



# MANAGEMENT AND MAINTENANCE PLAN

## OLD HIGHWAY 2025



**BOROUGH OF  
BROXBOURNE**  
[www.broxbourne.gov.uk](http://www.broxbourne.gov.uk)

EM241095

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## INTRODUCTION

## 1.1 Period of the plan and stages of review

This is a five year management plan covering the period of 1 January 2024 to 31 December 2028.

As part of this, an action plan has been produced.

This is the working document for the park for 2025. This plan is reviewed every quarter.

## 1.2 Vision statement

The Borough of Broxbourne and the Friends of Old Highway see Old Highway as a safe, clean and welcoming space that engages people of all areas within the local and the wider community.

Old Highway provides an environment where a range of sporting and informal leisure activities can take place and enables park users to discover the heritage, natural flora and fauna contained within this green space. Old Highway will be used as an engaging backdrop to a variety of tasks, events and activities throughout the year.





## THE EXISTING PARK

## 2.1 Overview

Name of site: Old Highway Recreation Ground  
Address: Rye Road, Hoddesdon, Hertfordshire. EN11 OHS  
Ownership and management: Borough of Broxbourne  
Grounds maintenance: Environmental Services  
Tree contractor: Maydencroft (Trees) Ltd  
Site area: 7.1 acres  
Grid reference: TL 38216 09820  
Ward: Hoddesdon Town and Rye Park  
Councillors: Aran Banks and Andreas Payne  
Cabinet Member for Environment: Councillor Paul Seeby  
Entrances: Three pedestrian, one vehicle plus one pedestrian access to the bowls club  
Parking: Free car parking for up to 25 vehicles, car parking along Old Highway and Rye Road. No specified disabled car parking spaces.  
Additional security: Parkguard Ltd  
Play area safety inspections: Qualified staff and annual inspection by The Play Inspection Company.

### Facilities:

- Car park
- Toilets for the user group and events only
- Bowling green and on-site bowling club
- Easy access path
- Separate play areas for younger and older children
- Tennis courts and on-site tennis club
- Multi-use games area
- Adult gym equipment
- Age of play area
- French boules court
- Gardening association on-site.

## 2.2 History of the Park

Old Highway is also known locally as Rye Park, as it is situated off Rye Road and is close to Rye House railway station.

Old Highway is primarily an activity-based recreation ground providing play and sports facilities, and is a large green space set within a residential area and industrial estate.

It was constructed upon a disused gravel pit, bought by Hoddesdon Urban District Council and the conveyance was dated 28 April 1933. The land was acquired from Henry Aquila Oram. The recreation ground was open for use by the public in 1935. It covers an area of 7.1 acres. Shrubs were planted in May 1935, and by September of that year a children's paddling pool had been installed. By 1936, a full children's play area had been established with the swings proving to be popular as reported in the then Hoddesdon Journal. In May 1937 the bowling green opened, and tennis courts were constructed between June and August.

A debate took place in November 1937 in the Hoddesdon Council Chamber over re-naming the Old Highway recreation ground as some members of the Council considered it deserved a more appropriate, contemporary name.

Band concerts were advertised in August 1938, the recreation ground was not re-named and there does not appear to have been an official opening.

The site was known as a 'carnegie' field due to the investment of the Carnegie Trust and the National Playing Fields Association (NPFA).

- The Carnegie Trust wanted to ensure that the communities which benefited from its support made a positive contribution, and so no scheme was funded for more than one sixth of its cost. The annual report of 1929 states that even small villages have gratefully accepted sums as low as £20, and have very gallantly raised the rest by loans or by means of concerts, bazaars or other means of collection. As a result, communities had a sense of ownership of the fields
- The Carnegie Trust worked in partnership with the NPFA, now operating as Fields in Trust, and provided it with support to allow it to set up local branches and actively promote and advise on the creation of playing fields. In most cases, where a grant was made by the Trust, this was supplemented by a smaller grant from the NPFA. NPFA played a key role in ensuring that the playing fields were preserved and not taken over for development
- The Carnegie Trust ensured that it gave money only to organisations which could be held accountable for what they did with the money – either local authorities or recognised voluntary organisations, whose trustees could provide financial guarantees
- The scheme was time limited and wound up at the end of 1935
- Conditions were attached to the grant, that the land should be 'permanently preserved' and adequately maintained for recreation for the benefit of the public.

### Key dates

1931	The seal of the Council was affixed to the deed of conveyance from Henry A Oram. A piece of land at Rye Park known as the Old Gravel Pit was used as a public recreation ground.
1935	The park still has no official opening. However, it was opened to the public during this year.
1940-45	Greenhouses onsite used for crop production; mainly tomatoes during the Second World War.
1949	8 June – Minister of Health agreed to loan £600 for new pavilion.
2008	18 April – Friends of Old Highway formed.
2012	Old Highway became a Fields in Trust (formerly NPFA) site as part of the Queen Elizabeth II Diamond Jubilee.
2018	Green Flag Community Award achieved.
2019	Car park surfacing works and path network installed.



Fields in trust sign

## 2.3 The significance of the park

Old Highway is a community park which has been laid out for a variety of play and sporting activities and is well used by residents. Socially, the park is a meeting place for all ages in an environment which is aesthetically pleasing and removed from the urban character of its surroundings.

Old Highway is open to the public 24 hours a day, all year round. The Park is popular with all ages and informal activities include walking, jogging, dog walking, tennis, football, bowling, boules and other forms of play. The U3A (University of the Third Age) has three clubs which use the boules court on Mondays, Wednesdays and Thursdays. There are on-site tennis, bowls and gardening clubs. Mini football takes place every Sunday throughout the season.

The Borough of Broxbourne has a very high rate of overweight and obese people; 70 per cent of adults were obese or overweight in 2017/18, according to an estimate by Public Health England, and a comparatively low number of residents undertake at least the recommended 30 minutes a day of moderate exercise. Old Highway is therefore an important facility for local people to help them reach this target.

## 2.4 Audit information

### Topography

Old Highway is situated at the junction of Rye Road with Old Highway in the north of Hoddesdon, Hertfordshire, EN11 0HS.

It is in a residential area and has houses along the north and south boundaries overlooking the park. The west side is bordered by Old Highway Road and the east side is bordered by an industrial estate, behind which lies the New River.

### Key buildings and structures

- Toilet block
- One lock-up garage – used for storage

- One former park keeper's hut – used for events and storage.
- One large shed – Gardeners' Association
- One small shed – used for storage
- Pavilion – Rye Park Bowls Club.



Friends of Old Highway working on shrub beds

## 2.5 Operational overview

The park is open 24 hours a day, 365 days a year and security issues have periodically been of some concern in relation to vandalism and general anti-social behaviour (ASB). This is being monitored throughout the Council's partnership meetings, local safety forum with the police, ASB and nuisance monitors, and other agencies. The Council, in partnership with Lee Valley Regional Park Authority, has engaged a private security company (Parkguard Ltd) to patrol key sites including Old Highway. Many park users have been given Parkguard Ltd's contact numbers and all members of the Friends group and committee have this information. The Green Spaces Officer patrols the park on a regular basis and Friends group members provide extra eyes and ears around the Park.

## 2.6 Public Space Protection Order Control of Dogs

In 2020 the Borough of Broxbourne adopted the Public Space Protection Order for the Control of Dogs. This requires owners of dogs to clear up any faeces, and in specific locations including fenced play areas, dogs are banned (see Appendix K).



## Principles of the Litter and Dog Waste Policy

The key principles of the policy are:

- There will always be an adequate provision of bins sited in category one and two highway locations
- Litter bins at new locations will only be installed when demonstrable evidence indicates there is a clear need. Litter bins are currently not automatically replaced. If a bin has been removed due to damage or because it is at the end of its life cycle, the location will be reviewed to determine whether a replacement bin is required
- There will be a minimum of a weekly collection frequency for all litter bins in the Borough, which includes the removal of the sack in the bin irrespective of how well used the bin is, due to the merging of litter and dog waste streams
- A preferred bin type is selected for each type of location
- Litter bin provision in parks and open spaces will be focused along well used walkways, at entrances/exits and outside play facilities and other gathering points
- Dog waste bins will only be sited at key locations that are deemed essential
- Dog waste bins will not be installed at new locations where there is currently not a bin
- Once a litter and dog waste bin policy is adopted, any improvement schemes should adhere to the policy content.

## 2.7 Planning context

### Open space

Old Highway is designated as a Borough Level Park in the Broxbourne Local Plan 2018-2033. Policy ORC2: Loss of Open Space, Leisure, Sport and Recreational Facilities states that the park will be protected from development unless the following criteria are met:

- (a) an assessment has been undertaken, which clearly shows the open space, facility, buildings or land to be surplus to requirements; and
- (b) the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss; or
- (c) the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location.





## MANAGEMENT AND STRUCTURE

### 3.1 Resource levels

The Friends of Old Highway Recreation Ground

Green Spaces Officer

Environmental Services

#### **With additional support from:**

Robert Catchpole – Arboricultural Officer

David Renouf – Green Spaces Manager

Peter Linkson – Director, Environmental Services

Maydencroft Ltd

Parkguard Ltd

### 3.2 Roles/responsibilities

- Friends of Old Highway - Reporting ASB, planting and plant management, litter collection support, fundraising
- Green Spaces Officer - Community liaison, co-ordination of events and activities, monitoring service performance, play equipment inspection
- Arboricultural Officer & Maydencroft - Tree inspection/ tree works
- Environmental Services - Grass cutting, bowling green maintenance, litter collection, dog waste services, hedge and shrub bed maintenance
- Friends of Old Highway, Green Spaces Officer, Parkguard Ltd - Site security.

### 3.3 Consultation between staff and stakeholders

There is an active Friends group that meets regularly with the Parks Manager to oversee the implementation of the Management Plan. On a day-to-day basis, the Friends report any issues or problems to the following:

- Green Spaces Officer
- Borough of Broxbourne Helpline 01992 785577
- Parkguard Ltd
- Emergency services 999 or
- Non-emergency services 101.





## MAINTENANCE REGIMES

This section of the plan, in conjunction with the maps, provides an outline of the operations needed to maintain the various landscape types found in the park. All operations are carried out to the standard set out in the Grounds Maintenance Specification.



## 4.1 Maintenance operations

Current grounds maintenance services in the Borough of Broxbourne are carried out in-house by Environmental Services with the exception of the bowling green which is managed by a private supplier to the bowls club. Current grounds maintenance operations at Old Highway are summarised below.

## 4.2 Grass maintenance operations

### Outcome

Clean, tidy and appropriately maintained grass areas.

### Tasks

The Service Provider shall cut the grass according to the relevant specification, as stated in the Bill of Quantities Table below.

### Specifications and timings for grass cutting – Old Highway

	Specification 1 10mm – Box Mow	Specification 2 20mm	Specification 3 25mm	Specification 4 40mm	Specification 5 50mm	Specification 6 2 cuts p.a.	Specification 7 1 cut p.a.
<b>Output timing</b>	10mm - 25mm Box mow	20mm - 60mm	25mm – 75mm	40mm - 120mm	50mm - 200mm	N/A	N/A
<b>Categories</b>	Formal areas  Lawns	Football pitches  Open spaces  Recreation grounds	Verges  Open spaces  Grass footpaths	Verges	Scrub areas	Scrub areas	Conservation areas  Scrub areas  Bank areas

- Set cutting heights to achieve the named specification. This will mean setting the machines correctly and having different cutting heights throughout the year according to the weather and/or ground conditions
- Immediately report any conditions that prevent the outcome being met or the specified tasks from being undertaken
- Catch up on any work that is behind schedule no later than seven days from the original programme unless specifically authorised by the authorised officer
- Clear arisings if necessary once an obstruction is removed
- Remove any litter prior to cutting (or after cutting if it has not been noticed prior to cutting).
- Remove all arisings from adjacent hard standing as soon as is practicable unless to do so would be hazardous (e.g. on fast moving roads)
- Not commence cutting, where bulbs are planted within grass areas, until the plants have flowered and they have died down naturally after flowering. At least 6 weeks will be allowed for this to occur. After this period, arisings on the immediate patch shall be raked up and removed from site. The area shall subsequently be maintained to the specification of the surrounding grass area
- Always check cutting heights for suitability before any cutting operation, and remove any obstructions from site. After cutting the site shall be left clear of unwanted debris and/or litter.

### 4.3 Hedges

Neat, tidy, vigorous, dense hedges, of an appropriate height and profile for their location. Hedges that retain their barrier or other design intention, in a way that does not obstruct sightlines or overhang footpaths and roads, or encroach onto other maintained areas, unless that is the intention of the design.

#### Tasks

The Service Provider shall:

- Cut sponsored or high amenity hedges cleanly, and without jagged broken wood or torn bark remaining after pruning operations, at the number of times specified in the Bill of Quantities or Method Statements
- Check to ensure that there are no nesting birds or other protected wildlife in the hedge. In the event that any are found, the authorised officer should be informed and the hedge left to be cut
- Maintain the hedge to the height and profile of previous cutting operations. This may require cutting of one or two sides (tops are to be cut in both cases). The service provider may be required to gradually adjust the hedge to a more appropriate height and profile over time
- Treat damage to sponsored or high amenity hedges in a recognised horticultural manner (e.g. by tying in, pruning, staking) within 48 hours of being reported
- 'Tip' any new hedges to encourage dense growth, until they reach the required height
- Hand-weed new unestablished hedges
- Immediately retrain or remove individual rogue side shoots appearing between scheduled cuts that are found protruding from the required shape and form, that are likely to be a hazard. All uncharacteristic (e.g. reverting growth in variegated stock) diseased or dead wood shall also be removed
- Ensure that all clippings and any other unwanted material from work on sponsored or high amenity hedges, including those lodging on the top or in the sides of the hedge, are removed and treated as green waste as far as is practicable. At the end of any maintenance visit all litter, rubbish and weeds (except when they have just been treated with herbicide) shall be removed from the hedge base leaving the soil surface level and free from litter
- Treat the bases of hedge according to the standard and the location. For example, hedges in formal areas should have a soil-base free from weeds and litter, whereas hedges in scrub areas may have no 'bed' at all. Hedges in formal areas may be regarded as shrubs within a bed to all intents and purposes.

### 4.4 Play area inspection and repair

#### Outcome

To ensure that the play areas, and everything within and around them, are in a safe condition, fit for purpose and clean and tidy. Note that although described as play area inspection and repair, the service is to include items such as ball courts, skate parks, teen shelters and exercise equipment.

#### Tasks

The Service Provider shall:

- Carry out an inspection of the specified site, and other listed equipment at the times specified
- Undertake the routine maintenance and/or repair of, gates, hinges, locks and associated fittings, including greasing, oiling, realignment and shutting mechanisms to ensure that they are safe and in good working order
- Report on the condition of the specified site at the frequencies specified, and in the agreed format.

As well as these inspections, the Green Spaces Officer who is a qualified RPII operational inspector, will carry out a quarterly inspection of the play equipment and identify any faults. Each fault is then risk assessed and given a score rating. A fault sheet is then produced and items are repaired in priority order (see appendix B).

An annual independent inspection of every item of play equipment in the Borough is carried out in autumn by playground services.



*Junior play area*

## 4.5 Site Care

The term 'site care' has been used to define a group of related operations that are necessary to get and keep the sites within the contract area ready and fit for use. Another way of describing much of this specification would be to say that it is concerned with removing all unwanted material from the site, whereas nearly all of the other specifications deal with maintaining the wanted material. There is some inevitable overlap; for example the grass cutting specification also refers to the removal of litter prior to cutting grass, but this Specification is relevant to the removal of litter at other times, for example, in between grass cuts. This specification also includes work that is necessary to make sure that the site is ready for use, such as looking after street furniture.

Site care specification includes, but is not limited to, the emptying of bins, general clearance and disposal of litter, cleaning and clearing of paths and hard surfaces, maintenance of street furniture, and the general tidiness of the area.

### Outcome

A clean, safe, tidy, ready-to-use and appropriately-maintained area, with all unwanted material removed.

### Tasks

The Service Provider shall:

- Clear the area of litter (e.g. grass area, path or shrub bed) prior to undertaking any maintenance task on that area
- Appropriately dispose of litter, recycling any items wherever and whenever possible
- Empty and clean bins, at the time specified, to ensure that they remain clean, do not smell or attract unwanted insects or animals, or become overfull or insanitary
- Prioritise sites so that those that are most littered, or become dirty quickest, are visited most often
- Submit a litter collection, cleansing and bin emptying schedule to the authorised officer at the beginning of every contract year
- Adhere to the schedule unless agreed otherwise with the authorised officer
- If deemed necessary to meet the stated outcome, clean all paths, hard surfaces, ditches and gullies at the same time as the general litter and refuse clearance is being carried out, by sweeping, blowing, raking or otherwise as appropriate to the surface and site conditions, removing all arisings from site and disposing of them appropriately
- Clear leaves and snow from the specified area
- Clean and maintain signs, gates, fences, bollards,

benches, seats and other street furniture and all equipment provided to enhance visitors' experience or to ensure or improve their safety

- Report any damaged equipment, signs, bins, potholes, loose slabs, and leaking pipes as soon as they are found.

## 4.6 Graffiti

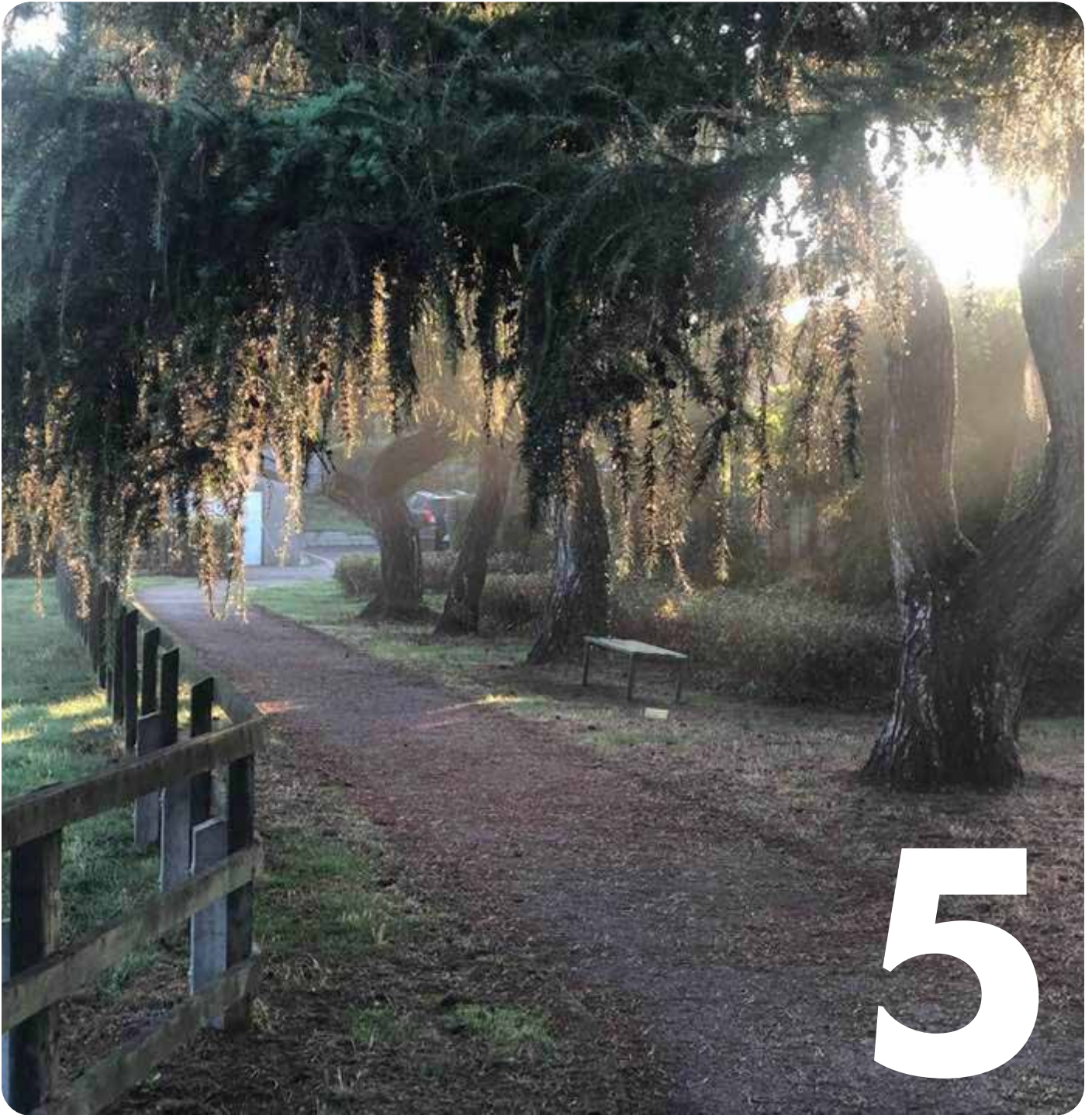
Environmental services are responsible for removal of graffiti in the park. Incidents are reported by the Parks Manager, Environmental services staff, OHV (Old Highway Volunteers) group members and members of the public. Graffiti shall be removed from furniture, fittings, fences and play equipment as soon as possible by scrub cleaning, jet wash or by the use of solvents. Where cleaning methods fail to remove graffiti on painted areas, these shall be over-coated with a matching paint and bare timber shall be scraped clean and treated to match existing timber surface.

Broxbourne Council is committed to combating the negative impact of anti-social behaviour related activities such as graffiti have on the environment. The council will remove all racist or offensive graffiti from Council owned buildings and items including parks and open spaces furniture within one working day of it being reported.

## 4.7 Car Park

Maintenance of the car park is the responsibility of Broxbourne Council. The Green Spaces Officer carries out an inspection of the car park and the path network on a biannual basis. Any defects are reported (see appendix C).





## AIMS AND OBJECTIVES

## Aims and objectives

The Old Highway five-year Management Plan seeks to set out a structured framework for the overall management of the park. The following key points show how the vision relates to critical aspects of the park and its use. Each priority is stated with a highlighted main aim, followed by objectives as to how this should be achieved.

Old Highway recreational ground has an established Friends Group who meet every month to carry out practical tasks within the park such as cleansing, weeding, painting and planting.

This management plan aims to ensure that any improvements to the park are sustainable, well organised and structured and that all investment resources are managed in a way that ensures achievement of the park's vision. The plan sets out how the partners aim to protect, maintain and improve Old Highway so that the community continues to reap the benefits of such a valuable and well used green space.

1. **A welcoming place**
2. **Healthy, safe and secure**
3. **Clean and well maintained**
4. **Environmental management**
5. **Biodiversity, landscape and heritage**
6. **Community involvement**
7. **Marketing and communication**
8. **Management**

### 5.1 A welcoming place

#### Green Flag criteria:

- Welcome
- Good and safe access
- Signage
- Equal access for all

#### Aim:

To ensure the park continues to be a place for the community to meet, socialise, exercise, learn, play, value and enjoy.

#### Objectives:

- 5.1.1 Keep signage clean and free from graffiti
- 5.1.2 Include in HLF application funding for new signage throughout the park
- 5.1.3 Using feedback received, prepare and submit HLF application for funding required for park improvements.
- 5.1.4 Design and prepare specification for new access path at Old Highway entrance
- 5.1.5 S Elect new exercise equipment, seek to obtain funding and install
- 5.1.6 Hold sports based activity days in half term holidays

- 5.1.7 Look at alternative ways to provide extra car parking space during periods of high usage
- 5.1.8 Seek funding to implement repairs to surface of existing car park.



Wednesday volunteers with newly built fence

### 5.2 Healthy, safe and secure

#### Green Flag criteria:

- Appropriate provision of quality facilities and activities
- Safe equipment and facilities
- Personal security
- Control of dogs/dog fouling

#### Aim:

To improve further measures in the park to ensure a safe and comforting experience for visitors and staff.

#### Objectives:

- 5.2.1 Carry out annual inspection of path network and car park
- 5.2.2 Carry out quarterly play equipment inspections
- 5.2.3 Safety plans and risk assessments carried out prior to any volunteer task, event or activity
- 5.2.4 Arrange volunteer tasks to remove any offensive graffiti from park furniture, buildings or equipment
- 5.2.5 Carry out necessary tree works
- 5.2.6 Seek to obtain funding for stabilisation works to Ogard Road Boundary.



## 5.3 Clean and well maintained

### Green Flag criteria:

- Litter and waste management
- Horticultural maintenance
- Arboricultural maintenance
- Building, walls and infrastructure maintenance
- Equipment maintenance

### Aim:

Seek to continually raise and maintain standards within the park.

### Objectives:

- 5.3.1 Carry out review of picnic tables, benches – install new when funding allows ensuring consistency and in keeping with 1930's style of park
- 5.3.2 Carry out quarterly play equipment inspections
- 5.3.3 Maintain, Manage tennis courts and area



Multi-use games area.

## 5.4 Environmental management

### Green Flag criteria:

- Managing environmental impact
- Waste minimisation
- Chemical use
- Climate change adaption strategies

### Aim:

To reduce the park's carbon footprint, improve its biodiversity and limit wastage of natural resources.

### Objectives:

- 5.4.1 Volunteers to assist with maintenance of all shrub beds

## 5.5 Biodiversity, landscape and heritage

### Green Flag criteria:

- Management of natural features
- Conservation of landscape features
- Conservation of buildings and structures

### Aim:

To maintain the historic character of the landscape and buildings within contemporary uses and issues.

### Objectives:

- 5.5.1 Volunteers to continue researching history of the park
- 5.5.2 Volunteer task to remove old planting
- 5.5.3 Volunteer task to weed/mulch shrub beds
- 5.5.4 Invite local scout/guiding groups to habitat creation day

## 5.6 Community involvement

### Green Flag criteria:

- Community involvement in management and development
- Appropriate provision for community

### Aim:

To involve and fully utilise the local community and other users to gain support and assist with the delivery of the Management Plan.

### Objectives:

- 5.6.1 Twice yearly meeting with all Friends Group members.
- 5.6.2 Aim to increase number of volunteers at monthly tasks
- 5.6.3 Ensure Friends have contact details for parks Manager and Parkguard to report any issues
- 5.6.4 Provide a wide range of events and activities throughout the year
- 5.6.5 Use volunteer groups for tasks where appropriate



Sleeper wall newly built by volunteers 2024





Friends of Old Highway and Old Highway Volunteer Group 2023

## 5.7 Marketing and Communication

### Green Flag criteria:

- Marketing and promotion
- Appropriate information channels
- Appropriate educational and interpretational information

### Aim:

To fully promote the services and events at Old Highway to users/non-users, through all forms of appropriate and available media.

### Objectives:

- 5.7.1 Provide information on events and minutes from meeting to marketing department to be put on the Council website
- 5.7.2 Council and Friends Group to put on events throughout the year
- 5.7.3 Continue to develop relationships with local schools and community groups
- 5.7.4 Seek funding for installation of Friends Notice Board

## 5.8 Management

### Green Flag criteria:

Implementation of Management Plan

### Aim:

To continually improve the management of Old Highway

### Objectives:

- 5.8.1 Review 5 year management plan, consulting with all parties
- 5.8.2 Review action plan. Provide quarterly update
- 5.8.3 Continue weekly monitoring of service delivery

- 5.8.4 Use website, newsletters, local media and all other opportunities to promote projects, activities and events in the park
- 5.8.5 Submit application for Green Flag Community award



Outdoor gym equipment



Green Flag Awards 2024



## MANAGEMENT ACTION PLAN 2025

The following action plan is based on the Heritage Lottery Fund application being successful.

Numbers refer to aims and objectives in section 5

### Key:

FoG	Friends of Group
GSO	Green Spaces officer
AO	Arboriculture Officer
ES	Environmental Services
CDT	Community Development Team

MO	Marketing Officer
WV	Wednesday volunteers
PIC	Play Inspection Company
OHV	Old Highway volunteers
AYR	All year round
ERB	Existing revenue budget
HLF	Heritage Lottery Fund



Tasks to be carried out by:

- Volunteers
- Grounds maintenance
- Contractor

## Old Highway Management Plan

Year 2

### Legend

- Bench
- Bin
- Mound
- Pedestrian Gate
- Vehicle Gate
- Small tree
- Tree
- Hedge Planting
- Fence
- Football
- Hedgerow
- Meadow
- Meadow Creation
- Herb garden
- Trees & Hedges
- Gravel path
- Hardstanding
- Garage
- Leisure facilities
- Former park keeper's hut
- Gardeners' Association Shed
- Playground
- Toilet block
- Amenity grass

Scale @ A4  
1:1,250

Date  
Nov 2023

Rev  
00



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Management of laurel hedge to stop any spread

Meadow creation and wildflower seeding

Gap filling of the hedging around the fenced area

Add lighting along pathway

Management of laurel hedge to stop any spread





## Action Plan 2025

### 6.1 A welcoming place

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.1.1	Keep signage clean and free from graffiti.	Summer	GSO	GSO/FoG		
5.1.2	Include in HLF application funding for new signage throughout the park.	December	GSO FoG	HLF	HLF bid on hold. Looking at other funding options.	
5.1.3	Using feedback received, prepare and submit HLF application for funding required for park improvements.	Spring	GSO FoG	HLF/S106	HLF bid on hold. Looking at other funding options.	
5.1.4	Design and prepare specification for new access path at Old Highway entrance.	December	GSO FoG	HLF/S106		
5.1.6	Hold sports based activity days in half term holidays.	February, May	GSO FoG	ERB		
5.1.7	Look at alternative ways to provide extra car parking space during periods of high usage.	Summer	GSO FoG	HLF/S106		
5.1.8	Seek funding to implement repairs to surface of existing car park.	Summer	GSO FoG	HLF/S106		

### 6.2 Healthy, safe and secure

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.2.1	Carry out annual inspection of path network and car park.	Spring	GSO	Existing Revenue Budget		
5.2.2	Carry out quarterly play equipment inspections.	Seasonal	GSO	Existing Revenue Budget		
5.2.3	Safety plans and risk assessments carried out prior to any volunteer task, event or activity.	Ongoing	GSO	ERB		
5.2.4	Arrange volunteer task to remove any offensive graffiti from park furniture, buildings or equipment.	Summer	GSO	ERB		
5.2.5	Carry out necessary tree works.	Winter	AO GSO Maydencroft	ERB		
5.2.6	Seek to obtain funding for stabilisation works to Ogard Road Boundary.	Winter	GSO	HLF/S106	Planting of boundary viewed as most cost effective measure	
5.2.7	Resurface tennis courts and replace nets.	AYR	GSO	ERB		

### 6.3 Clean and well maintained

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.3.1	Carry out review of picnic tables, benches – install new when funding allows ensuring consistency and in keeping with 1930's style of park.	Autumn	GSO	HLF/S106		
5.3.2	Carry out quarterly play equipment inspections.	Seasonal	GSO	ERB		
5.3.3	Maintain, Manage tennis courts and area.	AYR	GSO ES Fog	ERB		

### 6.4 Environmental management

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.4.1	Volunteers to assist with maintenance of all shrub beds.	Ongoing	OHV FoG GSO	ERB		
5.4.2	Management of Laurel hedges.	Ongoing	GSO	ERB		

### 6.5 Biodiversity, landscape and heritage

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.5.2	Volunteer task to remove old planting.	Autumn	Volunteers GSO	ERB		
5.5.3	Volunteer task to weed/mulch shrub beds.	Spring/Autumn	GSO OHV	ERB		
5.5.4	Invite local scout/guiding groups to habitat creation day.	Autumn	FoG GSO	ERB		
5.5.5	Create wildflower meadow in Age of Play area.	Autumn	GSO	ERB		

## 6.6 Community involvement

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.6.1	Twice yearly meeting with all friends group members.		GSO FoG	Existing Revenue Budget		
5.6.3	Aim to increase number of volunteers at monthly tasks.	First Sunday of each month.	GSO FoG	Existing Revenue Budget		
5.6.4	Ensure friends have contact details for parks Manager and Parkguard to report any issues.	Ongoing	GSO	ERB		
5.6.5	Provide a wide range of events and activities throughout the year.	Ongoing	GSO FoG	ERB		
5.6.6	Use volunteer groups for tasks where appropriate.	Ongoing	GSO	ERB		

## 6.7 Marketing and communication

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.7.1	Provide information on events and minutes from meeting to marketing department to be put on Council website.	AYR	GSO Marketing Dept.	ERB		
5.7.2	Council and Friends to put on events throughout the year.	AYR	FoG GSO	ERB		
5.7.3	Ensure social media pages are kept updated of all events, activities and news.	Ongoing	FoG	ERB		
5.7.4	Continue to develop relationships with local schools and community groups.	Ongoing	GSO FoG	ERB		
5.7.5	Seek funding for installation of Friends Notice Board.	Summer	GSO FoG	HLF/S106		



## 6.8 Management

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.8.1	Review 5 year Management Plan, consulting with all parties.	Spring	GSO EM FoG Committee	ERB		
5.8.2	Review action plan. Provide quarterly update.	Quarterly	GSO	ERB		
5.8.3	Continue weekly monitoring of service delivery.	Weekly	GSO	ERB		
5.8.4	Use website, newsletters, The Guide, local media and all other opportunities to promote projects, activities and events in the park.	Ongoing	GSO FoG Committee	ERB		
5.8.6	Submit application for Green Flag Community award.	January	GSO	ERB		



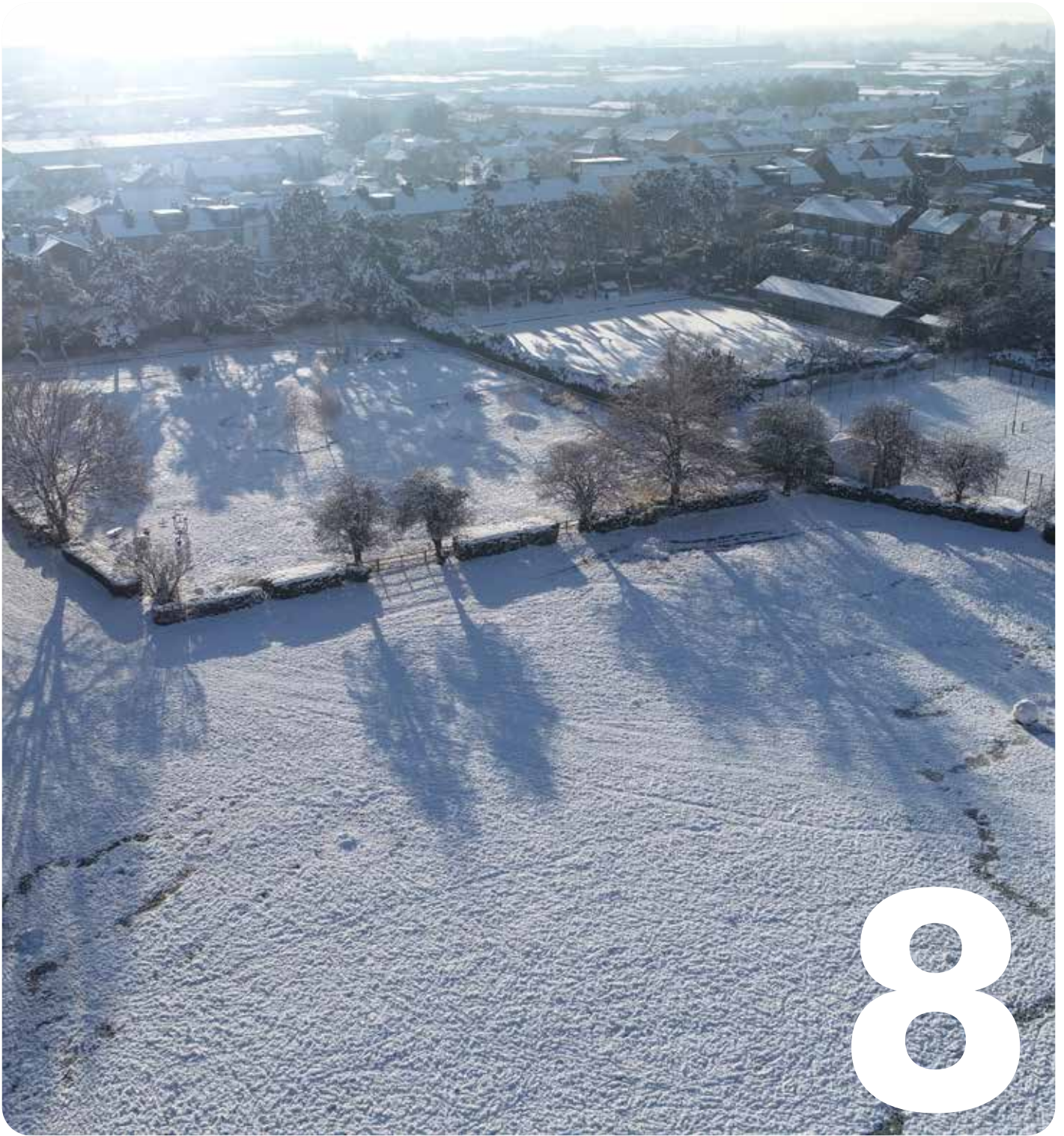
## REVIEWING THE MANAGEMENT PLAN

Although the plan will be reviewed annually, it is probably more valid to allow some time for the management to achieve its goals, some of which will take a few years to accomplish in full.

However, there may be changes in demands for some of the facilities within the park, changes in resources available, in management structures and in the operations and nature of the organisations using or influencing the management of the park which necessitate a change in certain aspects of the plan.

As in the production of this plan, the review will be based on good, current baseline information, objective analysis of that information, and on consultation with a wide cross section of the people working in and using the park.





APPENDICES



# APPENDIX A. EXAMPLE OF PLAY EQUIPMENT INSPECTION/RISK ASSESSMENT



The Play Inspection Company Ltd  
Unit 5 Glenmore Business Park  
Blackhill Road  
Poole  
Dorset  
BH16 6NL  
01202 590675

## Old Highway Toddler, Junior & MUGA

Inspection Ref: 2446283

Site Ref: 1863

Operational Inspection - 14-August-2024 - 09:17 Inspector Ollie Hurst

Risk Assessment: 12 Moderate Risk



### Location:

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

### Disabled Access:

Generally accessible; an area accessible to most.

## APPENDIX B. EXAMPLE OF CAR PARK/PATH INSPECTION

### Site Inspection Report – Green Spaces

Site name: Old Highway			Inspecting Officer: TM	
Date of Inspection: 03/09/2024				
Details of defect		Grade A/B/C/D	Action required (C & D only)	Action taken
Paths	Some minor unevenness and cracking near Old Highway entrance.	B		
Boundary		B		
Car Park	Potholes near last hut.	C	Repair potholes	
Height Barrier		A		



## Car Park Inspection Report

Element	Defect
Car Park Surfacing	Worn, excessive smoothness
	Potholes - size proximity to thoroughfares
	Loose material (including debris, spillage and contamination)
	Markings faded or worn
	Ironwork missing, broken, tilted, sunken or projecting
	Edge damage
	Slab failure, cracking, joint spalling, settlement, rutting
	Drainage failure - sitting water
Kerbing	Loose, tilted or projecting
Boundary fencing / walls	Missing or defective
Footways and Pathways	Rocking or missing flagstones or pavilions
	Significant vertical displacement
	Significant cracks or gaps
	Potholes - size and proximity to thoroughfares
	Significant depressions or bumps
	Ironwork missing, broken, tilted, sunken or projecting
Height barriers Furniture	Damage and/or displacement. Signage missing or defective
	Rails, barriers, fencing, posts, bridges - missing or defective
	Signs - missing or defective

### Grades

A – Excellent standard

B – Acceptable standard

C – Poor, routine repairs required within 28 days

D – Very poor, urgent repairs required within 48 hours

# APPENDIX C. PESTICIDES POLICY

## Policy

The Council will use a variety of pest control methods so that the extent and toxicity of pesticides used is reduced. It will not use any pesticide containing UK "Red-List" or EC "Black-List" chemicals.

The Council will not use wood preservatives or wood treated with preservatives containing pentachlorophenol (PCP), lindane or tributyltin oxide (TBTO).

It will ensure that all pesticides are selected and used according to the requirements of the Control of Substances Hazardous to Health Regulations (COSHH 1988) and the Control of Pesticides Regulations (1986).

Broxbourne Council currently uses no insecticides and only use Glyphosate-based herbicide. Non-residual pesticides are always used.

## Reasons

Pesticide They include herbicides, insecticides, rodenticides, and wood preservatives. Unfortunately, some of the most effective pesticides in common use are harmful to people or the environment. Illegal pesticides and the misuse of approved pesticides can be harmful to users, other people in the area and local wildlife. Nationally there are some 4,000 acute poisonings from pesticides each year. Pesticides are particularly dangerous if they enter water supplies. Just one teaspoon can contaminate the water supplies of 4,000 people for an hour. For these reasons the government strictly controls the use of certain pesticides on the 'Red' and 'Black' lists. The Council no longer uses any of these chemicals. Several wood preservatives are also harmful to health and the environment.

## Alternatives

Pesticides and herbicides are used for a variety of jobs. There are a number of alternative methods of pest control that can be considered before rushing to the spray gun. Two key principles are:

- prevention is better than cure
- use the minimum treatment to control the pest

## Highway weed control

Alternatives to the use of chemicals include: manual weeding of small areas, thermic weed control (flame, hot air or steam applied to weeds), and mowing on highway verges.

## In or near water

Manual weeding may be suitable if volunteer labour is available. Grazing animals can control the spread of weeds,

and shading sections of water can prevent the growth of waterweeds.

## Parks and sports grounds

Physical control can involve manual weeding, mulching (where the ground is covered to prevent weeds) and the removal of dead plant material to avoid build-up of pests or their survival over winter. Mechanical mowing with the removal of grass cuttings is also an effective alternative.

## Rodent and domestic pest control

Improvements to the cleanliness and hygiene of sites can prevent the spread of pests. Equally regular building repairs or the installation of barriers such as fly and bird screens can prevent pests entering premises. Manual traps or the use and/or encouragement of natural predators are alternatives to the use of dangerous chemicals.

## Timber pest and fungal control

All timbers for new buildings must be treated offsite prior to delivery. For existing buildings just treat the infected area unless there are special reasons to do otherwise.

## Using pesticides

If staff need to use a pesticide:

- Select the safest pesticide for the job. All pesticides must be Control of Substances Hazardous to Health (COSHH) assessed.
- Non-residual pesticides are always to be used instead of residual (long lasting) pesticides.
- Try to choose a species-specific pesticide that will not damage harmless wildlife.
- Use the minimum amount required.
- Contractors and their employees must hold a Certificate of Competence as required under the Control of Pesticides Regulations 1986.

## APPENDIX D. HISTORICAL TIMELINE

1898	The site was known as the Old Gravel Pit. IRI/353-B map ref 1237.
1910	Owners listed in the IR2 book as Mary and Herbert Brazier of Ware Road, Hertford. Herbert Brazier was the son of Cornelius Brazier who founded Braziers Pits. The area spanned seven acres, with a gross annual value of £3.
1930	Mr Henry Aquila Oram acquired the land through the will of Cornelius Brazier.
1933	17 January – letter sent from Mr Oram to Mr Haward, Council solicitor, stating that he is willing to sell six acres known as the Old Gravel Pit to the Council for a sum of £655.
1933	20 January – letter sent from Hoddesdon UDC to local residents advising them of a scheme to help with the growing numbers of unemployed. The scheme under consideration was to purchase the old gravel pit and convert into a recreation ground. Three to four residents had already promised the sum of £500 towards the purchase cost, the letter then asked for financial support.
1933	25 January – Baths Hall booked as venue for public meeting on unemployment relief.
1933	27 January to 23 March - donations were received from 51 residents/local businesses to the sum of £781. 16s. 06d
1933	March – the Hertfordshire British Legion and the Hertfordshire Society Joint Committee was formed. Its objective was to find/create employment in the County of Hertfordshire.
1933	18 May – letter from Major B Harley from Hertfordshire NPFA agreeing to discuss proposals for recreation ground.
1933	31 May - the seal of the Council was affixed to a deed of conveyance from Henry A Oram to the council of the piece of land at Rye Park, known as the Old Gravel Pit, to use as a public recreation ground.
1933	15 June - letter received from Major Hartley making the following provisions: Old Highway – three tennis courts, two netball courts, bowling green, 18 hole putting green, paddling pool, children's play area and a pavilion.
1933	18 September – application submitted to NPFA for acquisition, layout and equipment, fencing and gates and pavilion at a total cost of £2,151.
1933	16 October – first recorded fly-tip at site.
1933	25 October – grants offered from NPFA £90 and Carnegie Trust £260, totalling £350. Proposed application to the Ministry of Health for loan of rest of funds needed to complete project, to be repaid within thirty years. Committee agreed to employ men for 40 hours a week at a pay rate of 11d per hour. Men were to be engaged in batches of five to six and work for three weeks each.
1934	20 August – paddling pool completed and much used. Entrance gates completed.
1934	22 October – the following works completed: formation of a pram entrance from Old Highway, formation of steps from entrance at Old Highway and planting of shrubs and trees.
1935	21 January – sunken garden completed.
1935	15 April – bowling green work completed in readiness to sow in autumn.
1935	16 September – bowling green laid out and sown.
1935	18 November – drinking fountain purchased. Steps to paddling pool completed, works to pram entrance began, and shrubs purchased and planted.
Sept 1933 - Dec 1935	Wages paid out came to 295,575 pence dividing by the rate of pay of 11 pence per hour worked = 26,870.5 hours, divided by 40 hours worked per man = 671 full weeks of employment that this scheme created.
1935	The Carnegie Trust and NPFA joint scheme wound up in 1935.
1936	16 March – Council adopted byelaws, governing parks and open spaces to be exhibited on notice boards at each of the open spaces.




1936	18 May - £15 received from anonymous donor for the purchase of swings.
1937	15 December - £500 loan received for tennis courts from Charles D Buxton Ltd.
1938	7 January – capital expenditure agreed for public conveniences.
1938	13 April – quotation accepted from W Farrer Ltd for public conveniences at a cost of £18 6s 9d.
1938	16 May – cycling prohibited on all recreation grounds and footpath. Directional signage erected at junction of Stanstead Road and Rye Road.
1939	20 March – wooden shelter for bowling green purchased at a cost not exceeding £60.
1939	22 May – water supply laid onto pavilion.
1939	3 SEPTEMBER - BRITAIN DECLARED WAR ON GERMANY (WWII).
1939	22 November – Drinking fountain installed, laurel hedge planted around paddling pool.
1940	22 January – Rumbold Road entrance opened to public during bowling season.
1940	18 March – drinking fountain completed with mosaic.
1940	19 July – tomatoes grown in greenhouse. Cold frames purchased for plants and flowers so greenhouse could be used for food production.
1941	12 November - 200 ft run of greenhouses purchased from J T Aylett, costing £85.
1942	14 January – erection of greenhouses completed. Portion of the grounds reserved for very young children.
1942	28 October - due to petrol being unavailable for recreational purposes, six sheep grazed at the ground. Lean-to conservatory style building erected at rear of toilets to provide hardening off for bedding and tomato crops.
1945	8 May – V.E. Day marking end of WWII.
1946	16 October – ornamental area completed.
1947	14 May – putting green ready for play, but obtaining equipment proving difficult. Public invited to donate used golf equipment.
1947	18 August – putting green opened. Adults 4d per round, children 2d per round.
1948	8 November – dwarf brick wall and wing fencing erected at Rye Road entrance.
1949	8 June – Minister of Health agreed to loan £600 for new pavilion.

Research continuing from 1950-2008.




2008	18 April – Friends of Old Highway formed.
2012	Old Highway became a Fields in Trust (formerly NPFA) site.
2013	Project Committee formed.
2014	31 August - Heritage Lottery Fund Parks for People application submitted.
2018	Green Flag Community Award achieved
2019	New path network completed and tennis courts resurfaced
2020	Adult gym equipment installed
2023	Green Flag Community Award reinstated
2024	Green Flag Award retained Play area upgraded

# APPENDIX E. GREEN FLAG REPORT 2024-25

 <h2 style="text-align: center;">Site Quality Evaluation (Mystery Shop)</h2>					
<b>Name of Site</b>	<b>OLD HIGHWAY RECREATION GROUND</b>		<b>Managing organisation</b>	<b>Borough of Broxbourne Council</b>	
<b>Weather Conditions</b>	An overcast Autumn day. It did not rain during visit, but there had been recent rainfall.				
<b>Date of assessment</b>	Monday 21st October 2024		<b>Time (from – to)</b>	13:30 – 14:30	
<b>Overall Result</b>	<p><b>Green</b> – Meets the standard with no concerns raised</p> <p><b>Amber</b> – Meets the standard but with some minor areas of concern</p> <p><b>Red</b> – Does not meet the requirement with major issues identified</p>				
<b>Result: (✓)</b>	<p style="text-align: center;"><b>Is the site of Green Flag Award Standard?</b></p> <p> <span style="color: green;">Green</span> <input checked="" type="checkbox"/> <span style="color: orange;">Amber</span> <input type="checkbox"/> <span style="color: red;">Red</span> <input type="checkbox"/> </p>				
<b>Grading</b>			<b>Strengths and Recommendations</b>		
<p>Each question is graded Green, Amber or Red</p> <p>NG (not graded) is used when the question can't be answered or is not applicable – for which an explanation is provided.</p>			<p>Strengths and recommendation are provided to support each grading.</p> <p>Photographs can be included throughout, or at the end of the report to support the feedback from the judge(s) in relation to both strengths and recommendations.</p> <p>Please refer to the Raising the Standard guidance manual <a href="#">here</a> for further information on the criteria.</p>		
<b>A Welcoming Place</b>					
1. Is the site welcoming?	NG	G	A	R	<p>Yes.</p> <p>There were roadworks in area causing congestion and impacting access. But this was outside the park.</p> <p>The Park itself is welcoming with the green flag adjacent to entrance.</p>
		✓			
2. Is the site easy to find?	NG	G	A	R	<p>Yes.</p>
		✓			
3. Is signage in good condition?	NG	G	A	R	<p>Generally Yes.</p> <p>There is good informative signage throughout the park.</p>
		✓			

4. Is the site accessible to all users?	NG	G	A	R	<p>Yes.</p> <p>There are good paths throughout the path – suitable for wheelchairs and buggies/prams.</p> <p>There are some steps – but an alternative ramp is accessible.</p> <p>The play apparatus is inclusive.</p>
			✓		
<b>Healthy, Safe and Secure</b>					
5. Are facilities on site in good and safe condition?	NG	G	A	R	<p>Generally Yes.</p> <p>The play areas are excellent with a good mix of equipment for all ages and abilities.</p> <p>The two 'new' tennis courts look great.</p> <p>However two tennis courts are derelict, similarly what was probably the tennis changing rooms.</p> <p>The outdoor gym also looks good.</p> <p>There is also a 'pétanque' area that has also had some recent renovation, and is a great facility.</p>
		✓			
6. Did you feel safe during the visit?	NG	G	A	R	<p>Yes.</p> <p>The green space is open with good sight lines.</p>
		✓			
7. Are dogs being controlled and the site free of dog fouling?	NG	G	A	R	<p>Yes.</p> <p>No problems were noted on day of visit.</p> <p>The green space is clearly popular with local dog owners.</p> <p>No problems with dog fouling was noted.</p>
		✓			
<b>Well Maintained and Clean</b>					
8. Is litter, waste and recycling managed?	NG	G	A	R	<p>Unfortunately there was a fair amount of litter on site during visit. [The visit was on a Monday – so it might be a 'hangover from weekend].</p> <p>There are plentiful bins, and none appeared to be over full.</p> <p>In particular a 'deep' litter pick under shrubs and hedgerows could be undertaken [perhaps involve local community].</p> <p>It was not possible to assess recycling on day of visit.</p>
	✓		✓		
9. Is there a good standard of horticulture maintenance?	NG	G	A	R	<p>Yes.</p> <p>A pragmatic approach appears to be in place. There is little 'formal' horticulture.</p> <p>However, there are shrubs and hedges that are well maintained and some allowed to grow in natural shapes.</p>
		✓			
10. Is there a good standard of arboriculture maintenance?	NG	G	A	R	<p>Yes.</p> <p>There are some fine trees, including some mature conifers.</p> <p>There is also good evidence of recent tree planting.</p>
		✓			
11. Are buildings and infrastructure such as walls, paths, steps and structures in good condition?	NG	G	A	R	<p>Not in all cases.</p> <p>As noted above there is are derelict tennis buildings and infrastructure. The car park is also in need of some maintenance.</p> <p>Paths, Steps, Fencing - all good.</p>
			✓		



12. Is equipment used by the public and staff in good condition?	NG	G	A	R	Yes. The 'new' tennis courts look excellent. The extensive play apparatus also looks excellent. The outdoor gym also good.
	✓	✓			
<b>Environmental Management</b>					
13. Is there evidence that the site is managed to have a positive impact on the environment?	NG	G	A	R	Yes. The Green space is surrounded on three sides by residential areas and on the fourth side by Business/Industrial area. As such it is an 'oasis' for nature in a built up area. It is a small site – but the shrubs, hedges and trees will have a positive impact.
		✓			
<b>Landscape and Heritage</b>					
14. Are heritage and/or landscape features in good condition?	NG	G	A	R	Generally Yes. But see comments a couple of specific [non-heritage] problem areas.
		✓			
<b>Community Involvement</b>					
15. Is there evidence of community involvement and engagement?	NG	G	A	R	There was reference to community engagement on notice boards. It was not possible to judge specifics on day of visit.
	✓	✓			
16. Is user feedback positive?	NG	G	A	R	It was not possible to judge on day of visit.
	✓				
<b>Marketing and Communication</b>					
17. Is there evidence of marketing and promotion, including events? e.g. notice boards, in buildings, website & social media.	NG	G	A	R	Yes. The feedback on social media is generally positive. The volunteering opportunities are publicised on notice boards.
		✓			
18. Is the correct year flag flying and certificate on display?	NG	G	A	R	Yes, And plaques on display too.
		✓			
<b>Overall Result</b> (✓)	<b>Is the site of Green Flag Award Standard?</b> Green  Amber  Red 				
<b>Final comments:</b>					

## PICTURES













## APPENDIX F. OLD HIGHWAY ESTIMATED ANNUAL USAGE FIGURES

This is a conservative estimate based on membership figures and observations of Park Managers during regular routine inspections.

Formal user group	Description	Weekly usage	Annual usage
Rye Park Bowls Club	140 members all use socially 1-2 times a week for five months a year. Visiting teams.	210 (average)	4,200
		40 (average)	800
Gardening Association	600+ members	50	1,300
Boules	U3A use three mornings a week all year round.	100	5,200
Informal usage			
Dog walkers	Estimate 50 a day.	350	18,200
Jogging/exercise	Estimate 10 a day.	70	3,640
Children/families	20-50 daily.	245 (average)	12,740
<b>Total</b>			<b>46,080</b>



# APPENDIX G. PUBLIC SPACE PROTECTION ORDER NO. 1 OF 2020 THE CONTROL OF DOGS

## BROXBOURNE BOROUGH COUNCIL

### PUBLIC SPACE PROTECTION ORDER No. 1 OF 2020

#### THE CONTROL OF DOGS

1. This Order may be cited as the **Borough of Broxbourne Public Spaces Protection Order No. 1 of 2020**.
2. The Borough of Broxbourne (the "Council") makes this Order under its powers contained in s.59 of the Anti-Social Behaviour, Crime and Policing Act 2014 ("the Act"), being satisfied on reasonable grounds that the activities set out in paragraph 5, in the location described in paragraph 4 of this Order and detailed in the schedule to this Order have had or are likely to have a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be carried out within that area and have such an effect. The Council is also satisfied that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is in all the circumstances expedient to make this Order for the purpose of reducing anti-social behaviour in a public place.
3. This Order comes into force at midnight on 30 July 2020 for a period of up to three years thereafter, unless extended by further order under the Council's statutory powers.
4. This Order applies to all land in the Borough of Broxbourne to which the public or any section of the public has access, on payment or otherwise, as of right by virtue of expressed or implied permission.
5. The activities described below are hereby covered as from the date of this Order.
  - (a) The failure to remove dog faeces by a person in charge of the dog from the designated land,
  - (b) Allowing a dog (excluding guide dogs) to be present in the following areas:
    - (i) All fenced children's playground and areas which are designated and marked for children's play
    - (ii) All fenced games areas e.g. tennis, ball courts, skate parks
    - (iii) Marked playing pitches, when in use for playing sports

Any person in charge of a dog who takes it onto, permits it to enter or remains on the specified land is guilty of an offence.

6. Section 67 of the Act states that it is an offence for a person without reasonable excuse:

- (a) To do anything that the person is prohibited from doing by a public spaces protection order or,
- (b) To fail to comply with a requirement to which the person is subject under a public spaces protection order.

A person guilty of an offence under section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale.

A person does not commit an offence under section 67 of the Act by failing to comply with a prohibition or requirement that the local authority did not have power to include in the public spaces protection order.

A person guilty of an offence under conditions a or b above, under section 67 of the Act is liable on summary conviction to a fine not exceeding level 3 on the standard scale, or a fixed penalty notice of £100.

### CHALLENGING THE VALIDITY OF ORDERS

An interested person may apply to the High Court to question the validity of this Order and an interested person means an individual who lives in the restricted area or who regularly works in or visits that area. Any such interested person may apply to the High Court within six weeks from the date on which this Order was made on the grounds that the Council did not have the power to make the Order or to include particular prohibitions or requirements imposed by the Order or that a requirement under Chapter 2 of the Act was not complied with in relation to this Order.

### SCHEDULE OF RESTRICTED AREAS

- (a) All public rights of way/footpaths, pavements, flower beds, shrub areas and grass verges adjacent to carriageways.
- (b) All pedestrianised areas
- (c) All parks, open spaces and children's play areas
- (d) All sports fields
- (e) All greens, verges flower beds and other open areas on any housing estates in the borough
- (f) All town greens
- (g) All cemeteries
- (h) All parts of the Lee Valley Regional Park within the Broxbourne Borough Council district
- (i) All allotments
- (j) All public car parks

## LAND DESIGNATED SPECIFICALLY

- (a) The grounds of The Spotlight, The Spinning Wheel and Lowewood House, Hoddesdon
- (b) The grounds of Bishops College and Emmanuel Lodge, Cheshunt
- (c) Land open to the public and owned by local trustees for open spaces at:
  - (i) Broxbourne recreation ground, Station Road Broxbourne
  - (ii) Baas Hill, Broxbourne
  - (iii) Cock Lane, Hoddesdon

Dated ..... *30 July 2020* .....

THE COMMON SEAL of the Borough of Broxbourne Council was hereunto affixed in the presence of

*M Boating*  
.....  
Authorised Signatory





# APPENDIX H. ACTION PLAN 2024

## 6.1 A welcoming place

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.1.1	Keep signage clean and free from graffiti.	Summer	GSO	GSO/FoG		Regular checks for graffiti. Reactive removal.
5.1.2	Include in HLF application funding for new signage throughout the park.	December	GSO	FoG	HLF bid on hold. Looking at other funding options.	HLF bid on hold. Looking at other funding options.
5.1.3	Using feedback received, prepare and submit HLF application for funding required for park improvements.	Spring	GSO	FoG	HLF/S106	HLF bid on hold. Looking at other funding options.
5.1.4	Design and prepare specification for new access path at Old Highway entrance.	December	GSO	FoG	HLF/S106	Funding needed to commission technical design.
5.1.6	Hold sports based activity days in half term holidays.	February, May	GSO	FoG	ERB	Exploring options with CHEX. Park is well used by sports groups.
5.1.7	Look at alternative ways to provide extra car parking space during periods of high usage.	Summer	GSO	FoG	HLF/S106	Ongoing.
5.1.8	Seek funding to implement repairs to surface of existing car park.	Summer	GSO	FoG	HLF/S106	Ongoing.

## 6.2 Healthy, safe and secure

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.2.1	Carry out annual inspection of path network and car park.	Spring	GSO	Existing Revenue Budget		Complete.
5.2.2	Carry out quarterly play equipment inspections.	Seasonal	GSO	Existing Revenue Budget		Weekly and Quarterly inspections are carried out by GSO.
5.2.3	Safety plans and risk assessments carried out prior to any volunteer task, event or activity.	Ongoing	GSO	ERB		Risk assessments are completed by GSO before volunteer tasks.
5.2.4	Arrange volunteer task to remove any offensive graffiti from park furniture, buildings or equipment.	Summer	GSO	ERB		Ongoing.
5.2.5	Carry out necessary tree works.	Winter	AO GSO Maydencroft	ERB		Ongoing.
5.2.6	Seek to obtain funding for stabilisation works to Ogard Road Boundary.	Winter	GSO	HLF/S106	Planting of boundary viewed as most cost effective measure.	Planting of boundary viewed as most cost effective measure.
5.2.7	Resurface tennis courts and replace nets.	AYR	GSO	ERB		Ongoing.

### 6.3 Clean and well maintained

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.3.1	Carry out review of picnic tables, benches – install new ones when funding allows ensuring consistency and in keeping with 1930's style of park.	Autumn	GSO	HLF/S106		Ongoing.
5.3.2	Carry out quarterly play equipment inspections.	Seasonal	GSO	ERB		Weekly and Quarterly inspections are carried out by GSO.
5.3.3	Maintain, Manage tennis courts and area.	AYR	GSO ES FoG	ERB		Ongoing - Volunteers litter pick and remove unwanted vegetation.

### 6.4 Environmental management

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.4.1	Volunteers to assist with maintenance of all shrub beds.	Ongoing	OHV FoG GSO	ERB		Ongoing.
5.4.2	Management of Laurel hedges.	Ongoing	GSO	ERB		Ongoing.

### 6.5 Biodiversity, landscape and heritage

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.5.2	Volunteer task to remove old planting.	Autumn	Volunteers GSO	ERB		Outstanding.
5.5.3	Volunteer task to weed/mulch shrub beds.	Spring/Autumn	GSO OHV	ERB		Outstanding.
5.5.4	Invite local scout/guiding groups to habitat creation day.	Autumn	FoG GSO	ERB		Outstanding.
5.5.5	Create wildflower meadow in Age of Play area.	Autumn	GSO	ERB		Outstanding.

## 6.6 Community involvement

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.6.1	Twice yearly meeting with all friends group members.		GSO FoG	Existing Revenue Budget		Meetings take place monthly.
5.6.3	Aim to increase number of volunteers at monthly tasks.	First Sunday of each month	GSO FoG	Existing Revenue Budget		Signage put around park to encourage new members.
5.6.4	Ensure friends have contact details for parks Manager and Parkguard to report any issues.	Ongoing	GSO	ERB		Contact details are shared with FOG.
5.6.5	Provide a wide range of events and activities throughout the year.	Ongoing	GSO FoG	ERB		Ongoing.
5.6.6	Use volunteer groups for tasks where appropriate.	Ongoing	GSO	ERB		Ongoing.

## 6.7 Marketing and communication

Vision and objectives	Action	Timescale	Responsibility	Resource	Comments	Progress to date
5.7.1	Provide information on events and minutes from meeting to marketing department to be put on Council website.	AYR	GSO Marketing Dept.	ERB		Ongoing.
5.7.2	Council and Friends to put on events throughout the year.	AYR	FoG GSO	ERB		Working parties take place monthly.
5.7.3	Ensure social media pages are kept updated of all events, activities and news.	Ongoing	FoG	ERB		Working parties are advertised on social media.
5.7.4	Continue to develop relationships with local schools and community groups.	Ongoing	GSO FoG	ERB		Ongoing - CHEXS.
5.7.5	Seek funding for installation of Friends Notice Board.	Summer	GSO FoG	HLF / S106		Complete - new notice board has been installed.



## 6.8 Management

Vision and Action objectives		Timescale	Responsibility	Resource	Comments	Progress to date
5.8.1	Review 5 year management plan, consulting with all parties.	Spring	GSO EM FoG Committee	ERB		Ongoing.
5.8.2	Review action plan. Provide quarterly update.	Quarterly	GSO	ERB		Ongoing.
5.8.3	Continue weekly monitoring of service delivery.	Weekly	GSO	ERB		Ongoing.
5.8.4	Use website, newsletters, The guide, local media and all other opportunities to promote projects, activities and events in the park.	Ongoing	GSO FoG Committee	ERB		Questionnaire not circulated, looking at other communication methods.
5.8.6	Submit application for Green Flag Community award.	January	GSO	ERB		Complete.









# APPENDIX I. PARKSHERTS – HERTFORDSHIRE PARKS WEB PROJECT

## 1. Background and Challenge

ParksHerts originated from the Hertfordshire Association of Cultural Officers Parks Officers Group (HACO) which recognised that there was a lack of consistent, accessible and good quality online information about the county's parks and open spaces. This is a particular challenge for a county such as Hertfordshire where park ownership is spread across administrative areas.

Hertfordshire also faces challenges to address the levels of obesity and physical activity within the population. 62.8% of Hertfordshire adults (2013-15) and 36.7% of children in year 6 (2015) were classified as overweight or obese with only 58.7% of adults classed as physically active (2015). (source: Public Health England. 2016).

Public Health Outcomes Framework (Online)).

To remove barriers to access it is important that the site is as user friendly as possible. To support this, online and face to face consultation was undertaken.

Visit the ParksHerts web application today - [www.parksherts.co.uk](http://www.parksherts.co.uk) – and find your perfect park!

You can also like us on: facebook/ParksHerts, or on twitter: @ParksHerts and Instagram: ParksHerts or email [parksherts@hertsmere.gov.uk](mailto:parksherts@hertsmere.gov.uk).



## 2. The Project



ParksHerts provides an innovative solution to these challenges. It's a mobile-first website application providing a single information point for over a hundred of Hertfordshire's parks and open spaces from recreation grounds through to woodlands and award winning flagship parks, irrespective of administrative ownership. It provides a way for people to discover and enjoy sites they know and those that they haven't yet discovered, whilst also supporting people to make outdoor exercise part of their everyday lives.

Funding for the project was secured from Hertfordshire County Council Public Health, all ten Hertfordshire District/Borough Councils and one Parish Council. Support from partners has been both financial and as officer time from communications teams, public health officers and from parks teams who will maintain the information on their own parks into the future. Hertsmere Borough Council led the project on behalf of the partnering authorities through the specification, procurement, design, data entry and training stages and will continue to be the overall administrative contact point.

ParksHerts is a clear demonstration that cross county projects really can and do work and a great tool to encourage greater park use and promote our parks, including Green Flag sites.

Key features of the site include:

- A simple, attractive design with generic appeal that changes with the seasons.
- A mobile friendly site which can be used on desktops, tablets and mobi devices reflecting the desire from users to research at home and whilst out and about.
- The same basic info on each park (prioritised via user consultation and feedback).
- Ability to filter parks by categories – including who is going to the park, what activities you'd like to do and the facilities offered.
- Activity routes are marked on the maps ranging from easy access (pushchair and wheelchair friendly) through to running routes, nature trails and orienteering. Step counts are provided for each.
- How to find the way in to the park: on foot, via public transport and by car.
- Exact car park locations are provided with links to google maps.
- Ability to promote park events via specific 'events' area.
- Clickable points of interest.

- Ability to focus on what's important by personalising the points of interest that appear on the map.
- I'm in this park button provides a GPS 'where am I' location.



## 1. Outcomes

In the first six months since the site was officially launched, there has been:

- 6,200 unique users
- 8,500 sessions
- 30,000 page views
- 60% of user's access through mobile or tablet indicating potential usage whilst in the park.

The most popular pages are the parks search page followed by the events page. Visitor numbers can be checked and peaks in usage can be linked to particular tweets or promotional activities. Seasonal reports will collect user numbers.

## 2. Promotion and Social Media



The ParksHerts website application was launched to the public at the Hertfordshire Green Flag Award event held at Cassiobury Park, Watford on 21 July 2017. The press release can be found in Appendix 8.

Publicity and promotion of the site is a partnership effort coordinated by communication professionals from the participating councils, using facebook, twitter and Instagram, resident's magazines, partner websites and newsletters.

Links between the website and participating council's websites are in place to help drive traffic to the site.

Publicity material available includes roadside banners, posters and branded bags and water bottles. These have been distributed between partners for use in the parks or at events.

Since the launch, a blog feature has been created which is proving to be a useful way to highlight specific parks or activities taking place in the parks which can be promoted.

An advert for site can be found on the 2017/18 bus timetables across the whole of Hertfordshire.

- 25% found us via search engines
- 24% came directly
- 40% linked through via social media

Social Media techniques to be used:

- On Twitter posts use the daily hashtags e.g. Monday Motivation, Tip Tuesday – this widens the audience considerably.
- Tag in more popular twitter users – has led to retweets
- Pick up on relevant news stories
- Link through to wider, popular events e.g. Health Walks – known events and link directly through to the right page on the site
- Use animation, visual representations of the site, linked to the time of year
- Use real photos from the Hertfordshire parks

## 3. Next Steps

Three key aims have been identified for 2018 to further develop the web application and ensure that people use and re-use ParksHerts.

- 'Keep going and keep growing' – site to be kept up-to-date with new data. Additional sites to be added, from existing partners as well as expansion to other parks providers within the county. New opportunities of features within the site are also possible and will be added as appropriate within the budget.
- 'Governance' – a 'board' of key members from the partnership will be formed to take key decision over future developments, costings and ensure continual input from all partners.
- 'Widen usage' – the coding and design is owned by the ParksHerts partnership. Opportunities exist to for other authorities or partnerships of authorities across the country to 'purchase' the coding at a fraction of the original cost. Take up would help to ensure that ParksHerts is fully sustainable but more

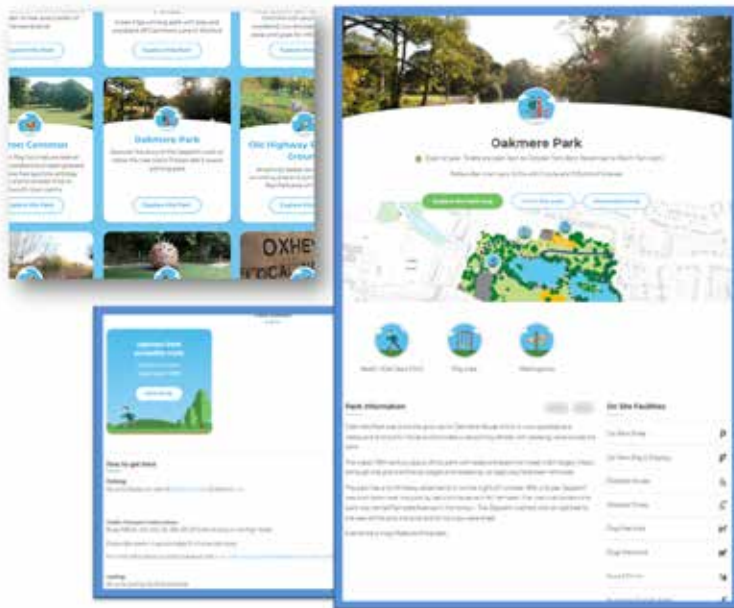


- importantly promote the huge benefits that's parks offer to people's everyday lives across the country.

## 1. Oakmere Park on ParksHerts

By using the filters, users are able to find the park that best suits their needs and can sort alphabetically, by popularity or by nearest.

The park can then be selected which opens up an easy to use specific park page with opening times, an interactive map showing points of interest and routes, text information, features, routes and directional information.



The above stats show that 239 users have visited the site, ranking the park as the 14th most popular, as well as the 7th in Hertsmeire and the 5th Flagship. As the data builds up over a longer period of time, day visits and points of interest views will show trends and more accurate usage and enable a wider range of reports to be generated.

The site also contains a simple back office administration system for parks managers. This allows any changes to the park to be easily updated but also allows statistics to be collected. These show visitor numbers to the park, equating visitors numbers per hectare (providing comparable ranking to other parks in the district or 'type' of park), route completion and the most popular points of interest. It is envisaged that this data will be able to assist future management decisions, particularly with identifying the future needs of points of interest/parks features.



# APPENDIX J. RISK ASSESSMENT

## Risk Assessment

Risk Assessment Number		GM23				<div> <b>Best</b> Broxbourne Environmental Services Trading Limited</div>											
Location of task		Borough-wide															
Activity being assessed		Volunteer activity															
Name of assessor		David Renouf		Date of assessment		March 2024											
Other people consulted		John Mill, Tawnee Martin															
		Inherent Risk				Residual Risk											
		L		S		T											
Description of hazard and hazardous event		Who might be harmed and how		What are the existing controls		L		S		T		What further actions/risk controls are necessary?		Action by whom?		Action by when?	
Selection Process		Volunteers Supervisors		3		3		9		Assess whether volunteers are suited to the tasks they perform. Minors are not permitted to take part in volunteer work unless supervised by a responsible adult. In-house training to be made available for volunteers who require it.		1		3		3	
DBS checks		Public		3		4		12		All staff/volunteers must have current DBS approved by Personnel if they are working with children or vulnerable adults. Minimum of two adults to be engaged in all activities where practicable.		1		4		4	
Induction for volunteers		Volunteers Supervisors		3		3		9		All volunteers are briefed before working on site. All volunteers to be told about relevant parts of policies and guidance, and if appropriate provided with specific parts of policies and guidance. A risk assessment/safety plan to be produced and explained to		2		3		6	

## Risk Assessment

Lone working	Volunteers	3	3	9	each individual; pointing out the relevant control measures.	2	3	6												
Public Liability Insurance Cover	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> <li>Volunteers to work in pairs/groups and supervised if possible.</li> <li>Check with Insurance and Risk Management Team to confirm that adequate Public Liability Insurance is in place.</li> </ul>	1	4	4												
Driving of vehicles in Parks	Volunteers Supervisors	2	4	8	<ul style="list-style-type: none"> <li>Volunteers must have full driving licence before being allowed to drive a vehicle within the park.</li> </ul>	1	4	4												
First Aid provision	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>Ensure that a first aider is present at all times.</li> <li>Ensure all volunteers are briefed on first aid provision, where you go for medical assistance and the name of the first aider available on specific day.</li> </ul>	1	3	3												
Instruction/Information to volunteers	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>Ensure all volunteers are briefed of all hazards that are relevant to them.</li> <li>Ensure sufficient information and instruction is given to the relevant volunteers.</li> </ul>	2	3	6												
Infection	Volunteers Supervisors	3	4	12	<ul style="list-style-type: none"> <li>Everyone to wash their hands after touching plants or soil/compost and before handling food, drink or smoking. Either cover any cuts or abrasions before garden sessions or ensure gloves are worn.</li> <li>Stout footwear to be worn.</li> <li>Be aware of Tetanus and Leptospirosis symptoms and dangers.</li> <li>If sharp objects such as needles are found volunteers told not to handle but to alert supervisor.</li> </ul>	1	4	4												
Traffic	Volunteers Supervisors	2	4	8	<ul style="list-style-type: none"> <li>Be mindful that there is some vehicular movement in the parks</li> </ul>	1	4	4												



## Risk Assessment

Insects	Volunteers Supervisors	2	3	6	<ul style="list-style-type: none"> <li>Insects are natural inhabitants of the park and pose no risk unless provoked.</li> <li>Supervisor must be aware of any person who is allergic to specific insects.</li> <li>Seek first aid if stung.</li> <li>Volunteers to be on the lookout for nesting creatures.</li> <li>If a nest is discovered it should be reported to the supervisor.</li> </ul>	2	3	6			
Fire	Volunteers Supervisors	2	3	6	<ul style="list-style-type: none"> <li>Emergency evacuation procedures to be in place and understood by all participants.</li> <li>Assembly point identified and all participants aware of it.</li> </ul>	1	3	3			
Weather	Volunteers Supervisors	3	3	9	<ul style="list-style-type: none"> <li>Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy).</li> <li>Adequate fluids to be available when it is hot and work activities to be planned in shady areas where possible.</li> <li>Everyone to apply own sun-cream and wear hats. Supply of sunscreen available for those that have forgotten it.</li> <li>In wet weather, surfaces can become slippery e.g. clay soils. If an area is too slippery, revise activity.</li> <li>Wear appropriate footwear.</li> <li>Avoid using loose compost and digging/ raking soil in windy conditions.</li> </ul>	1	3	3			
Strangers	Volunteers Public	2	4	8	<ul style="list-style-type: none"> <li>Children not to be left in park/open space on their own. Supervisor to address any adult acting inappropriately. Supervisor to have Police/Parkguard numbers to call so their officers can investigate. Information shared with relevant partners about any suspicious behavior. Partners to</li> </ul>	1	4	4			

## Risk Assessment

[illegible]

[illegible]



## Risk Assessment

Working near water	Volunteers Supervisors  Health risks from contact with aquatic environments: Weils Disease; Polio; Hepatitis A; Tetanus; Toxic-cyano Bacteria; Blue-green algae (BGA) pollution.	2	5	10		<ul style="list-style-type: none"> <li>Do not put hands near eyes/mouth. Volunteers and children should not be involved with the collection of dog faeces.</li> <li>Practice good hygiene – wash hands as soon as possible.</li> <li>Welfare facilities to be carried include wipes, water, paper towels.</li> <li>First aid kit to be carried.</li> <li>First aider present when working with volunteers.</li> <li>Radio &amp;/or mobile telephone carried</li> <li>If skin is cut or pierced accidentally by potentially infected material, wash thoroughly with clean water and approved wipes and seek medical advice immediately.</li> </ul>	1	5	5				
						<ul style="list-style-type: none"> <li>Working alone is not normally permissible, unless approved by site/task specific RA.</li> <li>A First Aider (not the person at risk) should be present.</li> <li>A radio or mobile telephone must be carried, and regular contact with 'base' maintained.</li> <li>If bga or pollution is present in the worksite postpone the task.</li> <li>Seek advice on its removal, consult the Environment Agency.</li> <li>If bga or pollution is present, but can be avoided, clearly define and if possible mark out the task area and work inside this area.</li> <li>Cover all wounds with a waterproof dressing.</li> <li>Tetanus vaccination must be up to date</li> <li>Wear rubber, or pvc gloves.</li> <li>Wash hands before touching eyes, face, mouth, and eating or smoking.</li> </ul>							

## Risk Assessment

Spread of Covid-19	Staff Volunteers Visitors	3	4	12	<ul style="list-style-type: none"> <li>• Guidance to be circulated to the volunteers before each task.</li> <li>• Make hand wipes and sanitiser available throughout task.</li> <li>• Toolbox talk at the start of each practical task reminding volunteers to not attend if feeling unwell.</li> </ul>	1	4	4			
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## Risk Assessment

Risk Criteria and Approval		
Likelihood (L) that hazardous event will occur	Severity (S) of hazardous event	Risk rating Action
1 very unlikely	1 insignificant – no injury	20–25 Stop – stop activity and take immediate action
2 unlikely	2 minor – minor injuries needing first aid	15–16 Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
3 fairly likely	3 moderate – up to three days' absence	8–12 Action – improve within specified timescale
4 likely	4 major – more than seven days' absence	3–6 Monitor – look to improve at next review or if there is a significant change
5 very likely	5 catastrophic – death	1–2 No action – no further action but ensure controls are maintained and reviewed

All people listed below accept the risk assessment and will ensure that remedial actions identified are implemented:

Signature		Date
Manager	David Renouf	March 2024
Managing Director	Peter Linkson	March 2024
Compiled	Feb 2017	
Reviewed	July 2018	
Reviewed	July 2019	
Reviewed	February 2022	
Reviewed	March 2023	
Reviewed	March 2024	
Next review date	March 2025	

### Volunteers and visitors to be (general briefing):

- Made aware that they should be aware of each other's' safety and what others are doing around them at all times, indeed they have a duty of care to each other
- Warned to secure personal belongings at all times
- Asked to keep work area tidy to prevent trips and falls
- Asked to use a tool depot for tools not in use so these are stored safely in one place and out of the way during work
- Told to maintain a safe working distance - two tools lengths plus two arms lengths from the nearest person
- Told to alert a supervisor if anything they find that is potentially dangerous
- Told to discuss allergies (especially insect stings) and possible health issues relating to the work with a supervisor to evaluate risk and controls to put in place
- At one-day events where volunteers and visitors are working in the park, full tools use and safety talk will be given at the start of the day
- And they will be informed at the start of the day of hand washing facilities, toilet arrangements etc.



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