

Vauxhall Park Work Plan

Note – The work plan is ordered according to priorities identified through consultation. Items of work have been grouped within years to indicate related physical improvements that should be undertaken together, followed by supporting management and activities. Timing may vary dependant on funding. Items under management are those that are deemed feasible for delivery within present management systems. Activities are generally new areas of work undertaken by a range of people involved with the park.

It is recommended that upon receipt of the draft/completed management plan the Park Project Officer should meet with the Lambeth Conservation and Design Team to explain proposals and then submit an application for Conservation Area Consent. Any subsequent changes to detail can be dealt with by exchange of letter. Changes to buildings will require separate applications for Conservation Area Consent in addition to planning permission.

Year 1

Physical Improvements

1.1 Provide new entrance signage – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Work in progress – signs to be installed at 4 park entrances	Environmental Education Officer	Staff time	Area Parks Officer	Signs installed in correct location	Site inspection Completion summer 06

1.2 Provide map of the park – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Work in progress – map to be incorporated in signage	Environmental Education Officer	£2,000 (based on price from contractor)	Area Parks Officer	Map installed in correct location	Site inspection Completion summer 06

1.3 Revise fence alignment north of nursery – Aim 8

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Check conformity with Conservation Area consent	Area Parks Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Remove existing gate and relocate to north with additional railing	Area Parks Officer	£1,900	Nursery, grounds maintenance contractor	Revised alignment	Site inspection

1.4 Replace tennis court fencing – Aim 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Obtain prices for replacement	Area Parks Officer	Staff time	Contractors	Competitive quote	In accordance with brief
Instruct work	Area Parks Officer	Staff time	Contractor	Fencing programmed	Materials ordered
Communication of intentions	Area Parks Officer	Staff time	FOVP, tennis coach Lambeth Sports & Rec'	Temporary signs appropriately located	Site verification
Removal of old fencing and installation of new fencing	Area Parks Officer	£16,300	Contractor	Completed fencing	Fencing completed April 2006
Revise edge of tennis court – install mowing trim, backfill with topsoil, re-grade and seed	Area Parks Officer	£3,000	Contractor	Ground works complete	Site inspection
Notify users of contract completion	Area Parks Officer	Staff time	FOVP, tennis coach, Lambeth Sports & Rec'	-	-

1.5 Relocate train within children's area – Aim 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove north seating bay and wall in children's area	Parks Project Officer	£700	Grounds Maintenance or external Contractor.	Feature removed and area reinstated to grass	Site inspection
Relocate train on reinforced grass	Parks Project Officer	£3,000	External Play Contractor	Feature relocated and original location reinstated to grass	Site inspection
Provide 5 new bench seats on reinforced grass	Area Parks Officer	£5,000	Grounds Maintenance Contractor	Benches installed	Site inspection
Provide improved signage of children's area	Area Parks Officer	£1,000	-	Signs installed	Site inspection

1.6 Provide dog free picnic area for general public use – Aim 2

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Order and install new picnic benches within Rose garden	Area Parks Officer	£3,000	FOVP, Grounds Maintenance Contractor	Picnic benches installed on matting	Work completed

1.7 Rationalisation and replanting of beds in association with picnic area – Aim 2

See planting guidance Appendix 9

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Area 8 – hedge removal, plant ornamental grasses to west side of lavender garden, rationalisation of planting beds 8.2- 8.8 and 8.10, redesign and replanting	Area Parks Officer	£8,300	FOVP, Area Parks Officer, Grounds maintenance contractor	Hedge and beds removed, grass areas reinstated and new plantings established to specified designs.	Site inspection
Replace boundary hedge south of lavender garden	Area Parks Officer	£2,100	FOVP, Grounds maintenance contractor	Remnants of old fencing and sections of privet hedge removed,	Site inspection

				soil reinstated and improved, new hedge established set back from railings	
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1.8 Provide and install new gates to Fentiman Road entrance – Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Agree gate design	Area Parks Officer	Staff time	FOVP	Affirmed design	Drawings prepared
Check conformity with Conservation Area consent	Area Parks Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Obtain priced tenders and instruct work	Area Parks Officer	Staff time	Contractor	Tender documentation and priced tenders	Work instructed
Communicate intentions	Area Parks Officer	Staff time	Users, Grounds Maintenance Contractor	Temporary signs appropriately located	Site verification
Gates fabricated and installed	Area Parks Officer	£5,700	Area Parks Officer, Contractor	Fabrication complete Gates installed	Fabrication inspected. Site inspection, defects completed

Management

1.9 Reduce areas of shrubbery attracting drug abuse – Aim 8

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Instruct work to 2 areas, beds 6.5 and 8.17	Area Parks Officer	Within contract	Grounds maintenance contractor	Vegetation significantly reduced or removed	Site inspection Work completed in bed 6.5, April 2006

1.10 Restore maze in Rose garden – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Instruct work	Area Parks Officer	Within contract	Grounds maintenance contractor	Brickwork maze exposed	Site inspection

1.11 Improve tennis court maintenance – Aim 2

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Review maintenance with contractor	Area Parks Officer	Staff time	Grounds maintenance contractor	Agreed understanding of requirements	Review recorded
Programme routine inspections	Area Parks Officer	Staff time	Grounds maintenance contractor	Improved maintenance	Site inspections recorded

1.12 Improve monitoring of contractor – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
During routine visits check that work has been carried out in compliance with contract specification	Area Parks Officer	Staff time	Grounds maintenance contractor	Record inspection and, depending on outcome, issue notice of non compliance to contractor	Site inspection, ensure rectification of any defective work and sign off

1.13 Develop quality assessment for new work and maintenance – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Institute annual peer review within parks team (along lines of the NT garden advisor visit to a property)	Head of Parks	Staff time	Parks Project Officer Area Parks Officer	Identify areas of misinterpretation/ misunderstanding of contract specification, areas of poor quality design/maintenance, (and other areas of difficulty?)	Identify areas which have improved next year

1.14 1st Annual review of management plan – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Institute annual review of management plan progress	Area Parks Officer	Staff time	Parks Project Officer, FOVP	Review progress against management plan targets	Identify areas which are behind programme and re-schedule
Work plan revised in accordance with review	Area Parks Officer	Staff time	-	Revised work plan circulated	Implementation commenced

1.15 Develop style design guide for park – Aim 5

See scope and outline for Design Guide, Appendix 9

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Compile guidance, plant list and planting density of appropriate plant species/varieties	Parks Project Officer	Staff time	Parks Project Officer Area Parks Officer	Schedule bedding, herbaceous, shrubs, roses, trees and climbers	Completed and meets requirements of management plan
Compile guidance, list/specification of appropriate hard elements	Parks Project Officer	Staff time	Parks Project Officer Area Parks Officer	Schedule items - bins, benches, internal fencing, others?	Completed and meets requirements of management plan

1.16 Develop a tree management strategy focussed on conserving and renewing historic plantings – Aim 7

See scope for Tree Strategy, Appendix 9

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Update existing tree survey	Lambeth Tree officer	Staff time	Tree officer	Completed survey to LBC format	Site check
Confirm brief	Lambeth Tree officer	Staff time	FOVP	Brief confirmed, ready for tendering?	-
Commission work	Lambeth Tree officer	Staff time £	Consultant?	Appointment of consultant?	Procedures followed
Consult on draft strategy and adopt	Lambeth Tree officer	Staff time	FOVP	Strategy completed and adopted ready for implementation	Strategy meets brief and is appropriate to site

1.17 Improve tennis court letting procedures – Aim 2

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Raise concerns with letting agent and agree improvements	Area Parks Officer	Staff time	Sports booking contractor Sports & Rec' officer	Agreed changes to service	Plan to implement improvements
Implement suggested improvements	Area Parks Officer	Staff time	Sports booking contractor Sports & Rec' officer	Inform users and tennis coach	Trial booking
Monitor	Area Parks Officer	Staff time	Sports booking contractor Sports & Rec' officer	Review operation over an agreed period	Record issues, complaints

Activities

1.18 Sustain communications with consultees to management plan – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Discuss	FOVP	Time	Parks Project Officer	Agree approach	-
Implement	FOVP	Time	All consultees to management plan	Communication as agreed – quarterly	Feedback

				progress bulletin? Notification/invitation to events/open days?	
Review	FOVP	Time	Parks Project Officer	Evaluate	Amended approach

1.19 Include free tennis taster sessions at an event – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Discuss	FOVP	Time	Tennis coach	Agreed proposal	-
Organise	FOVP	Time	Tennis coach	Include in event programme, notify schools	Resources prepared
Trial	FOVP	£?	Tennis coach	Tennis taster sessions	Satisfied customers
Review	FOVP	Time	Tennis coach	Evaluation	-

1.20 Develop a leaflet about the park – Aim 7

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Decide scope and content	FOVP	Time	Parks Officers	Agreed content	
Prepare information	FOVP	Time	Parks Officers	Brief and information	Content ready for designer
Commission design	FOVP	£	Designer	Sample options	Chosen design
Printing	FOVP	£	Printer	Printed leaflets	-
Organise distribution	FOVP		Parks Officers, rangers	Leaflets available from agreed sources	Users aware of leaflet availability

1.21 Initiate practical community gardening activities – Aim 3

See planting guidance Appendix 9

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Hold bulb planting day, planting bulbs in area 3	Environmental Education Officer	£1,000 (Lambeth Community Funds Capacity Building)	Area Parks Officer, Parks Project Officer Rangers and grounds maintenance contractors.	Drift of spring bulbs planted within area 3, W of tennis court	Check in flower

NOTE: if FOVP apply for Lambeth Community Funds (Capacity Building) grant (maximum £2,500 with no match required), this could pay for bulb planting events and publicity for about 2 years. Vauxhall Park is in a Ward under-represented in the Community Funds under the Parks/Sustainability Theme, so any application would be seen as priority for award and funding.

Year 2

Physical Improvements

2.1 Repair plinths and reinstate historic boundary railings to South Lambeth Road boundary - Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Design/commission amended panel design to incorporate Vauxhall Park sign	Area Parks Officer	£? Staff time	Designer/fabricator	Design proposals	Fulfil brief
Agree design proposal	Area Parks Officer	Staff time	FOVP,Area Committee	Agreed scheme	-
Check conformity with Conservation Area consent	Area Parks Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Instruct fabrication	Area Parks Officer	Specialist	Contractor	Fabrication complete	Work checked prior to installation
Communicate intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Installation –fence and hedge removal, re casting and rebuilding plinth, and new hedge replanting	Area Parks Officer	£85,900	Contractor	Plinth, railings and hedge complete	Site inspection, defects completed and signs removed
Celebrate completion	FOVP	FOVP time + £	Lambeth, local community, press	FOVP newsletter, local press coverage	Feedback received

2.2 Repair and upgrade sections of uneven paving at park entrances – Aim 1

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Confirm scope and areas for repair, including minor realignment at SW entrance	Area Parks Officer	Staff time	Parks Project Officer, FOVP	Plan and prioritised schedule of work	Site verification
Tender or instruct work from park contractor	Area Parks Officer	Staff time	Parks Project Officer	Tender or instruction	Instruction received, tender returned
Communication of intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Path improvements	Area Parks Officer	£2,400	Contractor	Completed footpath improvements	Defects completed and work signed off.

2.3 Replace entrance barriers with bespoke craftsman designed metalwork to improve the sense of welcome – Aim 1

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Prepare brief	Parks Project officer	Staff time	FOVP Local school(s)	Agreed brief	-
Select artists/craftspeople and commission work	Parks Project officer	Staff time	FOVP Lambeth Arts Officer	Appointment of artist/craftsperson	Procedures followed
Design development	Appointed artist	£ ? + pupil/staff time	Parks Project Officer, FOVP	Agreed design	Parties involved sign up to project
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Communication of intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Fabricate and install work	Appointed artist	£4,500	Fabricator, Parks Project Officer, FOVP, school(s)	Barriers completed and installed	Inspection of completed works
Celebrate completion	FOVP	FOVP time + £	Lambeth, local community, press	FOVP newsletter, local press coverage	Feedback received

2.4 Replace railings to Area 1 – Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Agree style using design guide	Parks Project Officer	Staff time	Area Parks Officer, FOVP	Agreed design	-
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Tender/instruct work	Area Parks Officer	-	Contractor	Instruction received	-
Communication of intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Install railings	Area Parks Officer	£12,000	Contractor	Old railings removed and new ones installed	Site inspection

2.5 Phased refurbishment and rationalisation of planting areas – Aim 5

See planting guidance Appendix 9

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
NW entrance, bed 2.1 - removal of rose bed and associated railings	Area Parks Officer	£300	Grounds Maintenance Contractor	Area cleared	Site inspection
Design and creation of new planting bed in accordance with design guide	Area Parks Officer	£2,400	FOVP, Grounds Maintenance Contractor	Completed planting bed to agreed design	Site inspection
Area 1, beds 1.1 and 1.2 – redesign and replanting in accordance with design guide	Area Parks Officer	£2,400	FOVP, Grounds Maintenance Contractor	Completed planting bed to agreed design	Site inspection

2.6 Remove low railings to Rose bed near toilet block – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Remove low railings	Area Parks Officer	£400	Contractor	Railings removed	Site inspection

2.7 Improve security of Lawn Lane entrance – Aim 8

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Prepare scheme to constrain unauthorised access	Area Parks Officer	Staff time	FOVP, Lambeth Conservation and Design team	Agreed scheme	Ready for obtaining price
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Tender/instruct work	Area Parks Officer	£5,000	Contractor	Completed scheme	Site inspection

2.8 Improve MUGA – reducing noise and improving access – Aim 4

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Replace entrance gate	Area Parks Officer	£1,000	Contractor	New gate installed	Site inspection
Modify baffle screens	Area Parks Officer	£5,000	Contractor	Modifications complete	Site inspection

2.9 Provide benches – Aims 1 and 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove and replace 1 bench near MUGA	Area Parks Officer	£1,100	FOVP? Sponsor? Grounds Maintenance Contractor	Bench installed Footpath reinstatement	Site inspection

2.10 Remove areas of redundant surfacing – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove redundant surfacing and reinstate turf	Area Parks Officer	£800	Grounds Maintenance Contractor	Surfacing removed and grass reinstated	Site inspection

2.11 Provide play equipment for children with varied abilities and disabilities and to meet current standards – Aims 1 and 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove 2 existing items of play equipment	Parks Project Officer	£500	Area Parks Officer, FOVP	Space cleared	Site inspection
Replace climbing igloo with new item – TBA	Parks Project Officer	£10,000	Area Parks Officer, FOVP	Play equipment fully installed	Site inspection
Replace climbing apparatus with	Parks Project	£10,000	Area Parks Officer,	Play equipment fully	Site inspection

new item - TBA	Officer		FOVP	installed	
Extend playground to accommodate additional set of 4 swings	Parks Project Officer	£32,900	Area Parks Officer, FOVP	Play equipment fully installed	Site inspection

2.12 Provide permanent signage for children's area – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Agree sign style, location and content	Environmental Education Officer	Staff time	Area Parks Officer	Agreed brief	Issued to designer/fabricator
Install	Area Parks Officer	£2,000	Contractor	Signs installed	Site inspection Completed April 06

2.13 Replace refuse bins – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove old bins, undertake any reinstatement, supply and fix 5 no refuse bins to selected design in agreed locations	Area Parks Officer	£4,000	FOVP, Grounds Maintenance Contractor	Bins installed	Site inspection

2.14 Commence process of replacing the 1 o'clock club – Aim 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Prepare brief	Parks Project Officer	Staff time	Head of Parks and Green Spaces, architectural advisor, FOVP, CYPS (Education)	Agreed brief	-
Commission feasibility study	Parks Project Officer	£	Architect	Completed study	Fulfils brief
Consider options	Parks Project Officer	Time	Client team representing above	Preferred option	A proposal that interested parties and

			parties		future users can sign up to
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Management

2.15 Improve MUGA – Aim 2

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Improve routine maintenance	Area Parks Officer	Staff time	Grounds Maintenance Contractor.	Better quality facility	Site inspection

2.16 Enable the MUGA to be booked in daytime on weekdays – Aim 3

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Investigate opportunity	Area Park Officer	Staff time	Sports booking Contractor, Sports & Rec' Officer, residents of Bannerman House?	Agreed action	Taken forward
Implement	Area Park Officer	Staff time	Sports booking Contractor. Sports & Rec' Officer	Procedures, site signage and notification of local schools	Check all procedures have been carried out
Review	Area Park Officer	Staff time	Sports booking Contractor, residents of Bannerman House? Schools?	Operational amendments agreed	Actions implemented

2.17 Annual peer review – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Institute annual peer review within parks team	Head of Parks	Staff time	Parks Project Officer Area Parks Officer	Identify areas of misinterpretation/mis understanding of contract	Identify areas which have improved next year

				specification, areas of poor quality design/maintenance, (and other areas of difficulty?)	
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2.18 Annual review of management plan – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Institute annual review of management plan progress - to include results of visitor survey if available	Area Parks Officer	Staff time	Parks Project Officer, FOVP	Review progress with items on site against the management plan targets	Identify areas which are behind programme and re-schedule
Work plan revised in accordance with review	Area Parks Officer	Staff time		Revised work plan circulated	Implementation commenced

Activities

2.19 Develop educational materials to facilitate school use of park – Aim 3

See education scope, Appendix 9

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Establish education working group	Environmental Education Officer	Staff time	FOVP, representatives(s) from local primary schools	Meeting to agree objectives and programme	
Develop first education pack	Environmental Education Officer	£2,500 at current rates (LEEF)	Education working group	Teacher notes providing information, guidance on tasks, cross curriculum links and options Worksheets?	Trial, feedback, review and revision
Agree programme for future delivery	Environmental Education Officer	Staff time	Education working group	Circulation of projects and actions	-

2.20 Continue practical community gardening activities – Aim 3

See planting guidance Appendix 9

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Hold bulb planting day, planting bulbs in area 1	Environmental Education Officer	£1,500 (see comments 1.21)	Area Parks Officer, Parks Project Officer and rangers, schools, users	Drifts of spring bulbs planted across area 1	Check in flower
Area 6, bed 6.5 - agree redesign and re planting with local school children	Environmental Education Officer	Staff Time	Area Parks Officer, Parks Project, schools	Completed planting	Site inspection

2.21 Install a green man pedestrian crossing on South Lambeth Road at the Fentiman Road traffic lights – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Submit request for crossing to North Lambeth Area Committee	Parks Project Officer	Staff time	Transport and Highways department	Application submitted to Transport for London	Application received

2.22 Undertake a visitor survey – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Determine format, survey methodology and analysis	FOVP?	Volunteer time	Parks Project Officer	Format, methodology and analysis agreed	Ready for implementation
Visitor survey	FOVP	Volunteer time	Parks Project Officer	Survey completed	Analysis available
Dissemination of information	FOVP?	Volunteer time	Parks Project Officer	Report in FOVP newsletter, forwarded to Lambeth parks	Response to survey included in management plan review

2.23 Invite people/organisations to undertake tasks – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Identify tasks where assistance is required	FOVP	Volunteer time	Park Project Officer	Schedule of tasks	-

Identify groups and individual who might assist	FOVP	Volunteer time	Park Project Officer	Schedule potential contacts	-
Devise strategy for engagement	FOVP	Volunteer time	Park Project Officer	Agreed strategy – personal contact, letters, invitation to special event event, park open day, exhibition ?	Review response and effectiveness in achieving objectives

2.24 Run campaign to encourage increased responsibility by cyclists – Aim 2

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Devise campaign	Ranger	Staff time	FOVP, community police officers?	Agreed course of action	Programme set
Implement campaign	Ranger	Staff time Volunteer time?	FOVP, community police officers?	Action day? Leaflets handed out? Posters?	Review effectiveness

2.25 Provide training – Aim 2

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Agree priorities	Parks Project Officer	Staff time	Head of Parks, Parks Project Officer, Area Parks Officer, FOVP	List of areas where training is required and who will provide it	Resources allocated, training booked
Provide in house training or see that staff/volunteers/contractors attend appropriate courses	Parks Project Officer	£ - from training budget? Other?	Park officers, rangers, contractors, volunteers	Trained staff/contractors/volunteers with improved skill levels	Completion of any assignment, feedback
Disseminate to others where appropriate	Parks Project Officer	Time	Park officers, rangers, contractors, volunteers	Knowledge shared	Session held
Review usefulness and application in practice	Parks Project Officer	Time	Park officers, rangers, contractors, volunteers	Implementation of new ideas, practices, improvements in standards and service	Reviewed through Annual Review

2.26 Organise guided walks – Aim 6

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Agree topic, timing and target audience	FOVP?	Copying	Parks officers, rangers, FOVP, civic society?	Schedule of guided walks or arrangement of a guided walk	Walk(s) advertised
Guided walk	FOVP?	Time	All	Walk held and attended	Feedback
Review	FOVP?	Time	All involved	Improvements/changes to future walks agreed	Incorporation in walks programme

2.27 Seek partners and funding to develop practical community gardening facility – Aim 3

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Establish working group and project partners	Environmental Education Officer (initially)	Staff/volunteer time	FOVP, St Mungo's, BTCV, local schools Grounds maintenance contractor.	Meeting to confirm objectives and programme	-
Seek funding	Environmental Education Officer (initially)	Staff/volunteer time	FOVP, St Mungo's, BTCV, local schools?	Submit applications for funding Gain approval of partner organisations	Framework for development established

Year 3

Physical Improvements

3.1 Restore alignment of northern path – Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Prepare scheme and tender work	Parks Project Officer	Staff time	Contractor	Design proposals and tender documentation	Tenders received
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Communicate intentions	Area Parks Officer	Staff time	Park users	Temporary signs appropriately located	Site verification
Instruct work and agree exact alignment on site	Parks Project Officer	£25,800	Contractor	Path completed	Site inspection, defects completed and signs removed

3.2 Improve dog area, increasing run – Aim 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Communication of intentions	Area Parks Officer	Staff time	FOVP, dog owners?	Temporary signs appropriately located	Site verification
Realignment and extension of fencing with new double gates, drinking trough and signage	Area Parks Officer	£4,100	Contractor	Extended dog area complete	Site inspection, sign removal and reopening of dog area

3.3 Replace dog bins – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove old bins and supply and fix 6no. new bins	Area Parks Manager	£1,800	-	New bins installed	Site inspection

3.4 Repair and upgrade primary paths around central space – south, east and west – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Confirm scope and areas for repair	Area Parks Officer	Staff time	Parks Project Officer, FOVP	Plan and prioritised schedule of work	Site verification
Tender work	Area Parks Officer	Staff time	Parks Project Officer	Tender documentation	Tenders returned
Communication of intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Execution of work	Area Parks Officer	£66,000	Contractor	Completed footpath improvements	Site inspection, defects completed and signs removed

3.5 Replace benches to east west path - Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Remove 5 benches	Area Parks Officer	£500	Grounds Maintenance Contractor	Benches removed	Site inspection
Install 5 benches	Area Parks Officer	£5,000		Benches installed	Site inspection

3.6 Replace the 1 o'clock club – Aim 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Prepare design proposals	Parks Project Officer	£	Architect	Plans	Design drawings received
Client approval	Parks Project Officer	Staff time	FOVP	Agreed proposals	Direction to architect to proceed
Seek statutory approvals	Architect	-	Lambeth Conservation and Design Team, Planning	Conservation area consent and planning approval for demolition and erection of new building	Consents received
Preparation of tender	Architect	Architect	-	Tender	Issued to tendering

documentation and tendering				documentation	contractors
Tender acceptance and approval of expenditure	Parks Project Officer	Staff time	Contractor	Procedures followed Contractor notified	-
Communication of intentions	Area Parks Officer	Staff time	1 o'clock club, nursery, FOVP	Temporary signs appropriately located	Site verification
Demolition and construction of new building	Architect	£377,000	Contractor	Completed building	Site inspection and handover
External space, paving and planting associated with new 1 o'clock club	Parks Project Officer	£82,400		Completed landscape	Site inspection and handover
Provide new benches – 10no.	Area Parks Officer	£10,000	Contractor	Benches installed	Site inspection
Celebrate completion and opening	FOVP	FOVP time + £	Lambeth, local community, press	FOVP website and newsletter coverage, local press coverage	Feedback received

3.7 Provide drinking fountain – Aim 2

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove existing drinking fountain and agree style and location of new drinking fountain	Park Project Officer	Staff time	FOVP, Parks Area Officer, Tennis coach?	Agreed style and location for new fountain	-
Purchase/commission/refurbish and install drinking fountain	Park Project Officer	£8,500	Artist/craftsperson, Services engineer, Contractor	Design/refurbishment, fabrication and installation	It works and is fit for purpose

3.8 Restore character of path from Fentiman Road – Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Agree design	Parks Project Officer	Staff time	FOVP	Agreed scheme	-
Tender work	Parks Project Officer	Staff time	-	Tender documentation	Tenders received
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Communicate intentions	Area Parks	Staff time	FOVP	Temporary	Site verification

	Officer			encapsulated signs appropriately located	
Instruct work	Parks Project Officer	£27,000	Contractor	Path, edgings and railings complete	Site inspection, defects completed and signs removed

3.9 Phased refurbishment and rationalisation of planting areas in accordance with design guide – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
SW entrance, bed 3.1 – redesign and re planting ¹	Area Parks Officer	£1,800	Designer, contractor	Completed planting	Site inspection
Area 8 – replanting to eastern perimeter in association with realignment of path from Fentiman Road	Area Parks Officer	£4,500	Designer, contractor	Completed planting	Site inspection
Area 9 –vegetation clearance and preparation of new community garden plots with hedging	Area Parks Officer	£9,800	Designer, contractor	Completed planting	Site inspection

3.10 Replace refuse bins – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove old bins, undertake any reinstatement, supply and fix 5 no refuse bins to selected design in agreed locations	Area Parks Officer	£4,000	FOVP, Grounds Maintenance Contractor	Bins installed	Site inspection

¹ Work relates to proposed café and should be carried out following building work. If the café does not progress or is unlikely to progress the planting should take place following demolition of the building – see year 5

Management

3.11 Review use of MUGA – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Review	Area Park Officer	Staff time	Fusion, residents of Bannerman House? Schools?	Confirm issues and changes	Implementation

3.12 Annual peer review – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Institute annual peer review within parks team	Head of Parks	Staff time	Parks Project Officer Area Parks Officer	Identify areas of misinterpretation/mis understanding of contract specification, areas of poor quality design/maintenance, (and other areas of difficulty?)	Identify areas which have improved next year

3.14 Annual review of management plan – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Institute annual review of management plan progress	Area Parks Officer	Staff time	Parks Project Officer, FOVP	Review progress with items on site against the management plan targets	Identify areas which are behind programme and re-schedule
Work plan revised in accordance with review	Area Parks Officer	Staff time	-	Revised work plan circulated	Implementation commenced

Activities

3.15 Develop campaign to encourage increased responsibility by dog owners – Aim 2

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Devise campaign	Ranger	Staff/volunteer time	FOVP, community police officers?	Agreed course of action	Programme set
Implement campaign	Ranger	Staff/volunteer time	FOVP, community police officers?	Action day? Leaflets handed out? Posters?	Review effectiveness

3.16 Develop practical community gardening facility – Aim 3

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Inauguration of community garden	?	Time and £	FOVP, St Mungo's, BTCV, local schools?	Inauguration ceremony	Facility equipped and ready
Routine activity and development by participants	?	Time and £	FOVP, St Mungo's, BTCV, local schools?	Plots maintained and productive	Record of numbers attending and activity?
Feedback and review	?	Time	FOVP, St Mungo's, BTCV, local schools?	Appraise value to participants	-

3.17 Develop specialist led opportunities for science, art and horticulture – Aim 3

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Identify needs, opportunities and resources	Environmental Education Officer	Staff/volunteer time	FOVP, BTCV, local schools?	Confirm tasks and programme	-
Organise programme/event	Environmental Education Officer	Staff/volunteer time	Staff/volunteer time	Classes, workshop, science fair, competition	Participation and feedback
Review and develop	Environmental Education Officer	Staff/volunteer time	Staff/volunteer time	Informed programme for future	-

3.18 'Grow' a volunteer workforce – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Identify needs, opportunities and resources	?	Staff/volunteer time	FOVP, BTCV, local schools?	Confirm potential tasks and work programme	-
Establish interest	?	Staff/volunteer time	FOVP, BTCV, local schools?	Confirm volunteers groups/individuals and match with tasks	-
Resource and commence volunteer working parties	?	Staff/volunteer time, £	FOVP, BTCV, local schools?	Appropriately resourced and productive working parties	Park improvements, tasks completed

3.19 Facilitate health walks and promote use of MUGA for fitness classes – Aim 4

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Organise health walk	Ranger	Staff time and publicity	FOVP	Public participation in walk	Awareness and enjoyment of event
Provide information on measured routes and jogging circuits	Ranger	Staff time and publication cost	FOVP Area Parks Officer	Leaflet	Awareness and distribution outlets
Contact fitness/sport groups to promote use of MUGA	Area Parks Officer?	Staff time	FOVP, health and fitness groups.	Bookings for MUGA	Increased day time use of existing facility

3.20 Develop a park events strategy – Aim 1

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Review past events and aspirations	FOVP	Time	Parks officers? Rangers?	Documented review	Information base for future events development
Agree objectives for future events	FOVP	Time + £/sponsorship?	Parks officers? Rangers?	Agreed objectives – increased participation, reaching hard to reach groups, involving young	-

				people, raising money and profile?	
Develop programme	FOVP	Time	Parks officers? Rangers?	Programme developed to meet objectives	Delivery of successful events

3.21 Hold boredom buster holiday fun session – Aim 4

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Organise	?	Time and £	FOVP, Area Parks Manager?	Session advertised in park and promoted to schools	Awareness of session and bookings?
Provide sports equipment	?	£, sponsorship, donations	FOVP, Area Parks Manager?	Equipment for sessions	-
Hold fun session	?	Staff and volunteers?	FOVP, Area Parks Manager?	Successful session	Feedback

Year 4

Physical Improvements

4.1 Repair and upgrade paths around tennis courts – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Confirm scope and areas for repair	Area Parks Officer	Staff time	Parks Project Officer, FOVP	Plan and prioritised schedule of work	Site verification
Identify sources of funding	Area Parks Officer	Staff time	Parks Project Officer	Work programme	Approval by?
Tender work	Area Parks Officer	Staff time	Parks Project Officer	Tender documentation	Tender returned
Communication of intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Execution of work	Area Parks Officer	£7,300	Contractor	Completed footpath improvements	Site inspection, defects completed and signs removed.

4.1 Undertake tree management in accordance with strategy – Aim 7

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Agree management to existing trees and priorities	Parks Project Officer	Staff time	Parks officers, FOVP	Prioritised schedule of tree work	Agreed by all parties
Tender and instruct work	Parks Project Officer	£3,000	Arboricultural contractor	Completed work	Site inspection
Agree tree planting proposals	Parks Project Officer	Staff time	Parks officers, FOVP	Tree planting proposals	Agreed by all parties
Undertake tree planting		£4,500	FOVP, contractor, local schools	Completed tree planting	Site inspection

4.3 Develop a fitness trail – Aim 4

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Prepare proposals	Parks Project	Staff time	Designer/contractor	Design proposals	Ready for consultation

	Officer				
Consult and agree proposals	Parks Project Officer	Staff time	FOVP, Area Parks Officer	Agreed scheme	-
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Tender and commission work	Parks Project Officer	Staff time	Contractor	Tender documentation	Tenders received, instruction issued
Communicate intentions	Area Parks Officer	Staff time	FOVP, tennis coach	Temporary encapsulated signs appropriately located	Site verification
Trail installed	Parks Project Officer	£10,000	Contractor	Trail completed	Site inspection, defects completed and signs removed.
Celebrate completion	FOVP	FOVP time + £	Lambeth, local community, press	FOVP newsletter, local press coverage	Feedback received

4.5 Replace refuse bins – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove old bins, undertake any reinstatement, supply and fix 5 no refuse bins to selected design in agreed locations	Area Parks Officer	£4,000	FOVP, Grounds Maintenance Contractor	Bins installed	Site inspection

Management

4.6 Annual peer review – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Institute annual peer review within parks team	Head of Parks	Staff time	Parks Project Officer Area Parks Officer	Identify areas of misinterpretation/misunderstanding of	Identify areas which have improved next year

				contract specification, areas of poor quality design/maintenance, (and other areas of difficulty?)	
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4.7 Annual review of management plan – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Institute annual review of management plan progress	Area Parks Officer	Staff time	Parks Project Officer, FOVP	Review progress with items on site against the management plan targets	Identify areas which are behind programme and re-schedule
Work plan revised in accordance with review	Area Parks Officer	Staff time	-	Revised work plan circulated	Implementation commenced

Activities

4.8 Install bird and bat boxes to encourage wildlife – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Agree potential locations	Environmental Education Officer	Staff time	FOVP	Schedule of potential locations	-
Organise workshop/activity with local school to make boxes	Environmental Education Officer	Staff time, materials	FOVP, schools	Completed boxes, increased awareness	-
Install boxes	Environmental Education Officer	£2,500 (boxes and installation)	FOVP, schools	Boxes installed	Children to check and monitor

4.9 Promote cycling training – Aim 4

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Contact Cycle Training UK to explore possibilities	Parks Project Officer	Staff time	Cycle Training UK	Agreed scope and options	Confirmed actions
Promotion and organisation of cycle training scheme	Parks Project Officer	Staff time	Cycle Training UK	Cycle training scheme attended by local youngsters	Completion of national standards 1 and 2 by participants

Year 5

Physical Improvements

5.1 Reinstate historic boundary railings to Lawn Lane boundary – Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Communicate intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Fabrication and installation – involving removal of existing railings	Parks Project Officer	£67,500	Contractor	Plinth, railings and hedge complete	Site inspection, defects completed and signs removed.

5.2 Replace concrete panels and fence adjacent to Lawn Lane entrance – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Tender and instruct work	Parks Project Officer	Staff time	Contractor	Tender	Instruction
Communicate intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Construction	Parks Project Officer	£6,000	Contractor	Wall and fence completed	Site inspection, defects completed and signs removed.

5.3 Provide new gates to Lawn Lane entrance – Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Check conformity with Conservation Area consent	Parks Project Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter

Communicate intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Fabrication and installation of gates	Parks Project Officer	£5,500	Contractor	Gates installed	Site inspection, defects completed and signs removed.

5.4 Provide interpretation – Aim 6

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Develop interpretation strategy	Parks Project Officer	Staff time, £?	Parks officers, FOVP	Interpretation strategy	Strategy agreed by participating parties
Provide 2 interpretive plaques	Parks Project Officer	£7,600	Fabricator and contractor	Plaques installed	Verification after fabrication and inspection after installation
Develop leaflets	Parks Project Officer	£	FOVP, graphic designer	Leaflets produced	Leaflets available

5.5 Replace remaining internal railings to achieve consistency in design style – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Agree railings to be replaced in accordance with design guide	Area Parks Officer	Staff time	FOVP	Agreed scheme	Ready for consents and tender
Check conformity with Conservation Area consent	Area Parks Officer	Staff time	Lambeth Conservation and Design Team	Letter	Approval granted by letter
Instruct work	Area Parks Officer	Staff time	Contractor	Order	-
Communicate intentions	Area Parks Officer	Staff time	FOVP	Temporary signs appropriately located	Site verification
Railing removal and installation of replacement railings	Area Parks Officer	£30,100	Contractor	Railings installed i	Site inspection, defects completed and signs removed.

5.6 Remove items from children's area – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove timber animals	Area Parks Officer	£300	Contractor	Animals cleared, grass reinstated	Site inspection
Remove trellis	Area Parks Officer	£1,100	Contractor	Trellis removed	Site inspection

5.7 Replace refuse bins – Aim 5

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Remove old bins, undertake any reinstatement, supply and fix 5 no refuse bins to selected design in agreed locations	Area Parks Officer	£4,200	FOVP, Grounds Maintenance Contractor	Bins installed	Site inspection

5.8 Demolish toilet block – Aim 8

Tasks	Responsibility	Resources required (Cost plan ref.)	Involving	Outputs	Method to check completion
Submit application for Conservation Consent	Parks Project Officer	Staff time	FOVP, Area Parks Officer	Application	Consent granted
Tender demolition	Parks Project Officer	-	Contractor	Successful tenderer informed	Instruction issued
Communicate intentions	Area Parks Officer	Staff time	FOVP	Temporary encapsulated signs appropriately located	Site verification
Demolition undertaken	Contractor	£7,500	Area Parks Officer	Toilet block demolished	Site cleared
Area reinstated to agreed landscape design	Area Parks Officer	Time and £	FOVP, contractor	Planting complete	Site inspection, defects remedied, work signed off and temporary signage removed

Management

5.9 Annual peer review – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Institute annual peer review within parks team	Head of Parks	Staff time	Parks Project Officer Area Parks Officer	Identify areas of misinterpretation/misunderstanding of contract specification, areas of poor quality design/maintenance, (and other areas of difficulty?)	Identify areas which have improved next year

5.10 5- year review of management plan – Aim 5

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Undertake 5 year review of management plan	Area Parks Officer	Staff time	Head of Parks, Parks Project Officer, FOVP	Review progress, any changes to management plan and targets.	All proposed changes agreed along with priorities for action over next 5 years
Management plan revised in accordance with review	Area Parks Officer	Staff time	-	Revised management plan agreed	Implementation commenced

Activities

5.11 Develop practical gardening programme linked to NVQ or RHS level 1 – Aim 3

Tasks	Responsibility	Resources required	Involving	Outputs	Method to check completion
Identify participants and	?	Staff time	FOVP, local schools,	Agreed	-

means of delivery			users partner organisation and tutors?	programme, resources and participants	
Organise and deliver programme	Partner organisation?	£	FOVP, local schools, users partner organisation and tutors?	Programme delivered and attendance maintained	Course completed and qualifications achieved.