

Upcoming communications for Epping Forest and The Commons

Project/campaign/event information	Key messages	Communication method	Key dates	Lead officer
Town Clerks Media Team communications				
Sep-21 <ul style="list-style-type: none"> News release: Carbon Removals Project at Epping Forest News release: City Corporation warns against fungi foraging in Epping Forest News release: Epping Forest Views Project (tbc) News release: Epping Forest wins Green Flag News release: Burnham Beeches wins Green Flag News releases: City Commons win Green Flag 	<p>Promote Epping Forest, Carbon Removals Project and and Climate Action Strategy</p> <p>Epping Forest:</p> <ul style="list-style-type: none"> The City of London Corporation spends £5m a year on the "green lungs of London" delivering an outstanding environment attracting 4.5 million visits annually. The stewardship of the forest by the City since 1878 has delivered 2,400 hectares of land with over one million trees and which is of national and international conservation importance. That the forest is the largest green space in Essex and the capital. <p>The Commons:</p> <ul style="list-style-type: none"> The City of London Corporation spends £2.7m a year on The Commons to support around 800 hectares of outstanding environments attracting 2.5 million visits annually. The geographic spread of The Commons stretches from Burnham Beeches and Stoke Common in Buckinghamshire to the borders of South London, Croydon and Surrey. 	<ul style="list-style-type: none"> News release and social media News release and social media News release and social media News release and social media News release and social media 	September 2021	Kristina Drake
Oct-21 <ul style="list-style-type: none"> News release on the work finishing at the RAF Kenley Revival Project Opinion piece: Chairman's column in Epping Forest Guardian published News release: London in Bloom [Epping Forest] News release: Britain in Bloom (Burnham Beeches, City Commons and Epping Forest) 	<p>Epping Forest:</p> <ul style="list-style-type: none"> The City of London Corporation spends £5m a year on the "green lungs of London" delivering an outstanding environment attracting 4.5 million visits annually. The stewardship of the forest by the City since 1878 has delivered 2,400 hectares of land with over one million trees and which is of national and international conservation importance. That the forest is the largest green space in Essex and the capital. <p>The Commons:</p> <ul style="list-style-type: none"> The City of London Corporation spends £2.7m a year on The Commons to support around 800 hectares of outstanding environments attracting 2.5 million visits annually. The geographic spread of The Commons stretches from Burnham Beeches and Stoke Common in Buckinghamshire to the borders of South London, Croydon and Surrey. The Commons are important sites for wildlife and visitors and include Sites of Special Scientific Interest. 	<ul style="list-style-type: none"> News release and social media Opinion piece and social media News release and social media 	October 2021	Kristina Drake
Nov-21 <ul style="list-style-type: none"> Opinion piece: Chairman's column in Epping Forest Guardian published 	TBC	<ul style="list-style-type: none"> Opinion piece and social media 	November 2021	Kristina Drake
Dec-21 <ul style="list-style-type: none"> Opinion piece: Chairman's column in Epping Forest Guardian published 	TBC	<ul style="list-style-type: none"> Opinion piece and social media 	December 2021	Kristina Drake
Jan-22 <ul style="list-style-type: none"> News release: Foraging prosecutions at Epping Forest Opinion piece: Chairman's column in Epping Forest Guardian published 	TBC	<ul style="list-style-type: none"> News release and social media Opinion piece and social media 	January 2022	Kristina Drake
Feb-22 <ul style="list-style-type: none"> News Release Carbon Removals Project at Epping Forest Opinion piece: Chairman's column in Epping Forest Guardian published 	<p>Epping Forest key messaging (as above), and on Carbon Removals Project and Climate Action Strategy</p> <p>TBC</p>	<ul style="list-style-type: none"> News release and social media Opinion piece and social media 	February 2022	Kristina Drake
Mar-22 <ul style="list-style-type: none"> Opinion piece: Chairman's column in Epping Forest Guardian published 	TBC	<ul style="list-style-type: none"> Opinion piece and social media 	March 2022	Kristina Drake
Epping Forest - general communications				
Sep-21 No fires / barbecues (throughout summer)	Raise awareness of no fires / BBQs permitted and also promote phone number for reporting 099 and 020 8532 1010 if you see fires / barbecues.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine Posters in car parks 		Yvette Woodhouse Kristina Drake
Former Loughton Golf Course site	Invite tenders for way forward to use the site. Positive future use of the site and value to local community, including engagement of EF messages with new audience. Pro-active release in partnership with winning operator to announce plans ahead of planning permission application.	<ul style="list-style-type: none"> News release (TBC) website, social media, Forest Focus, temporary posters, liaison with local community 	Tender Phase Sept to Dec 21. Followed by local resident consultation and Stakeholder consultation, Jan to March 2022.	TV
Epping Forest annual report (timing estimated only - awaiting confirmation of planned completion)	Promote annual report is available (plot any specific headline messaging from annual report into this planter)	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press Website 		Yvette Woodhouse Kristina Drake
Litter awareness	<ul style="list-style-type: none"> Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs & dispose of responsibly. Highlight great work of EF litter picker teams & volunteer litter pickers. 	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		
Woodford Avenue works	Promote works taking place and planned way forward with follow-up/ future plantings	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		
New car parks coming online with parking charges (timing estimated only - awaiting confirmation of implementation date from JE)	Provide advance warning of new car park charges, implement new car park charges)	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		
Update success of temporary fencing around skylarks on Wanstead Flats	Provide an update on success or otherwise of project (this was a hugely popular initiative so interest expected to be high).	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		
Fungi collection	<ul style="list-style-type: none"> Raise visitor awareness of no collection message. Promote EF as internationally important for fungi. Celebrate any rare species identified and important role of fungi in woodland habitat. 	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press London press National press Website 		
Deer vehicle collision prevention / deer rut	<ul style="list-style-type: none"> Raise visitor / driver awareness of deer rut and associated behaviour to promote safer driving on roads throughout the Forest. Celebrate deer rut as interesting wildlife activity. 	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		Yvette Woodhouse
International Day of Charity, Sunday 5 September	Promote EF as registered charity & encourage donations to fundraising initiatives.	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		Yvette Woodhouse
National Read a Book Day, Monday 6 September	Promote books on sale at the VC (generate income and encourage visitors to the VC).	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		Yvette Woodhouse
International Car Free Day, Wednesday 22 September	<ul style="list-style-type: none"> Any opportunities for raising awareness of damage to EF via traffic pollution. Encourage sustainable access to EF & celebrate road closure successes if appropriate. 	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
September Equinox, Wednesday 22 September	Encourage responsible driving through roads throughout EF re. deer rut (link to deer RVC message)	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 	September Equinox 22 September	Yvette Woodhouse
National Sporting Heritage Day, 30 September	Celebrate history of EF sporting facilities and Col. funding of sports.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 	National Sporting Heritage Day 30 September	Yvette Woodhouse
Promote a heritage site - Warlies Park, Buffer Lands	Promote access to Buffer Lands and promote Col. ownership / funding to protect the Forest	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post 		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Oct-21 Review CBT-funded projects	Provide updates / success stories of projects previously funded by CBT	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		
Car Park Charging - Phase II	Continue roll out of car park charging at a further 40 car parks. Notify visitors of the pending changes and announce when in place. Maximise positive messages re. income generation for charity to take care of Epping Forest and aim of reducing visits to the Forest by car to help reduce air pollution.	<ul style="list-style-type: none"> Local news release, website, social media, Forest Focus, site signage, temporary posters 	Implementation mid-October, communications commence prior to this date once exact implementation date is identified.	MN
The Young Darwin Scholarship - FSC initiative. EF event on 2 October, woodland management and tree ID.	Promotion - RT of FSC messaging.	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 	EF event on 2 October	
Litter awareness	<ul style="list-style-type: none"> Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs & dispose of responsibly. Highlight great work of EF litter picker teams & volunteer litter pickers. 	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		
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Deer vehicle collision prevention / deer rut	<ul style="list-style-type: none"> Raise visitor / driver awareness of deer rut and associated behaviour to promote safer driving on roads throughout the Forest. Celebrate deer rut as interesting wildlife activity. 	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		Yvette Woodhouse
October half term, 25 - 31 October	Promote October half term events	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		Yvette Woodhouse
Epping Forest Visitor Centre at Chingford / The Temple (if open)	Epping Forest Visitor Centre at Chingford / The Temple (if open)	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		Yvette Woodhouse
Autumn colour	<ul style="list-style-type: none"> Promote beautiful autumn colour & celebrate any habitat management success Direct visitors to preferred locations to experience autumnal colours. 	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		
Do not discard pumpkins	Raise awareness of detriment from dumping pumpkins in EF after Halloween as seeds & plant material can harbour diseases not welcome in SSS/SAC.	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		
Horse riding closed season (date tbc)	Community closure to free range riding (date tbc - weather dependent).	<ul style="list-style-type: none"> Facebook post Twitter post 		
International Day of Older Persons, Friday 1 October	Promote visitor opportunities for older people at EF, if appropriate.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
London Marathon, 3 October (obviously usually takes place in April)	Wish luck to those training in EF, promote EF as location for running	<ul style="list-style-type: none"> Facebook post Twitter post 	London Marathon, 3 October	Yvette Woodhouse
International Walk to School Month	Promote potential suitable routes for walking to school through EF, if appropriate.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse

National Poetry Day, 7 October	Celebrate cultural past and present of EF.	<ul style="list-style-type: none"> Facebook post Twitter post 	National Poetry Day, 7 October	Yvette Woodhouse
Astronomy Day, 15 October	Celebrate history of EF - links to astronomy at Wanstead Park. Also promote good locations for observing the night sky.	<ul style="list-style-type: none"> Facebook post Twitter post 	Astronomy Day, 15 October	Yvette Woodhouse
Black History Month	Promote if linking to any events	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
World Animal Day, Monday 4 October	Promote wildlife to be found in EF, particularly linking to any habitat management success.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
National Badger Day, 6 October	Promote badgers in EF, careful not to reveal locations	<ul style="list-style-type: none"> Facebook post Twitter post 	National Badger Day, 6 October	Yvette Woodhouse
World Mental Health Day, Sunday 10 October	Promote mental health benefits associated with visiting green space, EF and engaging with nature	<ul style="list-style-type: none"> Facebook post Twitter post 	World Mental Health Day, 10 October	Yvette Woodhouse
World Homelessness Day, 10 October	Promote good work EF engaged in re. assisting rough sleepers in EF - whilst ensuring message is clear that you can't sleep rough in EF	<ul style="list-style-type: none"> Facebook post Twitter post 	World Homelessness Day, 10 October	
Apple Day, 21 October	Celebrate apple trees in EF (crab apple importance)	<ul style="list-style-type: none"> Facebook post Twitter post 	Apple Day, 21 October	Yvette Woodhouse
Reptile Awareness Day, 21 October	Celebrate reptiles in EF, particularly linking to any habitat management.	<ul style="list-style-type: none"> Facebook post Twitter post 	Reptile Awareness Day, 21 October	Yvette Woodhouse
World Cities Day, Sunday 31 October	Celebrate Col connection with EF and how EF serves London re. CAS	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press London press Website 	World Cities Day, 31 October	
Clean up after dogs	Reminder to visitors of need to clean up after dogs and dispose of waste responsibly	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		Yvette Woodhouse
Fly tipping	Reminder that Col are vigilant for fly tip offenders and will prosecute. #TreesNotTrash	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website Local press London press 		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine Website 		Yvette Woodhouse
Nov 21				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Carbon renewals	Identified EF sites to be enhanced to maximise carbon sequestration through tree planting / wildflower planting.	<ul style="list-style-type: none"> News release (local, London, national, specialist), website, social media, Forest Focus, site signage, temporary posters 	Launch / press invite event last week of November / early December, to coincide with National Tree Week (27 Nov to 5 Dec)	Kristina Drake
Fungi collection	<ul style="list-style-type: none"> Raise visitor awareness of no collection message. Promote EF as internationally important for fungi. Celebrate any rare species identified and important role of fungi in woodland habitat. 	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press London press Regional press Website 		
Epping Forest Visitor Centre at High Beach	Promote as visitor destination and reminder of winter opening times	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		Yvette Woodhouse
Bonfire night, 5 November	Reminder re. no fires anywhere in Epping Forest	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Historic anniversary of opening of pollarding season on 11 November.	Celebrate history & raise awareness of Col role in saving EF & importance of EF Act of 1878.	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 	Historic anniversary of opening of pollarding season on 11 November.	
National Stress Awareness Week, 1-5 November	Promote EF as destination for improving mental wellbeing / stress management.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Remembrance Sunday, 14 November	Remembering the fallen and if appropriate, linking relevant EF wartime history	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Children's Day, Saturday 20 November 2021	Promote EF opportunities for recreation / events for children. Link to fundraising for sculpture trail if appropriate.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
National Tree Week - 27 November - 5 December	Celebrate veteran trees in EF, tree planting at Gifford Wood update. Highlight habitat management work.	<ul style="list-style-type: none"> Facebook post Twitter post 		
Giving Tuesday, 30 November	Promote funded projects to encourage donations.	<ul style="list-style-type: none"> Facebook post Twitter post 		
Litter awareness	<ul style="list-style-type: none"> Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs & dispose of responsibly. Highlight great work of EF litter picker teams & volunteer litter pickers. 	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Dec 21				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Car Park Charging / management - Phase III	Continue roll out of remaining car parks and anomaly sites - decisions to be taken on charging or otherwise. Notify visitors of the pending changes and announce when in place. Maximise positive messages re. income generation for charity to take care of Epping Forest and aim of reducing visits to the Forest by car to help reduce air pollution.	<ul style="list-style-type: none"> Website, social media, Forest Focus, site signage, temporary posters, direct liaison with key stakeholders at specific car park sites. 	December 2021	MN
Wanstead Park Grotto - Management Plan works - Epping Forest	Undertake conservation works of The Grotto. Promote heritage value of site and surrounding Wanstead Park.	News release (TBC), website, social media, Forest Focus, temporary posters, liaison with local groups	December 2021	GS
Litter awareness	<ul style="list-style-type: none"> Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs & dispose of responsibly. Highlight great work of EF litter picker teams & volunteer litter pickers. 	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Epping Forest Visitor Centre at Chingford / The Temple (if open)	Promote as visitor destination and remind of winter opening times	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		Yvette Woodhouse
Festive visits	Direct visitors to preferred locations over busy festive season	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		Yvette Woodhouse
School holidays, commence 21 December to 1 January	Promote EF as destination for families along with any events / activities (see events and festive events)	<ul style="list-style-type: none"> Facebook post Twitter post 		
National Tree Week - 27 November - 5 December	Celebrate veteran trees in EF, tree planting at Gifford Wood update. Highlight habitat management work.	<ul style="list-style-type: none"> Facebook post Twitter post 		
International Day of Persons with Disabilities, Friday 3 December	Promote EF as accessible open space / visitor destination.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
International Volunteers Day, Sunday 5 December	Promote volunteering opportunities in EF, thank volunteers.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
International Mountain Day, Saturday 11 December	Promote visiting EF 'peaks' and link to Views Project as appropriate (depending upon progress with works at 'peaks').	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Festival of Winter Walks (dates TBC for Dec 21 / Jan 2)	Promote visiting EF for walking opportunities - direct visitors to preferred locations.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Fly tipping	Reminder that Col are vigilant for fly tip offenders and will prosecute. #TreesNotTrash	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website Local press London press 		Yvette Woodhouse
Litter (bank holidays 27 & 28 December)	Reminder to visitors to take litter home with them & dispose of it responsibly there. Thank you to volunteer litter pickers & EF litter pickers.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Suggested walking for festive period	Recommend walking routes, purchase of Short Walks book and Office Map to visitors	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		Yvette Woodhouse
Retail at the Visitor Centre	Promote retail at the Epping Forest Visitor Centre at Chingford for Christmas shopping opportunities	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
January 2022				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Large raised reservoir works - public consultation	Promote proposals for works highlighting benefits, invite participation in consultation, once completed communicate outcome of consultation and proposed works as developed.	News release (TBC), website, social media, Forest Focus, temporary posters, liaison with local community	January 2022	
Festival of Winter Walks - dates tbc for 2022/23	Promote visiting EF for walking opportunities - direct visitors to preferred locations.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
National Bird Day, 7 January	Promote birds in EF, particularly in light of habitat management	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
#NationalTreasure, 11 Jan	Promote items of historic interest in archives	<ul style="list-style-type: none"> Twitter post 	#NationalTreasure, 11 Jan	Yvette Woodhouse
National Obesity Awareness Week (date TBC 2022)	Promote opportunities for keeping active in EF, if appropriate to tone of social media around this	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
#MuseumSelfie, January	Promote museum collection in EF to tell the story of Col involvement	<ul style="list-style-type: none"> Twitter post 		Yvette Woodhouse
Squirrel Appreciation Day, 21 January	Promote wildlife	<ul style="list-style-type: none"> Twitter post 		Yvette Woodhouse
National Hug Day, ?? January	Promote 'hug a tree' benefits in EF	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Big Garden Birdwatch, end of Jan, dates TBC	Promote birds in EF which you may see in your garden	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
National Storytelling Week, dates TBC	Promote if any EF events organised around this.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Clean up after dogs	Reminder to visitors of need to clean up after dogs and dispose of waste responsibly	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		
Litter (bank holiday 3 January)	<ul style="list-style-type: none"> Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs & dispose of responsibly. Highlight great work of EF litter picker teams & volunteer litter pickers. 	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
February 2022				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Parklife project - move to gateway 3 / 4	Awaiting agreement with FA, but pre-planning application advice to go forward. Once funding secured celebrate positive investment and development. £5m investment to Wanstead Flats.	News release (TBC), website, social media, Forest Focus, temporary poster, launch event to be organised for announcement (celebrity involvement?), liaison with local community / key partners.	February 2022	TBC
Epping Forest Visitor Centre at Chingford / The Temple (if open)	Promote as visitor destination	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		Yvette Woodhouse
February half term (14 - 18 February)	Promote February half term events	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		Yvette Woodhouse
Basking adders / reptiles	Visitor interest - be careful to promote this without giving out locations or frightening people about snakes in the Forest	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		Yvette Woodhouse
Play Day, dates TBC (Girl Guide initiative re importance of children's play - themed each year - participate if relevant).	Promote opportunities for children to play in Epping Forest, if relevant	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
National Storytelling Week, dates TBC	Promote if any EF events organised around this.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Valentine's Day, 14 February	Promote with 'love for EF' message - perhaps encourage donations to a cause, sign-up to volunteer etc.	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		
National Nestbox Week, dates tbc	Promote nesting birds within EF	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post 		Yvette Woodhouse
World Thinking Day, date tbc	Promote EF as open space to connect with nature and give yourself space to think etc.	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
Fairtrade Fortnight, dates tbc	Promote Fairtrade items for sale within EF, if appropriate	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		Yvette Woodhouse

Fly tipping	Reminder that Col are vigilant for fly tip offenders and will prosecute. #TreesNotTrash	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website Local press London press National press 		Yvette Woodhouse
Litter awareness	<ul style="list-style-type: none"> Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs & dispose of responsibly. Highlight great work of EF litter picker teams & volunteer litter pickers. 	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine 		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Mar-22				
Easter holidays	Promote Easter holiday events	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest Magazine Local press 		Yvette Woodhouse
Spring flowers / wildlife	<ul style="list-style-type: none"> Celebrate new seasonal activity in EF Promote any particular success stories re habitat management, rare species etc 	<ul style="list-style-type: none"> Facebook post Twitter post Instagram post Epping Forest magazine 		Yvette Woodhouse
Bluebells	Raise visitor awareness of how to visit bluebell woods (no picking, do not step on, keep to paths in Chalk Wood).	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Local press 		Yvette Woodhouse
Epping Forest Visitor Centre at High Beach	Promote as visitor destination	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		Yvette Woodhouse
Horse riding licence renewals	Remind horse riders that they need to renew their annual licence, along with instructions how to do so	<ul style="list-style-type: none"> Facebook post Twitter post Epping Forest magazine Website 		Yvette Woodhouse
World Book Day				
International Women's Day	Promote interesting stories of women to EF history, current interest, as appropriate	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
British Science Week	Promote any interesting scientific information relating to EF, as appropriate	<ul style="list-style-type: none"> Facebook post Twitter post 		Yvette Woodhouse
The Commons - general communications				
January 2022				
2021-2031 Farthing Downs Management Plan consultation	<ul style="list-style-type: none"> Provide explanation of management actions for the next 10 years Online survey will allow participants to answer set questions Opportunity to comment 	<ul style="list-style-type: none"> Google Forms survey Information to go on site pages on website Tweet post Facebook post Enewsletter Site posters 	<ul style="list-style-type: none"> Launch of Google Forms survey on 2 August Information to go on site pages on website to go live on 2 August Tweet post on 2 August Facebook post on 2 August Enewsletter on 2 August Site posters on 2 August 	Tom Oliver
Sep-21				
2021-2031 Riddledown Management Plan consultation	<ul style="list-style-type: none"> Provide explanation of management actions for the next 10 years Online survey will allow participants to answer set questions Opportunity to comment 	<ul style="list-style-type: none"> Google Forms survey Information to go on site pages on website Tweet post Facebook post Enewsletter Site posters 	<ul style="list-style-type: none"> Launch of Google Forms survey to go live from September Information to go on site pages on website to go live from September Tweet post from September Facebook post from September Enewsletter from September Site posters from September 	Tom Oliver
Livestock movements	<ul style="list-style-type: none"> Advise public of presence of livestock Cows and sheep are used for conservation of rare and biodiverse grassland habitat Dogs need to be under close control/on leads Emergency details for Rangers 	<ul style="list-style-type: none"> Site posters Tweet post Facebook post Enewsletter 	<ul style="list-style-type: none"> Dates dependent on grazing conditions/movements throughout the year 	Tom Oliver
Green Flag Award/Green Heritage	<ul style="list-style-type: none"> The sites are some of the best in the country Outstanding management of historic and landscape features Thanks to volunteers who help maintain the sites 	<ul style="list-style-type: none"> Press release Tweet post Facebook post Enewsletter 	<ul style="list-style-type: none"> Dates dependent on awards 	Tom Oliver Kirstina Drake
Burnham Beeches and Stoke Common				
Aug-22				
OPM	<ul style="list-style-type: none"> non-native pest species hazardous to human & animal do not touch caterpillars 	<ul style="list-style-type: none"> Facebook & Twitter - ensure wide spread using local community groups enews article posters on site 		Chris Morris
Sep-22				
Volunteer activities re-launch post summer break & changes due to Covid	<ul style="list-style-type: none"> Regular volunteer group to re-start activities Re-start recruitment of new volunteers Some restrictions will remain subject to Covid & Gov Guidance Still not full return to pre-covid (tea breaks etc) No Sunday tasks as yet 	<ul style="list-style-type: none"> direct email Facebook & Twitter September e-news article 	<ul style="list-style-type: none"> 27 August FB & TW 1 September e-news 2 September first midweek volunteer task 4 September first FOSC task 	Chris Morris
The Lost Words - guided walk	<ul style="list-style-type: none"> Poetry and music to celebrate the wildlife of the beeches. Booking via eventbrite E3 2 hours gentle walk 2-4pm 	<ul style="list-style-type: none"> Eventbrite September E-news article Facebook & twitter On-site posters 	<ul style="list-style-type: none"> Walk date 18 September Posters & eventbrite live from 9 August Facebook promotion from 9 August 1 September e-news Further push if required 6-10 September 	Chris Morris
Prehistory at Burnham Beeches - event postponed to May 2022	<ul style="list-style-type: none"> Postponed due to Covid to minimise risk - requires public notice as published in event programme 	<ul style="list-style-type: none"> Facebook 	<ul style="list-style-type: none"> 6 September - FB post to advise 	Chris Morris
Oct-22				
Livestock movements	<ul style="list-style-type: none"> advise public of presence of livestock keep a distance, do not feed, zoom lens photos only Dogs under close control Moving to new areas/off site 	<ul style="list-style-type: none"> E-news articles Facebook & twitter signs/posters/banners inc 1/4ly bulletin 	dates dependent upon grazing conditions October/November/December	Chris Morris
Continuation of Wood pasture restoration project - WDS area	<ul style="list-style-type: none"> Restoration of wood pasture and creation of pollards clearance of secondary woodland Creation of new pollards high visibility area, potential for public comment 	<ul style="list-style-type: none"> Facebook & Twitter October E-news signs/posters inc 1/4ly bulletin 	<ul style="list-style-type: none"> date for start tbc FB & TW 1 week before work starts & after first few days 1 October e-news Posters/signage live on site 2 weeks prior to work commencing 	Jake Slattery Chris Morris
Temporary footpath and area closures	<ul style="list-style-type: none"> Protection of nature reserve & its ancient trees Protection of scheduled monuments high visitor numbers no rights of way- only desirelines stay on tarmac as much as possible closures will continue until Spring 	<ul style="list-style-type: none"> Facebook & Twitter October and subsequent E-news signs/posters inc 1/4 bulletin 	<ul style="list-style-type: none"> date tbc - dependent on weather/visitor numbers FB & TW 1 week before closures & weekly thereafter 1 October & subsequent e-news Posters/signage live on site 2 weeks prior to work commencing 	
Woodland Explorers autumn trail	<ul style="list-style-type: none"> Family fun trail aimed at up to 12 yrs Download from web Nature themed games and activities 	<ul style="list-style-type: none"> Facebook & twitter posters on site 	<ul style="list-style-type: none"> trail live on web 23 - 31 October Posters live from 27 September Facebook & Twitter 18 October 	Chris Morris
Autumn Colours walk	<ul style="list-style-type: none"> General introduction to Burnham Beeches walk in autumn colours - peak time Booking via eventbrite E3 1.5 hours gentle walk 10 - 11.30am 	<ul style="list-style-type: none"> Eventbrite October E-news Facebook & twitter On-site posters 	<ul style="list-style-type: none"> Walk date 31 October Posters & eventbrite live from 24 Sept Facebook promotion from 24 Sept 1 October e-news Further push if required 11-15 October 	Chris Morris
Nov-22				
Fabulous Autumnal Photography walk	<ul style="list-style-type: none"> Explanation of techniques for taking great landscape images walk led by Paul Mitchell proo photographer Booking via eventbrite E15 3 hours gentle walk 10 - 1pm 	<ul style="list-style-type: none"> Eventbrite October E-news Facebook & twitter On-site posters 	<ul style="list-style-type: none"> Walk date 7 November Posters & eventbrite live from 27 Sept Facebook promotion from 27 Sept 1 October e-news Further push if required 18-22 October 	Chris Morris
Dec-22				
Pond ice	<ul style="list-style-type: none"> advise public of danger of ice don't throw sticks/stones onto it Safety for people, pets & wildlife 	<ul style="list-style-type: none"> Facebook & Twitter E-news signs/posters inc 1/4 bulletin 	<ul style="list-style-type: none"> date tbc - dependent on weather FB & TW as first deep freeze forecast December e-news Posters/signage live on site on day 	Chris Morris
Woodland Explorers Festive trail	<ul style="list-style-type: none"> Family fun trail for any age Download from web Nature themed festive games and activities 	<ul style="list-style-type: none"> Facebook & twitter posters on site November e-news 	<ul style="list-style-type: none"> trail live on web 4 - 31 December Posters live from 1 November Facebook & Twitter 22 December 	Chris Morris
Carols at the Café	<ul style="list-style-type: none"> Family festive activity Details uncertain due to Covid 	<ul style="list-style-type: none"> Facebook & twitter posters/banner on site November/December e-news 	<ul style="list-style-type: none"> Event date 11 December Posters & eventbrite live from 1 Nov Facebook promotion from 1 Nov 1 November/December e-news 	Chris Morris
Feb-22				
Woodland Explorers half term trail	<ul style="list-style-type: none"> Family fun trail aimed at up to 12 yrs Download from web Nature themed games and activities 	<ul style="list-style-type: none"> Facebook & twitter posters on site February e-news 	<ul style="list-style-type: none"> trail live on web 19 - 27 February Posters live from 17 February Facebook & Twitter 14 February 1 February e-news 	Chris Morris
Temporary footpath and area re-opening	<ul style="list-style-type: none"> once visitor pressure subsides once weather conditions suit 	<ul style="list-style-type: none"> Facebook & Twitter E-news signs/posters inc 1/4 bulletin 	<ul style="list-style-type: none"> date tbc - dependent on weather/visitor numbers FB & TW 1 week before re-open May? e-news 	Chris Morris
Hillfort event/launch	<ul style="list-style-type: none"> Celebration of scheduled monuments & history of the reserve Family fun event with live re-enactments of iron age highlight AR app & interpretation SAM must be treated with care! 	<ul style="list-style-type: none"> Eventbrite April E-news Facebook & twitter - ensure wide spread using local community groups On-site posters/banners SAM & other platforms used by partner organisation 	<ul style="list-style-type: none"> date tbc Posters & eventbrite live from 6 weeks before Facebook promotion 2 weeks before, week before & day before plus on the day e-news in preceding month 	Chris Morris/Wendy Morrison HFP