



## **Management Plan 2023-2024 v2**

The aims of the Trust are:

1. Make a substantial contribution to the life of the whole community.
2. Be able to be enjoyed by people of all ages and physical abilities.
3. Be open and evident to visitors to the locality as well as inhabitants.
4. Be an attractive place for people to take air and exercise, meet others and pursue leisure activities and pastimes consistent with shared enjoyment of the whole of the land.
5. Include an area suitable for community events and celebrations.
6. Include significant “natural” areas where people can enjoy nature and wildlife at first hand.
7. Make a positive contribution to the local environment and respect the established character of the area.
8. Remain safely and conveniently accessible from inhabitants’ homes.

### **1. Maintenance**

#### **a. Roles and responsibilities**

This year it has been decided that the trustees will continue to operate the Park as one unit and that the necessary work for the year will be prescribed by the management plan, which will outline the actions for trustees / volunteers to undertake (see tables on following pages).

#### **b. Trustee key roles**

**Phil** – Chair, governance trustee

**Vacant** -Vice Chair

**Richard** - Treasurer, Charity Commission returns, Health and Safety, risk assessments, Park equipment inventory, Website & e-mail.

**Alison** - Volunteer coordinator, Neighbour coordinator

**Vacant** - Radio interviews, Central archivist of documentation, Facebook trustee, Newsletters

**Penny** – Co-Volunteer Coordinator

**David** - Audits and surveys, meadows.

Current unfilled areas include PR, fundraising, Archivist, Events coordinator, and Wildlife coordinator.

## **2. Communication**

We should ensure we continue to have an effective system of communicating with everyone, so no one feels excluded. This is to be achieved by maintaining the following:

- Update the single list of volunteers /trustees /friends (ensuring GDPR compliance).
- Continue to use website, Mailchimp, Twitter and FB as the main conduit for communication but with provisions for non-website users.
- Set up a noticeboard in the park to update offline residents
- Continue to encourage people to sign up for the mailing lists
  - Raise the profile of the park through regular articles in the press and media. To aim for at least two radio spots per year and two articles in the local press. To create links with local media and link them into our Facebook page.
  - Regular updates (Richard), to be available through digital media.
  - Complete the review / installation of our park signage.

## **3. Governance**

- Risk assessment and plan. Richard to continue to undertake an annual risk assessment.
- Phil to continue as the trustee to coordinate governance matters, ensuring all our systems are up to date.
- An archive of information and documents relating to the park to be collected to create a central source for adding to in future years. The archive is to be scanned for electronic storage on the drive set up for this. Photos from the community to be requested.
- Have regular meetings of the trustees, ensuring that we have open meetings with the public at least 2 times a year.
- Review and re-issue of Trust Deeds in line with latest Act of Parliament.
- Continue publication of all open meetings, AGMs, and Trustee Minutes by uploading onto the website.
- Review, at least annually, the availability /need for any new trustees to ensure that we are not seen as too exclusive. Consider having potential trustees shadow us before being formally considered.

# LIQUORICE PARK MANAGEMENT PLAN, APRIL 2023 - SEPTEMBER 2023



AREA	KEY ACTIONS	WHO / WHEN	SUCCESS CRITERIA	NOTES / FEEDBACK	COST / RESOURCE
Ongoing Maintenance	Meadows Cutting	Gen Aug	Good abundance of wild flowers. Meadows have been cut, scythed, raked and grass removed / composted.	Check length of grass in early Spring. Cut if necessary to allow wild flowers to flourish. May need extra work e.g. removal of hogweed etc	Scything by David & Specialist Volunteers. General Cutting of grass if to long by mower.
	Cut Grass -Performance Area - path edges. - Yarborough Rd Entrance	April Onwards as required	Areas managed to suitable level.		Mower / strimmer in working order
	Grass Cutting of Orchard	2 or 3 times over period.		Area used for picnics etc. Length just needs to be reasonable (not short)	Gen Volunteer activity
	Maintain Pathways; - Regular topping of woodchip - Ensure edging logs are secure. - Overhanging branches removed if necessary. - Brambles, blackthorn cut back if necessary. - Sweeping / weeding of sunken garden crazy paving. - Sweeping / tidying Yarborough Rd tarmac entrance. - Maintain appearance of Carline Rd Boundary (Sweep leaves, remove ivy etc	Ongoing	Pathways clear, safe and managed as far as is reasonable.		Gen Volunteer activity
	Management of Brambles - Cut back encroachment along paths, meadows, orchard etc. - Grub out roots where not wanted.	Ongoing	Prevention of encroachment		Gen Volunteer activity
	Trees General; - Remove dead /dangerous trees as required. - Remove overhanging branches when danger to public (i.e. steps).	Ongoing		Only done in this period if really necessary. Preferably in winter months when tree sap no longer rising.	Gen Volunteer activity / Conservation Group / Specialists
	Planting; - Herb Garden. - Wild Flowers. - Honeysuckle. - Bulbs	Ongoing Bulbs Sept / Oct	Selection of herbs for community use. Bio-Diversity in Park, range of insect friendly plants / habitat throughout year.	Possibly plant bulbs around performance area (Crocus) and Yarborough Rd entrance grass bank.	Gen Volunteer activity
	Composting sorting/turning etc. on three general areas, Alexandra terrace, Yarborough entrance and new allotment.	Ongoing	Successful creation / use of compost	Notices on Herb garden over what we accept have been a success.	Gen volunteer activity
	Steps; - Ongoing repair as older steps fail, top up as required. - Ensure slabs are safe on steps to sunken garden. - Sweeping of Sunken Garden Steps and main steps as necessary.	Ongoing	Steps kept safe and tidy.		Have some hardware for a few step repairs, will need to order material once used. Woodchip required as necessary. Gen Volunteer activity
	Wood preservation treatments; - Seating, - Arbour. - Viewing Platform	As and when required	Wood well maintained, safe		Gen Volunteer activity.
	Composting sorting/turning etc. on three general areas, Alexandra terrace, Yarborough entrance and new allotment.	Ongoing	Successful creation / use of compost	Review if notices on what we accept need replacing. .	Gen volunteer activity
	Second Cut of Meadows	Ongoing	Steps kept safe and tidy.		General volunteer activity
	Litter, Prevent build up, empty bins etc	Ongoing	Park generally clear of litter.		Volunteers regularly empty bins Ensure supply of bin liners.

# LIQUORICE PARK MANAGEMENT PLAN, APRIL 2023 - SEPTEMBER 2023



AREA	KEY ACTIONS	WHO / WHEN	SUCCESS CRITERIA	NOTES / FEEDBACK	COST / RESOURCE
	Weeding / Dead Heading / mulching; - Herb Garden. - Rose garden. - Flower beds and borders. - Performance Area. - Stumpery	Ongoing	Areas look well maintained. Plants healthy.		Gen Volunteer activity
	Hedges; - Carline Rd boundary Hedge (2 cuts) - Topiary (2 -3 cuts)	Approx. June & Sep.	Areas look well maintained. Topiary well defined.	Elephant and Owl being nursed back to shape.	Carline Rd - gen Volunteers. Main Topiary - M Adlett
	Willow Screen; - Cut / Trimming as required. - Compost base as available.	Approx. May & Sept	Screen looks well maintained, Gaps / dead areas re-juvenated.	Willow cutting to be bundled for use as screens etc.	Gen Volunteers.
	Watering; - Herb Garden - Rose Garden - Flower Borders and New plants	Ongoing		Supply available on Alexander Terrace and via allotment. Improved rain collection in Herb Garden.	Gen Volunteer activity
	Fruit Trees, Pruning	Aug - Sept	Well formed well laden trees (where possible),	Minor pruning as advised by specialists. Harder pruning in Feb.	Gen Volunteer activity + Specialist advice when required
<b>Projects</b>	Allotment	Ongoing	Initial clearing, safety work, dead hedge, path and levelled/rotavated area.	Work is ongoing .	Gen Volunteer activity.
	Viewing Platform	Start will depend on status or decay and available labour.	Re-build to similar design by replacing rotten wood.	Funding received and ring fenced. Potential labour via college..	Will require a project leader when the time comes.
	Performance area re-vamp	New plan to be agreed	Revised boundary and performance surface. Within Budget.	Will be subject to further Trustee agreement.	Previous grant has been ring fenced for this work.
	Database of Wildlife / Fauna	Plan to try and co-ordinate with university.	Data used for planning and education.	Surveys require organising with database set-up.	Potential University Project
	Renovation of mosaics on Sunken Garden Cones	May - Sept	Cones repaired	Work is ongoing .	Being carried out by TESS.
<b>Health &amp; Safety</b>	Review Boundaries	Ongoing	Regular updates on any issues	Boundaries regularly reviewed by Trustees. Work will be discussed / planned once issues known.	
	Trees, check for broken, rotten branches etc	Ongoing	Broken / dangerous branches removed.	Attention to be kept on Goat Willow (Eastern boundary).	Seek Professional advice if necessary.
<b>Use of Park &amp; Community Engagement</b>	No group activities know at this point (in the past have had Toddlers group and Writing Group.	April - Sept	Group happy with Park environment.	can use Herb garden, Orchard or performance area as meeting place.	
<b>Volunteer groups</b>	Pay-back	Ongoing		On an "as and when required basis"	

# LIQUORICE PARK MANAGEMENT PLAN, OCTOBER 2023 - MARCH 2024



AREA	KEY ACTIONS	WHO / WHEN	SUCCESS CRITERIA	NOTES / FEEDBACK	COST / RESOURCE
Ongoing Maintenance	Maintain Pathways; - Regular topping of woodchip - Ensure edging logs are secure. - Overhanging branches removed if necessary. - Brambles, blackthorn cut back if necessary. - Sweeping / weeding of sunken garden crazy paving. - Sweeping / tidying Yarborough Rd tarmac entrance. - Maintain appearance of Carline Rd Boundary (Sweep leaves, remove ivy etc)	Ongoing	Pathways clear, safe and managed, as far as is reasonable		Gen Volunteer activity
	Management of Brambles - Cut back to shoulder height, within reach. - Select area to cut back for re-generation. - Cut back encroachment along paths, meadows, orchard etc. - Grub out roots where not wanted.	Ongoing	Improved visibility, encourage lower growth, encroachment stopped.		Gen Volunteer activity
	Trees General; - Cope thinning. - Removal of unwanted saplings (Sycamore, cherry, blackthorn etc). - Coppicing of large sycamores. - Remove dead /dangerous trees as required. <del>- Remove overhanging branches when danger to public (i.e. steps).</del>	Ongoing	Maintain bio diversity, prevent areas we don't want to from being taken over by other plants. Safety.		Gen Volunteer activity / Conservation Group / Specialists
	Fruit Trees Pruning	Jan to March	Trees have improved shape and air can circulate around fruit.	Minor and major pruning where required (Frost free period).	Gen Volunteer activity / Expert advice.
	Dead Hedge Maintenance / building	Ongoing	Hedges well maintained		Gen Volunteer activity
	Rose Pruning; - Cutting out dead wood. - removing cross branches. - Trimming back	Feb / March	Roses still look wild and allowed to prosper but contained in a safe manner. Lots of rose hips for winter bird food.	Selective pruning each year to stop roses getting too top heavy and collapsing	Gen Volunteer activity.
	Wood preservation treatments; - Seating, - Arbour. - Viewing Platform	As and when required	Wood well maintained, safe	May be done at other times dependant on status and weather.	Gen Volunteer activity.
	Planting; - Herb Garden. - Wild Flowers. - Honeysuckle.	Ongoing	Selection of herbs for community use. Bio-Diversity in Park, range of insect friendly plants / habitat throughout year.		Gen Volunteer activity
	Composting sorting/turning etc. on three general areas, Alexandra terrace, Yarborough entrance and new allotment.	Ongoing	Successful creation / use of compost	Review if notices on what we accept need replacing..	Gen volunteer activity
	Steps; - Ongoing repair as older steps fail, top up as required. - Ensure slabs are safe on steps to sunken garden. - Sweeping of Sunken Garden Steps and main steps as necessary.	Ongoing	Steps kept safe and tidy.		Have some hardware for a few step repairs, will need to order material once used. Woodchip required as necessary. Gen Volunteer activity
	Litter, Prevent build up, empty bins etc	Ongoing	Park generally clear of litter.	Jan/Feb ideal time for "Deep" litter pick with access to undergrowth.	Volunteers empty bins Ensure supply of bin liners.
	Weeding / Dead Heading / mulching; - Herb Garden. - Rose garden. - Flower beds and borders. - Performance Area. - Stumpery.	Ongoing	Areas look well maintained		Gen Volunteer activity
	Hedges; - Carline Rd boundary Hedge (2 cuts) - Topiary (2 -3 cuts)	As required	Areas look well maintained. Topiary well defined.	Elephant and Owl being nursed back by PT.	Carline Rd - gen Volunteers. Main Topiary - M Adlett?
	Willow Screen; - Cut / Trimming as required. - Compost base as available.	Approx. Oct	Screen looks well maintained, Gaps / dead areas re-juvinated.	Willow cutting to be bundled for use as screens or weaving etc.	Gen Volunteers.

# LIQUORICE PARK MANAGEMENT PLAN, OCTOBER 2023 - MARCH 2024



AREA	KEY ACTIONS	WHO / WHEN	SUCCESS CRITERIA	NOTES / FEEDBACK	COST / RESOURCE
	Boundaries - Remove unwanted growth, dead trees etc that may encroach/damage boundaries.	Jan-March	Best done when access easiest in late winter.	Contact neighbours as necessary.	Gen Volunteer activity
<b>Projects</b>	Carry Over Projects from April-Sept List				
	Allotment	Ongoing	Initial clearing, safety work, dead hedge, path and levelled/rotavated area.	Work is ongoing .	Gen Volunteer activity.
	Consideration of potential tree management to control the height of trees affecting city vista from viewing platform.	Discuss during spring/summer		Issue has been raised by both public and tree specialist. To be discussed / agreed by Trustees.	May require specialists
	Creation of wet area / small pond	Ongoing	new habitat, source of water for birds & wildlife.		Gen Volunteer activity
	Create narrow woodchip path across lower meadow.	Feb	Currently well used but very slippery.		Gen Volunteer activity
	Improve path down side of Cornflower meadow	Feb/Mar	Currently well used but very slippery.		Gen Volunteer activity
	Discuss Live Hedge between Lower Meadow and Brambles.	Discuss during spring/summer	Live hedge, nesting habitat	Lay existing blackthorn to prevent bramble encroachment onto meadows	Gen Volunteer activity
	Discuss hawthorn (or mixed hedge) between western path and orchard	Discuss during spring/summer	Live hedge, nesting habitat		Gen Volunteer activity
	Database of Wildlife / Fauna	Ongoing	data used for planning and education.	Surveys require organising with database set-up.	Potential University Project
<b>Health &amp; Safety</b>	Review Boundaries	Ongoing	Regular updates on any issues	Boundaries regularly reviewed by Trustees. Work will be discussed / planned once known.	Trustees
	Trees, check for broken, rotten branches etc	Ongoing	Broken / dangerous branches removed.	Attention to be kept on Goat Willow (Eastern boundary).	Seek Professional advice both generally and specifically.
<b>Use of Park &amp; Community Engagement</b>					
<b>Volunteer groups</b>	Conservation Volunteers	Sept - Feb		Jobs will be decided nearer the time.	
	Paybacks and Geo cachers	Ongoing		On an "as and when required basis"	