

Action plan- Updated October 2017

	RECOMMENDATION	FINANCIAL YEAR	TIMESCALE AND SEASON TO BE COMPLETED.	LEAD	PARTNER	RESOURCE	PROGRESS
1.	Sensitively and appropriately clear any overhanging or dense vegetation around entrances, currently limiting access into and preventing views into the site, with specific attention paid to the Holyhead Road entrance, Red Lees Pond entrance and Shepherds Lane entrance.	2015/16	Ongoing as required (May- Sept)	KPC/ PET	FoKPM	Revenue	Complete
2.	Designate the car park for Paddock Mound (adjacent to Plantation Mound, Ketley Youth Club and Ketley Parish Council) as the official site car park with appropriate signage, into and from it (via the Red Lees or Holyhead Road entrances) and any promotional or online material to publicise this.	2015/16	December 2015	KPC/ PET	FoKPM	Revenue	Complete
3.	Establish the extent of possible ownership, easement rights and maintenance liabilities of Severn Trent.	2015/16	March 2016	TWC	T&WC	Revenue	TO DO
4.	Remove self-set ash & sycamore to open up views into the site, opening up Potters Piece for community use.	2015/16	March 2016	TWC	PET / FoKPM / Green Gym	Revenue	Ongoing
5.	Remove redundant fence line at Potters Piece adjacent to the B5061 Holyhead Road entrance.	2015/16	March 2016	TWC	PET / FoKPM	Revenue	Ongoing

6.	Use Community Pride funding to widen and set back shared pedestrian and vehicular access areas for grazing/maintenance/emergency vehicles at Shepherds Lane Grazing, Paddock Mound and Holyhead Road entrances . . .	2015/16	October 2015	KPC/ PET	FoKPM	External Funding (secured)	Complete
7.	Remove tree stump from the footpath in the Ketley Canal area.	2015/16	October 2015	KPC	-	External Funding (secured)	Complete
8.	Install 4 No Oak, cabinet style notice boards at the following entrances: B5061, Holyhead Road, Red Lees Pond, the Paddock Mound and the Shepherds Lane grazing entrance.	2015/16	October 2015	KPC/ PET	FoKPM	External Funding (secured)	Complete
9.	Apply for funding and work with an appropriate designer to create site interpretation panels relating to the industrial and natural heritage of the site one on Paddock Mound and one in the Ketley Canal area.	2016/17	December 2017	FOKPM	FoKPM / Ketley Historical Society	External Funding tbc	Ongoing
10.	Apply for funding and work with community artist(s) and/ or local children to create temporary and permanent installations around the natural and industrial heritage of the site.	2016/17	December 2017	FOKPM	FoKPM / Ketley Historical Society	External Funding tbc	To Do
11.	Update dogs under control / dog fouling signage as required.	2015/16	April 2016	TWC	T&WC / FoKPM	Revenue	Ongoing
12.	Work with the local community and under represented groups to encourage greater use and awareness – temporary signage advising on access works, publicise works via Facebook & social media – produce a site leaflet and downloadable pdf version.	2015/16	August 2015/On-going	TWC	FoKPM	Revenue	ongoing
13.	Work with the PET, FoKPM and other stakeholders to ensure that visitor and site safety procedures are fully understood and safe methods of working are adopted at all times.	2015/16	August 2015/ On-going	ALL	PET / FoKPM	Revenue	Ongoing
14.	A suitably qualified arboriculturalist to carry out a tree condition/ safety survey which is to be reviewed every five years in line with quarterly visual inspections.	2015/16	October 2015/ On-going	TWC	T&WC	Revenue	Complete

15.	Develop an ongoing tree management strategy.	2015/16	April 2016/ On-going	TWC	FoKPM / T&WC	Revenue	ongoing
16.	Develop a maintenance schedule for entrances, fencing and footpath infrastructure, this is to include: Monthly strimming of edges to 1 metre either side of path and inspect fencing and footpaths as part of monthly audit.	2015/16 On-going	On-going	KPC/PET	PET / FoKPM	Revenue	Ongoing
17.	Ensure that PET staff and anyone working adjacent to or within water bodies are appropriately trained and receive regular toolbox talks.	2015/16 On-going	April 2016/ On-going	ALL	PET / FoKPM / Green Gym / SWT	Revenue	Complete and Ongoing
18.	FoKPM to provide TWC with full risk assessments of all work party activities prior to their commencement, which are to be checked and signed off by a suitably qualified individual.	2015/16	August 2015	FoKPM	KPC / T&WC / PET / SWT	Revenue	Ongoing
19.	FoKPM to ensure a first aid trained member is available at all times whilst carrying out work party activities, or appropriate First Aid is provided.	2015/16	August 2015/ On-going	FoKPM	KPC	Revenue/ FoKPM	Ongoing
20.	Regularly review and update risk assessments as required.	2015/16 On-going	Ongoing (April)	FOKM		Revenue	Ongoing
21.	Accidents or near misses to be reported and fully recorded in accident book.	2015/16 On-going	August 2015/ Ongoing	ALL	PET / T&WC / FoKPM / Green Gym / SWT	Revenue	Ongoing
22.	Report and record any incidents of antisocial behaviour to the local Police / CSO contact.	2015/16	August 2015/ On-going	ALL	PET / FoKPM / T&WC	Revenue	Ongoing
23.	Closer working relationships to be developed between TWC dog warden/ enforcement officers, FoKPM and the CSO's who can support a Good dog type campaign dealing with education and enforcement.	2015/16	April 2016/ On-going	TWC/KPC	T&WC / FoKPM / CSO's / Meadows Primary	Revenue	Ongoing
24.	Develop an agreed site 'style' where future infrastructure, bins and benches are updated in keeping with those already existing.	2015/16	December 2015/ On-going	TWC	FoKPM / T&WC	Revenue	ongoing

25.	Work in partnership with Meadows Primary School to develop the Forest School area via quarterly management meetings.	2015/16	August 2015/ On-going	FOKPM	Meadows Primary / FoKPM / T&WC	Revenue	ongoing
26.	Define the lower terrace of Paddock Mound as the picnic area, relocating and providing new seating, separating this from the informal recreational meadow area.	2015/16	October 2015	KPC	PET / FoKPM	External Funding (secured)	Complete
27.	Develop a schedule and agreed time table of ongoing maintenance between the weekly work of the PET, the FoKPM and repairs to the sites infrastructure and annual cut and collect to Paddock Mound by T&WC.	2015/16	September 2015/ On-going	KPC	PET/ FoKPM / T&WC	Revenue	Ongoing
28.	Remove redundant fencing to Shepherds Lane Grazing once new footpath and fencing is installed to laid hedgerow.	2015/16	December 2015	KPC	PET/ FoKPM / T&WC	Revenue	Complete
29.	Work with Graziers to remove litter and keep their fields free of litter and other waste.	2015/16	Ongoing	TWC	PET	Revenue	ongoing
30.	Any obvious changes in water quality should be reported to an appointed person from the FoKPM or to the Clerk of KPC	2015/16	December 2015/ On-going	TWC	FoKPM	Revenue	ongoing
31.	PET staff to be trained to enter the water and maintain water bodies as and where required.	2016/17	April 2017	KPC	PET / TWS / T&WC	Revenue	To Do
32.	KPC and FoKPM and TWC to formally agree via quarterly work planning meetings the work they will carry out to support and enhance Paddock Mound.	2015/16	August 2015	ALL	FoKPM	Revenue	Ongoing
33.	Prioritise the laying of neglected and maintain historic hedgerows as advised by Shropshire Wildlife Trust across the site where required . . .1) Gap up Shepherds Lane & 2) lay grazing / Paddock Mound hedge	2015/16	October 2015	FoKPM	PET	Revenue	To Do
34.	Plant native hedgerow and transplant whips between Lost Pond and Potters Bank Grazing.	2015/16	October 2015	FoKPM / SWT	PET	Revenue	Complete
35.	Lay hedgerow (where possible) along Red Lees prow starting at Red Lees Pond.	2016/17	October 2016	FoKPM	PET	Revenue	To Do

36.	Lay holly and transplant whips between Potters Piece Meadow and the Ketley Canal area.	2017/18	October 2018	FoKPM	PET	Revenue	Ongoing
37.	Manage scrub and acidic grassland within Paddock Mound and Red Lees Pond to promote heather, gorse and broom communities where present.	2015/16	October 2015 onwards	KPC / PET	FoKPM	Revenue	Ongoing
38.	Remove overhanging vegetation from the Ketley Canal to improve light levels and water quality as agreed by SWT, removing some selective areas of woody vegetation from the banks.	2015/16	October 2015 onwards	KPC / PET	FoKPM	Revenue	Ongoing
39.	Remove overhanging trees and vegetation from Lost Pool in Potters Piece, (including reed mace) to improve light levels and water quality, transplanting whips adjacent to footpath/ Potters Grazing and Ketley Canal to gap up Shepherds Lane Hedgerow as agreed by SWT.	2015/16	October 2015 onwards	KPC / PET	FoKPM	Revenue	Completed
40.	Remove overhanging vegetation from Red Lees Pool and reduce the cover of Reedmace to 1/3 rd of total water surface area (prior to this survey to ensure important species are not disturbed).	2016/17	October 2016 onwards	TWC	FoKPM	Revenue	Ongoing
41.	Adopt a policy of low disturbance and intervention to wooded areas, particularly Plantation Mound as supported by SWT with the quarterly removal of litter and control of invasive and non-native species as required.	2015/16	September 2015/ On-going	TWC	PET / FoKPM / T&WC / TWS	Revenue	To Do
42.	Introduce meadow species with an annual cut and collect once established (September) and remove self set trees, bramble and nettle with particular attention to The Glade and Potters Piece Meadow.	2015/16	September 2015/ On-going	TWC	PET / FoKPM / T&WC / TWS	Revenue	Complete
43.	Spot treat nettle and bramble as required within The Glade Forest Schools area and at Potters Piece Meadow.	2015/16	September 2015/ On-going	TWC	PET / FoKPM / T&WC / TWS / Meadows Primary	Revenue	Ongoing

44.	Remove redundant and unserviceable infrastructure, such as steps, signage, hand-rails, gates and fences, rationalising and replacing where required.	2015/16	Ongoing	TWC/KPC	PET	Revenue	Complete
45.	Replace or repaint bins depending on condition to match those recently installed.	2016/17	Ongoing	TWC	FoKPM	Revenue	To Do
46.	Reinstate timber fencing where required and reinstate fence / hedge boundaries where missing – such as that between Red Lees and Shepherds Lane zones.	2016/17	Ongoing	TWC/KPC	FoKPM/PET	Revenue	To Do
47.	Develop a project to provide a pond-dipping platform to Red Lees Pond in association with Meadows Primary School.	2016/17	April 2017	TWC	Meadows Primary / T&WC / FoKPM	External funding TBC	Veolia Fund 2017 /ERDF Fund 2018
48.	Monitor the current level of pesticide use and reduce pesticide application where possible, taking into consideration the essential treatment of Japanese Knotweed and other damaging invasive species.	2015/16	October 2015/ Ongoing	TWC	PET / T&WC/ TWS	Revenue	Complete
49.	Remove meadow arisings from site and compost, look to spread yellow rattle seed from arisings on Paddock Mound as advised by SWT.	2015/16	End of September 2015/ On-going	KPC	T&WC	Revenue	This has been assessed. Yellow rattle complete.
50.	TWC and FoKPM to carry out a skills audit, identifying which activities can be currently carried out and supporting them to develop skills and partner with other organisations who can provide training in activities they wish to undertake.	2015/16	September 2015	TWC/ FoKPM	T&WC / PET / SWT / Green Gym	Revenue	Ongoing
51.	Suitably qualified contractors to remove or fell all propped timber and dangerous trees which are identified through tree condition/ health and safety survey.	2015/16	October 2015/ Ongoing	TWC	T&WC / TWS	Revenue	Ongoing

52.	Appoint appropriate arboricultural contractor to fell and/ or coppice selected trees to Paddock Mound which obstruct important views to the Wrekin, Shropshire Hills and Cheshire Plain.	2017/18	March 2018	KPC	T&WC / TWS / FoKPM / SWT	Revenue	Completed and ongoing
53.	Transplant whips as identified by Shropshire Wildlife Trust from the edge of Paddock Mound to more suitable areas such as Potters Piece Meadow and Shepherds Lane hedgerow.	2015/16	March 2016	KPC	FoKPM	Revenue	Complete
54.	Provide training by a suitably qualified individual or group to PET staff / FoKPM in traditional hedge maintenance and laying skills.	2016/17	December 2016	KPC/TWC	PET / T&WC / FoKPM / TWS / SWT	Revenue	To Do
55.	Involve volunteers in carrying out a Phase 1 habitat survey of the whole site.	2016/17	April - September 2016	TWC	FoKPM / SWT	Revenue/ Friends Budget	?
56.	Involve volunteers in carrying out amphibian, bat activity and other ecological surveys.	2016/17	April 2016 onwards	TWC	FoKPM / SWT	Revenue/ Friends Budget	Bat, Butterfly, small mammal and botanical surveys been completed?
57.	Remove self-set trees from dry stretch of former Ketley Canal up to the former Tunnel entrance, allowing a clear line of vision and preserving the historic landscape feature.	2015/16	September 2015 onwards	FoKPM / PET	SWT	Revenue	To Do
58.	Work with the Ketley Historical Society and other partners, research and produce a site leaflet relating to the sites former buildings and structures.	2017/18	March 2018	FoKPM	FoKPM / KHS	FoKPM Budget/ External Funding tbc	To Do

59.	Carry out archaeological investigation to targeted areas of the site with the aid of suitably qualified professionals and local volunteer's future years.	2019/20	March 2020	TWC	FoKPM / KHS	FoKPM Budget/ External Funding tbc	To do
60.	Partner organisations to work with FoKPM to grow the group's capacity and their membership.	2015/16	September 2015/ On-going	ALL	SWT / T&WC / Meadows Primary	FoKPM Budget	Ongoing
61.	A clear memorandum of understanding between KPC and the FoKPM should be drawn up, signed by appropriate individuals and fully agreed.	2015/16	August 2015/ On- going	KPC/ FoKPM	PET / T&WC	Revenue	Completed
62.	Further develop the Ketley Parish Mound website/ Facebook page and link to other key websites.	2015/16	September 2015/ On-going	FoKPM	KPC / SWT / T&WC / KHS	FoKPM Budget	Ongoing
63.	Create a site trail / circular walk, which can be advertised locally via leaflets and online, taking in the sites highlights.	2016/17	March 2017	FoKPM	KPC / SWT / KHS / Meadows Primary	FoKPM budget/ External Funding tbc	To Do
64.	With the support of partner organisations, organise seasonal family and community events or activities, which encourage new users to the site.	2016/17	April 2017/ On- going	ALL	KPC / SWT / KYC / KHS / Meadows Primary	Revenue/ FoKPM Budget/ External Funding tbc	Ongoing
65.	Clear marking of Public Rights of Way and how these link into wider networks, promoted online & through leaflets and partner organisations.	2016/17	April 2017	TWC	FoKPM / T&WC	Revenue/ External Funding tbc	To do
66.	Develop annual work programmes to prioritise and manage the various habitats identified, such as: Heath, woodland, wetland and meadow.	2015/16	April each year	TWC	PET / FoKPM / SWT / Meadows Primary	Revenue	Ongoing

67.	Review the grazing agreements with support on best practice from Shropshire Wildlife Trust.	2016/17	July 2016	TWC	T&WC / SWT / FoKPM	Revenue	To Do some has been completed
68.	Explore the opportunity to seek designations for the site based on its wildlife value.	2018/19	April 2019	TWC	FoKPM / SWT / T&WC	Revenue	Ongoing LNR