# Advice Note for Greenspace Management Plans (Public Open Spaces and SANGs)

For developers and land managers







#### **Advice Note for Greenspace Management Plans**

Dorset Council recognise the importance of a well-considered management plan especially relating to greenspace areas. This document provides a guidance and a proforma for a management plan for greenspace areas to ensure that they contain all the essential information that Dorset Council require. This has been designed primarily for Suitable Alternative Natural Greenspaces (SANGs) and Public Open Space (POS). However, it is recognised that it could also be used for other types of greenspaces requiring a management plan.

The following headings and guidance provide a proforma for a Greenspace Management Plan.

# 1. Contents

List the content of the document and any appendixes alongside relevant page numbers.

# 2. Introduction and site details

This section should provide a brief history of the site, its landscape setting and any relevant green infrastcture network considerations. It should be inclusive of the following:

- a. Location provide geographical area (with or without map) with grid reference and closest road names included.
- **b. Ownership** list details of all current or intended landowners and site managers.
- c. Site Status list any nature conservation designated sites e.g., SSSI, SNCI, SPA, SAC, LNR and historical designations e.g., scheduled monument,
- **d. Policy context** provide details of how the site links to the local plan, local, regional and national policy. Any local importance should be highlighted.
- e. Revenue and grant schemes include any current and recent revenue or grant funding schemes
   e.g., countryside stewardship, National Lottery etc.
- f. Climate Provide the local mean temperatures, average rainfall, and any relevant predicted climatic variations for the area



- **g. Geology** Write an overview of the site and its context in the wider landscape in relation to the geological features and structure of the site.
- h. Hydrology Provide an overview of the site and its context in the wider landscape in relation to water at the site, especially its movement in relation to land.
- Biological (wildlife) information Provide a list and map of the habitat types, protected, notable and priority species of flora and fauna and important ecological features.
   Note: Dorset Council Natural Environment team should be consulted early in the planning stage under the Dorset Biodiversity Appraisal Protocol. Any recommendations should be brought forward as part of the management plan and specifically highlighted in this section.
- j. Historic Features Describe the historical land uses of the area. Note: Dorset Council Historic Environment team should be consulted early in the planning stage. Any recommendations should be brought forward as part of the management plan and specifically highlighted in this section.
- k. Access and Rights of Way Provide a description of the associated green links, legal status of access routes. For Rights of Way ensure detailed appropriate scrub and surface management is within the work plan. Route numbers, restrictions, standards or agreed widths and surfacing should be included here. If any sections are under control of a third-party details should be provided.

Note: Dorset Council Right of Way officers should be consulted early in the planning stage. Any recommendations should be brought forward as part of the management plan and specifically highlighted in this section.

I. Visitor capacity allocation (SANG specific) – Provide any agreed (with Natural England) capacity levels for the site to include; capacity allocated, any additional capacity, capacity 'ownership', any identified future capacity infrastructure enhancements.

# 3. Site Management

The site management section should be fully costed including a monitoring program with actions identified and timetabled. Details of this should include:

- a. Rational –provide a brief explanation on the primary purposes of this management plan.
- **b.** Objectives (for larger sites please use per parcel) including key considerations to deliver benefits.
- **c.** Emergency access plan this is particularly relevant for areas of high wildfire risk. It should include considerations around emergency rescue and detail any site-specific information which



may affect it, such as boggy ground or steep slopes. Please include relevant maps or description of emergency vehicle access gates and routes for the site.

- d. Site promotion and engagement a promotion and marketing plan should be detailed. This may include:
  - 1. Leaflets and flyers for homeowner packs to contain management contact details, site rules
  - 2. Information boards to contain management contact details, site rules
  - 3. Website pages
  - 4. Social media pages and promotion
- e. Site Step-In (for SANGs only) This section should contain specific detail of Step-In arrangements. This is usually only required where a SANG is being managed by a non-governmental organisation. Details here should include Step-In key performance indicators bespoke to the site which have been agreed by Natural England and Dorset Council. Example, these may include:
  - 1. The site should be laid out as per the SANG design plan provided, unless otherwise agreed in writing.
  - 2. There should be 3 dog bins provided close to the main entrances
  - 3. The site should be dog secure with stock proof fencing
  - 4. The gates should be Disability Discrimination Act (DDA) compliant

Note: Health and safety liability for the whole site always remains with the site owner/manager. The key performance indicators provide agreed parameters with which the SANG's functionality will be assessed to ensure it continues to mitigate for the development intended. Reasonable health and safety assessment may be included in an assessment as part of its functionality test. For example, if an assessment highlights a slippery surface on a key route and is likely to put people off visiting the council officer may recommend resurfacing or an alternative route as appropriate. Every attempt to design out such risk during the planning process should be made.

For an enforcement protocol and how to calculate cost of Step-In please see the procedures for Dorset Council set out in Appendix A.



#### 4. Monitoring of the SANG/Public Open Space/Greenspace

a. Visitor monitoring - for SANG sites visitor questionnaires should be carried out in year 1, year 3 or 5 and year 10. Details should be included and costed within this management plan as part of the work plan.

In addition, carpark surveys and visitor sensors should be considered. Where there is existing public access on a SANG prior to development, visitor monitoring should take place. Capacity monitoring may also be required as advised by Natural England. These types of monitoring are not covered by the SAMM contribution and should be factored into the capital and maintenance costs for the site.

Dorset Council advise that the standard mitigation surveys held by the Urban Heaths Partnership (UHP) are used, examples included in Appendix B. This ensures consistency within the overall Dorset heathland monitoring program. Survey templates can be provided free of charge on request to UHP <u>https://www.dorsetheaths.org.uk/</u>. UHP are also able to undertake surveys on behalf of developers or relevant owners but at additional cost.

There is a requirement for all monitoring data from surveys conducted on a SANG or heathland to be fed into the Heathland Monitoring Strategy coordinated by the UHP.

b. Wildlife Monitoring – It is advised that phase one extended habitat surveys and species-specific surveys should be carried out by a suitably qualified/licensed and experienced ecologist and results included in the wildlife information section 2.i. Any specific management and monitoring requirements should be included. For applications falling under the scope of the Dorset Biodiversity Appraisal Protocol (DBAP), the measures included should accord with the NET-approved Biodiversity Plan. Detailed guidance on the DBAP process is available.

Tree surveys should be carried out prior to any capital work taking place and root protection zones identified for trees with Tree Protection Orders (TPOs). Any specifics identified around future management requirements and reinspection dates included within the work plan.

Any sign of disease or non-native invasive species should be highlighted with specifics included on future management, in the work plan. These should be discussed fully in any Ecological Impact Assessment (EcIA) reports and, where relevant, actions and control methods included in the Biodiversity Plan.



Note: Copies of all associated reports should be attached to the final management plan in the appendices.

<u>Species and habitat advice notes and guidance sheets - Dorset Council</u> are available including planting guidance.

#### 5. Site Infrastructure

Details should be included around specific site infrastructure. For example, path specifications, so that they can be agreed to, inform future management and aid any clerk of works. Suppliers' details should be provided where possible for benches, fencing etc. for spare parts and replacement.

Note: Dorset Council recommend that consideration is given to durability of materials used. Hard woods and galvanised steel are preferable to softwoods. Gravel and tarmac paths will be preferable to woodchip. However, when considering such materials landscape and visual impact need also be assessed. A natural feel in keeping with surrounding environment should priority.

# 6. Play Equipment

Prior to installation of any play equipment, we advise submitting the details of the play area design and equipment to the Natural environment Team at Dorset Council for approval – naturalenvironmentteam@dorsetcouncil.gov.uk.

For this management plan please include the following (for purposes of maintenance, repair and replacement):

- a. Details on the basis for chosen equipment and how it met local need.
- b. Relevant information on the designed meeting the Equality Act 2010.
- c. Drainage design plans and required maintenance of such features detailing expected frequency.
- d. Longevity/ lifespan of provided equipment and surfacing.
- e. The equipment manufacturer.
- f. Details for responsibilities for the provision, maintenance and inspection of the equipment (to be included in the work plan), providing contact details and details of what the site signage should contain for health and safety including emergency contact details.



## 7. Work Plan

A work plan should be provided ideally in table form detailing the maintenance items, frequency and regime. Where uncommon and specialist expertise or equipment may be required, it should be highlighted here. The work plan should be inclusive of habitat and species managements tasks, as well as higher frequency general maintenance tasks such as litter picking, bin emptying infrastructure checks etc.

Example table (inclusive of all essential headings, but should not be limited to this):

		Maintenanc e frequency				April	May	1		Aug	Sept		Nov	Dec	Cost (p	Notes
Task	Capita I cost		Jan	Feb	Mar			June	July			Oct			er annum )	
	Trees, scrub and Hedges															
Cutting hedgerows	£xx	Rotational - every three years													£xx	Tractor and flail required
Hedgerow planting																
Scrub control																
Weeding/pest control																Name target species e.g. Rhododendron
Tree Inspection																
Wood management																
Tree Planting																
				•	•			Gra	sslan	d						
Re- seeding/Planting																
Cut meadow grassland																State method e.g. cut and collect
																Stocking numbers. Species and breeds
Grazing																recommended. Name target
Pest Control																species e.g. ragwort
	Ponds, Ditches and Wetlands															
Desilting/clearanc e																
Vegetation management																Consider any grazing impact
Pest Control																Name target species: e.g. Parrots feather
Culverts and pipes - Inflow/outflow checks																



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	TOTAL	State method       of promotion       frequency of       updates/revie       £xx
		Ctata matha
1		+ + + + + + + + + + + + + + + + + + +
		+ $+$ $+$ $+$ $+$ $+$ $+$ $-$
year	5 and year 10	
1, 3 or	Years 1, 3 or	
I	Monitoring and I	Promotion
		Waste remov
		Where used crossing point
		+ + + + + + + + + + + + + + + + + + +
		+ + + + + +
		+ + + + + +
		Clearance ar inspection regime
		numbers, clearance an inspection regime
		State route
	Infrastruc	ture
		This may require a separate wor plan.
		Infrastruc



## 8. Costs

All related costs should be included here. Commuted sums should be linked to RETAIL Price Index (RPI) increase.

Item	Cost	Notes
Capital		
Work plan (Maintenance)		
Step-In		
SAMM Contribution		
Off-site play contributions		For play contributions not included in work plan.
Biodiversity/ Ecology contributions		Anything additional to that included in work plan.
Historical/ Cultural contributions		Anything additional to that included in work plan.
Off-site Right Of Way contributions		For RoW contributions not included in work plan.
Total	£xxx	



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# Appendix A – Step-In Rights

Step-in contributions should be a bond to the sum of 5% of the total cost of the management and monitoring programme/work plan (to be returned after the perpetuity period) and a non-returnable sum to cover costs of local authority inspection.

An enforcement protocol should be outlined as below:

**Enforcement Protocol** 

Before taking action to enforce any of the provisions the Council will give written notice to the Relevant Owner stating the nature of the breach, the steps required to remedy the breach and specifying a reasonable timescale for the Relevant Owner for remedying the breach.

The Council will also give the Relevant Owner the opportunity to discuss the breach with the Council and the timescale and steps for remedying it prior to the remedy being carried out. The Council will take into account any reasonable representations made by the Relevant Owner.

If the Relevant Owner does not diligently remedy the breach within the time period agreed under the notice (or such longer period subsequently agreed with the Council) the Council shall before taking further enforcement action and where applicable seek to utilise the Step-in bond in respect of the relevant obligation in order to remedy the breach. The Council will give written notice of intent to remedy the breach using the bond detailing the timescale they intend to remedy the breach themselves. Once any such work is complete the Relevant Owner shall reimburse the council in full, replenishing the bond.

If the Relevant Owner does not use Reasonable Endeavours to remedy the breach within the stated time period or longer period as agreed with the Council or does not reimburse the council as required, the Council will be able to pursue legal remedies.

If persistent breaches occur. The council have the right to enforce taking free hold of the land and any remaining years of perpetuity worth of maintenance contribution.



# **Appendix B - Monitoring Surveys**

The following examples are the standard visitor surveys Dorset Council would expect to be carried out on SANG sites. Provided by UHP in accordance with Footprint Ecology.

#### **Tally Sheet**

SANG / HIP TALLY SHEET – one sheet completed for each session						1	Session Ref Number					
Session (tick	one):											
07:00-09:00			10:30-12:30			14:0	0-16:00		17:00-19	):00		
SESSION IN	FO:					VEATH	IER:					
Date (dd/mm/yy)						Rainfall (tick one):				Cloud cover in middle of session (8ths)		
Weekday/We	ay/Weekend						None			Temperature (tick one and give		
Surveyor nam	ne				•	Yes, less than 1/4 of the 2 hr session			temp, °C, if known):			
Location num	ber/name					Yes, 1/4	of the 2 hr session	ו	Со	ol		
NTERVIEWI	NG INFO FOR	SESSION:			`	<b>Yes</b> , 1⁄4 t	to ½ of the 2 hr se	ession	Mil	ld		
No. of refusals	during 2 hour pe	riod, due to Cov	id-19		·	Yes, ½	to ¾ of the 2 hr se	ession	Wa	arm		
No. of refusals	during 2 hour pe	riod, due to othe	r reason			Yes, mo	ore than ¾ of the 2	2 hr session	Но	t		
No. who could	not undertake su	rvey due to lang	uage issues			ESCR	IPTION/NOTES	RE: SURVEY LC	OCATION			
No. visitors app	proached who we	ere already interv	viewed			Give any details on the survey point which may have affected visitors including access restrictions/ temporary road works/events. If possible list reasons for refusals.						
	views during 2 ho				_   `							
	ence (number on				_							
	rence (number or											
ALLY: a rec	ord of the total	I number of p		e site in 2 hr sess	sion							
	Entering the site						Leaving the site           Groups <sup>1</sup> People <sup>2</sup> Dogs <sup>3</sup> Minors <sup>4</sup> Bik				Bikes <sup>5</sup>	
	Groups <sup>1</sup>	People <sup>2</sup>	Dogs <sup>3</sup>	Minors <sup>4</sup>	DIK	es <sup>5</sup>	Groups	reopie	Dogs	WINOIS	DIKES	
Main tally												
Passing tally <sup>6</sup> (single count – just use one set							<sup>3</sup> All dogs (inc. th minors (these are	till count as a group. tose walked by comm a also counted in 'peo n the bikes are also re count. <sup>6</sup> Not a	ercial dog walker ple' column). <sup>5</sup> ecorded in the to	Think of this as just	or unaccompani a count of all bike	
of columns)							RECORD A	NY FURTHER DE	TAILS ON T	HE OTHER SIDE	OF THIS PA	



#### **Tallier Instructions**

- The aim is to count all the visitor groups, people and dogs within the two hour survey session. 1)
- 2)
- Complete one sheet per two hour period. Please write clearly and be consistent. Use the table on the tally form to maintain a tally during the two hour period. Record both the number of people and number of groups: for example two people 3) walking together, with a dog, would be scored as one group, one dog and two people. At the end of the session total up the tally and circle this single number of each tally for the total per session.
- At the end of each session, staple together the interviewee route maps completed for this session, with the tally sheet at the top. 4)
- During the interviews the visitor groups will be asked about their route and the map's unique reference number recorded in the questionnaire (number at 5) bottom of the map) - please add the first and last map reference used in the session to the tally form.

#### Interviewer Instructions

- Interview as many people as possible, but the emphasis is on quality of data rather than quantity! If you are interviewing at a busy access point, it is preferable 1) to interview those leaving the site (they will know their route). If away from an access point, or at a very quiet location, please interview anybody you encounter at the survey location.
- 2) Interview randomly (usually by simply asking the next person seen), rather than selecting any individuals.
- When interviewing a large group, try to engage with just one member of the group, rather than taking responses from the group as a whole (a mixed group 3) may have a range of views and postcodes - so this is best avoided). Facing towards and directing eye contact to the one individual is the best way to achieve this.
- 4) Please read out the questions as they are worded and ensure that only a single category or multiple responses are marked where requested
- Complete one map per interview. Ensure the number on the map is recorded on the questionnaire. 5) 6) When asking for people's postcode try to get the entire postcode, e.g. BH20 7PA. If people only give the initial part, pause or ask them for the rest. If they ask why, explain that the postcode will allow us to look at how far people tend to travel to sites and emphasise the postcode will not allow us to trace
- questionnaires back to the individual and they will not be used for any other purpose (e.g. marketing). 7) Do not interview any unaccompanied minors (people under 18) but do record them on the tally form, but note that total people should include all people including any minors (accompanied or unaccompanied).
- 8) Be polite and courteous at all times, do not be disappointed if people refuse to be interviewed. Do not re-interview visitor groups who have already been
- interviewed as part of the survey—this can be recorded in this tally form. Stay in / around the survey point. For example, if survey point is based in a car park, then you may roam the car park, but otherwise stay at the fixed location. The surveys will be conducted following the same methods in the future and therefore this location needs to be fixed to be repeatable. 9)

OTHER NOTES: record any incidents, unusual activities, unusual types of access and any reasons for unusual numbers of visitors.



#### **Visitor Questionnaire**

1.

# UHP SANGs Visitor Survey

Good am/pm. Please could you spare me a few minutes to answer some questions regarding your visit today. This is part of a study of visitor access patterns in this area for Dorset County Council.

- $\ensuremath{\mathbb{C}}$  Are you on a day trip/short visit and travelled from home ... if no
- C Are you on a short trip/short visit & staying with friends or family ... if no
- On holiday in the area, staying away from home

C If none of the above, How would you describe your visit today? Further details:

2. What is the main activity you are undertaking today? Do not prompt. Tick only one activity

Dog walking	C
Walking	C
Commercial dog walking	C
Jogging / running	C
Cycling	C
Horse riding	C
Wildlife watching	C
Family outing	C
Short-cut	C
Other, please detail	C
Further details / Other/Free text:	

- How long have you been visiting this site? [or insert site name] 3. Tick one only, prompt if necessary.
  - O First visit
  - Less than 1 year Between 1 and 9 years (please detail - opens free text box) 10 years and over Don't know/unsure
  - 000

  - Enter number of years:
- How long have you spent / will you spend here today? Tick one 4. only.

  - C Less than 30 minutes C Between 30 minutes and 1 hour C 1 2 hours

  - C 2 3 hours More than 3 hours
- How frequently do you visit this site? Tick closest answer. Tick one 5. only. Only prompt if interviewee struggles.
  - More than once a day

  - More than once a day Dally (300+ visits) More than once a week (75-300 visits a year) Once a week (40-75 visits a year) 2 to 3 times per month (15-40 visits a year) Once a month (6-15 visits a year)

  - Sporadically (varies throughout the year)
     Don't know / First visit
- 6. Which days of the week do you tend to visit this site? Tick one only, tick closest answer, do not prompt.
  - Weekdays
  - Weekends
  - Equally over weekends and weekdays
     Other, please detail
     Further details:

#### Do you tend to visit here at a certain time of day? Tick closest, 7. multiple answers ok. Do not prompt.

- Before 9am Between 9am and 12
- Between 12 and 2pm
- Between 2 and 4pm
- After 4pm
   Varies / Don't know / first visit



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- 8. Do you tend to visit here more at a particular time of year for [insert given activity]? Multiple answers ok.
  - Spring (Mar May) Summer (Jun Aug) Autumn (Sept Nov)

  - Winter (Dec Feb)
    Don't know / first visit
    Equally all year
- 9. What form of transport did you use to get here today? Tick one only. Do not prompt.
  - Car / Van On foot

  - Bicycle Other, please detail
  - Further details:

Now I would like to ask you about your route today. Looking at the area shown on the map, can you show me where you started your walk or visit today, the finish point and your route please. Probe to ensure route is accurately documented. Use P to indicated where the visitor parked, E to indicate start point and X to indicate the exit. Mark the route with a line; a solid line for actual route and a dotted line for expected or remaining route.

10. Is / was your route today reflective of your usual route when you visit here for [insert given activity]? Tick one, do not prompt.

- Yes, normal
- Much longer than normal
- 0 Much shorter than normal Not sure / no typical visit

- 11. What, if anything, influenced your choice of route here today? Tick all that apply. Do not prompt. Use free text box for additional influences and / or detail.
  - Weather
- Daylight Time Dog (actions / activities of dog)
  - Marked trail Other, please detail

Further details:

Why did you choose to specifically visit this site today rather than another local site? Tick all that apply, do not prompt.

12. Close to home

Close to home	
Nearest green space	
No need to use car	
Quick and easy travel route	
Good/easy parking	
Limited time/convenience	
Feels safe	
No traffic noise	
Not many people	
Facilities/Infrastructure	
Choice of routes	
Well maintained paths	
Path surfacing / quality	
Good for families	
En route	
Large open area	
Nearest place to let dog off	
Can let dog off lead	
Good for dog/dog enjoys it	
Rural/wild feel	
Scenery	
Wildlife and nature	
Variety of habitats	
Habit/familiarity	
Suitability of area in given	
weather conditions	
Other, please detail	



	15. Name of Site
We would now like to ask about other local sites that you visit for	Could you name two further sites which you also visit for your current activity?
[given activity].	16. Name of Site 2
<ul> <li>13. What, if any further improvements would you like to see on the site? Tick all that apply. Do not prompt. Use free text box for additional influences and / or detail.</li> <li>None, no improvements</li> <li>More dog poo bins</li> </ul>	17. Name of Site 3
Better dog-fencing     Access to water for dogs     Dog agliity areas     Better paths (including surfacing)     More paths/greater choice of routes     Better signage     More paths/signametics	Why do you choose to visit these other locations in preference to this site? Tick all that apply, do not prompt. If interviewee struggles add What factors draw you to other sites instead of here?
More on-site information Better access to the site More seating More car parking Better car parking Other, please detail Further details:	18.     Close to home       Nearest green space     Image: Close car       No need to use car     Image: Close car       Quick and easy travel route     Image: Close car       Good/easy parking     Image: Close car       Limited time/convenience     Image: Close car       Feels safe     Image: Close car       No traffic noise     Image: Close car       Not many people     Image: Close car       Choice of troutes     Image: Close car
14. What proportion of your weekly visits for [given activity] take place here compared to other sites. Can you give a rough percentage? Do not prompt C All take place here C 75% or more	Well maintained paths Path surfacing / quality Good for families En route Large open area Nearest place to let dog off Can let dog off lead
C 50-74% C 25-49% C less than 25% C Not sure/don't know/first visit	Gan He dog of head Good for dog/dog enjoys it Rural/wild feel Scenery Wildlife and nature Variety of habitats
Which one location would you have visited for [given activity], if you could not have visited here?	Habit/familiarity Suitability of area in given Suitability of area in given Suitability of area in given Suitability of the suitable Suitability Suita



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19. Are you a member of any of the following organisations? Tick all that apply.

- Dorset Wildlife Trust
- Dorset Dogs
- The RSPB
- The National Trust

20. How did you first find out about the site? Tick all that apply. Do not prompt. Use free text box for additional influences and / or detail.

- Specific recommendation
- Saw on map
- Internet search
- Social media
  Dorset Dogs
- Saw a sign/ drove past
- Local knowledge: word of mouth
- Local knowledge: written notice in local media
- Local knowledge: other Other, please detail Further details:

How would you rate this the paths of this site, from 1 to 10 where 21. 1 is very poor and 10 is excellent?

1 2 3 4 5 6 7 8 9 10 Rating

How would you rate this the parking at this site, from 1 to 10 where 1 is very poor and 10 is excellent? 22.

1 2 3 4 5 6 7 8 9 10 Rating

- How would you rate this site for dogs, from 1 to 10 where 1 is very poor and 10 is excellent? 23. 1 2 3 4 5 6 7 8 9 10 0 0 0 0 0 0 0 0 0 0 0 Rating
- How would you rate this site overall, from 1 to 10 where 1 is very 24. poor and 10 is excellent? 1 2 3 4 5 6 7 8 9 10

Rating

What is your full home postcode? (this is the most important piece 25. of information required from the survey, please make every effort to record correctly).

If visitor is unable or refuses to give postcode: What is the name of the nearest village / town? Please ensure correct spelling.

Approximately how many years have you lived there? Enter a number of years.

26. Finally, Do you have any comments on how this site is managed or about access here

Thank you very much for your time.

To be completed by surveyor once interview has finished.



27. Number of people in group within each age category? Enter

	number of people per ca Under 18 18 - 40 41 - 65 Over 65 Unable to categorise	
28.	Surveyor initials Map/route number	
	Survey location	
	Gender of respondent	
	Total number of people in interviewed group	
	Total number of males	
	Total number of females Total number of minors	
	Number of dogs	

- Number of dogs seen off lead
- 29. Surveyor comments. Note anything that may be relevant to the survey, including any changes to the survey entry that are necessary, eg changes to answers.

End of survey

