



# Hartwell Pocket Park Ashwood Acre



## Management Plan 2008 – 2023

Minor updates and revisions to appendixes  
January 2023



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**This management plan is based on the original plan drawn up in 2007/8 which illustrates the founding aims and objectives of those who set up the park. The management committee endeavours to maintain and fulfil these objectives.**

**The appendixes illustrate current policy and the actions planned or taken to continue and develop the park in line with its founding aims**

## **Aims and objectives**

### **AIMS**

- To create the park as an area for quiet enjoyment, recreation and education for the benefit of members of the community of all ages.
- To maintain and further develop the current ecological diversity of the site to encourage plant and animal life.
- To encourage local residents in working together to support, care for and enjoy the area.

### **OBJECTIVES**

- 1a. The park should be capable of a variety of quiet uses by individuals, small groups, village groups and include a small space where people could gather for quiet events.
  - 1b. The park will be attractive to young children with paths, places to explore and things to observe enabling them to enjoy and respect the countryside.
  - 1c. The park will enable demonstrations of country crafts and skills such as hedge laying and species identification.
  - 1d. The park will feature interesting artefacts e.g. sculptures, willow structures, log seating in keeping with its natural surroundings.
  - 1e. The park will have seating to allow people to relax and enjoy the park.
  - 1f. Interpretation and notice boards will inform visitors about interesting features, wildlife news and group activities and events.
  - 1g. The group will monitor park features such as seating, information boards and maintain when necessary
  - 1h. The management group will organise an annual community fundraising/social event.
  - 1i. A short section of the northern hedge will be cut to create a view across to Rowley Wood from Pocket Park.
  - 1j. The management group will liaise with and encourage Hartwell village school to visit pocket park.
- 
- 2a. The park design will include a variety of areas of interest such as woodland, wild flower meadow, an edible thicket, a marshy area and a butterfly garden while maintaining the current diversity of the hedgerows and grassland.

- 2b. The three grassland areas - wildflower meadow, long grass, & marshy patch will be maintained and improved through appropriate cutting, raking & removing of arisings regimes.
- 2c. A compost area for arisings will be created and in turn a grass snake habitat.
- 2d. Hedges will be maintained through trimming or laying following advice from Wildlife Trust or other expert.
- 2e. A coppice area will be planted and maintained through rotational cutting. During planting consideration will be given to the opportunity of introducing wildflowers.
- 2f. The butterfly area will be regularly weeded, pruned and maintained.
- 2g. A fruiting thicket will be planted and maintained through mulching, pruning, weeding etc.
- 2h. A mound will be created which can be maintained through cutting, raking and removing arisings.
- 3a. Through strong initial design, the space will be inviting and accessible to all with pathways that draw visitors to key features.
- 3b. The site will be capable of maintenance by volunteer working groups with some locally funded professional support.
- 3c. Moral, practical and financial support will be encouraged from individuals and community groups through regular publicity, working groups and activities at the park.
- 3d. There will be good and regular communication with the church, parish council, Pocket Parks Officer etc.
- 3e. The Pocket Park Management Committee will meet regularly to monitor and plan actions required to complete the works as described in the Management Plan.
- 3f. Write & review when necessary risk assessments.

### **Description and location of the original site**

The site which measures just under an acre (0.3 hectares) is to the west of Hartwell village (OS Grid Reference SP783505). It is approached along Rowley Wood Lane (sometimes known as Ashwood Lane) from Ashton Road. This lane is also a bridleway No. KR32 which links to Quinton and Courteenhall and a network of local paths. Rowley Wood Lane is a made road as far as the site entrance after which it becomes a farm track. This means that public access to the site is easy and level though the road has no pavements. Traffic volumes on the approach road are fairly low as there are only three properties further along the lane. Rowley Wood Lane is a popular approach to local footpaths and well used by residents walking dogs. The site is to the north of the new Hartwell cemetery and forms part of the land designated for cemetery use by the Parish Council in 1989.

Until about 2005 the site was a pasture field used for sheep grazing. A small barn building near the entrance to the site was demolished in 2006 for safety reasons. The concrete base remains.

The southern boundary of the site is a dense thorn hedge maintained at about 120 cm high as part of the cemetery maintenance contract. Other boundaries are wild, mixed hedgerows, species rich to the west and north. The western boundary is flail cut on the bridleway side each autumn. No maintenance work is done on the other hedgerows which are punctuated by mature trees. Outside the eastern boundary hedgerow is a row of

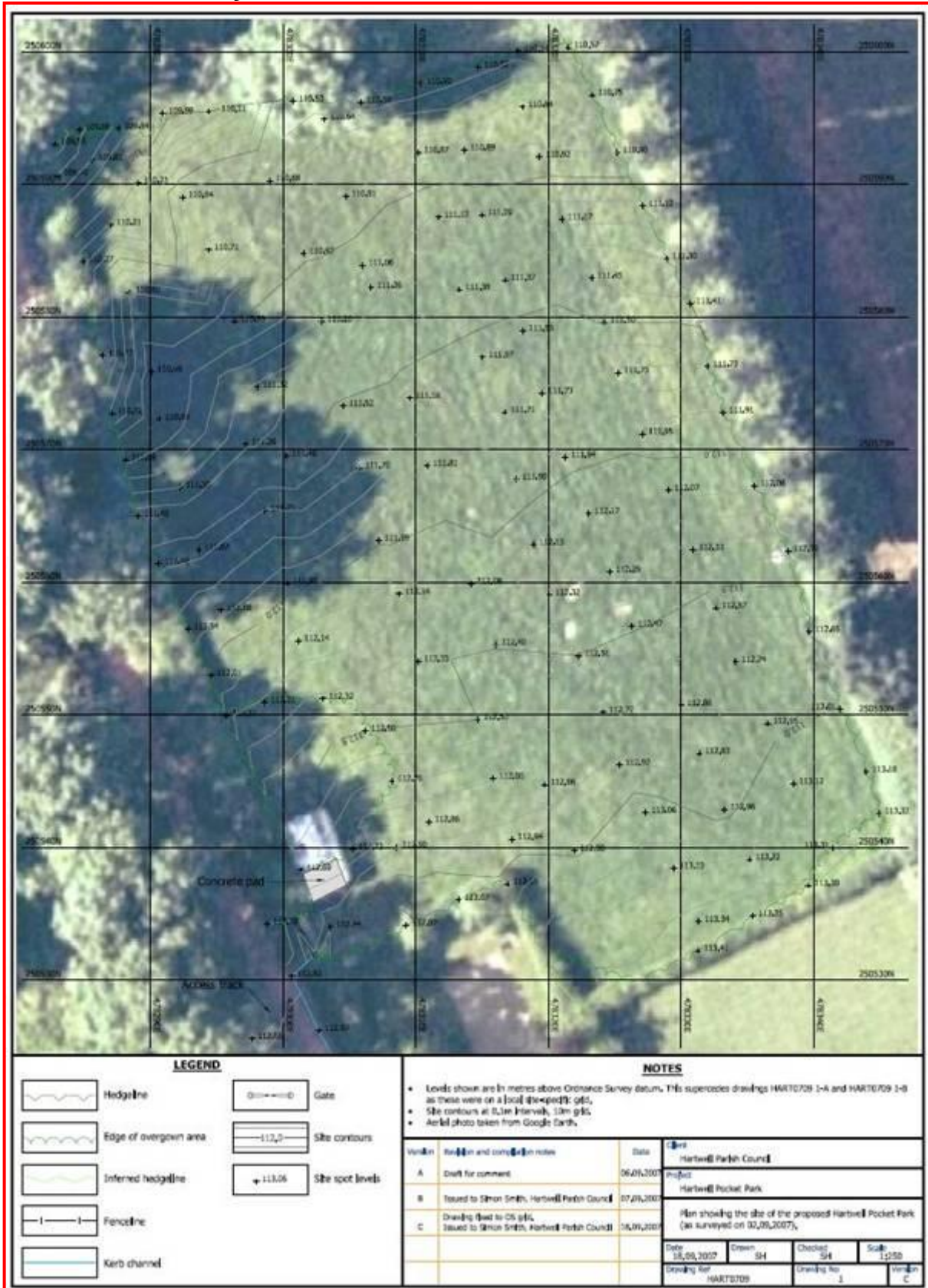
mature poplar and conifer trees. The site is rough grassland, level at the southern end but sloping gently towards the northern boundary.

The site is surrounded on the east and north by pastureland. A few hundred metres to the south is Rowley Wood, a privately managed bird sanctuary to which there is no public access.

The Pocket Park site outlined in red.



# Site level survey



## History and ownership of the site

The site of the park together with the neighbouring land, now the new cemetery, was acquired by the Parish Council in 1989. Prior to this it was owned by Hartwell Parish Church. The land, as far as can be ascertained from searches in Peterborough Diocesan Records, national Church of England records and the Land Registry, is not subject to any covenants or restrictions as to its use but the primary purpose of the whole area (cemetery and pocket park site) is to provide adequate land for burials. The existing cemetery site is not likely to run short of space for many decades thus fulfilling the requirement that a pocket park site should have a life of at least 25 years. It is assumed that should further land be needed for burials the cemetery would be extended into the southern end of the park site.

## An evaluation of the site

### Conservation and wildlife potential

An ecological survey of Hartwell Pocket Park was carried out by the Northamptonshire Wildlife Trust (2007) to assess the habitats and species of interest present. In summary the survey concluded:

- the site is mostly comprised of grassland, bordered by hedgerows of varying ecological quality.
- the biodiversity value of the grassland is mixed. Some patches comprise rank, species-poor sward whilst other patches are slightly more species-rich, containing some interesting wildflowers.
- at the time of the survey (July 2007) the sward height over much of the field was described as too tall, about 50 cm.
- the hedgerows to the west and north are relatively species-rich and are good wildlife refuges and corridors. Trimming of the hedges is not recommended and should be minimised, particularly during the summer whilst birds are nesting.
- it is recommended that one or two cuts are taken of the grassland per year, one in spring and one in late summer. *All cuttings should be removed so as to prevent build-up of nutrients.* This process should reduce the sward height and increase the diversity of both botanical and invertebrate species. It would also result in a more accessible and pleasant site for the local community to enjoy.

The guidance from the Wildlife Trust was seen as a good basis for the development and management of the park. It is a key objective of the park that the site becomes a more diverse habitat. Planting and maintenance will encourage wildlife and be designed to build the diversity of flora through good management of the grassland and of newly planted areas. Paths will be designed to minimise disturbance to wild life and existing plants but provide access for observation and exploration. There will be a variety of areas of interest e.g. open areas, woodland, wild flower meadow, marsh area. Notice boards will encourage public interest in plant and animal life and encourage visitors to use the park in a manner consistent with maintaining and enhancing diversity.  
(Objectives 2a, 2c)



## **Recreational**

The park is intended to be an area for quiet recreation. Layout and planting will encourage exploration and observation. Well placed seating, sculptures and woven willow structures would encourage this. It is not intended that this relatively small space will become an area where boisterous games are played or large events are held. This reflects the intention of the group to organise a space which is consistent with the needs of visitors to the adjacent cemetery. It is intended that the park would be a place for quiet contemplation which would be welcomed and used by visitors to the cemetery.

Examples of quiet recreation would include nature observation, bird watching, plant identification and enjoyment of the quiet atmosphere and changing seasons. Small meetings of groups might take place in the circular log seating area. It is intended that the small groups of children from the school and local organisations (e.g. pre-school, beavers, brownies, guides) would use the park under supervision and for activities consistent with its conservation purpose. Similarly the Women's Institute, Church groups or the Tuesday Circle might on occasions use the park.

The process of bringing groups of volunteers together to plant and maintain the park will also contribute for those involved to the recreational activity purpose of the park.

(Objectives 1a, 1b, 1c, 1d, 3b, 3c)

## **Educational**

The location of the park on the edge of the countryside and close to a bird sanctuary means that it will become a good educational resource. Current diversity (e.g. the hedgerows) will be maintained and other aspects (e.g. rough grassland) will be enhanced by new planting and good management. The park will be a particularly good resource for education in nature conservation and appreciation of the diversity of the countryside. The commitment of local groups to the project is an indicator that, as it develops, the park in itself will be an educational resource. The planting of the 'fruiting thicket' will encourage wildlife. Different parts of the site are already home to a variety of insect species and this will be further developed through management and planting e.g. bee and butterfly garden and the possible addition at a later date of a pond within the site. (There are two natural ponds close to the site).

In addition the park will be used for demonstrations of skills and crafts connected with the countryside e.g. hedge laying, species identification. A small woodland area will be bordered with a newly planted mixed hedge which can be properly laid and managed to provide an attractive feature highly supportive of wildlife.

(Objectives 1c, 1d, 2b, 2c)

## **Management of the site – management Committee and relationship with Parish Council**

The relationship between the park and the Parish Council was revised with a new management agreement in September 2017. The park is managed by a Management Committee associated with the Parish Council. The membership and working of the management group, financial arrangements, appointment and voting procedures and voting rights at annual meetings are set out in a written constitution (Appendix 3).

The management committee currently has seven members including a Chair, a secretary and a treasurer. This enables the group to act autonomously in planning the development of the park while being closely associated with the formal activity of the Parish Council which owns and takes responsibility for the site. The insurance for the site is provided through the Parish Council. (Current management group membership – see appendix 3)

The pocket park management committee manages the site as detailed in the Management Plan. This is based on the original shared vision for the park agreed with Northamptonshire County Council, South Northamptonshire Council and Hartwell Parish Council in 2008. During its development there was consultation with the residents of Hartwell as described below.

Local organisations and residents in sympathy with the aims and objectives of the park are invited to become *Friends of Hartwell Pocket Park*. This entitles all Friends to regular updates on progress in developing the park and confers voting rights at annual and extraordinary general meetings.

(Objectives 3c, 3d, 3e)

## **Community and volunteer involvement**

After local consultation, the parish council approached the Northants Pocket Parks Officer. The pocket park project began to take shape after the well-attended annual parish meeting in June 2007 at which the idea of a pocket park was promoted by an exhibition stand. The Parish Council had already agreed the principle to the idea of establishing the park. People who had expressed an interest at the meeting were subsequently invited to an inaugural meeting out of which an interim management group was formed. The group and other volunteers are diverse in age, interests and membership of community groups.

From the start the management group endeavoured to enlist local interest and support through open group meetings, press releases, contacting village groups to enlist their support, features in the Parish Council magazine *Hartbeat* and most particularly by a whole village event at the park site in October 2007 which attracted over 60 people. This event demonstrated a groundswell of support from people of all ages and enabled residents to have a say in the park use and design and in suggesting a name for the park. The event also swelled the list of individuals who are willing to give practical support as volunteers.

The park project thus has good community support with local groups which want to be involved, strong and practical support from the Parish Council and an active group. The group benefited in its early stages from support, advice and practical help from the Northants County Council Pocket Parks Officer.

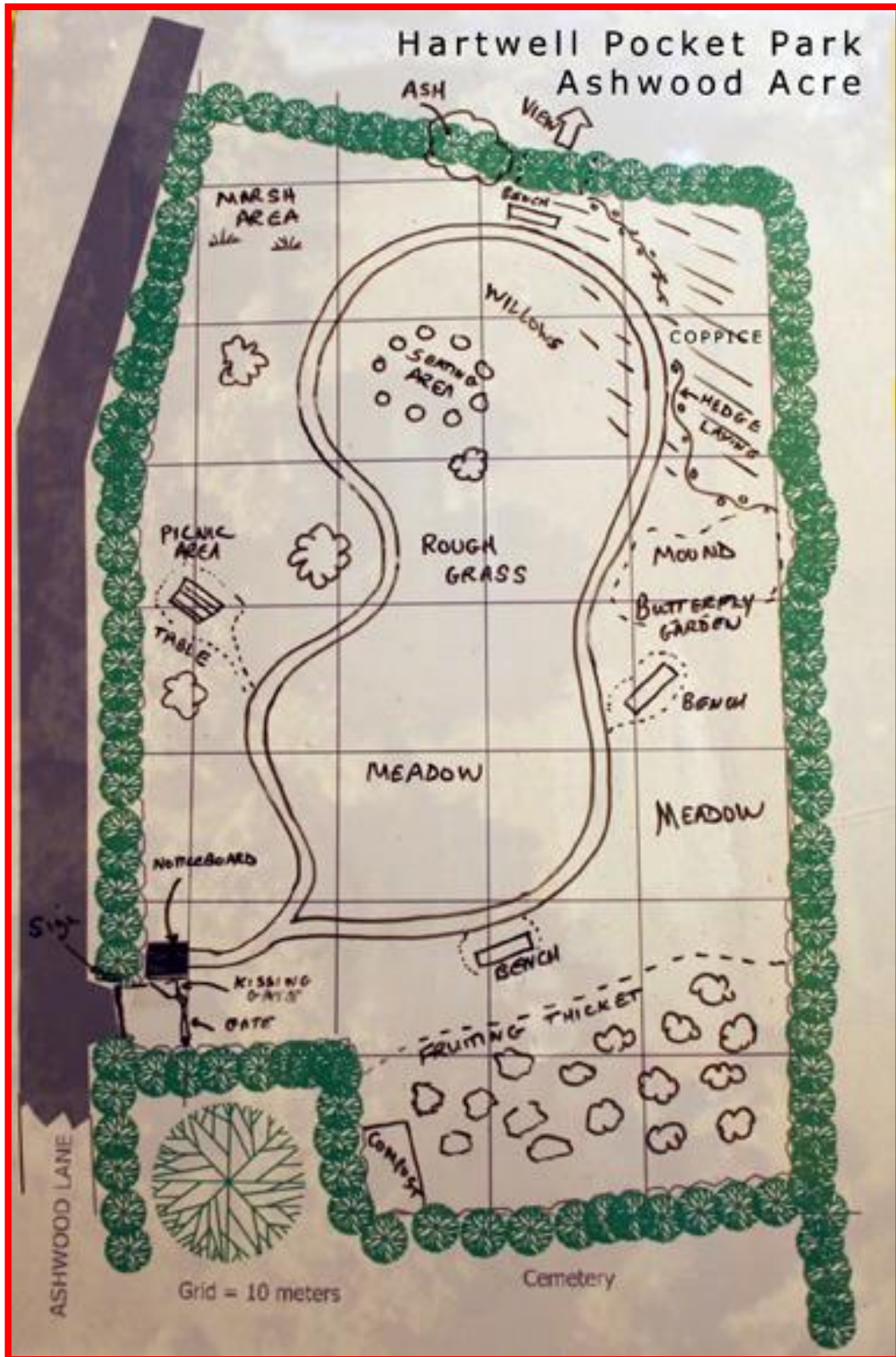
(Objectives 1a, 3b, 3c)

### Initial Aerial photo of site



### Plan of the proposed park (2008)

The plan for the park is designed to fulfil the objectives for the park. See below.



### ***Features of the plan:***

- A wheelchair accessible entrance (kissing gate) leading to the permanent hard footpath designed to draw visitors into and round the park so that its different features are visited. There will be open sight lines across the park from the entrance at the south west towards the north east corner to aid security. (Objectives 1a, 1b, 3a)
- An information board adjacent to the kissing gate drawing attention to the plant and wild life to be found in the park. (Objective 2a)
- A wider wooden gate which will allow occasional access for contractors' vehicles when necessary.
- Rough grass areas with varying characters along the hedgerows with some maintained grass paths to encourage further exploration. (Objectives 1b, 2a, 2c, 3a)
- A marshy area at the north-west corner will be maintained to improve the characteristics of this damp area marked by sedge grasses. (Objective 2a, 2c)
- A circular log seating area at the northern end and near this and to the north of the path willow structures and sculptures. (Objectives 1a, 1b, 1d)
- A small area of newly planted mixed woodland to the north-east corner including trees suitable for coppicing. This area will be enclosed by a newly planted mixed hedge which will further develop the habitat and enable volunteers to learn and use hedge laying skills. (Objectives 1c, 2a, 2c)
- The arisings from the excavation for the foundation of the permanent footpath will be deposited on the eastern side creating a mound which will form part of the bee and butterfly area. (Objectives 1b, 2a)
- An area featuring plants attractive to butterflies and other nectar loving insects will be developed on the east side. (Objectives 1b, 1c, 2a, 2b, 2c)
- Apart from a small 'picnic area' on the western side most of the grass will be allowed to grow between spring and late summer with occasional mows to allow access to parts of the boundary hedgerows. (Objectives 1a, 1b, 2c, 3a)
- In the south of the site the permanent path will traverse a meadow area. This will be mown at appropriate times to encourage growing diversity of flora. (Objective 2a, 2c)
- At the southern end will be a 'fruiting thicket'. The edible theme of this area is designed to benefit wildlife but also to be of human interest. This will feature native fruiting trees and shrubs but may also include any local cultivated varieties that can be identified and sourced. Some of the planting here will be of semi-mature specimens to speed the screening of the cemetery from the rest of the park. (Objectives 1a, 1b, 1c, 2a, 2c)
- At various points around the park there will be simple benches to encourage visitors to rest and observe what is growing and living in the park. (Objectives 1a, 3a)
- The mature trees growing through the boundary hedges will be a 'borrowed' feature of the park. It may also be possible by careful reduction of the hedgerow height for a small section of the northern boundary to borrow a view towards the Rowley Wood bird sanctuary. (Objective 1a, 2a, 2c)
- A small number of larger specimen trees will be located along the permanent path. (Objective 2c)

## **Access and pathways**

The site was originally rough pasture land gently sloping towards the north. It is readily accessible from Ashton Road via Rowley Wood Lane along a made road which ends very close to the entrance. The entrance area and the permanent gravelled paths have been installed to allow easy access to wheelchair users and people with pushchairs. The sward areas away from the proposed route of the main path are uneven in places. As the park has developed and it has become clearer how it is used it would be possible to make some grass paths worn by animals and people more even. (Objective 1a)

## **Signs, notice boards and interpretation**

The park will be signed from the main road and clearly marked at the entrance. A notice board near the entrance will feature a plan of the park and information about how it is managed. A key purpose of the notice boards will be interpretation of the site – its history, ecology and what to look for at different seasons. As the park develops, key features will be highlighted and identified by small notices around the park. The information boards will also draw attention to features of the park which seek to increase its diversity. (Objectives 1b, 2b)

## **Community Use**

From its inception the park has been seen as a community facility. There had been no public access to the site in the past and the creation of the park has brought a new feature to the village unlike anything that currently exists. The park is intended to be of interest to people of all ages. It is intended that it will be a springboard for those residents who rarely venture into the countryside and a quiet place to visit and sit for those who do not have the capacity to venture far. Information boards are intended to develop appreciation of the richness and diversity of the area. It will, through the involvement of the school and other groups for children, introduce young people to sights and activities they might otherwise miss. Adult community groups such as the Women's institute and the Tuesday Circle will also be drawn in. A growing band of Friends and volunteers will benefit from involvement in developing and maintaining the park and meeting residents they might not encounter in any other way. (Objectives 1a, 1b, 2b, 3a, 3b, 3c)

## **Countryside crafts and skills**

The park will be an educational resource for the village of interest to people of all ages. The accessibility of a variety of habitats will encourage visitors to develop their skills in identifying animals, birds, insects, plants and trees. The process of managing and maintaining the park will develop these skills among those who volunteer to help. In addition there will be more formal opportunities for visitors to learn and practice new skills and crafts with the guidance of experts and enthusiasts. (Objective 1c)

## Health and safety

**Risk assessments have been carried out / reviewed for the whole site as well as task specific activities. See appendix 4.**

## Original Funding estimates 2008

Progress on the implementation of the management plan depends on Northants County Council pocket park grant funding. The match funding required to release this grant is available through the Parish Council.

### **The pocket park grant and match funding will fund:**

The construction of the main pathway around the site	approx £2,150
Erection of notice/interpretation boards + direction sign	approx £ 750
Tree and hedge planting	approx £1,000
Access gates and fences	approx £ 700
Tools	approx £ 600
Contingency	approx £ 370

### **Local funding (Parish Council grant and fund raising) will cover:**

Purchase of benches, picnic bench and installation of seating area	approx £1,500
Initial mowing	approx £ 200
Estimated annual maintenance costs	£ 300

## Hartwell Pocket Park Initial five year work plan 2008 - 2012

	<b>MANAGEMENT OPERATIONS</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Access and security</b>	Install wheelchair accessible kissing gate	Spring				
	Install wide access gate	Spring				
	Install hard surface path and entrance way	Early summer				
	First mow of whole site	Spring				
	Maintain/weed main path	Spring/ summer	Spring/ summer	Spring/ summer	Spring/ summer	Spring/ summer
	Regular checks of site	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
<b>Habitat creation</b>	Initial planting of trees and shrubs (fruiting thicket)	Spring				
	Make and install bird and bat boxes				Spring	Spring
	Hedge planting and laying	Autumn	Winter			[Layer demonstration hedge in 2014]
	Plant coppice		Winter			[Consider first cut of coppice 2014]
	Plant specimen trees		Winter			
	Plant heritage fruit trees (official opening)		Summer			
	Arrange dead wood piles		Winter/spring	Winter/spring	Winter/spring	Winter/spring
	Plant butterfly bank		Spring/ summer			
	Extend and plant butterfly bank by stages			Ongoing	Ongoing	Ongoing
	Bulb planting			Autumn	Autumn	
<b>Habitat management</b>	Mow managed grass areas – remove arisings – composting	Spring and late summer	Late summer	Late summer	Late summer	Late summer
	Mow meadow area	Late summer	Late summer	Late summer	Late summer	Late summer
	Mow grass paths		Throughout growing season	Throughout growing season	Throughout growing season	Throughout growing season
	Clear around newly planted trees	Spring/ Summer	Spring/ Summer	Throughout year as necessary	Throughout year as necessary	Throughout year as necessary
	Cut back perimeter hedge		Autumn/ winter	Autumn/winter	Autumn/winter	Autumn/winter
	Maintain butterfly bank	Spring/ summer/ autumn	Spring/ summer/ autumn	Spring/summer/ autumn	Spring/summer/ autumn	Spring/summer /autumn



<b>Facility installation and management</b>	Install benches	Summer	Summer			
	Annual inspection of equipment and remedial action		Summer	Summer	Summer	Summer
	Health and safety audit and follow up	Spring	Spring	Spring	Spring	Spring
	Mow grass paths	Summer	Summer	Summer	Summer	Summer
<b>Communication</b>	Erect signs to park and interpretative notice boards		Spring/Summer			
	Updates on events and activities in <i>Hartbeat</i>	Spring/Autumn	Spring/Autumn	Spring/Autumn	Spring/autumn	Spring/autumn
	Annual report and AGM	Summer	Summer	Summer	Summer	Summer
<b>Promotion and publicity</b>	Recruit Friends of the pocket park	Spring	Ongoing	Ongoing	Ongoing	Ongoing
	Official opening		Summer			
	Annual public event		Summer	Summer	Summer	Summer
	Encourage local group use for education	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing

**See Appendix 5 (page 43) for four year plan 2018-2021**

## **Local contacts and sources of information at foundation of park**

Northants County Council Pocket Parks Officer (Ruth Rolls)

The Wildlife Trust for Northamptonshire

Parish Clerk (Emma Webster)

Chair of Parish Council and Chairman of Pocket Park Group (Simon Smith)

Hon. Secretary to Management group (Derek Hawley)

## **Appendixes**

- 1. Northants Wildlife Trust report**
- 2. Police liaison report**
- 3. Constitution**
- 4. Health and Safety Risk assessments**
- 5. Outline management Plan**
- 6. Four year Plan 2018-2022**
- 7. Evaluation of progress on original objectives January 2021 update**
- 8. New Management Agreement with Parish Council**



## Appendix 1

### Northants Wildlife Trust report

Northamptonshire County Council

Pocket Parks

Hartwell Pocket Park

**Ecological Assessment**

On behalf of

July 2007  
**103/NCC/Hartwell-PP**



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## Executive Summary

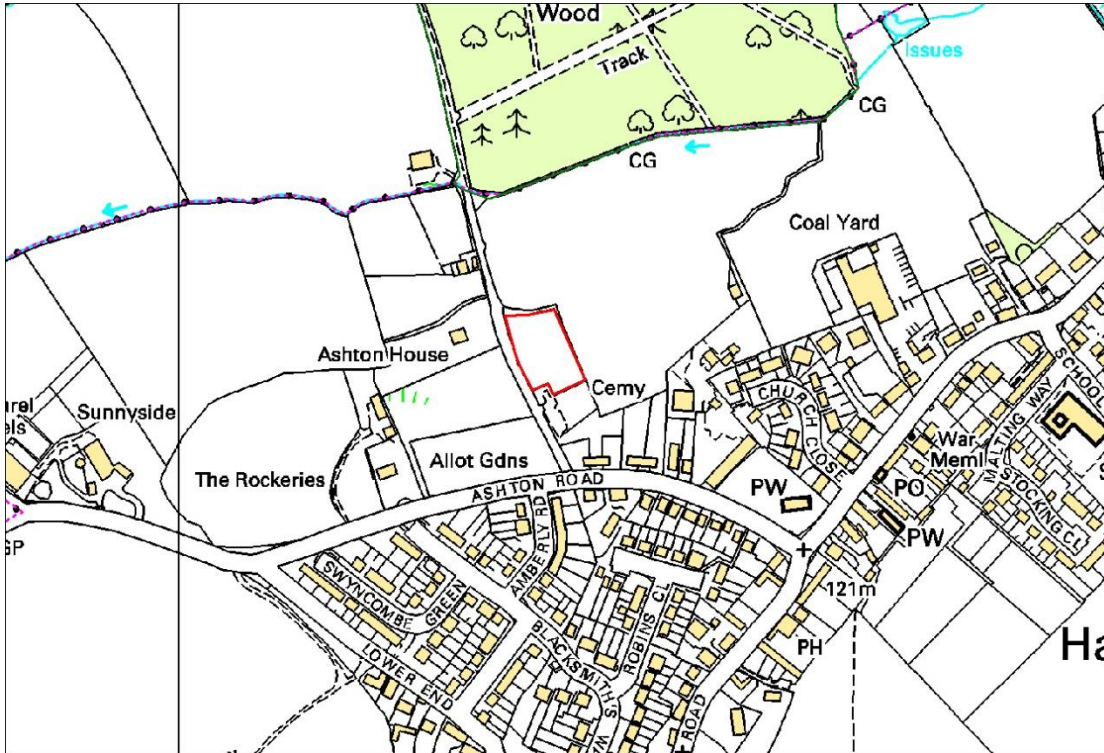
An ecological survey of Hartwell Pocket Park was carried out to assess the habitats and species of interest present. The site is mostly comprised of grassland, bordered by hedgerows.

The biodiversity value of the grassland is mixed. Some patches comprises of rank, species-poor sward whilst other patches are slightly more species-rich, containing some interesting wildflowers. The sward height over much of the field is too tall, about 50 cm.

The hedges are relatively species-rich and are good wildlife refuges and corridors. Trimming of the hedges is not recommended and should be minimised, particularly during the summer whilst birds are nesting.

It is recommended that one or two cuts are taken of the grassland per year, one in spring and one in late summer. *All cuttings should be removed so as to prevent build-up of nutrients.* This process should reduce the sward height and increase the diversity of both botanical and invertebrate species. It would also result in a more accessible and pleasant site for the local community to enjoy.

## Map of survey site



The Pocket Park site is outlined in red.

## Survey background

Northamptonshire County Council requested an outline survey of the potential Hartwell Pocket Park site, to be undertaken by The Wildlife Trust for Northamptonshire, in order to indicate the features of interest and to suggest possible management prescriptions that would deliver benefits for the wildlife of the site.

Pocket Parks are a county-wide initiative established in the 1980s. They are open spaces owned and managed by local people, but with assistance and support from Northamptonshire County Council.

The survey was carried out on the 12<sup>th</sup> July 2007 by Bruce Shortland BSc (hons), MIEEM, County Wildlife surveyor for The Wildlife Trust BCNP (Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough).

This report assesses the ecological interest of the site, the features and species within the site and its immediate surroundings

## Habitat survey methodology

Ecological surveys were carried out, to ascertain the general ecological value of the land contained within the boundaries of the site and to identify the main habitats and associated plant species, with notes on the fauna utilising the site also included.

An ecological Baseline of the species and habitats present was determined by an extended Phase 1 Habitat Survey (JNCC 1993 as amended by IEA (IEMA) 1995). A Phase 1 Habitat Survey identifies and classifies habitats on the site, whilst the extension to a Phase 1 approach involves a more detailed survey of these habitats, as outlined in the following list:

- Identification of species present (predominantly a botanical survey but also taking note of other species observed).
- An assessment of the overall wildlife value of the site.
- An assessment of the potential of the site to support other species, particularly species protected under wildlife legislation such as the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats & C.) Regulations 1994 and the Protection of Badgers Act 1992.

Using the above method, the site was classified into areas of similar botanical community types with a representative sample of those species present at the time of the survey being described.

## **Faunal surveys**

Obvious faunal activity, such as birds, insects or mammals observed visually or by call during the course of the surveys, was recorded. Specific attention was paid to any potential use of the site by protected species, Biodiversity Action Plan (BAP) species, or other notable species.

## **Site description**

The site consists of a small field of approximately 0.3 hectares to the north of the village cemetery in the village of Hartwell (SP784505)

An overly managed hedgerow runs along the periphery of the cemetery boundary (To the south). The Western boundary holds a relatively species-rich hedgerow with good structure that runs along the track. The northern boundary is stock netted with a defunct hedgerow with several ash trees scattered along its length and elm suckers. The eastern boundary is dominated by 10 poplars, with occasional Cyprus trees.

The site has a slight slope towards the northern end of the field.

## **Ecological features**

The following habitats/features were identified as being present on the proposed Pocket Park site:

- Hedgerow
- Grassland – Neutral and MG1

A small number of common grassland butterflies were recorded as well as rabbit *Oryctolagus cuniculus* and common shrew *Sorex araneus*.

A full list of all of the species seen during the site visit are listed at the end of this report.



## Habitat evaluation

### ***Hedgerows***

The northern and western hedges are relatively species rich. The western hedge also has a woodland associated flora, with species including dog's-mercury *Mercurialis perennis*, herb-robert *Geranium robertianum* and garlic mustard *Alliaria petiolata*.

### ***Grassland***

The majority of the grassland has a sward height of approximately 50 cm with grass species creating a relatively dense sward. Generally the grassland is not particularly species-rich, although in some places a reasonable number of wild flowers occur such as common knapweed *Centaurea nigra*, wild carrot *Daucus carota* and meadow vetchling *Lathyrus pratensis*. There is an area of rough MG1 grassland towards the southern end of the western boundary consisting of false-oat grass *Arrhenatherum elatius*, stinging nettle *Urtica dioica* and creeping thistle *Cirsium arvense*. In places a more neutral grassland sward is present with meadow barley *Hordeum secalinum*, meadow buttercup *Ranunculus acris* and creeping buttercup *Rumex acetosa* relatively frequent accompanied by the wildflowers mentioned above.

## Opportunities for ecological development

The primary aim would be to improve the quality of the grassland by increasing the associated meadowland species, whilst reducing the coarser grasses. This should make the site more attractive to butterflies and other invertebrates as well as being more aesthetically pleasing for the local community. Cutting in late summer to maintain the level of herbs present could enhance the diversity of the grassland. *All cuttings should be removed.* An additional cut in spring, using the same method could be of benefit. This cyclic system should reduce and halt any further development of scrub and rank vegetation. The cuttings should be removed or piled in a corner of the park to help reduce the nutrients within the majority of the grassland. Ideally the MG1 area would be grazed to reduce the level of false-oat grass but in a small site such as this it is probably not feasible.

## Species list

<b>Northern Hedge</b>			
Scientific Name	Common Name	Indicator Species	DAFOR
<i>Acer campestre</i>	Field Maple	AnW	
<i>Ulmus</i>	Ulmus		
<i>Fraxinus excelsior</i>	Ash	w	
<i>Prunus spinosa</i>	Blackthorn	w	
<i>Crataegus monogyna</i>	Hawthorn	w	
<i>Viburnum opulus</i>	Guelder Rose		
<i>Rubus fruticosus agg.</i>	Rubus fruticosus agg.	w	
<b>Eastern Hedge</b>			
<i>Ulmus</i>	Ulmus		
<i>Rubus fruticosus agg.</i>	Rubus fruticosus agg.	w	
<b>Western Hedge</b>			
<i>Crataegus monogyna</i>	Hawthorn	w	
<i>Ulmus</i>	Ulmus		
<i>Prunus spinosa</i>	Blackthorn	w	
<i>Fraxinus excelsior</i>	Ash	w	
<i>Acer pseudoplatanus</i>	Sycamore		
<i>Rubus fruticosus agg.</i>	Rubus fruticosus agg.	w	
<i>Sambucus nigra</i>	Elder	w	
<i>Corylus avellana</i>	Hazel	AnW	
<i>Rosa canina agg.</i>	Rosa canina agg.	AnW	
<i>Tamus communis</i>	Black Bryony	w	
<i>Urtica dioica</i>	Common Nettle		
<i>Heracleum sphondylium</i>	Hogweed		
<i>Dactylis glomerata</i>	Cock's-foot		
<i>Glechoma hederacea</i>	Ground-ivy	w	
<i>Hedera helix</i>	Ivy	w	
<i>Stachys sylvatica</i>	Hedge Woundwort	w	
<i>Galium aparine</i>	Cleavers		
<i>Mercurialis perennis</i>	Dog's Mercury	AnW	
<i>Epilobium hirsutum</i>	Great Willowherb		
<i>Geranium robertianum</i>	Herb-Robert	w	
<i>Alliaria petiolata</i>	Garlic Mustard	w	
<i>Geum urbanum</i>	Wood Avens	w	
<i>Ranunculus repens</i>	Creeping Buttercup		
<i>Arrhenatherum elatius</i>	False Oat-grass		
<i>Hieracium</i>	Hieracium		

<b>Grassland</b>			
<i>Arctium minus</i>	Lesser Burdock	w	
<i>Cynosurus cristatus</i>	Crested Dog's-tail		R
<i>Dactylis glomerata</i>	Cock's-foot		O - F
<i>Deschampsia cespitosa</i>	Tufted Hair-grass	w	LF
<i>Festuca</i>	Festuca spp.		A
<i>Holcus lanatus</i>	Yorkshire-fog		D
<i>Hordeum secalinum</i>	meadow barley	n	O
<i>Anthriscus sylvestris</i>	Cow Parsley		
<i>Centaurea nigra</i>	Common Knapweed	n	LO
<i>Cerastium fontanum</i>	Common Mouse-ear		O
<i>Cirsium arvense</i>	Creeping Thistle		O - LA
<i>Cirsium vulgare</i>	Spear Thistle		O
<i>Daucus carota</i>	Wild Carrot		LO
<i>Galium aparine</i>	Cleavers		O
<i>Heracleum sphondylium</i>	Hogweed		
<i>Lathyrus pratensis</i>	Meadow Vetchling	n	O
<i>Plantago major</i>	Greater Plantain		R
<i>Potentilla reptans</i>	Creeping Cinquefoil		LF
<i>Pulicaria dysenterica</i>	Common Fleabane	n	LA
<i>Ranunculus acris</i>	Meadow Buttercup		O
<i>Ranunculus repens</i>	Creeping Buttercup		F - LA
<i>Rumex acetosa</i>	Common Sorrel	n	O
<i>Rumex obtusifolius</i>	Broad-leaved Dock		O - LF
<b>Additional species recorded</b>			
<i>Vanessa atalanta</i>	Red Admiral		
<i>Maniola jurtina</i>	Meadow Brown		
<i>Thymelicus sylvestris</i>	Small Skipper		
<i>Chorthippus parallelus</i>	Meadow Grasshopper		
<i>Oryctolagus cuniculus</i>	Rabbit		
<i>Sorex araneus</i>	Common Shrew		
AnW	Ancient woodland indicator		
W	woodland indicator		
N	neutral grassland indicator		



## Appendix 2

### Police liaison report

#### Notes from meeting with Northants Police

11<sup>th</sup> October 2007 – 9.30am

Hartwell Potential Pocket Park

Ruth Douglas, Pocket Parks Officer, Northamptonshire County Council

Mike Scragg, Crime Prevention Design Advisor, Northants Police

#### Background

Ruth Douglas invited Mike to see the proposed site and give advice on how the group can prevent crime through good design. The group who are working towards establishing a pocket park are researching information from various sources such as Wildlife Trust, Site and Monuments Records etc. This information will feed into their Management Plan and help them to make informed decisions about the location and type of features.

The site is down Ashwood Lane north of the new cemetery. It has been an unmanaged paddock for about 2 years. Currently there is very little antisocial behaviour in this area. There is natural surveillance from a bridleway well used by walkers and from 2 villager caretakers who maintain the cemetery as well as villagers who maintain loved ones graves. Although this site is unlikely to attract major problems, consideration must be given as the location of the park being adjacent to the cemetery means that any resulting anti-social behaviour could have direct impact on the cemetery user, mostly those who are grieving loved ones.

#### Recommendations

These are the recommendations resulting from the meeting:

##### *Design -*

- Install robust, solid features and furniture
- Keep one entrance/ exit point
- Keep it fairly open with a sight line through to back of park. Don't fill space with trees and shrubs. Large thicket areas provide places for 'hiding out' (this doesn't mean don't plant any trees it just means find a balance and most of all consider how large trees will be in 5 years time and how safe the site will feel for visitors as we don't want them to be put off from walking around).
- Keep picnic benches and main more formal features on the south side of the park so they can be overlooked by walkers using the bridleway and cemetery.

##### *Management -*

- Keep and maintained cemetery hedge as it is now – well clipped.
- Keep robust a management system – by: reporting an incident when it is occurring to the police on main Northampton number; reporting an incident after it has happened to a member of Northants Police Community Safety Team member; and use Parish Council methods of communication i.e. notice board, meetings, newsletter, letters to Parishioners, to inform residents of an incident.

- Response promptly to incidents of littering, vandalism and graffiti by cleaning or repairing features.

### Appendix 3

#### Hartwell Pocket Park Constitution updated September 2018

##### Hartwell Pocket Park – Ashwood Acre

##### Constitution

<b>NAME:</b>	Hartwell Pocket Park Management Committee
<b>LOCATION:</b>	Rowley Wood Lane, Hartwell, Northants – field adjacent to and north of the cemetery – Grid Ref: SP78301 50532 – now known as <i>Hartwell Pocket Park – Ashwood Acre</i>
<b>OBJECTIVES:</b>	Main objectives – see Pocket Park Management Plan and the Management Agreement with Hartwell Parish Council
	<b>POWERS:</b>
<b>MANAGEMENT COMMITTEE:</b>	<ol style="list-style-type: none"> <li>1. The Management Committee shall number up to 10 persons including three honorary officers, (Chairperson, Secretary and Treasurer) elected at the Annual General Meeting.</li> <li>2. At least one member of the Management Committee shall be a member of the Parish Council, acting as a point of liaison between the two organisations. The committee shall meet not less than twice a year. Membership of the committee shall be decided at the annual general meeting.</li> <li>3. All members of the Management Committee shall retire from office at the conclusion of the AGM following the date on which they came into office, but they may be re-elected or re-appointed.</li> <li>4. If casual vacancies occur among the elected members of the Management Committee, it shall have power to fill these from among the Friends of the Pocket Park.</li> <li>5. Only members over the age of eighteen are eligible to serve as honorary officers (Chair, Treasurer, and Secretary).</li> <li>6. Each Management Committee member on election will receive a copy of the constitution.</li> </ol>
<b>MEMBERSHIP:</b>	<ol style="list-style-type: none"> <li>1. The Management Committee shall invite local residents who support the aims and objectives of the park as stated in the management plan to become Friends of Hartwell Pocket Park with the secretary maintaining a list of such members. Friends of Hartwell Pocket Park will be known as full members with power to vote at the Annual General Meeting and special general meetings. Only Friends of Hartwell Pocket Park will be eligible to join the Management Committee.</li> <li>2. The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any Friend of Hartwell Pocket Park, if in its opinion, his/her conduct is prejudicial to the interests and objectives of the Pocket Park, provided that the individual member has the right to be heard by the Management Committee before the final decision is made.</li> </ol>

<b>ANNUAL GENERAL MEETING:</b>	<ol style="list-style-type: none"> <li>1. The Annual General Meeting (AGM) of the pocket park shall be held in June at a date to be agreed. Public notice must be given 14 days beforehand.</li> <li>2. The AGM will receive reports on activities concerning the park and a financial report.</li> <li>3. The AGM will elect honorary officers of the Management Committee (Chair, Treasurer, and Secretary) from among the Friends of Hartwell Pocket Park. This shall be by show of hands. In the event of a tie, the Chairperson or appointed deputy shall decide.</li> <li>4. The AGM will elect other members of the Management Committee.</li> <li>5. The AGM shall confirm the appointment of a qualified auditor for the coming year to audit the accounts of the park and ensure that the audit is completed.</li> <li>6. The AGM will consider and vote on any proposals to alter this constitution in accordance with the 'Amendment' clause below.</li> <li>7. The AGM will consider any other business of which due notice has to been given.</li> </ol>
<b>ASSETS/PROPERTY/EFFECTS:</b>	<ol style="list-style-type: none"> <li>1. It is the responsibility of the Management Committee at all times to ensure that assets, property and effects of the pocket park are maintained in good order.</li> <li>2. Risk assessments will be carried out (in line with current Health and Safety recommendations) and reviewed regularly to protect users, volunteers and contractors.</li> <li>3. The Parish Council may give twelve months' notice to the Management Committee requiring the reinstatement of part or all of the land designated for the park as burial land at the expense of such pocket park funds as are available.</li> </ol>
<b>AMENDMENT:</b>	<ol style="list-style-type: none"> <li>1. Any amendment to the Constitution will normally be made at an AGM by a simple majority of Management Committee members present or through a special meeting called for the purpose with 14 days' notice.</li> <li>2. For the purpose of amendment to the Constitution made at the AGM or at a special meeting a quorum of five committee members shall be required.</li> </ol>
<b>INCOME/EXPENDITURE:</b>	<p><b>INCOME/EXPENDITURE</b></p> <ol style="list-style-type: none"> <li>1. It is the responsibility of the Treasurer and Committee to keep proper accounts, tabled at each committee meeting.</li> <li>2. A summary statement of audited accounts shall be presented at the AGM.</li> <li>3. The accounting year shall run from April to March.</li> <li>4. The committee shall agree/confirm banking arrangements at the AGM. The account's signatories will be the Treasurer, Chairperson and Secretary. Two signatures will be required for cheques, transfers or cash withdrawals.</li> <li>5. Management Committee members should have no vested interest in such financial decisions. If a conflict should arise, group members must declare an interest and not participate in the decision.</li> </ol>
<b>DISSOLUTION:</b>	<ol style="list-style-type: none"> <li>1. The Pocket Park may be dissolved, if deemed necessary, by a clear majority decision of the Management Committee members after explanation/discussion. The Management Committee's decision must be endorsed by vote at a</li> </ol>

	<p>subsequent AGM or a Special General Meeting properly convened.</p> <ol style="list-style-type: none"> <li>2. The Parish Council, via its the Chairperson, shall be informed of any intention to vote on dissolution and given at least 30 days' notice of any meeting called for that purpose.</li> <li>3. Any funds and other assets remaining shall be donated to the Parish Council to be used at the Council's discretion, for example to return the site to its original state, support other pocket parks or to support local charities.</li> <li>4. The information folder about the group is to be returned to the Parish Council so that if other residents/volunteers appear interested in the future of the park, another group can be formed with the support of this background information.</li> </ol>
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**This Constitution is an amendment of the park's original constitution (9<sup>th</sup> March 2008) and is the current Constitution of the Hartwell Pocket Park Management Committee agreed by members of the current committee acting as a Special General Meeting 3 September 2018.**



## Appendix 4

# Risk Assessment Forms

Site Risk Assessment – Sept 2022 (reviewed and revised Jan 2023)

## Risk Assessment Form

Name of Pocket Park: Hartwell Pocket Park – Ashwood Acre	Date form completed: 15/09/22
Completed by: (Name) Simon Smith / Derek Hawley	Review Date: Jan 2023

Hazard	People at Risk	Risks	Existing Controls	Risk Level	Precautions	Notes
Furniture e.g. seats, picnic table	Anyone	Splinters	Good condition and only presents a hazard if faulty or damaged – therefore requires some level on monitoring such as every other month.	Low	Monitor condition of equipment.	All new equipment, inspected and in good condition.
Rabbit scrapings and/or holes Exposed roots	Visually impaired, children	Twisting ankle	Paths to be checked regularly and holes filled.	Low – (slight & sometimes)	Monitor to check problem to does not increase and affects other areas of the park	Un-even signs to be posted when during main events.
Trees	Anyone	Fatality	Monitor trees over hanging public areas regularly – monthly noting	Low	Attend training course or seek advice	Deadwood on trees is a threatened habitat worth conserving and doesn't

			that some species are more likely to drop branches than others. External expertise is sought when required			automatically mean branches will fall.
Shrubs especially new ones  Nettles, stinging plants, tics Wasp stings	All especially children  All especially children	Tripping  Stings rashes Tic adhesion	Marked with stick and or cover  Mark wasp nests & clearly and cordon off.	Low  Low	Visual inspection. Remove near gates notice board paths seats etc First aid box	
Dog and fox faeces	All	Toxicara		Low	Visual inspection. Remove with gloves to special dog bin at entrance to park. Wash hands/ use hand gel	
Sharps/ fly tipping	All especially children	Cuts skin punctures HIV		Low	Visual inspection Remove to sharps bin	
Moving cars in lane	All	Injury or death	Close main gate	low		Low traffic volume in lane
Contact with micro – organisms	All	Infection		low	Advise tetanus inoculation for working	

inc. tetanus, leptospirosis					party volunteers Good hygiene	
Lifting heavy items eg bark sacks, machinery	Volunteers	Muscle strain		Medium	Reminder of good manual handling practice prior to events	
Use of tools Rakes	Volunteers	Cuts /bruises	Safety briefing before start of working party. Check for any damage before use. Keep clear of others.	Low	Keep close supervision during use, especially when young people are using them.	Parents are to supervise their own children.
Use of power tools Mower/strimmer	Volunteers	Cuts /bruises from flying stones	Safety briefing before start of working party. Check equipment for any damage before use. Keep well clear of others, particularly children.	Low	Only to be used by adults who are experienced in the use of this equipment. PPE to be worn (Strimmer – hat, visor, ear defenders, Hi Vis).	Equipment is regularly serviced.
Hot liquids (Tea / Coffee)	Anyone	Burns	Flasks served by committee members	Low	Supervise serving of hot drinks (by adults only)	N/a

**Reviewed January 2023**

**Plant Sale Risk Assessment– Each May**

## Risk Assessment Form

Name of Pocket Park: Hartwell Pocket Park – Ashwood Acre	Date form completed: 14/05/22
Completed by: (Name) Simon Smith / Derek Hawley	Next Review Date: May 2023

Hazard	People at Risk	Risks	Control of risks	Risk Level	Notes
Contact with micro-organisms inc. Tetanus, Leptospirosis	Anyone in park	Leptospirosis, Hepatitis A	<ul style="list-style-type: none"> <li>• Advise participants to have Tetanus inoculation.</li> <li>• Advise of symptoms of Leptospirosis, Hepatitis A and others.</li> <li>• Follow good hygiene practice, ensuring hands are washed before eating, drinking or smoking</li> </ul>	Low	
Bee, wasp stings	Anyone in park	Stings, allergic reactions	<ul style="list-style-type: none"> <li>• Committee to carefully check park for nests (in trees or underground). If found, nest to be marked and cordoned off with plastic fencing.</li> <li>• Pre-start briefing; warning of presence of bees/wasps. 1<sup>st</sup> aid kit on site if required.</li> </ul>	Low	
Slips, trips and falls	Anyone in park	Sprains, broken limbs	<ul style="list-style-type: none"> <li>• Check for rabbit holes before event.</li> <li>• Plan in advance any lifting of heavy or awkward items.</li> <li>• Clear route any stone or materials are to be carried over.</li> </ul>	Low	

			<ul style="list-style-type: none"> <li>• Train all in safe lifting, carrying and moving techniques.</li> <li>• Designate people to load and unload plant / tools.</li> <li>• Provide carrying aids, e.g. wheelbarrow.</li> <li>• Heavy items will be carried between two people.</li> <li>• Cover any dug holes or cross ditches to prevent falls.</li> <li>• Leave site clear of material and debris at all times when it is unattended.</li> </ul>		
Slips, trips and falls	Anyone in park	Sprains, broken limbs, damage to eyes	<ul style="list-style-type: none"> <li>• Clearly mark newly planted fruit bushes/ trees to prevent trips.</li> </ul>	Low	
Unsafe overhanging branches	Anyone in park	Minor cuts, damage to eyes	<ul style="list-style-type: none"> <li>• Monitor to check site prior to event, remove any dangerous branches etc.</li> </ul>	Low	
Handling small animals	Anyone handling the animals	<p>Virus/ Germs</p> <p>Animal Bites</p> <p>Unpredictable Animal Behaviour</p>	<ul style="list-style-type: none"> <li>• Provide hygienic hand wash for use after handling the animals.</li> <li>• Additional warning signs and verbal warning on contact, clear instruction on behaviour eg no sudden movements Trained handlers.</li> <li>• Advice that no dogs or other animals which may be viewed as a potential threat approach the area. Clear instructions to young children.</li> </ul>	Low	

Hot liquids (coffee, tea)	Anyone serving, drinking hot liquids	Burns	<ul style="list-style-type: none"> <li>Ensure adult committee members and briefed volunteers serve hot drinks from flasks.</li> </ul>	Low	
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**Due for revision May 2023**

**Hay Raking Risk Assessment– Each September**

## Risk Assessment Form

Name of Pocket Park: Hartwell Pocket Park – Ashwood Acre	Date form completed: September 2022
Completed by: (Name) Simon Smith / Derek Hawley	Next Review Date: August 2023

Hazard	People at Risk	Risks	Control of risks	Risk Level	Notes
Covid – this operates if and when relevant	Anyone in park.	Transmission of virus from person to person.	<ul style="list-style-type: none"> <li>Ensure volunteers who feel unwell do not attend the site.</li> <li>Ensure frequency of hand washing – volunteers should carry or have access to hand sanitiser.</li> <li>Gloves can be worn, but remember not to touch your face or eyes. If you do, wash your hands.</li> <li>Ensure volunteers (unless from the same household/support bubble) work 2 metres apart.</li> <li>Cleaning of rakes/forks handles with sanitiser before and after use. Issue and use one rake per person, - don't share.</li> <li>Event not advertised as normal, only Friends of the park invited to attend, to keep numbers to low level.</li> </ul>	Low	

			<ul style="list-style-type: none"> <li>• Ensure that volunteers are fully briefed and understand the protocols for volunteering and current government guidance.</li> <li>• All activities are outside. Only one person at a time allowed in the park lockup.</li> </ul>		
Use of Large hay rakes	Anyone raking or around area.	Contact of rake with, eyes limbs. Splinters	<ul style="list-style-type: none"> <li>• Inspection of tools</li> <li>• Demonstration of safe use at start.</li> <li>• Safety talk prior to work starting alerting volunteers to safe use/ be aware.</li> <li>• Someone to keep an eye on hay rake usage</li> </ul>	Low	
Airborne particles	Anyone in area down wind.	Dust in eyes	<ul style="list-style-type: none"> <li>• Wear impact resistant goggles, BS EN 166. Work with back to wind.</li> <li>• Inspection of tools</li> <li>• Safety talk prior to work.</li> </ul>	Low	
Contact with micro-organisms inc. Tetanus, Leptospirosis	Anyone in park	Leptospirosis, Hepatitis A	<ul style="list-style-type: none"> <li>• Advise participants to have Tetanus inoculation.</li> <li>• Advise of symptoms of Leptospirosis, Hepatitis A and others.</li> <li>• Follow good hygiene practice, ensuring hands are washed before eating, drinking or smoking</li> </ul>	Low	
Bee, wasp stings	Anyone in park	Stings, allergic reactions	<ul style="list-style-type: none"> <li>• Committee to carefully check park for nests (in trees or underground). If found, nest to be marked and cordoned off with plastic fencing.</li> </ul>	Low	

			<ul style="list-style-type: none"> <li>• Pre-start briefing; warning of presence of bees/wasps. 1<sup>st</sup> aid kit on site if required.</li> </ul>		
Slips, trips and falls	Anyone in park	Sprains, broken limbs	<ul style="list-style-type: none"> <li>• Check for rabbit holes before event.</li> <li>• Plan in advance any lifting of heavy or awkward items.</li> <li>• Clear route any stone or materials are to be carried over.</li> <li>• Train all in safe lifting, carrying and moving techniques.</li> <li>• Designate people to load and unload tools.</li> <li>• Provide carrying aids, e.g. wheelbarrows.</li> <li>• Heavy items will be carried between two people.</li> <li>• Limit number of tools an individual carries.</li> <li>• Cover any dug holes or cross ditches to prevent falls.</li> <li>• Leave site clear of material and debris at all times when it is unattended.</li> </ul>	Low	
Slips, trips and falls	Anyone in park	Sprains, broken limbs, damage to eyes	<ul style="list-style-type: none"> <li>• Clearly mark newly planted fruit bushes/trees to prevent trips.</li> </ul>	Low	
Unsafe overhanging branches	Anyone in park	Minor cuts, damage to eyes	<ul style="list-style-type: none"> <li>• Monitor to check site prior to event, remove any dangerous branches etc.</li> </ul>	Low	
Use of wooden handled tools	Those using wooden handled tools	Splinters	<ul style="list-style-type: none"> <li>• Ensure all tools are inspected prior to use, rake handles are secure and splinter free.</li> <li>• Gloves should be worn (not for sledge hammers)</li> </ul>	Low	

Hot liquids (coffee, tea) Cooking	Anyone serving, drinking	Burns	<ul style="list-style-type: none"> <li>• Position flasks away from other materials</li> </ul>	Low	
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	hot liquids		<ul style="list-style-type: none"> <li>Designated volunteers to work of dispensing drinks and cooking sausages</li> </ul>		
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# Hartwell Pocket Park Monthly Safety check list

Month / year	
Check completed by	

Check	Pass / Fail / NA	Comment / action
<p>Lock up secure? No damage?</p> <p>Tools in serviceable condition? (Rakes, spades, forks - Handles all in good order, Saws/secateurs/loppers in good order)?</p> <p>Lawnmower – guarding all in place, no damage?</p> <p>Hedge cutter / Strimmer – guards in good order?</p> <p>Petrol stored in small quantities in approved containers – locked inside lockup?</p> <p>Chemicals stored appropriately?</p> <p>Hi - Vis and face mask in good order and available for use?</p> <p>1<sup>st</sup> aid kit in date and stored appropriately?</p> <p>Park furniture (picnic table, gate, benches) in good repair (no splinters, fixings loose)?</p> <p>Signs / interpretation boards in good order?</p> <p>Trees around park in good condition?</p> <p>Waste bin emptied – not overflowing?</p> <p>Any litter / sharps / graffiti in the park?</p>		

Are plants, trees and shrubs pruned to maintain around walkways?		
Any poisonous plants around park?		
Any bee/wasp nests?		
Any significant damage to pathways (rabbit holes etc)?		

## Appendix 5

### Hartwell Pocket Park

#### Park outline annual management plan January 2023 – December 2023

	<b>MANAGEMENT OPERATIONS</b>	<b>Activity</b>	<b>Approximate financial implications</b>
<b>Access and security</b>	Maintain access paths in good order repairing where necessary	Weedkilling by village contractor	3 applications £250
	Keep open sight lines from lane and gate	Pruning and coppicing by volunteers	Replacement bow saw blades £20
	Maintain high expectations in use of park keeping in good order, quickly repairing any damage	Litter checks  Timely repairs	Contingency £50
<b>Habitat creation</b>	Maintain bird and bat boxes in good order	Repair as necessary	Timber for repairs £20
	Demonstration hedge – maintain to avoid encroachment on to path and height	Maintained by volunteers	£0

	Clear out bottoms of coppice trees and mulch to encourage growth	Mulch as necessary with compost produced in park	£0

	Cut coppice areas when sufficiently mature	Volunteers over winter months	£0
	Maintain new wildflower beds + add plug plants	Volunteers	£30
	Install log piles to develop habitats	Volunteers	£0
	Develop plant range in bee/butterfly bank	New plants for longer season	Seeds and plants £50
	Keep log edges to bank in good order	Volunteers	
	Bulb planting		Autumn bulb planting £25

<b>Habitat management</b>	Mow grass alongside main path – remove arisings – composting	Regularly by volunteers	Annual mower service £90 Service hedge trimmer and strimmer £90 Fuel for machinery £15 Contingency for possible breakdowns £100
	Mow meadow and long grass areas - September	Contractors	Funded by parish council (management agreement)
	Mow grass paths	Volunteers	£0
	Clear around newly planted trees and mulch	Volunteers	£0
	Maintain and prune heritage fruit trees – annual mulch	Volunteers	£0
	Cut back perimeter hedge – staged improvements	Volunteers	
	Maintenance of bee/butterfly bank	Volunteers – planting, weeding, maintaining path through bank	Bark chips £20
<b>Facility installation and management</b>	Maintain benches for safety and appearance	As needed	See contingency above
	Mowing edges of main path	Volunteers	See contingency above

	Annual inspection of equipment and remedial action	Keep tools etc in good condition	Invest in new tools, gloves, strimmer line £30
	Health and safety audit and follow up action	Annual update January	£0
<b>Communication</b>	Maintain and update signs at park gate	Volunteers keep signs in clean condition	£0
	Update small information boards	Work with donor company	Cost covered by village company
	Annual report and AGM – public meeting	June 2019	Printing and paper costs £5
	Agendas and meeting notes on park website		Materials costs £5
<b>Promotion and publicity</b>	Recruit new volunteers and Friends of the Park  + <i>Facebook</i>	Committee members and volunteers Recruit at park events Attention to recruiting younger members	£0
	Updates on events and activities in <i>Hartbeat</i> – twice yearly	Secretary Volunteer time	£0
	Promote volunteer working parties on Parish Council, and park websites + notice boards + <i>Facebook</i>	Monthly	Printing £10
	Keep park website up to date – pictures/agendas and meeting notes/coming events	Regularly	£0
	Annual public event – whole village leaflet drop + <i>Facebook</i> + posters and roadside signs	May spring event 2023  Catering for Produce Show	Plant sale - costs of publicity, staging, visitors £100 - £350 (Profit from event estimated at £400)  £20

		September	(Donation from show £150 approx)
		September Hay Rake	Hay rake – refreshment costs £20
	Encourage use by local children and young people's groups for education and enjoyment	Volunteers + publicity to school, groups and online.	

## Appendix 6

### Hartwell Pocket Park

### Four year work plan 2018 – 2021

	<b>MANAGEMENT OPERATIONS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Access and security</b>	Maintain access paths in good order repairing where necessary	Check and maintain as necessary	Check and maintain as necessary	Check and maintain as necessary	Upgrade quality of main path as necessary
	Keep open sight lines from lane and gate	Check and maintain as necessary	Check and maintain as necessary	Check and maintain as necessary	Check and maintain as necessary
	Maintain high expectations in use of park keeping in good order, quickly repairing any damage	Weekly checks - maintain as necessary	Weekly checks - maintain as necessary	Weekly checks - maintain as necessary	Weekly checks - maintain as necessary
<b>Habitat creation</b>	Maintain bird and bat boxes in good order	Check and maintain as necessary	Check and maintain as necessary	Check and maintain as necessary	Check and maintain as necessary
	Demonstration hedge – maintain to avoid encroachment on to path and keep at no higher than 1.5m	Maintain as necessary	Maintain as necessary	Maintain as necessary	Maintain as necessary
	Maintain hedge laid 2016	Annual cut back, reweaving where practicable, avoid	Annual cut back, reweaving where practicable, avoid	Annual cut back, reweaving where practicable, avoid	Annual cut back, reweaving where

		encroachment to path	encroachment to path	encroachment to path	practicable, avoid encroachment to path
	Clear out bottoms of coppice trees and mulch specimen and fruit trees to encourage growth using compost from the park	Annually	Annually	Annually	Annually
	Cut coppice areas when sufficiently mature	Further coppicing	Check and manage as necessary	Check and manage as necessary	Consider further coppicing in 2023
	Install log piles to develop habitats	Old information board logs left as habitat	Consider new piles at park margins (Gabions?)	Check and minimal maintenance	Check and minimal maintenance
	Develop plant range in bee/butterfly bank	Ongoing – add additional plants for late-summer and autumn flowering	Ongoing	Ongoing	Plant additional plants early to beat drought
	Keep log edges to bank in good order	Extend and maintain log edges with locally sourced materials	Ongoing maintenance	Ongoing maintenance at working parties	Ongoing maintenance
	Bulb planting	Autumn – plant spring bulbs	Autumn – plant spring bulbs	Autumn – plant/replace spring bulbs	Autumn – plant/replace spring bulbs
<b>Habitat management</b>	Mow grass alongside main path – remove arisings for composting	Regularly by volunteers	Regularly by volunteers	Regularly by volunteers	Regularly by volunteers
	Mow meadow and long grass areas - September	Contractors funded by parish council (management agreement)	Contractors funded by parish council (management agreement)	Contractors funded by parish council (management agreement)	Contractors funded by parish council (management agreement)
	Mow grass paths	Volunteers	Volunteers	Volunteers	Volunteers
	Clear around newly planted trees and mulch using park compost	Annually by volunteers	Annually by volunteers	Annually by volunteers	Annually by volunteers
	Maintain and prune heritage fruit trees – annual mulch	Annually by vSurvey to be booked with Wildlife Trust volunteers	Annually by volunteers	Annually by volunteers	Annually by volunteers

	Cut back perimeter hedge – staged improvements	Each season by volunteers	Each season by volunteers	Each season by volunteers	Each season by volunteers
	Maintenance of bee/butterfly bank	Volunteers – planting, weeding, maintaining path through bank	Volunteers – planting, weeding, maintaining path through bank	Volunteers – planting, weeding, maintaining path through bank	Volunteers – planting, weeding, maintaining path through bank
	Wild flower survey	Monitor progress from survey results 2019	Monitor progress from survey results	Monitor progress from survey results	Book new wildflower survey with Woodland Trust
<b>Facility installation and management</b>	Maintain benches for safety and appearance	As needed	As needed	As needed	As needed
	Mowing edges of main path	Volunteers at most working parties	Volunteers at most working parties	Volunteers at most working parties	Volunteers at most working parties
	Annual inspection of equipment and remedial action	Keep tools etc in good condition	Keep tools etc in good condition	Keep tools etc in good condition	Keep tools etc in good condition
	Health and safety audit and follow up action	Annual update January	Annual update January	Annual update January	Annual update January
<b>Communication</b>	Maintain and update signs at park gate	Volunteers keep signs in clean condition	Volunteers keep signs in clean condition	Volunteers keep signs in clean condition	Volunteers keep signs in clean condition
	Annual check of accuracy of information board content	Annual check of accuracy of information board content	Annual check of accuracy of information board content	Annual check of accuracy of information board content	Annual check of accuracy of information board content
	Repair fabric of main notice board.	Clean notice board and maintain where necessary	Complete repair and upgrade	Clean notice board and maintain where necessary	Clean notice board and maintain where necessary
	Annual report and AGM – public meeting	June	June	June	June
	Agendas and meeting notes on park website	As required	As required	As required	As required
<b>Promotion and publicity</b>	Recruit new volunteers and Friends of the Park	Committee members and volunteers	Committee members and volunteers	Committee members and volunteers	Committee members and volunteers
	Updates on events and activities in <i>Hartbeat</i> – twice yearly	Secretary as required	Secretary as required	Secretary as required	Secretary as required

	Promote volunteer working parties on, park website and notice boards + Facebook and email to Friends + twice yearly village <i>Hartbeat</i>	Monthly	Monthly	Monthly	Monthly
	Keep park website up to date – pictures/agendas and meeting notes/coming events	Regular liaison with site manager	Regular liaison with site manager	Regular liaison with site manager	Regular liaison with site manager
	Annual public event – whole village leaflet drop + Facebook + posters and roadside signs  Catering for Produce Show September  September Hay Rake – special publicity	May plant sale  Catering for Produce Show September  September Hay Rake	Plant sale (Cancelled due to Covid -19)  Catering for Produce Show September  September Hay Rake	Spring Event and Plant sale (Cancelled due to Covid -19)  Catering for Produce Show September  September Hay Rake	Spring Event and Plant sale  Catering for Produce Show September  September Hay Rake
	Encourage use by local children and young people's groups for education and enjoyment	Volunteers + publicity to school, groups and online.	Volunteers + publicity to school, groups and online.	Volunteers + publicity to school, groups and online.	Volunteers + publicity to school, groups and online.
	Seek outside validation to maintain standards and aid publicity		Apply for Green Flag Award		Apply for Green Flag Award



## Hartwell Pocket Park Monthly Safety check list

Month / year	
Check completed by	

Check	Pass / Fail / NA	Comment / action
Lock up secure? No damage?		
Tools in serviceable condition?		



<p>(Rakes, spades, forks - Handles all in good order, Saws/secateurs/loppers in good order)?</p> <p>Lawnmower – guarding all in place, no damage? Maintained and serviceable?</p> <p>Hedge cutter / Strimmer – guards in good order?</p> <p>Petrol stored in small quantities in approved containers – locked inside lockup?</p> <p>Chemicals stored appropriately?</p> <p>Hi - Vis and face mask in good order and available for use?</p> <p>1<sup>st</sup> aid kit in date and stored appropriately?</p> <p>Park furniture (picnic table, gate, benches) in good repair (no splinters, fixings loose)?</p> <p>Signs / interpretation boards in good order?</p> <p>Trees around park in good condition?</p> <p>Waste bin emptied – not overflowing?</p> <p>Any litter / sharps / graffiti in the park?</p> <p>Are plants, trees and shrubs pruned to maintain around walkways?</p> <p>Any poisonous plants around park?</p> <p>Any bee/wasp nests?</p> <p>Any significant damage to pathways (rabbit holes etc)?</p>		
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## Appendix 7

### Ashwood Acre - Hartwell Pocket Park

#### Management Plan Summary, rolling Evaluation of Progress, January 2011 with revisions January 2013, December 2014 January 2017, January 2019, January 2021

<p><b>AIM 1 To create the as an area for quiet enjoyment, recreation and education for the benefit of the community of all ages</b></p>	
<p><b>OBJECTIVES</b></p>	
<p>1a. The park should be capable of a variety of quiet uses by individuals, small groups, village groups and include a small space where people could gather for quiet events.</p>	<ul style="list-style-type: none"> <li>• Achieved – regularly visited by individuals of all ages, visitors to the cemetery, children’s groups. A specific place for small gatherings is the log ring. Very regular use by people of all ages during pandemic. 2022</li> </ul>
<p>1b. The park will be attractive to young children with paths, places to explore and things to observe enabling them to enjoy and respect the countryside.</p>	<ul style="list-style-type: none"> <li>• Achieved – clear enjoyment by groups and individual children; grass paths to wigwam; log ring draws children in as does perimeter path with various exits. Willow arch extended 2011. Good levels of use by children’s groups (primary school/pre-school/beavers/cubs and brownies, child minder groups) 2017 Park remains very popular with young children and leaders of children’s groups.2019 onwards - Almost daily visits most of year by group of children run by local childminder. 2022 Beavers erect Bee hotel. Youth Club members plant Jubilee Trees.</li> </ul>
<p>1c. The park will enable demonstrations of country crafts and skills such as hedge laying and species identification.</p>	<ul style="list-style-type: none"> <li>• Partially achieved - species identification takes place within existing events e.g. children’s mini beast hunts, plant identification, butterfly conservation - expert involved. The demonstration hedge has grown well and was laid 2016/17 by group members with aid of trainers from The Conservation Volunteers.</li> </ul>
<p>1d. The park will feature interesting artefacts e.g. sculptures, willow structures, log seating in keeping with its natural surroundings.</p>	<ul style="list-style-type: none"> <li>• Achieved – willow structures and log ring seating installed. Willow nursery to provide materials for willow weaving.</li> </ul>
<p>1e. The park will have seating to allow people to relax and enjoy the park.</p>	<ul style="list-style-type: none"> <li>• Achieved – 4 benches including picnic bench – two locally made by volunteers, one donated by WI -2022 maintenance of WI bench.</li> </ul>
<p>1f. Interpretation and notice boards will inform visitors about interesting features, wildlife news and group activities and events.</p>	<ul style="list-style-type: none"> <li>• Achieved – notice boards at gate provides plan of park, guidelines, forthcoming events, record of species identification, interpretation/information boards for main features of the park mounted on large logs set into ground. Contract exists to update information boards as park develops. 2017 Information boards updated on new support oak logs. Information boards renewed in 2021 due to unexpected deterioration in last 3 years.</li> <li>• New notice main board made by volunteer 2019.</li> </ul>
<p>1g. The group will monitor park features such as seating, information boards and maintain when necessary</p>	<ul style="list-style-type: none"> <li>• Achieved – group members regularly monitor the park and deal with any damage or maintenance needs.</li> </ul>
<p>1h. The management group will organise an annual community fundraising/social event.</p>	<ul style="list-style-type: none"> <li>• Achieved – Project launch events (2008); large scale official opening event (2009) with local groups and politicians and press present. 2010 – main event the annual hay rake. 2011 Royal Wedding. 2014 Birds of Prey. <b><i>In last four years well supported community</i></b></li> </ul>

	<p><b>event village plant sale in May together with other child friendly attractions (reptiles, hawks, owls, butterfly conservation, bird box building). Spring event not possible in 2020 and 2021 due to Covid funds raised by selling already grown plants (£550) donated to local foodbank and homelessness charity.</b></p>
1i. A short section of the northern hedge will be cut to create a view across to Rowley Wood from Pocket Park.	<ul style="list-style-type: none"> <li>• Not achieved – borrowed view has proved difficult because of scale of cutting back and ongoing maintenance required. Seems unlikely to be achieved.</li> </ul>
1j. The management group will liaise with and encourage Hartwell village school to visit pocket park.	<ul style="list-style-type: none"> <li>• Largely achieved – many visits by young people’s groups in the village – pre-school, beavers, brownies etc. all visit with excellent results. From 2011 the primary school has been bringing groups of pupils to the park to augment its own activities in a conservation area on the school site. School is supportive and co-operative in enabling publicity to parents. School use seems to have decreased – need to revisit this with new headteacher.</li> </ul>
<p><b>AIM 2 To maintain and further develop the current ecological diversity of the site to encourage plant and animal life.</b></p>	
2a. The park design will include a variety of areas of interest such as woodland, wild flower meadow, an edible thicket, a marshy area and a butterfly garden while maintaining the current diversity of the hedgerows and grassland.	<ul style="list-style-type: none"> <li>• Achieved – all areas of interest on the original plan have been created and are developing well with very few losses – fruiting thicket (2008); coppice (2009); demonstration hedge (2009); bee/butterfly bank garden (2008-10) – bank extended in 2012; wildflower meadow – improving only very slowly(2008-20) so special wildflower beds created 2018 -20 with better success; specimen trees (2009); heritage fruit trees (2009 and 2010); range of bulbs planted (2010 - 2020). Increasing diversity of grassland and maintained diversity of existing hedges. The development of the park has encouraged more diversity of plant, bird, animal, insect and invertebrate species. Evidence from wild flower survey (2013) positive. <b>Further wild flower survey summer 2019 showed greater diversity of flora in general especially in north west area of park .2021 preparation of meadow for yellow rattle sowing led to go show of rattle summer 2022 which should decrease fertility and encourage more wild flowers.</b></li> </ul>
2b. The three grassland areas - wildflower meadow, long grass, & marshy patch will be maintained and improved through appropriate cutting, raking & removing of arisings regimes.	<ul style="list-style-type: none"> <li>• Substantially achieved – wildflower meadow improving only slowly as fertility drops and persistent thistles are removed; apart from paths, grass has been allowed to grow freely throughout the summer until September mow. General improvement in wild flower population though designated meadow area progressing more slowly than hoped. <b>2018 specific wild flower beds sown but germination inhibited by drought. Wildflower beds now established and added to yearly. 2020 Yellow rattle sown (small scale) to inhibit grass growth. 2021 – rattle seed across meadow with good results in 2022. Further partial sowing of rattle seed November 2022 to evaluate scale of effective self-seeding.</b></li> </ul>

2c. A compost area for arisings will be created and in turn a grass snake habitat.	<ul style="list-style-type: none"> <li>Achieved – arisings from annual mow and path mowing during growing season together with other green stuff are added to a large mound to encourage slow worms and grass snakes. Compost bins installed 2011. Compost used for mulching. Bank built up annually with grass from September hay rake.</li> </ul>
2d. Hedges will be maintained through trimming or laying following advice from Wildlife Trust or other expert.	<ul style="list-style-type: none"> <li>Mainly achieved – pre-existing hedges are hand maintained. Demonstration hedge laid late winter 2016 with input from The Conservation Volunteers. Park volunteer maintenance since.</li> </ul>
2e. A coppice area will be planted and maintained through rotational cutting. During planting consideration will be given to the opportunity of introducing wildflowers.	<ul style="list-style-type: none"> <li>Achieved so far – coppice trees growing well with occasional cutting back of grass and mulching; trees ready. Trial cut 2016. Further larger scale cut late winter 2017. Arisings to be used to augment habitat. <b>Planned coppicing completed 2018. Now on 5-year rotation. More coppicing planned for 2023</b></li> </ul>
2f. The butterfly area will be regularly weeded, pruned and maintained.	<ul style="list-style-type: none"> <li>Achieved – butterfly area regularly maintained; attractive to bees and butterflies. Log bank habitats installed. Area gradually being extended along nettle bank to increase habitat diversity. Some nettles to remain. <b>2019 -21 Planned to add further late flowering plants to bank. Success inhibited by summer drought in 2022 – further planting planned 2023.</b></li> </ul>
2g. A fruiting thicket will be planted and maintained through mulching, pruning, weeding etc.	<ul style="list-style-type: none"> <li>Achieved – thicket first planted 2008 with additional planting 2009, 2010, 2011. Growing well with increasing amount of fruit and berries. Mulching to encourage growth. Annual addition of spring flowering bulbs in thicket area.</li> </ul>
2h. A mound will be created which can be maintained through cutting, raking and removing arisings.	<ul style="list-style-type: none"> <li>Achieved – mound became butterfly bank/garden with a wild bank alongside spring bulbs and then largely a wild habitat of nettles.</li> </ul>
<b>AIM 3 To encourage local residents in working together to support, care for and enjoy the area.</b>	
3a. Through strong initial design, the space will be inviting and accessible to all with pathways that draw visitors to key features.	<ul style="list-style-type: none"> <li>Achieved – many visitors throughout the year. The look of the park from the gate is inviting and draws people in. Heavy use of park in 2020. <b>Continued good use of the park in 2021 and 2022.</b></li> </ul>
3b. The site will be capable of maintenance by volunteer working groups with some locally funded professional support.	<ul style="list-style-type: none"> <li>Achieved – working parties throughout the year have successfully maintained the park to date with the addition of paid for long grass mowing in late summer only (for hay rake) by local contractors funded by Parish Council.</li> </ul>
3c. Moral, practical and financial support will be encouraged from individuals and community groups through regular publicity, working groups and activities at the park.	<ul style="list-style-type: none"> <li>Achieved – park well regarded in the village (e.g. village survey 2011/12); good turnout for main events; core of helpers for working parties has been maintained; regular publicity through <i>Hartbeat</i> (parish council magazine); park website accessible through Parish Council website, Facebook. Financial support from village produce show and summer events.</li> </ul>
3d. There will be good and regular communication with the church, parish council, Pocket Parks Officer etc.	<ul style="list-style-type: none"> <li>Mainly achieved – regular communication with Parish Council, invitations to key events to leaders of village groups. To 2012 contact as necessary with Northants Pockets Park Officer following excellent support in establishing the park. Park was used as an exemplar park in annual Pocket Parks Summer Sortie 2011. Regrettably Pocket Park Officer role no longer exists.</li> </ul>

<p>3e. The Pocket Park Management Group will meet regularly to monitor and plan actions required to complete the works as described in the Management Plan.</p>	<ul style="list-style-type: none"> <li>Achieved – cohesive group that maintains as well as manages the park. Regular meetings as required to organise maintenance, events and further development. <b>2017 new management agreement with Parish Council gives management group more autonomy and control of own finances. 2020 Covid-19 led to cancellation of AGM. Management group currently operated informally through email and outdoor meetings 2020 -1. When permitted. 2021/2 normal meetings resumed</b></li> </ul>
<p>3f. Write &amp; review when necessary risk assessments.</p>	<ul style="list-style-type: none"> <li>Achieved – overall risk assessment completed and reviewed. Specific risk assessments for special events. <b>May 2018, September 2018, January 2019 risk assessments updated annually. 2020 Risk assessments updated to cover Covid issues. Further revision 2021. Revised risk assessments 2022 for spring event and hay rake. Risk assessment reviewed January 2023.</b></li> </ul>

**Additional note: The park gained Green Flag Community Award status in 2011, 2013, 2015, 2017, 2019, 2021 based on entry for the award every other year.**

## Appendix 8

### Management Agreement between Hartwell Parish Council and the Pocket Park Management Committee

**[Signed and dated hard copies are held by the Parish Clerk and the Secretary of the Hartwell Pocket Park]**

DATED **September** 2017

(1) HARTWELL PARISH COUNCIL

and

(2) HARTWELL POCKET PARK MANAGEMENT COMMITTEE

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MANAGEMENT AGREEMENT

in respect of land at  
Rowley Wood Lane, Hartwell known as  
Hartwell Pocket Park, Ashwood Acre

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THIS AGREEMENT is made on the **September 2017**

BETWEEN:

- (1) HARTWELL PARISH COUNCIL (“the Council”); and
- (2) HARTWELL POCKET PARK MANAGEMENT COMMITTEE (“the Committee”)

WHEREAS:

1. The Council are the owners of Land
2. The parties are of the opinion that the Land is an area suitable for quiet environmental enjoyment, recreation and education for the benefit of the residents of Hartwell and the general public
3. The Committee are desirous of maintaining a pocket park on the Land to conserve the same for the purposes of nature, peaceful recreation, environmental enjoyment and education and the Council has agreed to grant the Committee management rights in respect of the Land
4. Under this agreement the Committee is established as a separate body from the Council. It has its own income (including any grant from the Council) and incurs its own expenditure. It has a constitution and holds its own bank account. It operates outside of the local government framework and makes its own decisions
5. The parties have entered into this Agreement to regulate the management of the Land during the period of this Agreement

IT IS AGREED as follows:

1. Interpretation

1.1 In this Agreement unless the content otherwise requires the following expressions shall have the following meanings:

“the Land” means all that land [to the west of Hartwell village (OS Grid Reference SP78301 50532) Hartwell consisting of 0.3 hectares or thereabouts] and shown edged red on the Plan

“the Plan” means the plan on HM Land Registry, Title Number NN131846, annexed to this agreement

“the Management Plan” means a management scheme for each calendar year and a specification and timetable for planting, pruning and horticultural work to trees, shrubs and plans showing the position of proposed planting of trees and shrubs on the Land

1.2 In interpreting this Agreement unless the context otherwise requires:

1.2.1 words importing any gender include every gender;

1.2.2 words importing the singular number only shall include the plural number and vice versa;

1.2.3 words importing persons include firms, companies and corporations and vice versa;

1.2.4 any obligation of the Committee or the Council not to do or omit to do anything shall be deemed to include an obligation not to permit that thing to be done or omitted to be done by any person under its control

## 2. Obligations of the Committee

The Committee undertakes during the period of Agreement as follows:

2.1 To prepare a Management Plan for the next following calendar year at its own expense and submit to the Council for its written approval by the 31<sup>st</sup> October in each year or 1<sup>st</sup> week of September if funding is required



- 2.2 To ensure the Land is used only as a Pocket Park for the purposes of nature conservation, peaceful recreation, protected environmental enjoyment, education and community events permitted or organised by the Council, but for no other purpose whatsoever
- 2.3 To manage the Land adopting the best practices of land management for a pocket park pursuant to the Management Plan
- 2.4 To repair and keep in repair all furniture on the Land and all tracks, culverts and drains belonging to the Council, and not, without the prior written consent of the Council to remove any fences or alter any boundaries or landmarks
- 2.5 To use best endeavours to ensure that main services (such as shall exist) passing under, through or upon the Land shall not be harmed or interfered with other than with the express consent in writing of the Council previously obtained
- 2.6 Except as required by the Management Plan for the time being in force not to alter the existing woodland or planting on the Land but when necessary and/or required by the Council to replace any trees that have died with trees of the same genus, species and variety in so far as this may be consistent with the best practices of land management
- 2.7 The Committee remain under duty to give reasonable notice in writing to the Council of events being scheduled. The Council have express power to seek more information and/or when considered appropriate but in its absolute discretion, to ban an event
- 2.8 To notify the Council in writing of details of any new, permanent, signs being considered so agreement can be confirmed by the Council
- 2.9 At all times, in relation to the Land to comply in all respects with the Town and Country Planning Act 1990 and any Act replacing or modifying it, or any order or direction under it

- 2.10 Save and except when necessary to restrict access in the interests of public safety to ensure the Land remains open to the public at all times with no limitation of pedestrian access and egress through the kissing gate except with the prior written consent of the Council
- 2.11 Not to cause nuisance or annoyance to the Council or to the owners or occupiers of any neighbouring land or buildings
- 2.12 To ensure that the Clerk to the Parish Council is notified as soon as possible of the name address and emergency contact details of its Chairman/Co-ordinator or any other person authorised to accept service of notices on the Committee's behalf in accordance with clause 9 of this Agreement
- 2.13 To submit each year three quotes to the Parish Council to consider for the cutting once each year of the grass in the Pocket Park to be paid for by the Parish Council

3. Obligations of the Council

The Council undertakes during the period of this Agreement as follows:

- 3.1 To allow the Committee access at all times to the Land to fulfil its obligations under this Agreement and in accordance with the Management Plan from time to time in force
- 3.2 During the currency of this Agreement the Council shall use reasonable endeavours to maintain main services (such as shall exist) passing over under through or upon the Land
- 3.3 To insure and keep insured the Land in the name of the Committee against public liability in some insurance office of repute and for a sum being not less than £5,000,000. The Council shall whenever required produce to the Committee the policy or policies of such insurance and the receipt for the last premium of the same
- 3.4 On receiving written notice of a scheduled event the Council will notify the Committee of their decision as soon as possible via correspondence or via the Council's Pocket Park Representative

- 3.5 On receipt of written notification of request for siting of any new, permanent, sign the Council will notify the Committee of their decision as soon as possible by correspondence or via the Council's pocket park representative
- 3.6 To pay for the cutting once each year of the grass in the Pocket Park having chosen from three quotes submitted by the Committee
4. Period of Agreement
- 4.1 This Agreement shall commence on the date hereof and shall endure for a period of twenty years unless previously terminated in accordance with Clause 8 hereof
5. Indemnity and Insurance
- 5.1.1. The Council shall not be liable to the Committee or to others authorised by the Committee who enter upon the Land in connection with the management or use of the same for any personal injury damage loss or inconvenience howsoever or wheresoever caused to them or to any goods brought by any person upon the Land it being the intention of and agreed between the parties hereto that the Committee and any other person assisting in the management of the Land at the invitation of the Committee shall do so at the risk of the Committee
6. Assignment and Agency
- 6.1 The Committee (except for resignation, retirement, removal or appointment of new members) shall not assign sublet or dispose of any interest in this Agreement
- 6.2 The Parties hereto agree and declare that the Committee is not and shall in no circumstances hold itself out as being the servant or agent of the Council and the Committee is not and shall in no circumstances hold itself out as being authorised to enter into any contract on behalf of the Council or in any other way to bind the Council to the performance variation release or discharge of any obligation and the Committee does not have and shall in no circumstances hold itself out as having the power to vary discharge or make any byelaw or regulation of any kind
7. Status of the Parties

7.1 It is not the intention of the parties or either of them to create between them the relationship of landlord and tenant and the rights granted by the Council hereunder shall not be construed as conferring on the Committee a tenancy of the land and possession of the land is retained by the Council subject only to the rights created by this Agreement

## 8. Termination

8.1 During the currency of this Agreement the Council shall be entitled forthwith to terminate upon written notice in the event of:

8.1.1 the Committee having failed for a period of twenty-eight days to remedy any breach of the conditions herein contained after being required to remedy the same by notice in writing from the Council specifying the breach and requiring the same to be remedied; or

8.1.2 the Committee:

8.1.2.1 being disbanded, whether, compulsorily or voluntarily

8.1.2.2 having failed for a period of twelve months to maintain the Pocket Park in accordance with the terms of this Agreement.

8.2 The Council have the right to terminate this Agreement at any time from the date hereof by giving to the Committee not less than 12 months' notice should the Land or any part of it be required for other purposes

8.3 The Committee shall have the right to terminate this Agreement by giving to the Council not less than 3 months' notice in writing to that effect expiring at any time. Any funds or assets remaining shall be donated to the Parish Council.

## 9. Notices

9.1 Any notice to be given hereunder shall be in writing and shall be sufficiently served if sent by pre-paid post or hand delivered (in the case of a notice to the Council) addressed to the Clerk to the Council (in the case of a notice to the Committee) to the Committee Chairman/Coordinator or other appointed officer for the time being

AS WITNESS the hands this **DATE** day of **MONTH** Two Thousand and Seventeen of;

Signed by

Sarah Fuller            **Signature**                                    on behalf of the Council.

and

**NAME**                    **Signature**                                    on behalf of the Committee.

in the presence of;

Witness Signature:

Full Name:

Address:

and

Witness Signature:

Full Name:

Address: