Team	3, 4
HW-CW 85		Toilets cleaned daily or when necessary	Throughout the Year	HW Team	3
HW-CW 86		Showers & changing rooms cleaned & maintained weekly	Throughout the Year	HW Team	3
HW-CW 87		Fence lines throughout the wood including the playground maintained and repaired	Throughout the Year	HW Team	3, 4
HW-CW 88		Paths and entrances repaired & maintained when required	Throughout the Year	HW Team	3, 4
HW-CW 89		Paths cleared of leaf debris during Autumn	Autumn	HW Team	3, 4
HW-CW 90		Steps maintained & repaired (including for visually impaired)	Throughout the Year	HW Team	3, 4
HW-CW 91		Drains maintained and repaired when required	Throughout the Year	HW Team	4
HW-CW 92		Information hut and surrounding area maintained	Throughout the Year	HW Team	1, 3, 4
HW-CW 93		Signage maintained & repaired when required	Throughout the Year	HW Team	1, 3, 4
HW-CW 94		Drinking fountains maintained & repaired when required	Throughout the Year	DOB/RH/City Surveyors	1, 3, 4

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 95		Minor repairs & maintenance to buildings, urinals, toilets etc.	Throughout the Year	HW Team	1, 3, 4
HW-CW 96		Servicing of nature trail posts and healthy walks posts	Throughout the Year	HW Team	3
HW-CW 97		Clearing of gutters on information hut, lodges, buildings & playground hut	Throughout year & Autumn	HW Team	4
HW-CW 98		Changing Rooms decoration and maintenance	March and throughout year	HW Team	3, 4
HW-CW 99		Boundary fence to be renewed and maintained	April and throughout year	HW Team/City Surveyors	3, 4
HW-CW 100	Education	Participate in one day weekly school walks and educational establishments	Throughout the Year	DOB/RH/CB/FH /GC/OS Education Team	3
HW-CW 101		Participate in and supervise events on the Highgate Wood Diary of Events	Throughout the Year	HW Team, DOB/RH/CB/JM	1, 3
HW-CW 102		Servicing of and preparation of displays in the information hut	Throughout the Year	HW Team	1, 3
HW-CW 103		Preparation of What's New /HW website	Monthly	HW Team / CB	3
HW-CW 104		Supervise Work Experience Pupils	Throughout year	HW Team	3
HW-CW 105		Supervise Heath Hands volunteers	Autumn / Winter	HW Team	3
HW-CW 106		Supervision of Filming in Highgate Wood	Throughout year	DOB/RH	3
HW-CW 107		Daily display of bird nesting and wildlife watch	Throughout year	HW Team	3
HW-CW 108		Updating information on display board	Throughout the Year	HW Team	3
HW-CW 109		Hold Highgate Wood Community Day annually	September	HW Team	1, 3
HW-CW 110	Wildlife	Encourage biodiversity with various woodland works (including habitat creation)	Throughout the Year	HW Team	2, 3

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 111		Surveying & monitoring of woodland wildlife	Throughout the Year	HW Team	2, 3
HW-CW 112		Promoting the use of Highgate Wood wildlife for education purposes	Throughout the Year	HW Team	3
HW-CW 113		Control of certain pest species	Throughout the Year	HW Team	2, 3
HW-CW 114		Replenish bird feeders weekly	Throughout the Year	HW Team	2
HW-CW 115		Bird and bat box maintenance, construction and monitoring	Outside of hibernation & nesting/roosting	HW Team	2, 3
HW-CW 116		Bird surveys	Throughout year	CB	2
HW-CW 117		Bat box surveys	September	CB	2
HW-CW 118		Update bird checklist	Monthly	CB	2
HW-CW 119		Moth trapping sessions	Throughout the Year	HW Team / Mike Hammerson	2, 3
HW-CW 120		Update of notable wildlife sightings	Throughout the Year	CB	2
HW-CW 121		Creation of hibernation habitats	November	HW Team	2
HW-CW 122	Heritage	Protect the existing heritage features	Throughout year	HW Team	1, 3
HW-CW 123		Maintain heritage interpretation material in the wood	Throughout year	HW Team	1, 3
HW-CW 124		Hold Highgate Wood Community Day annually	September	HW Team	1, 3
HW-CW 125	Stock equipment and machinery	All stock machinery and equipment controlled by documentation and check daily	Throughout the Year	HW Team	2, 3, 4
HW-CW 126		Service and repairs when necessary	Throughout the Year	HW Team	2, 3, 4
HW-CW 127		PPE maintained and inspected (including LOLER testing - biannual)	Throughout the Year	DOB	2, 4
HW-CW 128	Admin duties	All correct admin documents completed and controlled as specified in corporate directives	Throughout the Year	DOB/RH/ HW Team	1 / 2 / 3 /4

Highgate Wood - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-CW 129		Control of contractors as per corporate policies	Throughout the Year	DOB	1 / 2 / 3 /4
HW-CW 130		Answer email / telephone enquiries	Throughout the Year	DOB/RH/JM	1 / 2 / 3 /4

Highgate Wood - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to H/gate Mgmt. Plan
HW-PR1	Highgate Wood	Highgate Wood Woodland Management Plan. Approved by HH, HW, QP Management Committee 2018. Now incorporated in to AWP.	2018-2028	JM/MG	2, 3
HW-PR2	Highgate Wood	New sign board to be installed at Onslow Gate	2018/19	JM/DOB	
HW-PR3	Highgate Wood	HLF Bid for Roman Kiln installation in information hut	2017/2021	JM/RH	

Queen's Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
QP-CW 1	Formal Garden	Maintain sustainable plantings to include lifting and dividing, staking, pest, weed and disease control and irrigation - priority will be given to non-chemical control methods. Good even cover with correct spacing between plants. Maintain neat defined edges, bed free of weeds. Ensure no litter, debris or dog fouling.	Throughout the Year	Team Leader	1, 4
		Rose beds are balanced and well maintained, Mulched evenly and to correct depth across area, Bed free of weeds and no leaf fall, litter, debris or dead material or cuttings left in area.	Throughout the Year	Team Leader	1, 4
		Good variety of healthy plants which are inspiring, with a well-designed and balanced display. Maintain shrub beds to include mulching, routine formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods. Ensure no litter, debris or dog fouling.	Throughout the year	Team Leader	1, 4
		Maintain specimen trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control, checking of tree stakes. Priority will be given to non-chemical control methods.	Throughout the Year	Team Leader	1, 4
		Areas where bulbs are present should remain uncut from time of bulb emergence, until 6 weeks after flowerings ceases but no more than 8 weeks, all clippings removed.	March to May	Team Leader	1, 4
		Cut hedges to an appropriate height to encourage vigour, density and maintain views. Cut back / shape Yew trees, cut back Privet hedge, level sides and top, cut back long grass area, Cut back Hawthorne hedge. Hedge should be weed free. Priority will always be given to the bird nesting season.	August to April	Team Leader	1, 4
QP - CW 2	Ornamental Grass	Formal grass is cut in parallel straight lines with the minimum of overlap leaving a striped finish of light and dark green where appropriate areas has been uniformly and evenly cut including edges and obstacles. Edges are trimmed and not encroaching hard surfaces, hedge lines or bedding areas. All clippings are 'boxed off' and removed from site. Daily collection of litter, debris and dog faeces. Apply spring/summer fertiliser, apply winter/spring fertiliser, apply herbicide (worms & Leather Jackets), scarify, solid tine, hollow tine and top dress lawns. Clear leaves, Daily clean Lychgate, hoe/weed pathways. Ensure no litter, debris or dog fouling.	March to November	Team Leader	1, 4
QP-CW 3	Hanging Baskets	Hanging baskets and other seasonal planting to be well-designed and balanced. Maintenance to include weed & disease control, dead-heading, fertilising and daily irrigation. Priority will be given to non-chemical control methods.	May to November	Team Leader	1, 4

Queen's Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
QP-CW 4	Amenity Grass Areas	Grass cutting of recreational areas. Grass to be uniformly and evenly cut including perimeter edges and obstacles. Daily collection of litter, debris and dog faeces. Edge grass areas with edging machine, Edges are trimmed and not encroaching hard surfaces, hedge lines or bedding areas. There are no bare patches. Maintenance to include over seed, spike & feed, strimming around trees/bins/posts, circle young trees, apply farm yard manure, clear leaves. Adjacent paths and bedding areas are kept clear of clippings. Ensure no litter, debris or dog fouling.	Throughout Year	Team Leader	1, 4
		Areas where bulbs are present should remain uncut from time of bulb emergence, until 6 weeks after flowerings ceases but no more than 8 weeks, all clippings removed.	March to May	Team Leader	1, 4
		Mark out pitches / running track for booked sports activities in designated area.	April to August	Team Leader	1, 4
QP-CW 5	Pitch and Putt Greens	Maintain pitch and putt course to include: mowing. Length of grass 3-6mm all year round. Preparation and re-instatement of holes, divot repairs, fertilising and irrigation of greens. The greens are maintained to ensure that it is even with no noticeable bumps or irregularities. Priority will be given to non-chemical control methods. Inspect and maintain pitch and putt course daily. Renovation of pitch and putt greens to include aeration to overcome surface compaction and Plantain control. Ensure no litter, debris or dog fouling.	Throughout Year	Team Leader	1, 4, 5
		Meadow grass on pitch and putt course is cut at correct time of year for species type. There is a soft transition or wavy edge between meadow area and adjacent fairways. The meadow area is linked to other less intensively managed areas to create networks or corridors.	April to September	Team Leader	1, 4
		End of season renovation of pitch and putt course to include: scarification, aeration, topdressing, over seeding with bent & fescues mix. Disease, weed and moss control. Priority will be given to non-chemical control methods, for example, daily dew removal to discourage disease outbreaks and dispersal of worm casts.	September to October	Team Leader	1, 4, 5
QP-CW 6	Playground	Daily visual inspections will be carried out by staff and all findings recorded. Children's play area will be formally checked by qualified staff on a monthly basis and reported. Loose fill material is clean with no leaf fall, litter, debris or animal fouling. Equipment is complete with no damaged, missing or broken parts, loose or missing fixings. Pathways, safety and hard surface maintained. Ensure no litter, debris or dog fouling.	Throughout Year	Team Leader	1, 3, 5
		Annual external playground inspections will be carried out by independent inspectors with any recommendations actioned in the time specified	Annually	Team Leader	1, 3, 5

Queen's Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
QP-CW 7	Paddling Pool	Daily visual inspections will be carried out by staff and all findings recorded. Clean Pool, including the pool surround. Complete frequent tests for Chlorine levels. Pool to be staffed during opening times. Ensure no litter or debris.	May to September	Team Leader	1, 3, 5
QP-CW 8	Farm	Maintain all livestock and enclosures within the farm to the animal welfare and husbandry standards as required.	Daily	Team Leader	1, 4, 5
		Monitor and maintain all enclosures and housing infrastructure within the farm, to ensure safety and continued suitability. Liaise regularly with the appointed veterinarian to ensure the health of all the livestock within the farm. Pathways and hard surface maintained. Ensure no litter or debris.	Daily	Team Leader	1, 4, 5
		Ensure grass levels and general foliage within the animal enclosures are kept at a presentable level throughout the year. Areas left uncut to encourage natural animal behaviour e.g. foraging	Throughout the year	Team Leader	1, 4
		Promote the farm to members of the public through media channels, talks, walks and animal adoption scheme. Maintain interpretation boards and other media.	Throughout the year	Team Leader	1, 2, 5
		The facility will be maintained in accordance with good husbandry practice. Maintain interpretation boards and other media	Throughout the year	Team Leader	1, 3
QP-CW 9	Tennis Courts	Maintain hard tennis courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Net supports / posts are structurally sound, upright and square with no damage to paintwork. Nets have no holes or tears. Management of bookings using Club Spark online booking system. No leaf fall, litter or debris. Priority will be given to non-chemical control methods for control of moss and algae.	Daily	Team Leader	1, 3, 5
QP-CW 10	Public Toilets	Ensure regular cleaning regime of toilets and frequent checks. Replenish toilet rolls and soap, completing frequent check, e.g. on an hourly basis during peak times.	Daily	Team Leader	1, 3
QP-CW 11	Woodland Walk and Natural Areas	Management of natural areas to encourage flora and fauna. Encourage biodiversity with hedge laying, creating habitats, Most parts of the woodland are structurally diverse and includes dominant / sub-dominant tree species, understory tree & shrub species, low level shrubs, natural regeneration and ground flora. Promote the use of Queen's Park for wildlife education. Control eradicate knotweed, convolvulus etc. Report sightings of tree related pests and diseases, Allow perimeter of park and designated areas of pitch & putt to grow naturally. Deadwood (fallen or standing trunks and branches) left wherever safe to do so. Measures are taken to protect mature and veteran trees. Pathways maintained.	Throughout the year	Team Leader	1, 4, 5

Queen's Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
		Tree maintenance to include no basal or sucker growth. If present, base has been mulched. No hanging or dead branches, no damage to tree bases during maintenance, e.g. grass cutting.	Throughout the year	Team Leader	1, 4, 5
QP-CW 12	Body of the Park	Entrance gates are structurally sound, complete and working correctly. Defects are reported as soon as practicable. No leaf fall, litter, debris or dog fouling around immediate area.	Daily	Team Leader	1, 3, 5
		Grass cutting of informal recreational areas (minimum of every seven days) March - Nov. Daily collection of litter, debris and dog faeces.	March to November	Team Leader	1, 4
		All areas to be litter picked daily. Litter bins to be emptied daily. Dog bins to be emptied, and exterior of all bins cleaned frequently.	Daily	Team Leader	1, 4, 5
		Footpaths, pathways and hard surface maintained. Signage to display relevant information and organised neatly within or on the board. Fences and other hard facilities will be checked on a daily basis and repairs carried out as and when required. No graffiti to be visible.	Monthly	Team Leader	1, 2, 4, 5
		Tree growth is healthy and vigorous with no sign of disease. Branches have been correctly pruned for species, purpose and location. Hanging and dead branches removed. Regular inspections carried out for damage, pest and diseases. Tree maintenance to include no basal or sucker growth. If present, base has been mulched. No damage to tree bases during maintenance, e.g. grass cutting.	Throughout the year	Team Leader	1, 4
		Maintain gullies. Grid clearance to be carried out prior to inclement weather. All ditches to be maintained as specified in Corporation of London hydrology policy. Manhole and drain covers are intact, flush with surface, stable and secure.	Throughout the year	Team Leader	1, 3
QP-CW 13	Buildings	Remove waste and recycling, regularly clean City of London properties. Complete monthly H & S checks and report defects. Maintain staff toilets and staff rest areas.	Throughout the year	Team Leader	1, 3, 5
QP-CW 14	Stock, equipment and machinery	Maintain all vehicles, plant and machinery in line with manufacturers guidance and City of London policies and procedures.	Daily	Team Leader	3
		Maintain stock levels of materials, equipment and stock to ensure park is efficiently maintained.	Throughout the year	Team Leader	3
		PPE maintained and inspected (including LOLER testing - biannual)	Throughout the year	Team Leader	3
QP-CW 15	Miscellaneous	Routine patrolling and visual presence will be maintained by Keepers during opening hours. Staff will interface with the public, hand out information, answer queries and monitor bye-laws as necessary. Assist the emergency services with emergency situations, for example lost children, managing lost dogs, vulnerable people etc.	Daily	Team Leader	1, 3, 5
QP-CW 16	Benches	Maintain benches, including a database of allocation and assist with bench memorial requests.	Throughout the year	Team Leader	3, 5

Queen's Park - Cyclical

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
QP-CW 17	Weddings and Civil Ceremonies	Assist with preparation of weddings and civil ceremonies.	Throughout the year	Team Leader	5
QP-CW 18	Events	Assist with preparation of events.	Throughout the year	Team Leader	5
QP-CW 19	Filming and Photography	Manage filming events to ensure that there is no long-term damage to the landscape and minimise disruption to local communities.	Throughout Year	Team Leader	5

Queen's Park - Projects

Ref	Location	Details of Proposed Work: April 2020 - March 2021	Timing of work	Who is Responsible	Link to 2018 Mgmt. Strategy
QP-PR 1	Sandpit Area	Sandpit Area Refurbishment	May to March	Park Manager	WM4
QP-PR 2	Bandstand	Develop Weddings and Civil Ceremony Events in Park	April - August	Team Leader	CWP 5c
QP-PR 3	Park	Develop Historical Walks to be led by staff in the Park	April - August	Team Leader	CWP 2a
QP-PR 4	Park	Review Buildings Waste Management Procedures	Throughout Year	Divisional Waste Team	CWP 3e
QP-PR 5	Park	Woodland Walk Management Plan	Draft April 2019	Park Manager	CWP 4q
QP-PR 6	Park	Carry out restoration work to Perimeter hedge line	Planting Season	Team Leader	CWP 4j
QP-PR 7	Park	Develop an Activity Plan	April - March	Park Manager	CWP 5a
QP-PR 8	Children's Farm	Carry out Refurbishment of the Children's Farm	April - March	Team Leader/Zoo Team Leader	DP 3.8
QP-PR 9	Public Toilets	Toilet Extension - Play Area	April - March	Park Manager	QP 2
QP-PR 10	Tennis Courts	Resurfacing of Tennis Courts 1- 6	Sept - April 2019	City Surveyor's Dept.	
QP - PR11	Park	Develop tree identification Walk	April - March	Team Leader	
QP-PR 12	Park	Review Park Benches	April - Sept 2019	Team Leader	