

Yearly Checklist: Management Plan Chesworth Farm 2019-2026

Appendices 9, 10, & 11 combined and ordered chronologically

Green or ✓ = Complete | Orange = Current

Annual and ongoing management, surveys, checks etc. 2019-2026													
Ref.no	Description of task	By who	Frequency	Timing	Latest review (date) Comments	2019	2020	2021	2022	2023	2024	2025	2026
5.1.3	Cattle management/notification to visitors	P & C and FCF	as and when	ongoing		✓	✓	✓					
5.1.4	Investigate possible alternative contractors [regarding hay cutting]	P & C	when possible	until alternative found	Stuart Brierley appointed 2019	✓	-						
5.1.5	Hay cut on grasslands and graze regrowth	contractor /P & C	annual	July/Aug- Oct		✓	✓						
5.1.6	Cut/pull weeds in grassland	FCF & Green Gym	as and when	April-Oct	Ragwort only in areas to be hay cut, leave late	✓	✓						
5.1.8	Grassland surveys	FCF and P & C	4 times a year	May, June, July, Aug		✓	✓						
5.1.8	Upload grassland survey information	FCF & P & C	annual	Dec/Jan	Transfused to SBRC end of Feb	✓	✓						

5.1.9	Monitor need for sowing yellow rattle	P & C	ongoing	summer	RA mapped 2019 Sewed 2020	✓	✓							
5.1.10	Explore removing fields from cutting	P & C	when possible	when NE Officer appointed		✓	✓							
5.1.10	Review success with sacrificial crops and continue accordingly	FCF and P & C	when possible	when NE Officer appointed	Winter bird surveys needed in crop area	-								
5.1.11	Mowing grass on main track and volunteer centre	Contractor & P & C	15 times a year	March-October	2021 change spec to only trim bottoms of trees once annually	✓	✓							
5.1.11	Mowing paths through fields	contractor/ P and C	4 times a year	March-October	2021 monitoring locations and frequency	✓	✓							
5.1.12	Request clearance work from WSCC ROW South of river crossing	HDC	annual	March-October	Pedlars Way Bridleway 1670	-	-							
5.2.3	Hedge flailing/ notification of visitors	contractor/ P & C	annual	October		✓	✓							
5.2.5	Tree inspections	P & C	3 yearly	winter 2018, 2021, 2024 etc.		-	-	✓						
5.2.6	Prune/thin orchard trees	P&C, FCF (Green Gym)	annual	Dec-Feb	Done 2018-19, missed 2019-20	✓	✓							

5.3.3	Monitor ditch flow	P & C	annual	ongoing	2021 culverts SB & GP fields to clear	✓	✓	✓						
5.3.4	Cut emergents in ponds and riverside fields	FCF, Green Gym	annual	Sept-Nov		✓	✓							
5.3.5	Monitor tree cover/algae/ aquatics in ponds etc.	FCF and P&C	ongoing	summer		✓	✓							
5.3.6	Grazing banks of ponds and scrapes	P & C	as and when	March-October		✓	✓							
5.3.7	Consult with NE over GCN, Cut-grass and Dormouse	P & C	when possible			-	-							
5.3.8	Monitor and remove alien invasive plant species (ponds and ditches)	FCF and P & C	ongoing	summer	Floating pennywort removed 2020	✓	✓							
5.4.1	Maintain logs/stones in place for school groups	FCF, P & C and Green Gym	ongoing			✓	✓							
5.4.2	Litter picking planned activities	FCF and Green Gym	Twelve times a year	Monthly	FCF have organised a monthly team	✓	✓							
5.4.2	Litter picking ad hoc	FCF and P & C	as and when	ongoing		✓	✓							
5.4.2	Emptying bins	P & C	as and when	ongoing		✓	✓							
6.2.1	Landscape improvements to Tip Field – after care, bramble pruning (coppicing in 2026)	FCF and P & C	annual	ongoing – autumn/winter		✓	✓							

6.2.2	Eradicate Japanese knotweed at Tip Field – annual check and herbicide when needed	P & C and contractors	annual	Spring/summer	Glyphosate 2019, no growth 2020	✓	✓							
6.2.5	Monitor dormouse population	FCF and P & C	as and when	Further action depending on findings	Presence confirmed 2018 & 2019	✓	-							
6.3.1	Hedgelaying	FCF and P & C	as and when	in winter contingent on availability of trained volunteers		✓	-							
6.3.2	Investigate feasibility of new ponds	P & C in consultation	ongoing	Resources required if projects identified	EA/NE proposals for habitat creation 2021	-	✓							
6.3.4	Monitor safety of pedestrians in relation to cycling	FCF and P & C	Ongoing	Action as necessary (signage./ clearing sight lines)	2020 trimmed back sightlines and have signage to go up 2021	✓	✓							
7.1.2	Increase provision of events and activities	P & C and FCF	Ongoing	In consultation with SWT and subject to resourcing		✓	☹							
7.1.3	Increase publicity (local media/ online social media)	FCF and P & C	Ongoing	Individual roles/ responsibilities to be adopted		✓	-							
7.1.5	Monitor growth in volunteering	FCF and P & C	Ongoing			✓	✓							

7.2.3	Review and schedule annual H & S training	P & C	Annually in January	Then need to implement annual schedule	First aid training 2019	✓	✓							
7.3.1	Application to trigger HLS funding and monitor future of HLS	P & C	Annually in March	Seek alternative funding if necessary		✓	✓			*				
7.3.4	Seek improvements in availability of grazing animals and hay cutting contract	P & C	Ongoing	Until improvements found	2020 Horse grazing	-	✓							
7.3.5	Seek opportunities for income generation	FCF and P & C	Ongoing			✓	-							
7.4.1	H & S site inspections	P & C	Ongoing monthly	Record hazards and any concerns raised by FCF and visitors		✓	✓							
7.4.2	Review Risk and COSHH assessments and need for DBS checks	P & C FCF*	Annually in January	Then need to implement amendments/get new checks	Under review cycle and updating. *FCF need to review any independent docs and policies	✓	✓							
7.5.1	Survey visitor numbers	FCF	Ongoing	Notify P & C if any significant changes are need for additional facilities/changes to marketing		✓	✓							

8.1.3	Annual review	P & C and FCF	Annually in January		Review Appendices and sign Management Plan document	-	-	✓						
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2019 Tasks						
Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date)	Comments
6.2.1	Landscape improvements to Tip Field (hazel planting)	FCF and P & C	Apr-19	Need purchase of bare root plants		Moved to winter 2020-21 – due to ground conditions in 2019 and need for fencing and grazing first
6.3.3	Installation of bike racks at Volunteer Centre	P & C	Apr-19	Subject to funding		Completed - Installed by HGG, funded by FCF – 2019
6.4.4	Present proposals for improvements to Queensway entrance	P & C	Jan-20	Subject to funding and route to be determined		Not completed – 2019/20 PC linked with task 6.4.6 to investigate potential for additional car parking
7.1.4	Produce site leaflet (inc. online PDF)	FCF and P & C	Apr-19	As and when required for projects		Not completed – 2019 Suggest to create online Heritage Trail PDF that can be accessed by “smart-tag” QR codes on site, hosted on the Horsham Museum website. FCF to take lead 2021.

2020 Tasks						
Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date)	Comments

6.2.1	Landscape improvements to Tip Field (hazel planting)	FCF and P & C	Mar-21	Need purchase of bare root plants	Now fenced – winter 2020/21. Need to order plants and plant autumn/winter 2021
6.2.3	“Scrub island” planting between Chambers Field and Great Horsham Hill	FCF and P & C	April-21	Need purchase of bare root plants and fence	3 scrub islands of 8m ² creates the same surface area as the 95m fence line length, whilst reducing the barrier effect to deer etc. of a hedgerow and does not create a total visual barrier in this area which could promote antisocial behaviour in this key location
6.3.5	Investigate feasibility of nest box camera	FCF and P & C	Apr-20	Subject to funding	Completed in 2019 – VC tit box cam. FCF
6.5.1	Establish strategy for site interpretation, field names, waymarking	FCF and P & C	Apr-20	Once strategy established, set new plan for implementation	HDC brought in temporary signage template and updated permanent signage re: code of conduct for dog walkers; FCF purchased field name signs 2020
6.5.2	Construct new bird hide and feeding station by main track	P & C and contractors	Apr-20	Subject to 106 funding	Not completed – 2020 COVID – Had corporate group lined up to part fund and install in April '20, fallen through, hopefully temporarily...
7.1.1	Consider LNR declaration	The Council	Apr-20	If decide to declare LNR then new action will be specified to achieve that	Achieved 'Local Wildlife Site' status in 2020 Suggesting to revisit LNR designation again in 2025
6.4.6	Investigate potential for additional car parking	P & C	Apr-20	Need include EIA and business case	Not completed – 2020 PC requesting assistance from HDC Parking Services in 2021 and linked to task 6.4.4
7.1.7	Investigate feasibility of heritage farm aspiration	P & C	Apr-20	Develop business case as required	Not completed – 2020 – not to be carried forward, due to not being in keeping with the current direction of management for biodiversity gain outlined in other areas of the management plan
7.2.1	Train minimum two volunteers to do grassland surveys	FCF and P & C	Sep-20		Completed training in summer 2018 and 2019 and ID reference books for loan purchased 2020

7.2.2	Train volunteers in hedge laying	FCF and P & C	Apr-20	RA ran 2 day courses	Completed winter 2019-20
7.3.3	Intro charges for professional dog walkers and produce code of conduct and registered list	P & C and The Council	Dec-20		Not completed – 2020 PC and JE looking in to viability and practical application to individual P & C sites or District wide

2021 Tasks					
Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date) Comments
5.2.5	Tree inspections	P & C	3 yearly	winter	Conducted February 2021 – scheduled works in progress with contractor
5.2.1	Establish Tree Planting Plan and map key locations	P & C and FCF	Aug-21	To be ready to order for planting season	Think about visual and light pollution locations as well as habitat – like with wider District plan
6.2.4	Hedge planting on East boundary of White Gate Lag	FCF and P & C	Apr-21	Need purchase of bare root plants	
6.5.2	Construct new bird hide and feeding station by main track	P & C and contractors	Sep-21	Subject to 106 funding (RSPCA may part fund)	RA to reschedule RSPCA volunteer day if possible. Or link to task 6.4.1 Parlour Mead Boardwalk?
7.1.4	Produce site leaflet (inc. online PDF)	FCF	Dec-21	As and when required for projects	Suggest to create online Heritage Trail PDF that can be accessed by “smart-tag” QR codes on site, hosted on the Horsham Museum website. FCF to take lead

2022 Tasks

Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date) Comments
6.4.1	Re-routing path and boardwalk through Parlour Mead to Riverside Walk	P & C and contractors	Apr-22	Subject to funding and consultation with HTCP	S106 funding acquired 2019
6.4.4	Present proposals for improvements to Queensway entrance	P & C	Apr-22	Subject to funding and route to be determined	PC linked with task 6.4.6 to investigate potential for additional car parking
6.4.6	Investigate potential for additional car parking	P & C	Apr-22	Need include EIA and business case	PC requesting assistance from HDC Parking Services in 2021 and linked to task 6.4.4
7.3.3	Intro charges for professional dog walkers and produce code of conduct and registered list	P & C and The Council	Apr-22	Funding and staffing time to operate	PC and JE looking in to viability and practical application to individual P & C sites or District wide

2023 Tasks					
Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date) Comments
6.5.5	Re-surfacing footpath NW of Tip Fields	P & C	Apr-23	Subject to funding and requires collaboration with HTCP	Approx. 140m at pedestrian footpath width 1.2m
2.2.1	Last year of HLS funding – what next?	P & C	Dec-23	Need to secure new ELMs or appropriate Agri-environment funding	

7.1.1	Investigate and establish specific factors needed to work toward LNR designation	P & C and The Council	Apr-23	Establish a check list to work on in preparation for 2025 consideration	
New	Update management plan format	P & C and FCF	Jan-24	To bring in line with new standardised HDC format	HDC P & C are standardising our management plan format across all sites and with the change in the ending of HLS and need to apply for other funding it will be a good time to do so

2024 Tasks					
Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date) Comments
5.2.5	Tree inspections	P & C	3 yearly	winter	

2025 Tasks					
Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date) Comments
6.5.3	New path through Gravel Pit Field	P & C	Apr-25	Subject to funding and route to be determined	Approx. 200-220m at vehicle width?
7.1.1	Consider LNR declaration	The Council	Apr-25	If decide to declare LNR then new action will be specified to achieve that	

8.1.2	Visitor survey for next Management Plan	P & C and FCF	Dec-25		
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2026 Tasks					
Ref.no	Description of task	By who	By when	Conditions/comments	Latest review (date) Comments
6.2.1	Landscape improvements to Tip Field – after care, hazel coppicing	FCF and P & C	Winter 2026	Decide on rotation or all hazel plants	
8.1.2	Write Management Plan 2027-2034	P & C	Dec-26	Reflective of visitor survey and P&C Management Plan standardised layout. Liaise with FCF	



8.2 Sign-off section

2020	Council representative: NA Signature Date	FCF representative: NA Signature Date
2021	Council representative: Pete Crawford Signature <i>Pete Crawford</i> Date 30/03/2021	FCF representative: Laura Thomas Signature <i>Laura Thomas</i> Date 30/03/2021
2022	Council representative: Signature Date	FCF representative: Signature Date
2023	Council representative: Signature Date	FCF representative: Signature Date
2024	Council representative: Signature Date	FCF representative: Signature Date
2025	Council representative: Signature Date	FCF representative: Signature Date
2026	Council representative: Signature Date	FCF representative: Signature Date