



Kent Country Parks



Trosley Country Park Management Plan 2021-2026

Updated: Jan 2025 by Mark Gracey-Ranger Services Manager

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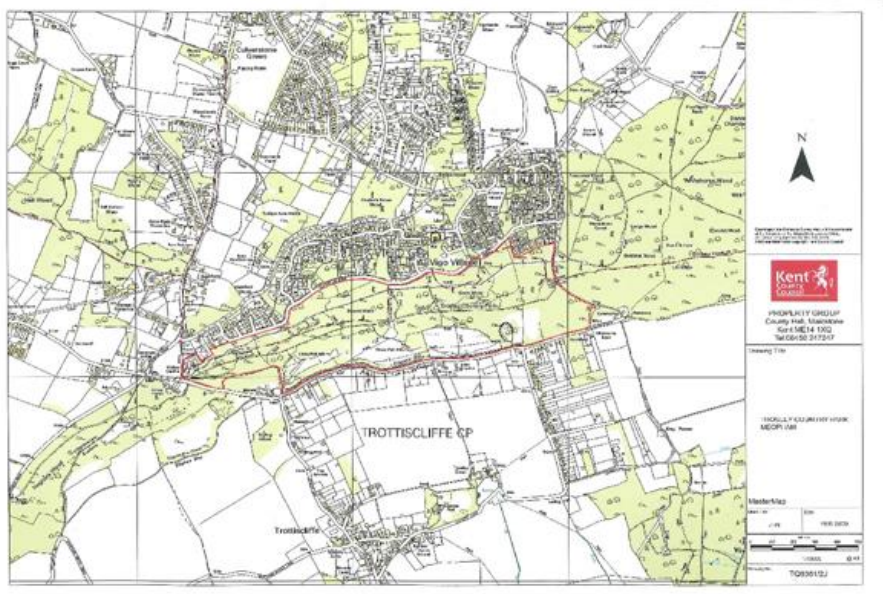
1 BACKGROUND INFORMATION

1.1 Location and Site Description

Trosley Country Park totals 68.79 ha (170 acres), with woodland and scrub covering approximately 55.03 ha (136 acres), and calcareous grassland covering 13.5 ha (33.5 acres).

The Country Park is in the civil parishes of Vigo and Trottiscliffe, in the districts of Gravesham and Tonbridge and Malling, North Kent and was once part of the Trosley Towers Estate. It is now managed by Kent County Council. The Country Park is bounded to the north by Vigo Village. The south-western boundary is formed by the A227 road and the Pilgrim's Way, which forms the southern boundary of the site. The roads separate the Country Park from the North Downs escarpment to the west; an area partly owned by the National Trust (Wrotham Water Estate) that includes areas of chalk grassland, scrub, and ancient semi- natural woodland (Hognore Wood). To the south of the site the landscape is dominated by large agricultural fields (mainly arable) and scattered woodlands. To the east of the Country Park, the woodland extends along the North Downs escarpment and plateau in Whitehorse Wood, Holly Hill, and Crookham Wood, and includes extensive areas of ancient semi-natural woodland. Further smaller areas of ancient semi-natural woodland lie to the north of Vigo Village.

Fig 1 below shows an outline boundary marked in red



1.2 Contact Details

Trosley Country Park, Waterlow Road, Vigo Village, Meopham, Kent, DA13
0SG, 03000 420992

1.3 Directions to Site

Trosley County Park is sign-posted off the A227 between Meopham and Wrotham which can be accessed from Junction 2 (M20 motorway) and 2a (M26 motorway).

1.4 Map Coverage

Trosley Country Park is covered by Ordnance Survey mapping on the following maps: OS Landranger map no. 188 (1:50,000)

OS Explorer map no. 148 (1:25,000)

1.4.1 Photographic Coverage

General views within the wood complex are available and held by Kent County Council, who also hold aerial photographs from 1946, 1990 and 2008.

The Kent County Council Planning Department hold all these.

Aerial photographs are valuable for the interpretation of the wood's ecological context and recent history of management.

Fig 2, the image overleaf, is from Kent View, 2008 (KCC intranet, 2017)



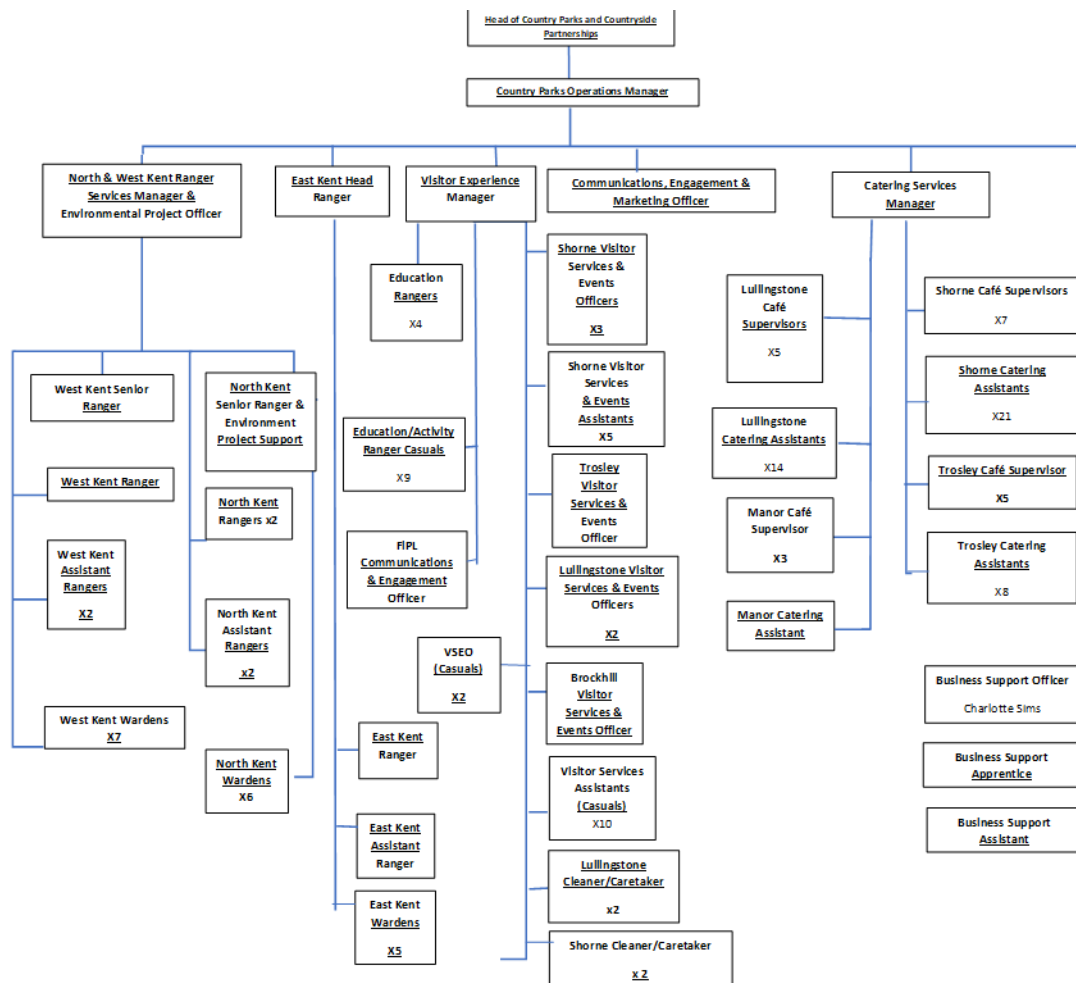
2 Management of the Site

Trosley Country Park is owned and managed by Kent County Council (KCC).

Trosley Country Park forms part of a network of 9 county council-owned sites, which total 810 hectares. They cover a wide range of habitats including chalk grassland, deciduous and coniferous woodland, and meadow. They are managed to increase interest in, and understanding of, nature conservation.

This management plan will run from January 2021 until January 2026. The management plan is reviewed and updated annually by the Ranger Services Manager as part of the Green Flag process. Most of the management work outlined in this Management Plan will be undertaken by KCC staff and volunteers, who own a range of equipment for general estate maintenance.

A brief outline of the staff structure is given in *Fig 3* overleaf:



3 Wider Policies and Strategies Affecting the Site

3.1 Statutory Designations Site of Special Scientific Interest (SSSI)

The part of the site that lies to the south of the North Downs Way and extends to approximately 30 hectares is included in the Halling to Trottiscliffe Escarpment SSSI.

Five SSSI units lie within the site boundary, units 006-010 inclusive. Four of these relate to the chalk grassland areas; Little Pell (unit 6), Great Pell (unit 7), Six O'clock Field (unit 8), and Quarry Field (unit 10). Little Pell has been classified unfavourable declining and Great Pell has been classified as Unfavourable Recovering, whilst Six o'clock Field and Quarry Field are classified as Favourable. The woodland area (unit 9) was classified as unfavourable recovering.

The last assessment by Natural England of the condition of the units was 2018. Trosley SSSI area currently consists of 30.4 hectares, of which 8 hectares are favourable and 20.8 hectares are unfavourable recovering, 2.76ha unfavourable declining.

3.2 Kent Downs Area of Outstanding Natural Beauty

Trosley Country Park lies within the Kent Downs Area of Outstanding Natural Beauty (AONB). The designation is the same but the name from 2024 is the Kent Downs National Landscape.

3.3 London Metropolitan Green Belt

The park sits within the London metropolitan green belt area and fulfills the key role of paragraph 145 in the National planning policy framework section 13 on green belts which states 'local planning authorities should plan positively to enhance their beneficial use, such as looking for opportunities to provide access; to provide opportunities for outdoor sport and recreation'.

3.4 Tree Preservation Order (TPO)

The whole site is covered by a Tree preservation order (TPO) that covers all the woodland at Trosley Country Park. These are the Vigo village 1959 TPO for Gravesham Borough Council and TPO number 1 from 1953 from Tonbridge and Malling Borough Council as the boundary falls within the site. permission must be sought before any treeworks are carried out unless covered by a felling licence or essential health and safety tree works.

3.5 High and medium pressure gas pipeline

There is a gas pipeline running through the site which restricts site activity using heavy machinery and involving ground disturbance. The location of the pipe is described in appendix D 15.1.4. All works within proximity to the pipe must be logged at [Line Search Before U Dig](#) using the site log in and username before they commence and no works can start until permission is given by SGN.

3.6 Green Flag and South and South-east in Bloom awards

Trosley Country Park has been awarded the Green Flag award every year since 2009. As part of this process the site has an annual inspection based on a desk-based assessment and field evaluation. This award is awarded every year to parks that show continuous improvement in all areas encompassing all aspects of the park management and organisational infrastructure including conservation, customer focus, Finance, community engagement and health and safety.

Since 2010 Trosley Country Park has been awarded a silver gilt award South and South East in Bloom awards competition for Country Parks. In 2019 it achieved its first gold award which has been retained since.

Independent judges judge both these schemes annually against a set-criteria used as a standard nationwide for country parks.

3.7 Biodiversity Action Plans

Three habitat types on the site are given priority under the Local Biodiversity Action Plan. These are: woodland, scrub, and chalk grassland. The site also has suitable habitats for several species listed in Kent Species Action Plan including Dormouse and Serotine bat.

3.8 Kent County Council Internal Policy and strategies

The parks have their own 2023-2028 strategic plan that links into wider KCC objectives. https://www.kent.gov.uk/_data/assets/pdf_file/0003/148854/Kent-Country-Parks-Strategy-2023-28.pdf

The site adheres to the [Kent County Council Environment Policy \(2015\)](#) and Kent County Council general statement of policy on health, safety, and welfare at work (October 2021).

As part of KCC the site also works within the ISO14001 quality standard.

Kent County Council has internal teams focused on climate change and monitoring KCCs climate change performance:

<https://www.kent.gov.uk/environment-waste-and-planning/climate-change/climate-emergency-statement/our-climate-emergency-performance>

There is also a carbon net zero action plan with an aim of being carbon neutral by 2030, that can be found here:

https://www.kent.gov.uk/_data/assets/pdf_file/0017/122291/KCC-Net-Zero-action-Plan.pdf

The parks are part of the Kent Nature partnership <https://kentnature.org.uk/>

4 VISION AND AIMS FOR THE SITE

4.1 Vision

Trosley Country Park aims to provide a welcoming, safe environment for all ages and backgrounds whilst protecting and conserving the Site of Special Scientific Interest. The site aims to raise awareness of sustainable energies, healthy living and recycling through the visitor centre and café.

4.2 General Aims

The overall vision for the country parks in Kent is for the county to be renowned for its great country parks, operating a service which meets the needs of the people of Kent and its visitors, and which is securely funded into the future.

4.3 Conservation Management objectives and obligations

Trosley Country Park will be managed to provide several features including a woodland mosaic comprising of broad-leaved coppice with standards (in various stages of the coppice cycle) and high forest which will be left as minimum intervention. The entire site is managed with biodiversity as a major objective; this complies with UK Woodland Assurance Scheme. This states that a minimum of 15% of the woodland forest area should be managed with conservation and enhancement of biodiversity as a major objective. The widening of the existing ride system to develop a three-zoned structure and the creation of temporary glades will be a key goal. Wherever possible there will be no loss of important/veteran trees, with tree surgery being used wherever possible to extend the life of the tree.

The long-term objective of the calcareous grassland is to achieve favourable status as identified by Natural England, with the short/medium term objective to achieve a status of unfavourable to recovering. Areas of woodland will be maintained and enhanced, where possible to further add to the site's overall biodiversity.

4.5 Visitor Services Objectives

Public enjoyment and recreation are a key feature of the site. The site aims to attract more visitors at all times of year. The site also aims to educate and inform the public on conservation and environmental issues whilst also promoting healthy living and wellbeing.

5 CONSERVATION MANAGEMENT

5.1 Physical

The climate in Kent is moderately Continental. In comparison to the rest of the British Isles, it generally has higher summer temperatures, whilst winter temperatures tend to be slightly lower than the rest of Southern England, with the county often being subject to brief cold spells. Rainfall levels tend to be below the UK average.

Trosley Country Park is located on a stretch of land known as the North Downs. This geological feature is approximately 120 miles long, reaching from Hampshire, through Surrey and across Kent, ending at the famous white cliffs of Dover. This belt of land is made up of a thick layer of chalk. The chalk was formed in the Upper Cretaceous period, between 100 million and 65 million years ago, when sea levels were much higher, and Kent was under water. Planktonic algae live in the ocean that once covered Kent, when they died their colourless skeletons fell to the seabed and mixed with other microscopic remains to eventually create layers of white lime mud. Over many years the effects of pressure, compacted the mud forcing out the water and creating chalk.

The North Downs Natural Area extends from the Hog's Back near Farnham in the west to the white cliffs of Dover in the east. The south-facing scarp slope is cut by a series of steep-sided coombes and supports areas of internationally important grassland. The north-facing dip slope, level in places with shallow, dry valleys, has largely been agriculturally improved for arable and improved pasture. On the top of the downs and the upper slopes there are

extensive areas of woodland with Oak, Ash, Beech and Yew. The vegetation on the top of the downs is frequently on deeper soils such as clay-with-flints. Further down the scarp slope there are thin chalk soils.

Trosley Country Park has a clear example of a 'scarp face', a geological feature characteristic of the North Downs. The scarp face is the dramatic area of land sloping steeply off to the south, reaching from the woodland at the top of the park to the farmland below. This creates spectacular panoramic views from the top of the Downs over the surrounding landscape the whole area is in fact the most important geological feature in the Kent Downs Area of Outstanding Natural Beauty (AONB).

5.2 Habitats and Vegetation Communities

5.2.1 Woodland and scrub

Nature conservation/biodiversity enhancement and recreation are the key objectives of management at Trosley Country Park.

There are five SSSI units that are within the site, all of which are part of the Trottiscliffe to Halling SSSI. Units 8, 10 are in Favourable condition and unit 6 unfavourable declining, 7 and 9 are in un-favourable recovering condition. Several compartments have been established as minimum intervention high forest. These areas have been set aside to provide relatively undisturbed high forest habitat for wildlife. Management in these areas is likely to be unobtrusive and will only include tree safety works where necessary.

Traditional management systems have been reintroduced at Trosley Country Park including *Castanea sativa* (Sweet Chestnut) dominated coppice-with-standards and mixed coppice-with-standards of *Quercus* spp. (Oak) and *Fagus sylvatica* (Beech). These management systems are principally employed to create the conditions preferred by many of the species of conservation importance but particularly for the dormouse.

Although some of the coppice resource is harvested, retention of deadwood is important. Following the storm in 1987 fallen deadwood of significant size is prevalent in many areas. These areas are frequently characterised by a tangle of fallen dead wood, secondary woodland and dense *Rubus fruticosus* (Bramble) scrub. Some small areas have been cleared and replanted. Standing deadwood is retained wherever this does not have implications for health and safety.

Two small *Larix decidua* (European Larch) plantations will gradually be felled and managed for native broad-leaved species ideally through natural regeneration. The Larch trees were originally planted as a nurse crop and there are several broad-leaved trees beneath them.

Silvicultural management systems practised at the site includes the following.

- Sweet Chestnut coppice-with-standards including over-mature stands.
- Mixed coppice-with-standards including Hazel coppice.
- High forest minimum intervention.
- Actively managed high forest largely of plantation origin.
-

Potential saleable resources from these management systems include the following.

- Timber from standards and high forest areas.
- Sweet Chestnut coppice for fencing and firewood.

5.2.2 Veteran Trees

There are veteran Hornbeam pollards and boundary marker trees scattered throughout the site. These are recorded on the Mytrees database and monitored each year.

5.2.4 Tree diseases and pests

Phytophthora is evident in all coppice compartments

The annual tree inspections from 2018 onwards included an analysis of the spread of Chalara and this is now recognised as being widespread on site. Trees will be monitored and any dieback within proximity to paths or infrastructure will be removed. In 2021 Natural England funded the removal of Chalara infected trees that impacted on the North Downs Way.

In areas affected by disease natural regeneration from the local seed stock will be encouraged to reduce the risk of disease and ensure the trees are appropriate for that habitat.

5.3 Grassland

Four of the chalk grassland areas are SSSI units; Little Pell, Great Pell, Six O'clock Field, and Quarry Field. Great Pell has been classified as Unfavourable Recovering, Little Pell unfavourable declining whilst Six O'clock Field and Quarry Field are classified as Favourable.

The grassland areas are managed with the intention of maintaining and where resources allow, increasing the area of chalk grassland, maintaining populations of rare and noteworthy plants, invertebrates, and mammals and to prevent the spread of scrub and woodland.

Grazing using goats has been undertaken in Little Pell since 2016, this compartment was grazed on rotation (with the other grassland compartments) by ponies until 2015. The ponies were particularly useful in creating patches of poached ground during late winter which provide habitat for the Ground Pine. Water is brought to both Little Pell and Great Pell using a bowser. Site staff undertake daily animal welfare checks and were trained by the Rare Breeds Survival Trust.

Six O'clock Field and Quarry Field had been grazed by ponies until 2015. Until recently these compartments were not suitable to graze goats. However, the fencing has been upgraded as part of the Old Chalk New Downs HLF project to allow the goats to graze and they were reintroduced in 2017. Mains water is available in Quarry Field and Six O'clock Field.



5.5 Flora

5.5.1 Vascular plants

Ajuga chamaepitys (Ground-pine), *Dipsacus pilosus* (Small Teasel), *Epipactis purpurata* (Violet Helleborine), *Herminium monorchis* (Musk Orchid), *Hyacinthoides non-scripta* (Bluebell), *Juniperus communis* (Juniper), *Monotropa hypopitys* (Yellow Bird's-nest), *Ophrys insectifera* (Fly Orchid), *Orobanche elatior* (Knapweed Broomrape), *Platanthera chlorantha* (Greater Butterfly Orchid). Additional information on rare/notable vascular plants is given in Pitt & Weightman 1995. In 2019 the Kent Botanical group recorded notable species on site and provided the GPS location of the plants.

5.5.2 Fungi

Surveys were carried out in 2007 and 2010 by local volunteers, details of this are held electronically and are available on request. *A list of fungi is provided in Pitt & Weightman 1995, but the location of each record is not given.*

5.6 Fauna

5.6.1 Mammals

The following mammals have been recorded at Trosley Country Park

Badger (Meles meles)

Found mainly along the lower slopes of the park alongside the Pilgrims way.

Dormouse (Muscardinus avellanarius)

Found throughout the park but most of the survey data being collected relates to the lower woodland alongside the Pilgrims way. Full survey reports are kept in the Rangers office at Trosley Country Park. The boxes are surveyed annually by volunteers.

Bats

Common Pipistrelle Bat (*Pipistrellus pipistrellus*)

Soprano Pipistrelle Bat (*Pipistrellus pygmaeus*)

Brown Long-eared Bat (*Plecotus auritus*)

Noctule Bat (*Nyctalus noctula*)

Serotine Bat (*Eptescius serotinus*)

Other mammals

Yellow necked mouse (*Apodemus flavicollis*)

Common Shrew (*Sorex araneus*)

Pygmy Shrew (*Sorex minutus*)

5.6.2 Reptiles

Site staff carry out annual reptile surveys on site. Key reptile species recorded at Trosley Country Park include:

- *Adder (Vipera berus)*
- *Grass Snake (Natrix natrix)*
- *Slow-worm (Anguis fragilis)*
- *Common Lizard (Lacerta vivipara)*

Details of the survey data are held on file at Trosley and on KCC central drive. Copies are also sent to KRAG (Kent reptile and amphibian group)

5.6.3 Birds

The site supports a wide variety of birds. Of greatest interest are the woodland birds; all three species of Woodpecker breed in the SSSI (*Dendrocopos major*, *Dendrocopos minor* and *Picus viridis*) along with Hawfinch (*Coccothraustes coccothraustes*), Nightingale (*Luscinia megarhynchos*) and Nuthatch (*Sitta europaea*).

Spotted flycatcher (*Muscicapa striata*), White throat (*Sylvia communis*) are also visitors to the site

5.6.4 Invertebrates

There are several rare and notable species of invertebrate in the chalk grassland compartments. The SSSI is the only known location of the moth *Hypercallia citinalis*. The Straw Belle moth (*Aspitates gilvaria*) has been refound onsite in 2024 and is one of the Butterfly Conservations priority species that is in decline in Kent, largely due to scrub encroachment. In addition, the SSSI citation notes an uncommon bug *Psylla viburnia* which feeds on Wayfaring Tree. Several other scarce moth, beetle and grasshoppers are also found in the SSSI. In 2020 the previously thought to be extinct *Andrena polita* or Maidstone mining bee was discovered in Little Pell. This has also been spotted on Wrotham Water, a National Trust managed site next door.

A volunteer surveys the site annually and has so far discovered 83 species of bee on the site including *Nomada bifasciata* which was first found in the UK in 2019 and is a specialist parasite of the also rare bee *Andrena gravis*. 35 wasp species have been recorded including 3 species spider hunting wasp *Priocnemis cordivalvata*. Also found was a rare shieldbug *Dicranocephalus medius*.

5.6.4.1 *Lepidoptera*

In Spring/Summer 2010 a fixed transect pollard walk was established for permanent monitoring of species type and number between April and September.

Species recorded include:

Chalkhill Blue (*Polyommatus coridon*), Dark Green Fritillary (*Argynnis aglaja*), Dingy Skipper (*Erynnis tages*), Grizzled Skipper (*Pyrgus malvae*), With other notable species such as the White-letter Hairstreak (*Satyrrium w-album*), Purple emperor (*Apatura iris*) and Adonis Blue (*Polyommatus belllargus*) being noted.

Details of the butterfly survey data are held on file at Trosley and on Kent County Council central drive.

Records are sent to the UK butterfly monitoring survey weekly.

6 Past Land-use

6.1 Prehistory

5000 years ago, the farmers of the North Downs practised a form of shifting cultivation. The trees that covered the downs were very shallow rooted and so easily cleared with simple tools. Once an area was cleared they could exploit the fertility that had been built up over thousands of years under the ancient wildwoods. Farmers would grow perhaps one or two crops then move on to a new area. The sites would then start to re-colonise with scrub and trees and then perhaps years later other farmers would return and repeat the process. Eventually the soils became eroded and exhausted because of over farming. Slowly grasses and wild flowers colonised and the introduction of farm animals such as cattle and sheep prevented the regeneration of the woodland. The landscape developed into the typical open grassland that we now associate with Downland scenery.

6.2 Trosley Towers and Vigo (1471-1887)

The name Vigo is first mentioned around the early 18th century, where it is recorded as the Hamlet of Vigoe. It is thought that the name has its roots in the local Pub originally called 'The Drover' which has a history dating back to 1471. Admiral Sir George Rooke gave money as a reward to a sailor who reputedly saved his life, during the Battle of Vigo Bay, in the Franco/Spanish war of 1702. When the sailor returned to England he purchased 'the Drover' renaming it 'the Vigo'. The name eventually became synonymous with the surrounding Hamlet.

In 1870 Sir Sidney Waterlow purchased large parcels of land in the Trottiscliffe, Stanstead,

Wrotham and Meopham areas; collectively they would become the Trosley Towers Estate from which the Park takes its name. Sir Sidney Waterlow was the founder of the Waterlow printing business, which was famous for producing white bank notes! He built a large house in 1887 and named it Trosley Towers; the house stood on the top of the Downs and had a walled garden surrounding it. The two entrance drives were entered via North Lodge and South Lodge, the gate houses which still exist today along with the walled garden. Hamilton Drive was a main route through the estate and still exists today running through the centre of the park as part of the North Downs Way. The last owner of Trosley Towers was Mr E.E. Shamoan.

Shamoan wanted to develop the whole of the area for housing and sold part of the old estate to Croudace in the 1950's. This was the beginning of the Vigo village that we know today.

Trosley Towers was demolished in 1931 and Hamilton Lodge was built along with stables. Over the Vigo Hill there is a bridge which used to link two parts of the estate. The Waterlow family crest can be seen on the side of the bridge, it incorporates a plough. This is said to derive from Sir Sidney Waterlow having ploughed the land in this area when he was a young man. It is still a local landmark and is surrounded with many local legends of ghostly horseman & glowing apparitions. It is now owned and managed by the Trosley Society which hopes to preserve this feature for future generations to enjoy.

6.3 Trosley during the Second World War

During the Second World War a large area along the North Downs was occupied by the army. This became a Pre Officers Cadet Training camp from 1942-1946 and was used by the army to give Officer Cadets basic skills prior to attending an Officer Cadet Training Unit.

Today little is left of the camp. When it closed in 1946 some of the buildings were used to re-house homeless people while other parts of the camp were demolished. Some of the elements of the camp remain in the Country Park today. The most prominent are the concrete foundations of the buildings and ditches used for exercises. At the bottom of the North Downs – along the Pilgrim's Way – there are the remains of an old brick pump house and the climbing wall of the assault course.

An assessment of the historic environment at Trosley Country Park was carried out by Dr.

Nicola Bannister in 2009. The full report can be found files under “surveys” at the Country Park office. Further historical records are kept on site.

6.4 Conservation management history

There was little habitat management between 1950 and 1980, but since its purchase by Kent County Council in 1973, Trosley Country Park has been managed for nature conservation and recreation.

A Higher-Level Stewardship agreement is in place from 2011 to 2028 for the management of the chalk grassland enclosures.

A woodland management plan was completed in 2020 to Forestry Commission standards to ensure felling permission and consent for works for the next ten years.

7 Management Objectives

The main aims of management at the Country Park are for nature conservation and recreation which can sometimes conflict. In the areas of woodland and scrub below the North Downs Way it is likely that nature conservation will be the priority and management is likely to be dictated by the Actions prescribed in the SSSI Site Management Statement. However, this statement recognises the management required on an amenity site with a high recreational value and where safety is of importance. Standing dead timber will therefore only be retained where it is safe to do so. Wherever possible and within resource constraints it is likely that woodland compartments within the SSSI will be included in the coppicing regime. Areas of scrub will be managed on a short-term rotation or possibly cleared from grassland.

The North Downs are a very important landscape feature, and the CP is located along a stretch that is heavily wooded. To maintain the landscape value of the site the woodland will be managed using a Continuous Cover Forestry (CCF) system with the only areas ‘felled’ being the coppice coupes. Areas of minimum intervention woodland will be always maintained around the site boundaries.

To maintain a sequential 15-20-year coppice rotation system, at least 20 different coupes throughout the site are required if one coupe is to be cut each year. Ideally 0.3 hectares in any one coupe should be cut each year. High forest will be created wherever it is appropriate to do so.

Approximately 13.8 hectares of woodland will be included in the 15-20-year coppice rotation. It is hoped that rides and some paths can be widened to at least 12 m (up to 24 m), using a two or preferably a three-zone system, with the creation of temporary and permanent glades leading from pathways.

At present all visitor facilities are concentrated around the car park and this is likely to minimise the number of people using other areas of the Country Park. However, there are several points of access into the site and heavy local use. All areas of the woodland are already well-used although this may increase with the planned improvement work to the rides and paths. Visitors will be guided around the network and away from more sensitive areas by surfacing particular paths. It is not feasible to further zone the use of the Country Park although the slope provides a natural barrier to the heavy use of the woodland within the SSSI. Due to the density of the vegetation in the years following cutting it is not envisaged that there will be any further conflict with the wildlife interest of coppiced areas due to public access. Access away from the rides and paths is already limited in many places by storm damage and Bramble growth.

7.1 Conservation Management Prescriptions and Operations

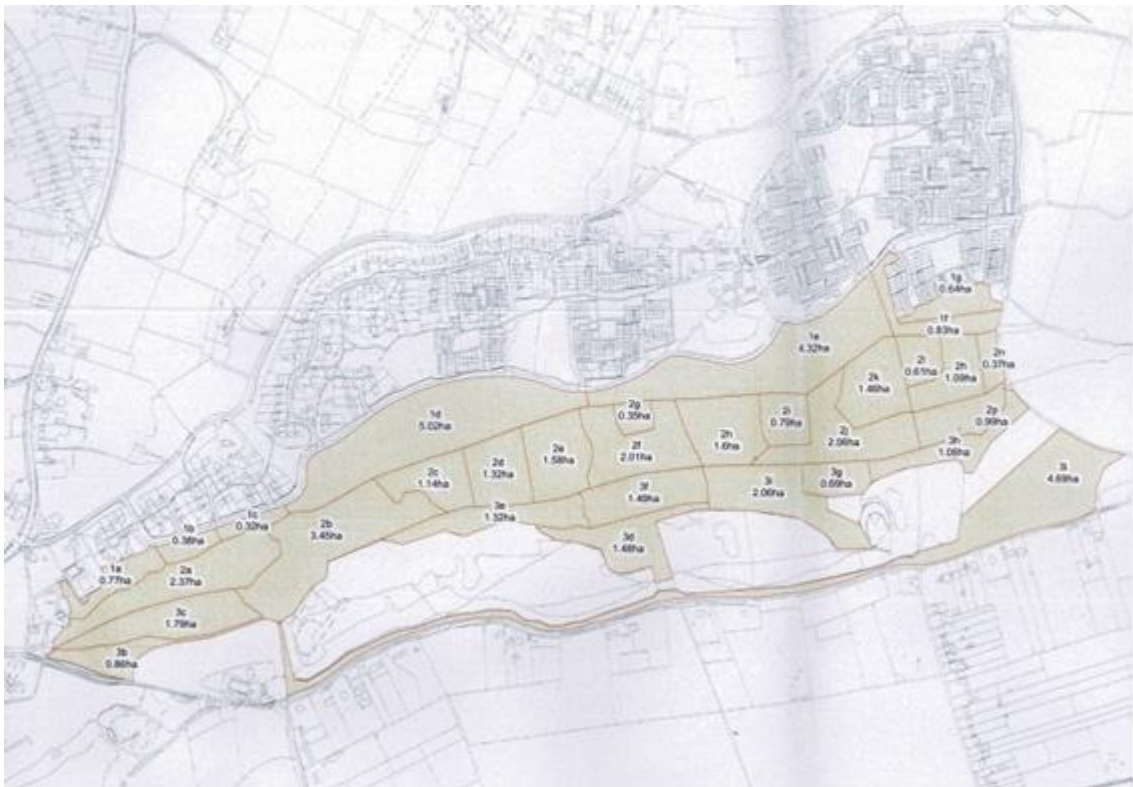
The management plan is based on a system of management compartments devised for the purposes of previous management objectives. Trosley Country Park Country Park has seven main compartments which comprise of four chalk grassland compartments & three woodland compartments. There are 30 sub-compartments within the woodland. The entire site is managed with biodiversity as a major objective. A compartment map showing the compartment sizes in hectares can be seen in fig 3 on p.28.

There is a gas pipeline running through the site which restricts site activity using heavy machinery and involving ground disturbance. The location of the pipe is described in appendix D 15.1.4. All works within proximity to the pipe must be logged at [Line Search Before U Dig](#) using the site log in and username before they commence.

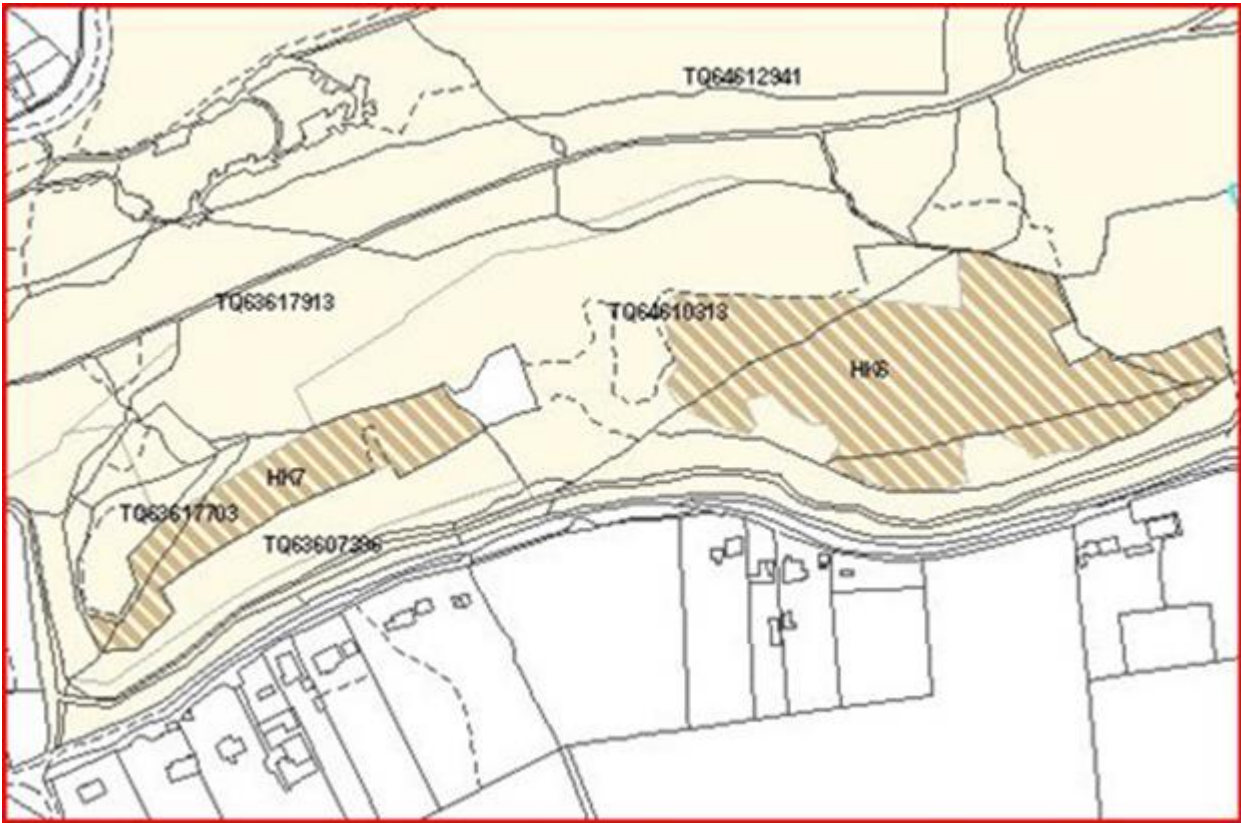
A 10-year woodland management plan meeting the Forestry Commission requirements was produced to run from 2020-2030 and this will detail woodland prescriptions in specific detail

compartment by compartment for the next ten years. The full document is available separately on request. This covers the felling permissions required for all woodland works

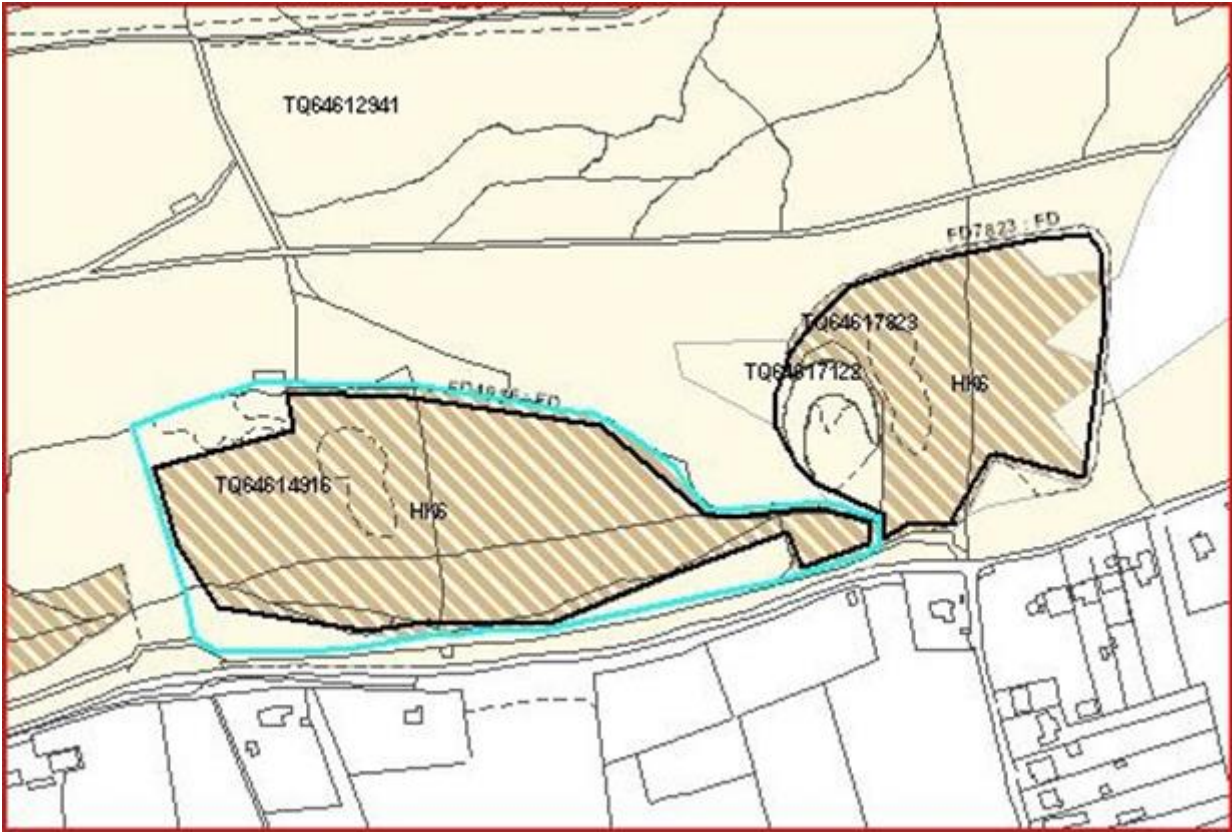
Fig 3 – Trosley Woodland compartment map and the downland compartment maps



Little Pell and Great Pell downland compartments



O'clock field and Quarry field downland compartments



7.2 Woodland management objectives and action plans

7.2.1 General woodland objectives

Part of the woodland complex forms part of the larger SSSI known as Trottiscliffe to Halling Down. Natural England assess the current condition of the SSSI which make up the Trosley Woodland SSSI. This is compartment 3 (unit 9 of the SSSI)

Trosley Country Park is subject to a Tree Preservation Order (TPO); all trees on site are protected under this TPO.

The woodland supports ancient woodland indicator species including Bluebells and Dogs Mercury. Other noteworthy species include Dormice, Noctule & Pipistrelle bats and Hawfinches, invertebrates, and other small mammals.

The Country Park is managed for public recreation alongside the countryside management; this will have a direct influence of the management of the site.

All coppice timber is used for the log boiler to heat the main building on site, it is estimated that burning 1ha of coppice burns 30 tonnes of carbon but a 1ha coupe of coppice absorbs 30 tonnes of carbon, so this is a more environmentally friendly method of heating the building than using fossil fuels.

- The ecological integrity of the woodland will be protected, and biodiversity enhancement is a major objective.
- Most of the site will be managed as minimum intervention allowing high forest to develop.
- Species which are recognised as endangered at a local or national level should be protected, with habitat management focused on these species.
- Invasive species will continue to be monitored and removed.
- Some areas of woodland that were previously managed as coppice with standards will be brought back into a coppicing cycle. There will be continued creation and maintenance of the ride system. This will include ride widening and scallop and glade creation.
- Woodland compartments should contain a proportion of standing and fallen deadwood while having due regard to the safety of site visitors, site workers and others.
- All veteran and or notable trees will be preserved whenever possible.

7.2.2 Prescriptions:

Woodland in Compartment 3 will be managed as minimum intervention. This means the only work to be carried out in these areas should be work necessary for health and safety purposes, and work related to the conservation of subsidiary habitats or notable species. This area is SSSI.

The ride and glade network will need regular management to maintain this feature. Pinch points should be located every 100 m to aid Dormouse movement.

Areas of coppicing will be reinstated (where resources allow) in comp 1 and 2. Areas will be coppiced to create a mosaic of woodland ages to maintain substantial areas of young coppice up to 10 years of age for the benefit of wildlife. The aim will be to coppice 0.5ha every other year (subject to resources) to ensure the timber needs for the log boiler are achieved.

Selective thinning of Larch will be undertaken to restore broadleaf forest in these areas.

Monitoring and Required Surveys:

- Monitor tree and shrub regeneration throughout the woodland, but with focus on those areas where Rhododendron clearance has occurred.
- Undertake botanical monitoring of species of interest e.g.: Small Teasel. And the spread of invasive non-native species.
- Continue to monitor Dormouse population. Undertake regular checks of nest boxes between April and November. Ensure that Kent County Council staff who undertake survey work hold a Dormouse Licence.
- Undertake ongoing recording of birds, fungi, herpetofauna, invertebrates, plants, and other small mammals.
- Estimate the amount of dead wood in all woodland compartments.
- Visually inspect veteran trees.

Woodland Action Plan

Woodland felling- October to March

YEAR	Compartment	Area and species	Date completed
2021	Ride widening	0.5ha Sweet Chestnut	2021
2022	2a	Thin larch	
2023	2M	0.5ha Sweet Chestnut	2023
2024	Ride Widening	Top Track	
2025	2L	0.5ha Sweet Chestnut	
2026	2i	Thin Larch	

Invasive species control- September to March

YEAR	Compartment	Area and species	Date completed	Date re-treated year one growth
2021	1a,b,c	Rhododendron, Cherry Laurel and Sycamore		
2022	1d	Rhododendron, Cherry Laurel and Sycamore		
2023	1e,f,g	Rhododendron, Cherry Laurel and Sycamore		
2024	2a,b,c	Rhododendron, Cherry Laurel and Sycamore	Dec 2024	
2025	2d,e,f,g,h,i	Rhododendron, Cherry Laurel and Sycamore	Jan 2025	
2026	2j,k,l,m,n,o, p	Rhododendron, Cherry Laurel and Sycamore		

Summary of woodland works by compartment:

1A
Some thinning may be carried out in the central area. Tree safety works along road boundary.
1B
Coppice half of this compartment within the next five years to maintain the screen from Waterlow Road. Tree safety works along road boundary. Last done during Feb 2011
1C
No work proposed for next 5-year period. Woodland to be managed as high forest through minimum intervention although some thinning may be required. Tree safety works along road boundary.
1D
Coppice 0.5ha Tree safety works along road boundary. Done 2011
1E
Open rides to the southern boundary and continue ride-side coppicing. 0.5ha to be coppiced as a scallop. To be managed as high forest through minimum intervention although some thinning may be required. Tree safety works along road boundary. Done 2010 by Tillhill forestry.
1F
Coppice Sweet Chestnut on a ten-year rotation to minimise problems with adjacent residential dwellings. 0.83ha to be coppiced within the EWGS/WIG. Open to provide better access from the western site boundary. Done 2010 by Tillhill /Rangers.
1G
No work proposed for next 5-year period. Coppice Sweet Chestnut on a ten-year rotation to minimise problems with adjacent residential dwellings.
2A
Weed and thin plantation. Woodland managed as high forest through selective thinning.
2B

Coppice 0.5 hectares as part of a restorative project in this compartment.
Remove all Sycamore and stump treat/spray regrowth. Maintain standards and maintain existing line of old Pollards and earth bank.
2C
Continue coppice rotation. Maintain open ride to northern boundary. Last coppiced in 2005.
2D
Continue coppice rotation. Maintain open ride to northern boundary.
2E
Continue coppice rotation (when resources allow). Continue to maintain open aspect of ride to southern boundary. Rhododendron to be cut and sprayed with herbicide during 2010/11. 0.5 ha cut in 2012. Rhododendron treated in 2010, 2011 & 2012.
2F
Continue coppice rotation elsewhere as appropriate –. Continue to maintain open aspect of ride to southern boundary. Create habitat piles along rides for Adders. Rhododendron to be cut and sprayed with herbicide 0.5 ha cut in 2011. Rhododendron treated in 2010, 2011 & 2012.
2G
Thin Larch and allow natural regeneration. First thin completed in 2012.
2H
Manage as a coppice with standards. Remove Rhododendron. Rhododendron treated in 2010, 2011 & 2012. Ride side coppice carried out on northern boundary 2012. 0.5ha coppiced 2018/19by site staff
2I
Thin Larch and allow natural regeneration. PAWS thinned under the EWGS/WIG scheme during year 2010/11. Done in 2010 by Tillhill forestry.
2J

<p>To be managed through coppicing. Remove Rhododendron. Open ride to southern boundary. Rhododendron to be cut and sprayed with herbicide during 2010/11.</p> <p>Rhododendron treated in 2010, 2011 & 2012.</p>
2K
This compartment will be brought into the coppice cycle in the future.
2L
<p>Continue coppice rotation (when resources allow). Investigate Phytophthora control.</p> <p>Cut Dec 2023</p>
2M
Coppice with standards. Done in Nov 2018
2N
<p>Coppice Ash gap up with Hazel</p> <p>Done in 2010 by Tillhill Forestry.</p>
2P
Continue coppice rotation.
3A
Woodland to be managed as high forest through minimum intervention although some thinning may be required.
3B
Woodland to be managed as high forest through minimum intervention.
3C
Leave as non-intervention area, some thinning may be required
3D
Leave as non-intervention area, some thinning may be required
3E
<p>Leave as non-intervention area, some thinning may be required. An unconditional felling license applied to this compartment until 2014.</p>
<p>3F Coppice old storm damaged compartment and gap up with Hazel. Work covered in current EWGS/WIG/2010/11. Bring back into coppice rotation when appropriate.</p> <p>Done by Tillhill forestry in 2010.</p>

3G
No work proposed for next 5-year period. Co
3H
No work proposed for next 5-year period. Within next twenty-year period selectively cut stems to produce diverse age-structure. Scrub rotation of 8-12 years
3I
Thin canopy for Small Teasel as appropriate. Non-intervention along Pilgrim's Way to maintain screen.

7.2.2.3 *Harvesting*

Coppice with standards – undertake coppicing in next 5-year period in any of the following Compartments 1B,1D,1E,1F, 1G, & any of compartment 2's sub comps.

Compartments will be coppiced to create a mosaic of woodland ages and structure to maintain substantial areas of young coppice up to 20 years of age for the benefit of wildlife. Ideally at least one coupe should be cut every year, however if resources are limited then it is acceptable to cut a larger area every two years. Approximately 0.5 to 1 hectare per year should be cut. The minimum coppiced area should be 0.3 hectare, as below this the woodland would not benefit from opening the canopy, with over-hanging trees in adjacent compartments limiting the light reaching the woodland floor. Adjacent blocks of woodland, of at least half a hectare should be cut. Once coupes have been cut they will not then be re-coppiced for 15 to 20 years (dependant on the species and available market). This low impact Silvicultural system will result in no more than 10% of the woodland area being cut during the 5-year plan period unless required to enhance biodiversity. It will also result in a broad diversification of stand age-classes and habitats.

Compartments 1F (last done in 2010) and 1G will be coppiced on a 10-year rotation to maintain their screening function. In all coppice compartments remove Rhododendron and other non-native species.

7.2.2.4 *Selective thinning – Compartments 2G, 2I.*

Selective thinning will be undertaken in areas where it is necessary to promote natural regeneration of native species over non-native species, and as a timber resource. Selective thinning will seek to create a diverse habitat with a varied age structure. Arisings will be left on site if considered appropriate for the provision of additional fallen dead wood. Otherwise, they will be removed and chipped or burnt on site if appropriate, using a single fire-site in each compartment area. Dead hedges are the preferred method of dealing the brash biproduct of coppicing to limit the environmental impact as well as creating habitat corridors.

7.2.2.5 *Invasive species control*

At present Rhododendron is not an extensive problem although plants are found scattered throughout the CP and there are some large stands near Waterlow Road. As previously discussed, access by vehicles to areas other than those situated near the top ride is difficult and therefore only manual management options are available in most cases. Control would therefore be via hand cutting using a chainsaw and subsequent treatment of the stumps with an approved herbicide. Site staff should refer to the Natural England guidance on the use of herbicides on sites of nature conservation value.

Other non-native shrubs including Himalayan Honeysuckle, Cherry-laurel and Butterfly-bush should be controlled using similar methods.

Pull up or cut Himalayan Balsam before June and before the plant flowers and sets seed. Cut or pulled plants should be disposed of carefully and appropriately as directed by the Environment Agency. Where plants are located within the SSSI Natural England should also be consulted.

The recommended method of removing Hyacinthoides Hispanic (Spanish Bluebell) from your own land is by digging the plants up after they have flowered with their leaves intact, and leaving them in the sun to dry out for as long as a month. This will ensure that the bulb is dead. Only when bulbs are dead can they safely be composted. Composting bulbs before they are dead could lead to inadvertently propagating them. For identification tips visit Plant Life's webpage <http://www.plantlife.org.uk/bluebell/interactive.html>

Scientific evidence suggests that Rhododendron acts as a reservoir for Phytophthora ramorum (also known as Sudden Oak Death), which can then move into trees. The Forestry Commission Plant Heath Service produce a best practice note which all site

staff and or contractors should be made aware of prior to coming into contact with Rhododendron. The Plant Health Service should also be consulted regarding appropriate action. All trees showing signs of Sudden Oak Death will be noted during the regular tree health and safety checks.

7.2.2.6 Deadwood

In all areas many trees have been felled and left in corridors of deadwood stacks as whole trees. Due to all the small deadwood piles being turned into base camps and dens this is the only way to create deadwood stacks in the park. In areas where Phytophthora is killing the Sweet Chestnuts these are felled and left in stacks on site to create deadwood corridors. Deadwood from Ash trees killed by Chalara are also left on site as are fallen limbs from existing veterans. Assuming standing dead trees are not endangering visitors these are left as standing deadwood habitat.

7.2.2.7 Health and safety trees

The site operates a 3-zone health and safety inspection regime. For full details see appendix F. The ranger teams are all qualified in basic tree inspection and carry out ongoing surveys throughout the year and zone 1 is inspected annually by a qualified arboriculturist. Over the course of this plan the following works will be undertaken.

Health and safety tree work action plan

Zone 1 = tree inspector

Zone 2 and 3 = Ranger team

YEAR	Compartment	Zones to be inspected	Date completed
2021	All	Zone 1, 2 and 3	12/21
2022	All	Zone 1	11/22
2023	All	Zone 1	10/23
2024	All	Zone 1 and 2	1/2024
2025	All	Zone 1	
2026	all	Zone 1,2 and 3	

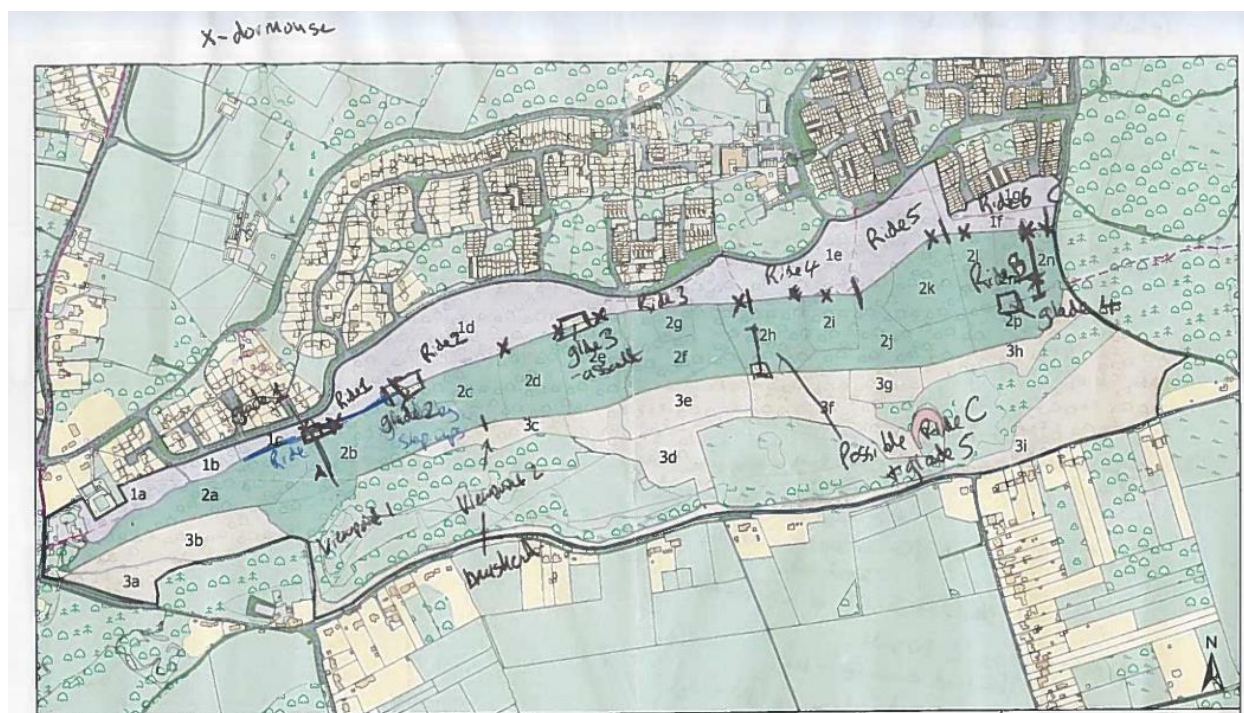
7.2.2.7 Woodland Ride

The team at Trosley are looking to reinstate the ride network at Trosley. This will be made up of 6 smaller 'rides' throughout the network as well as 4 glades. A map of the planned network is shown below. The network of 5m wide zone 1 must be cut annually to maintain either bare earth or low grass to always ensure a hot corridor. Zone 2, 5 m either side of zone 1 should be cut a minimum of every 3 years and should be monitored carefully as some areas may need more regular cutting. Zone 3 should be cut every 8-10 years to ensure corridors of young coppice are maintained throughout the woodlands.

Glades 1-4 are to be cut annually but monitored carefully to ensure the glades potential for biodiversity is maximised with particular focus on minimising bracken, ragwort, and thistle dominance. The glades can be created using areas already cleared for play equipment or natural clearings. All cutting should be carried out in the late summer to ensure maximum conservation benefit. Where possible half the glade should be cut each year, so a mixed height of grasses is achieved. Dormouse corridors/pinch points are kept at intervals of approximately 100 metres and should be approximately 20-30m wide with angled edges.

The viewpoints along the NDW will be treated as rides with a 5m margin cleared annually, in the late summer/autumn. With zone 2's cut on an annual basis

Map showing ride network at Trosley



Ride number	Year of work	Prescription of work to be carried out	Date work completed
1	2024	Zone 2 S Side	
	2025	Zone 3 S Side	
2	2024	Brushcut N side	
	2025	Zone 3 South Side	
3	2024	Zone 3 Brushcut N Side of track to top of bank	
	2025	Zone 2 N Side	
4	2024	Zone 2 N Side	
	2025	Zone 3 N Side	
5	2024	Zone 3 Birch and Willow on N Side	
	2025	Zone 2 Halo Oaks on South Side	

6	2024	Zone 2 N Side	
	2025		
Viewpoint 1	2024	Zone 1	
	2025	Zone 1 and Zone 2	
Viewpoint 2	2024	Zone 1	
	2025	Zone 1	

7.3 Chalk grassland areas



Compartments: Little Pell/ Gt Pell / 6 O'clock field & Quarry Field

The chalk grassland at Trosley Country Park is a SSSI. Quarry Field (unit 10) and Six o'clock Field (unit 8) are both rated as favourable. Great Pell (unit 7) is unfavourable recovering and Little Pell (unit 6) unfavourable declining. (Oct 2018)

Habitats and Species:

The south facing chalk grassland has open areas of grassland and patches scrub. There is also an old chalk quarry at the eastern end of the site.

Species of interest include Common Lizards, Adders, Chalkhill Blue butterflies, and plants including Ground Pine, Musk orchid and Knapweed Broomrape. The, considered extinct bee *Adrina polita* was first rediscovered on site in 2019 and now has a regular colony each year.

Management Considerations:

- There is a statutory obligation to maintain and improve the SSSI rating and this will influence the management.
- The Country Park is managed for public recreation; this will have a direct influence the work carried out on site
- The number of and species of livestock available to graze the land will affect the management.
- Fluctuations in the wild rabbit population will affect grazing levels required on the grassland.

Management Objectives:

- To establish an ongoing grazing regime. Ensure all compartments are suitably fenced to house livestock.
- Continue to reduce amount of scrub and reduce regeneration.
- To create a varied structure and complexity of habitats within the grassland, with a mosaic of different sward height. This will involve controlling the wild rabbit population.

Prescriptions:

- Continue grazing with goats, the length of time the stock will be on site depends on the qualities of the grazing and the number of animals used.
- To continue the management of scrub within the compartments.

Monitoring and Surveys:

- Continue the annual butterfly and reptile surveys
- Monitor the notable plant species such as Ground Pine and Knapweed Broomrape.
- Monitor and control invasive non-native species

Individual compartment management:

Little Pell (A)

The compartment is to be grazed by goats. Grazing by goats should reduce vigour of scrub, however it is anticipated that some scrub cutting on the lower part of the slope (within the paddock) may need to be undertaken.

Great Pell (B)

New fencing around perimeter of Great Pell to allow summer grazing by goats.

Six O'clock Field (C)

The island of scrub has been removed in this area and all stock fencing has been upgraded. Goats started to graze this compartment in August 2018.

Quarry Field (D)

The island of scrub has been removed and fencing has been upgraded for grazing Goats.

1ha of scrub was removed as part of the OCND HLF project in Oct 18 this is maintained by a combination of grazing and mechanical flailing.

This was grazed for the first time by goats from Oct- Dec 2019

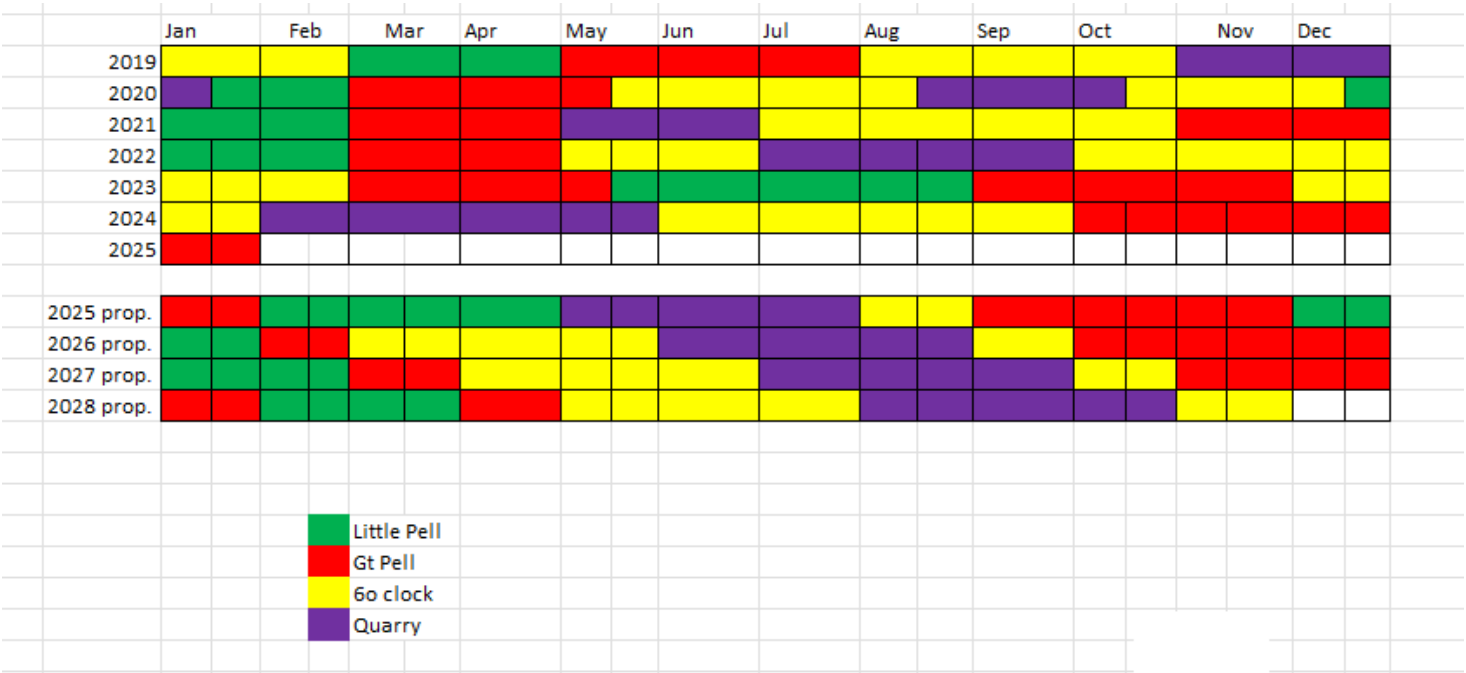


Table showing compartments grazed and proposed compartments for subsequent years.

8 HERITAGE MANAGEMENT

8.1 General Introduction

Trosley Country Park lies on the scarp slopes of the North Downs – lands which were marginal to the centres of historic settlement in the Vale below the scarp. The exploitation of the chalk slopes and the Downs plateau has origins in the early medieval period and continuing into the early post-medieval to the present day.

Human exploitation of the landscape at Trosley possibly goes back to the time of the Neolithic period and thus there has probably been continuity in land use at Trosley for over 5000 years. Although the country park is now dominated by woodland (ancient and secondary) with chalk grassland on the steeper slopes, the archaeological evidence shows that parts of the country park were once farmed from at least the early medieval period and probably earlier. Areas on the Downs plateau above the escarpment were probably abandoned to woodland in the medieval period, whilst the scarp face has become significantly covered in scrub in the modern period due to a cessation in grazing.

Kent County Council employed the services of a heritage consultant (Dr Nicola Bannister), to carry out an enhanced assessment of the heritage prior to applying for Higher Level

Stewardship. This report was published in May 2009 entitled “Trosley Country Park – Historic Environment Assessment”. A copy of this report is held at the office of Trosley Country Park. Detailed maps and photos of all the features are available in the plan.

8.2 Archaeological Details

8.2.1 Earthworks

The most common archaeological feature is the boundary earth banks and strip lynchets. These are well preserved and are found across the park. The banks are grouped into three main types: ecclesiastical parish boundaries – Meopham and Trottiscliffe; ancient wood banks and wide field system boundaries.

8.2.2 Quarrying

Areas of flint digging and chalk extraction are present across the site. The main chalk quarry is at the foot of the scarp in the eastern field – Quarry Field. This is likely to have been used for extracting chalk for use in lime for the fields or in construction.

8.2.3 Routes

There are two main historic routes through the park, one prehistoric and the other more recent. The prehistoric route of the Pilgrim’s Way runs along the base of the scarp and forms the southern boundary of the park. This is in the form of a tree lined sunken hollow way. The other route is what is presumed to be a carriage drive – deduced from its flint topping and width. This route follows the top edge of the scarp slope and is lined with ancient yews along a part of it. It also joins the bridge across Taylor’s Lane at the western end – a link to the site of Trosley Towers.

8.2.4 Other features

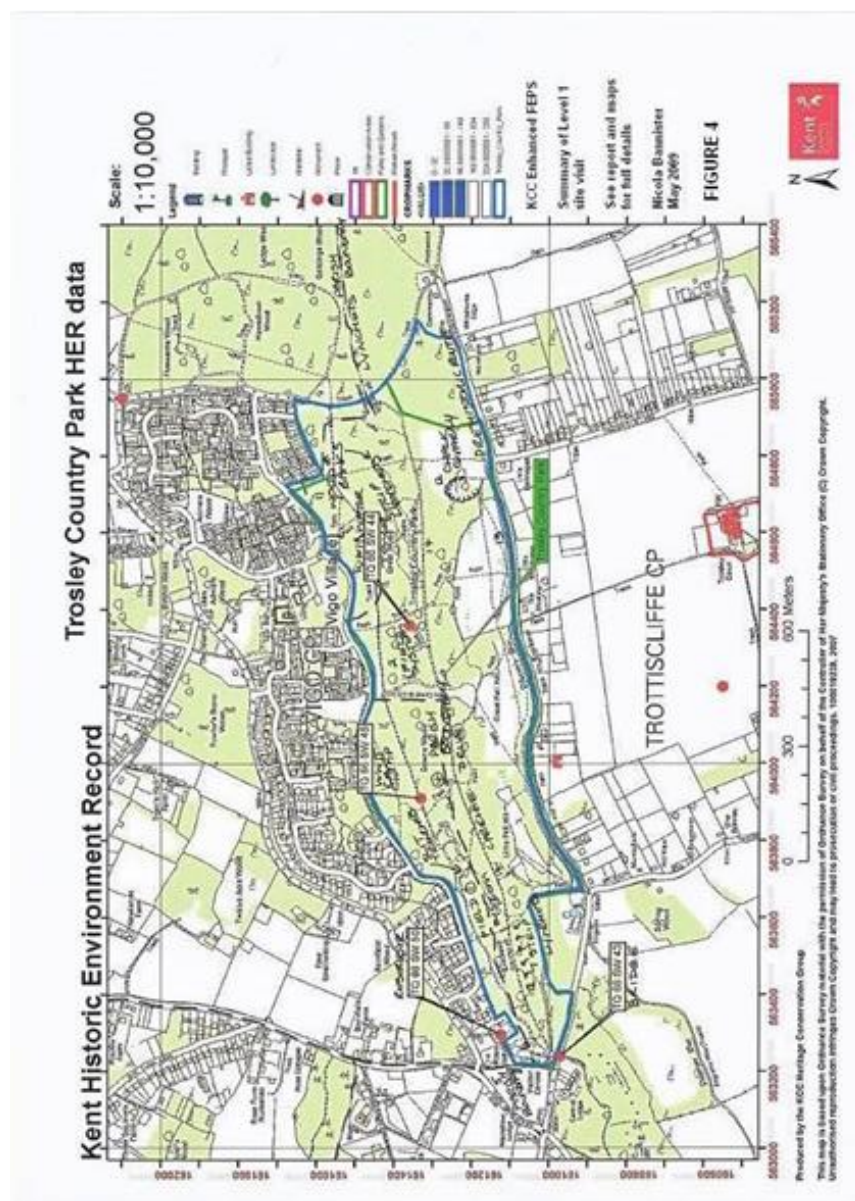
Recorded in the Historic Environment Record is the Second World War Army Training Camp. It is possible that other elements of the camp are now hidden beneath the woodland coppice – there is thought to be slit trenches and storage that could be lost in the wooded areas. There are remnants of the facilities spread throughout the woodland areas.



8.4 Management Actions for Heritage Features

Most of the archaeological features found within Trosley Country Park are not actively managed by staff as part of the day-to-day running of the land. To this end much of what remains in the woodland such as earth banks are left undisturbed, and the management of the woodland will not interfere with the archaeology. Any works that may be carried out within the park will be subject to the consideration of the archaeology.

A copy of a map showing the whole site from the HER is shown below, the digitised maps show the locations in greater detail and are available on request but are too large to fit in this plan.



9 VISITOR MANAGEMENT

9.1 General

Trosley Country Park is managed by Kent County Council both as a nature conservation site and a recreational resource. These recreational facilities include: two way marked circular walks, a horse route, an orienteering course, a café, a visitor centre, the trim trail, Sports England 123 running routes and an outdoor events area, a toddlers children's play area and play equipment for older children located around the Trosley Trail circular route. A further three walks are waymarked into the wider countryside.

The site is open from 9.00 am every day except Christmas Day and closes at dusk. Locking times are displayed at the entrance of the site.

In 2019 a new volunteer garden was created and a new visitor welcome area adjacent to the building and play area to allow a space for groups to gather and a new orientation panel and interpretation.



9.1.1 General aims and objectives

Policy:

- All aims and Objectives for Trosley Country Park come from Kent County Council's Country Park Strategy 2017/2021
- From 2008 Trosley Country Park has been awarded the Green Flag award.
- From 2012 - 2018 Trosley CP was awarded a silver gilt & silver in the South & South East "in bloom" awards scheme. It has achieved a gold award from 2019-2024

Management Considerations:

Trosley Country Park aims to successfully combine landscape and nature conservation with its role as a major visitor attraction, providing an important recreational and educational resource for Kent and further afield.

The Country Park must meet all legal and other obligations for its Environmental policy, Health and Safety Framework.

Way-marked walks, Sports England run 123 routes, the Trim trail and orienteering courses are maintained for public use. Annual ROSPA checked are carried out on the Trim Trail equipment. In 2020 a new sensory/activity trail combining learning and fun through music, play and engaging with nature was opened in the park. This includes a new play area at the end of the overflow car park.

There has been in the past some localised vandalism for example damage to notice boards gates and fences however this is generally limited in extent by the continued presence of site staff. Fly-tipping of has also been a problem at the eastern boundary of the site on the Commority Road byway.

Tree inspections are completed throughout the site. The Country Park paths are zoned for tree inspections, high, medium, and low.

Management Objectives:

- To maintain and improve the site as a recreational facility, enabling members of the public to enjoy the countryside both within and outside its boundaries.
- To provide a site on which a variety of activities can be enjoyed within a countryside environment without damaging the ecological interest of the site.

- The site aims to provide facilities for the information of visitors, to encourage greater knowledge and appreciation of the countryside.
- To maintain, improve and extend the path network throughout the site via a program of regular maintenance and upgrade works.
- The Country Park must meet all legal and other obligations.

9.2 Buildings

The Bluebell Café located within the visitors centre is open from 10am year round except Christmas Day. The café serves a range of delicious and affordable food, catering for all. There is a kitchen and café area leading to an outside patio/picnic area. This has been managed in house since September 2021. The café also sells logs from the parks conservation work that are certified as 'Ready to Burn'.

Toilets are provided adjacent to the visitor centre. Male, female, disabled toilets, and baby changing facilities are available. The toilet block has been designed to incorporate ecological features with a Sedum green roof, rainwater harvesting, and timber harvested from site. There is also a ranger's office, workshop, and stores.

The Visitor Centre incorporates a classroom for educational use (the Hamilton room); this facility is available for hire for corporate events, birthday parties etc. There is a wood fuelled boiler to heat the centre and provide its hot water supply. The wood fuel is harvested from the park as part of the annual coppice rotation. Within the centre there are toilet facilities which include separate disabled, ambulant, and baby change areas. There is also a drying room which is provided for the education staff to use for drying wet weather gear used by schools. The outer lobby of the building serves as an information point providing leaflets and interpretation on the park.

A new office was constructed in 2021 adjacent to the café to make the staff more accessible to the public.

The building's maintenance is carried out under a KCC wide facilities services contract with Skanska. Issues are logged and then resolved subject to a service level agreement prioritizing works. Any issues with the contract are flagged to the KCC property team who ensure all works and inspections are carried out accordingly. The visitor services team log all building issues.

View from Great Pell



A coppice coupe



9.3 Car Park

There are 50 spaces available in a 600m² surfaced car park. Parking charges are Monday to Friday £2.50 & £3.50 weekends and Public Holidays. A season ticket is available at £62 per year. Buses/coaches are welcome by appointment and a charge of £5.00 is made. The public car-park is in the north-west corner of the site and is accessed via a tarmac surfaced road off a minor road in Vigo Village.

There is also a 1500m² overflow car park which was surfaced with stone in 2021 due to the increased off-season popularity of the site.

In 2019 an additional overflow car park was built along the entrance drive for up to 20 more cars and a small staff car park built for use at peak times to create more space for customers.

ANPR cameras are used to monitor the car park and Euro car parks are employed to monitor and enforce the parking rules. The equipment, signage and cameras were funded by Euro car parks. The pay and display machines are maintained by Metric.

9.4 Site Furniture and Signage

Type of infrastructure	Number
Small noticeboards	2
Large noticeboards	1
Interpretation panels	4
Orientation fingerposts	2
Waymarker posts	80
Orienteering posts	25
Recycled plastic steps	77
Wooden box steps	46
Equine fencing	2000m
Goat/deer fencing	3000m
Chestnut palling fence	150m
Cleaved Chestnut fencing	80m

Close board fencing	78m
Metal palisade	143m
Kissing gates wooden	10
Kissing gates metal	4
Field gates wooden	3
Field gates metal	6
Metal bar gates	5
Ladder information boards	3
Site welcome boards	1
Picnic bench-rectangular non dda	16
Picnic bench- rectangular dda	1
Picnic bench- round non dda	5
Red dog bin	9
Large recycling bin	3
Play area (Eibe)	1
Trim Trail (Playdale)	1
Water troughs	5
Water trough piping	250m

9.5 Footpaths and Internal Path Network

Trosley Country Park has several Rights of way crossing through the site including the Pilgrim's Way and the North Downs Way. These include MR193, MR196, MR197, MR197A, MR195, MR565, NS280, NS300 and NS356.

At its Eastern boundary there is an ancient byway called Commority Rd.

The North Downs Way section that runs through the park is also known as the Hamilton Drive and was once the main track that led up to the Trosley Towers building that once existed on the Western side of the Vigo Hill.

There are 3 internal waymarked trails these are:

- The Woodland Walk (Red arrow) 4 km.
- The Downland Trail (Blue arrow) 3.2 km.
- The Trosley Trail (Yellow arrow) 2.4 km.

There are no official bridleways within Trosley Country Park, but there is a permissive route that runs from Vigo Hill on the Eastern Boundary to Pinesfield lane on the South Eastern boundary.

There are 3000m non-easy access standard surfaced path, sections of the North Downs Way and Pilgrims way.

The run 123 routes are a nationwide Sports England project for encouraging people to take up running and use a standardised waymarker.

9.6 Marketing and events

The site is promoted by roadside brown tourism signing and is marked on the Ordnance Survey map as a Country Park. In addition, Trosley Country Park is mentioned in the County Council Countryside Sites promotional literature and the website: <https://www.kent.gov.uk/leisure-and-community/kent-country-parks> . Additional website marketing is done through Explore Kent <https://explorekent.org/> and the KDAONB web page <https://kentdowns.org.uk/>

An event proforma is used by site staff to ensure all events are managed effectively with a marketing schedule part of the form. This can be seen in appendix E.

KCC currently employs a full-time marketing officer to coordinate marketing and publicity for the Country Parks. This member of staff is responsible for press releases, adverts, posters and online marketing like Facebook and Instagram. The website was updated in 2020. Nominated site staff manage Facebook pages for each of the main sites and the sites have Instagram accounts also.

A Country Parks event list is published on the web each year and posters advertise events on parish notice boards and in local shops as well as on Facebook.

The conference and education facilities at the park have specific brochures and leaflets offering a range of services and activities that can be booked through the web.

An Accessibility guide for the park was created by Access Able in June 2023 and is available in hard copy and through the web pages here: https://www.kent.gov.uk/_data/assets/pdf_file/0016/152620/Trosley-Country-Park-Accessibility-Guide_June2023.pdf

9.7 Visitors

Visitor surveys (2004, 2007, 2009 and 2014) are carried out to ensure constant feedback is received about the park. In addition, Green Flag judges and South and South East in bloom judges provide detailed feedback reports annually, which provide invaluable annual feedback on park management.

In 2014 Kent County Council commissioned visitor exit surveys at 8 of our sites. Trosley Country Park was included in the surveys. The following results were gleaned from this survey.

- 62% of the visitors were female and 38% were male
- Almost 97% of the visitors live in Kent
- 10% said that the park had improved since their last visit
- 76% of visitors came by car and 19% walked to the park
- 22% travelled between 5 – 15 minutes 59% travelled between 15 and 45 minutes
- 67% of the visitors stayed for 1-2 hours
- 78% of the visitors were at the park to go for a walk.
- 93% were either very satisfied or satisfied with their visit to the park

A customer feedback policy provides guidance on compliments and complaints handling and in conjunction with regular customer car training Kent County Council achieved a Customer Care charter mark for its customer care in 2008. A copy of this policy can be found in Appendix F, Section 12.4.5. KCC aims to acknowledge all queries within five days and respond in full within 20 days.

Interpretation plan

During 2011 an interpretation plan was produced for Trosley Country Park in-house by KCC. The report made recommendations for the site based on consultation with general visitors, user groups and our own liaison groups. The plan analysed planning a visit, visitor welcome and orientation and exploring and discovering whilst on site.

The following works were carried out which were highlighted in the plan;

- Way-marking- adding themes to the walks.
- Providing locating finger posts at key points in the woods.
- New interpretation in the visitors' centre.
- New signage at the entrance and approach road

9.8 Visitor area management action plan

- Ensure all site staff and contractors are fully conversant with Kent County Council Health and Safety Framework. Undertake training where necessary.
- Ensure all volunteers and local groups comply with Kent County Council Health and Safety Framework, provide suitable training and supervision.
- Ensure all site staff implement Risk Assessment actions.
- Undertake daily, weekly, monthly, and annual site checks.
- Undertake annual tree inspections
- Undertake annual inspections of site furniture.
- Liaise with neighbouring landowners.
- Consult with Natural England. As the site is part of a SSSI Natural England should be consulted regarding any significant changes in management and or operations of site.
- Communicate with the general public, to provide information and to educate site users of the site's history, necessity of management works. Ensure contact information for staff is available. Provide warden service.
- Ensure staff surveying for Dormice hold an appropriate European Protected Species Licence. Ensure appropriate training is available.

Monitoring and Required Surveys:

- Monitor visitor numbers in the park.
- Maintain a record of the numbers of individuals attending events

10 Environmental management

This section summarises all the environmental management references made throughout other sections.

Kent County Council has internal teams focused on climate change and monitoring KCCs climate change performance. Each team has an Environmental Sustainability lead and then there are green champions within those teams. On the public webpages there is lots of info on how to help save the planet:

[KCC and the environment \(sharepoint.com\)](https://www.kent.gov.uk/environment)

<https://www.kent.gov.uk/environment-waste-and-planning/climate-change/climate-emergency-statement/our-climate-emergency-performance>

There is also a carbon net zero action plan with an aim of being carbon neutral by 2030, that can be found here:

https://www.kent.gov.uk/_data/assets/pdf_file/0017/122291/KCC-Net-Zero-action-Plan.pdf

A low emissions plan can be found here: [Kent and Medway Energy and Low Emissions Strategy - Kent County Council](#)

KCC has an action plan for engaging communities [Kent Green Action - Kent County Council](#)

The parks are part of the Kent Nature partnership <https://kentnature.org.uk/>

The council has an Environmental policy (2020) that can be found here:

https://www.kent.gov.uk/_data/assets/pdf_file/0004/10669/KCC-Environmental-Policy.pdf

General park management

- No peat is used on site and glyphosate is used only to spot treat invasive species like Rhododendron and Japanese knotweed. A herbicide record is kept on site.
- All woodland brash and arisings from park maintenance are left on site as habitat piles or corridors.
- All woodland materials must be from sustainable sources.
- All plants and trees must be sourced from 'plant healthy certified' nurseries.
- Where possible electric hand tools have been introduced to reduce the use of fossil fuels
- There are recycling bins around the centre. The waste is separated on site using the on-site bins and also by the collection company at their depot.
- The park has an electric van which is used to travel between other sites.
- All aspects of the parks response to climate change are monitored to see if the impacts are in detriment to the habitats or particular species.
- All works are carried out by on site staff minimizing the carbon footprint of the works, for example the timber is dried in the open air and at point of sale hasn't travelled more than a mile from where it grew. Its coppice so it will also regenerate.
- The logs that are sold are 'ready to burn certified'
- The building has a green roof and its only heat source is logs cut from the site. The building is wool lined to help insulation.

11 HEALTH AND SAFETY

11.1 Health, Safety and Security

Kent County Council has a central Health and Safety Advisory Team, whose role is to ensure that all departments follow corporate policies and legislation regarding the safety of both staff in the workplace and visitors to our sites. The advice that the Kent Country Parks team receives includes:

- Creative solutions to health and safety management challenges
- Advice on legislation and policy
- Advice and assistance on risk assessment
- Training and instruction for health and safety management
- Full back up and support following health and safety incidents
- Pressure management and change management staff support tools
- Audit services to check compliance and support developments

An internal KNET holds all the information staff and managers require including forms and guidance. The main health and safety and welfare at work policy was reviewed in 2022, there is also a 'blue book' on KNET that gives staff all details about their working terms and conditions.

The Kent Country Parks team has a designated member of staff to take the lead on consulting with the corporate team, ensuring all park staff are updated on changes in law and that all staff undertake the relevant training to their position. All Kent Country Parks staff therefore undertake core training in health and safety when they begin in a new post, and then will be given further training according to the needs of their role. Health and safety areas that are particularly relevant to the parks setting, and for which staff adopt specified practices, include:

- Accident/incident reporting
- COSHH (Control of Substances Hazardous to Health)
- Driving at work

- Fire (and fire safety in the workplace)
- First aid
- Food hygiene
- Lone working
- Management of contractors
- Manual handling
- Occupational health
- Personal Protective Equipment (PPE)
- Risk assessment
- Violent behaviour
- Working at height
- Safeguarding for children and young people
- CDM regs 2015

In addition, emergency plans have been developed for all sites (last updated October 2022) and are stored in all offices and at head office.

Site contractors either complete a permit to work and submit a risk assessment for all works carried out on site that is authorised by the Officer who commissioned the work or for larger contracts an NEC3 Engineering and Construction short contract is completed. Any contract over £50,000 goes through a competitive tender process. All non-specialist contractors must be from the KCC approved contractor list. KCC aims to use local contractors and materials in all contracts where possible.

Risk assessments are reviewed annually and updated, when necessary, these are stored electronically.

All archaeology projects undertaken are individually risk assessed.

Health and safety is an agenda item at the monthly team meeting.

A training matrix is maintained for all staff with all ranger staff required to be certified before they use any power tools, machinery and vehicles and catering staff to be food hygiene certified. Education rangers are Level 3 Forest School practitioners.

11.2 Standard practices

There are daily, monthly, annual, and seasonal inspections carried out by the Countryside Wardens. If any issues arise these are reported back to the Ranger team who also ensure that the checks are carried out. They sign a weekly inspection sheet to advise the ranger team that all checks have been carried out.

Standard instructions are maintained, see Appendix F, for annual inspections including tree inspections, first aid kits, trailers, machinery, PPE are issued centrally. Some of these are carried out by authorised staff, others are contracted out to specialist services, and these include Tree inspections, PAT tests and fire extinguisher tests.

Site contractors either complete a permit to work and submit a risk assessment for all works carried out on site that is authorised by the Officer who commissioned the work or for larger contracts an NEC3 Engineering and Construction short contract is completed. Any contracts over £10,000 go through a competitive tender process. KCC aims to use local contractors and materials in all contracts where possible. The documentation is reviewed by the central Health and Safety team on an annual basis.

11.3 Risk Assessments and Staff Training

For all tasks and where machinery or tools are used a Risk Assessment is produced and is available to all staff and or volunteers, where necessary training is given on all machinery before it can be used. Explanation such as tool talks and health and safety checks are carried out before all activities. An electronic version of all risk assessments is available, an example can be found in appendix F. These are reviewed annually by the wider Country Parks team with the last review occurring in Autumn 2024.

Kent County Council is also an Investor in People and as such all-site staff have a personal development plan which lists all training undertaken during their employment with the council. All staff undertake core training that includes:

- Lone working
- Dealing with difficult customers
- Manual handling
- Risk Assessments
- Basic Fire Awareness
- First Aid appointed persons

Wardens have access to a warden's handbook for the site which summarises all important information that they need to know. This was reviewed in January 2025. There is also a volunteer Health & Safety manual summarising the most relevant risk assessments for the volunteer team. A risk assessment and policies folder are held at each site for staff who do not have access to the electronic versions.

All staff complete an annual occupational road risk assessment before they can drive any Kent County Council vehicle. No vehicles can be driven off-road driving unless a basic off-road driving course has been undertaken.

11.4 Fire Plan

A fire plan has been undertaken for the site which identifies rendezvous points, locations of fire hydrants and safety equipment, vehicle access points, available water supplies and other hazards on site. The plan is for the building and the wider site. A copy is held in the site office and at the head office in Maidstone. The FM provider, Skanska, also carry out a building fire risk assessment.

11.5 Tree Inspections

Tree inspections are completed throughout the site. The Country Park is divided into three zones for tree inspections. The annual inspection of zone 1 is carried out by qualified arboroculturalists, continuous visual inspections of zones 2 and 3 are carried out by park staff who have basic training in identifying tree health. This policy was audited by insurers in Aug 2021 to ensure it was fit for purpose. The zoning details can be seen in Appendix F.

12 SITE MAINTENANCE

12.1 Maintenance of Equipment and site furniture

Wardens complete daily, monthly, and seasonal checks and report back to the ranger team any risks or defects they identify if they cannot resolve them themselves. Each week they sign an inspection sheet to confirm they have carried out all the inspections. Details of these inspections are listed below.

12.1.1 The Daily Checks

- Clean toilet block, maintain consumables, and check for damage to building/fittings.
- Clean Hamilton Room and Toilet facilities after events.
- Check waste bins and litter pick around car park and visitor centre.
- Check car park/picnic areas for broken glass and other dangerous objects.
- Maintain biomass fuel for boiler and light boiler.
- Empty Pay and Display machines.
- Clear leaves/debris from carpark/driveway/grills using leaf blower/broom.
- Check children's playground for broken equipment, glass etc.

12.1.2 Weekly Checks

- Check livestock, fencing, water supply and supplementary feed when applicable
- Check picnic tables for structural defects.
- Mow/strim grass on driveway (summer).
- Check/adjust Light timer in toilet block.
- Lubricate all site locks with WD40. Check manhole covers for secure fitting.
- Check the overhead height barrier for damage and safe operation.
- Clean office floor and conduct building safety checks.
- Check all paths/steps/gates/stiles on Downland Trail and Woodland Walk/Trosley Trails for defects and dangerous objects/trees/branches.
- Check all paths/steps/gates/stiles in zones 1-2 and 3-4 alternately for defects and

dangerous trees/branches/objects.

12.1.3 Monthly Checks

- Check all paths/steps/gates/stiles in zones 1-2 and 3-4 alternately for defects and dangerous trees/branches/objects.
- Check boundaries, especially Waterlow/ Erskine/Commority Rd for damage to & effectiveness of fences and for fly tipping.
- Check for erosion/slippage along the upper edge of the Quarry and check the effectiveness of the Quarry fence line.
- Lubricate all door/gate hinges on site.
- In a period of Fire risk erect warning notices.
- After extreme weather conditions (Gale force wind/snow/heavy, prolonged rain) systematically check all buildings /paths / steps/gates/stiles/stock fencing for damage and dangerous trees/branches.

12.1.4 Annual Checks

The following annual checks and reviews are undertaken:

- testing of all tools and equipment *i.e.*, winches, chainsaws, trailers, electrical tools and appliances, motorized vehicles, safety hats and tools and hand tools.
- COSHH assessments.
- Risk Assessments and Occupation Road Risk Assessments.
- fire extinguishers.
- testing and checks of all buildings for general wear and tear, asbestos, and PAT electrical testing.
- annual tree inspection by an external contractor for all trees in Zone 1 areas *i.e.*, those where the public have day-to-day access.
- annual tree inspections by site staff for all trees in Zone 1 and 2 areas; and
- An annual check by RoSPA (The Royal Society for the Prevention of Accidents) of the children's play area.

12.1.5 Other Checks (Depending on Season)

- Winter ice checks around ponds to prevent access and ensure the water-edge is safe.
- spread grit / salt on icy surfaces around the car park and around the visitor centre.
- check trees after gales; and
- check for flooding and subsidence on paths after heavy rain.

A record of inspection is kept for when weekly, monthly, and annual safety checks are made and by whom. The site inspection forms are held digitally.

12.1.6 Other Checks including litter and vandalism

The pay and display machines are maintained by Euro Car parks through a centrally managed contract with a contractual obligation to attend with 24 hours of fault reporting.

General waste and recyclable waste are removed weekly from the site as part of the FM contract.

12.1.7 Buildings Maintenance

Skanska have been awarded a 5-year (2022-2027) contract to manage all Kent County Council buildings in North and West Kent as part of a Facilities Management agreement. This includes all works to the interior and exterior of the buildings. Issues are reported to a helpdesk then actioned. An SLA exists to monitor performance and financial penalties are issued if they do not meet their agreed targets. Site staff raise a task and then Skanska investigate and resolve the issue according to their priority protocol. KCC property team monitor and manage the Total Facilities Management contracts for performance.

Skanska cover all aspects of the health and safety and pre-planned maintenance of the building including things like fire alarm testing, fire risk assessment, Legionella testing, PAT testing, fixed wire testing, drainage, waste, heating systems, plumbing, fire extinguisher checks, CCTV, intruder alarms, door fixings, light fixtures and general repairs and maintenance as requested by park staff.

12.1.8 Brand guidelines

When signage needs to be replaced a brand guideline exists which includes ladder boards, main site noticeboards, waymarker posts, benches, and finger posts. All parks when replacing old furniture use these guidelines to ensure a corporate style is maintained throughout the parks service.

12.1.9 Site equipment and furniture

An inventory of site equipment is carried out annually and an electronic version is stored on site so that it can be easily updated. A map showing the location of site furniture including benches, bridges and waymarkers is also stored centrally.

13 EDUCATION

Environmental Education sessions are available all year round. Students can experience the park's biodiversity, see the renewable energy technologies in action and explore the park's heritage. There is an experienced part time Education Ranger at the park to help teachers plan and design a visit to their specific needs, in addition to this education rangers from other sites and a group of casual staff are employed to assist with delivery.

The numbers of pupils led by the Education Rangers annually during this management plan are as follows:

Year	Schools visits	Children attending	Training
2021/2022		294	21
2022/2023		492	
2023/2024	11	320	
2024/2025			
2024/2026			

The visitor centre provides the base for Environmental Education sessions and has classroom facilities. The room is available throughout the day for the exclusive use of the school. As well as the classroom, the visitor centre offers a shop, café, and toilet facilities. All activities are risk assessed and these assessments are available upon request.

Activities led by the Education Rangers include:

- Mini beast Hunting.
- Woodland Studies.
- Natural Arts and Crafts.
- Sensory Activities.

The Forest School programme offers regular opportunities to all ages and abilities to gain confidence and raise self-worth through a series of hands-on tasks. Students learn basic forest skills including the use of hand tools to build a shelter, make whistles and pencils or other woodland products such as stakes or mallets. All students can benefit from Forest School including Early Years, students with behavioral and emotional difficulties and students with learning disabilities. All staff are trained to level 3.

A site-specific education pack is available to all schools to provide activities based on the national curriculum objectives. Other educational information is available through the park's website.

14 COMMUNITY INVOLVEMENT

Trosley Volunteer Group

A small group of volunteers who are local to Trosley have been coming out one-day-a-week for the last 25 years and get involved in a wide range of conservation and general site management activities. Volunteers have a wide range of skills which they bring together to help maintain the park. In 2019 they contributed 396 hours of time to the park

Community Events

The Harvel Five – This cross-country running event which is organised by local running club the “Harvel Hash Harriers” during June. It starts on the village green at Harvel and comes through the park using our forest ride and returns to Harvel via the North Downs way through the park. The event has been going now for many years and regularly attracts around 400 runners. During February the park host the Valentine run which is another demanding run cross country run by a members of the Harvel Hash Harriers. On the day our staff are in attendance to make sure every goes smoothly.

Saxons Orienteering Club – The local club regularly hold events in the park which are open to all. Some of their orienteering events are conducted during the night time.

Local Consultation –We produce interpretive material which is displayed through our own centre and on various notice boards throughout the park to raise awareness of the works being undertaken on site or future projects. In addition, Facebook is used as a tool to raise awareness.

Trosley Liaison Group.

This Group meets biannually to discuss the management of the Country Park. The group are a consultative mechanism that enables us to reach several local user groups and other interested parties. We currently have representatives from the Vigo School, Meopham secondary school, the parishes of Trottiscliffe and

Vigo, Community warden, CTC, Ramblers Association, The Kent Downs AONB and the British Horse Society. Management of the park is discussed at each meeting and thoughts and ideas from members are taken into consideration. This group has proved to be useful to the park allowing us to connect and engage with people it would be otherwise very difficult to do so.

Events

We hold an open day annually for our visitors to get to know what we do and to ask any questions. This is useful for engaging with visitors who are not necessarily represented by any other organisation.

A part time visitor services and events officer delivers a programme of events throughout the year. During 2023/24 Trosley hosted 36 events attracting 2125 attendees as well as an annual open day.

The site staff organise several events throughout the year to promote the site and to increase public awareness of countryside issues and the environment through fun activities. Events are advertised locally in the press and through the Explore Kent leaflets which are available at Kent County Council owned sites as well as on the Explore Kent webpage.

Events are planned on a pro forma that analyses cost, staffing, numbers etc that allows a good understanding of the success of all events that helps with future planning. All events are planned on a site-by-site basis then discussed in a group meeting with all visitor services staff, education rangers, marketing staff and managers.

15 FINANCIAL OVERVIEW

An annual revenue budget is provided by Kent County Council to fund the day-to-day operations of the park. Due to pressures in the wider organisation this is not enough to fund all site services, so staff are focused on generating income to offset the site's running costs.

Additional money is available through a modernisation of assets budget which is allocated by the head of country parks based on information submitted by site staff.

The country parks service costs 28p per person per year to the people of Kent (April 2021) and has moved from 46% self-financing to 81% from 2009-2023.

The Countryside budgets are managed by the Ranger Services Manager and the visitor centre and café budgets by the Visitor Services and Events manager and Café manager. The Operations manager oversees all budgets. KCC have a policy of paying all invoices within 28 days of receipt.

Skanska manages the budget for the building's maintenance under Facilities Management contracts set up in November 2023.

Opportunities for additional income streams have been investigated by KCC special projects team and private consultants and upon investigation proved to be uneconomic for the site or the site has proved not suitable to the providers. These include:

- Green Weddings
- Green accommodation
- Go Ape
- Mountain bike circuits
- Free running/parkour
- Selling Christmas trees.
- Having private retail units on site
- Renting land to private events

16 POTENTIAL THREATS AND OPPORTUNITIES

Climate change

Monitoring and observing change over time is an integral part of the park management with regards to tree diseases and the change in weather patterns. All aspects of management are affected by increasingly wet and warm, winters and prolonged hot spells in the spring and summer leading to almost arid conditions. The policy of letting natural regeneration take place as opposed to planting trees is key to this as the park evolves to the new climate, tree species that used to thrive will be replaced by new species that are more drought tolerant or survive the various tree diseases currently affecting our native species. Many paths that historically were unsurfaced are now topped to allow year-round access and timber extraction as they were impassable due to standing water caused by the increase in rainfall in some months, like October and November 2019.

National Nature Reserve

There is the potential for a National Reserve in the local area, working in partnership with local land owners and national governing bodies. This will give the potential to collaborate on landscape scale projects and allow access to possible future funding.

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18 APPENDICES

Appendix A – SSSI Citation for Halling to Trottiscliffe Escarpment

COUNTY: KENT SITE NAME: HALLING TO TROTTISCLIFFE ESCARPMENT

DISTRICT: GRAVESHAM, ROCHESTER UPON MEDWAY, TONBRIDGE, AND MALLING

Status: Site of Special Scientific Interest (SSSI) notified under Section 28 of the Wildlife and Countryside Act 1981

Local Planning Authority: ROCHESTER UPON MEDWAY BOROUGH COUNCIL, Gravesham Borough Council, Tonbridge, and Mailing District Council

National Grid Reference: TQ 616596-704660 Area: 648.41 (ha.) 1602.22 (ac.) Ordnance Survey Sheet 1:50,000: 178, 188 1:10,000: TQ 65 NW, TQ66 SW, SE, NE, TQ 76 NW

Date Notified (Under 1949 Act): 1951 *Date of Last Revision:* 1981 *Date Notified (Under 1981 Act):* 1984 *Date of Last Revision:* ♂ *Other Information:*

This site was formerly known as Halling to Trottiscliffe Downs and is a Nature Conservation Review site.

Reasons for Notification

This site consists of an extensive area of the North Downs west of the Medway Gap. The site is representative of Chalk grassland in West Kent and Beech woodland on the chalk. Outstanding assemblages of plants and invertebrates are present.

A mosaic of habitats is present at this site with areas of grassland, scrub and various types of woodland. The herb rich open downland is no longer grazed by stock and consequently only small areas remain. A full range of different types of scrub through to ash, yew, and beech woodland is present. The woodland includes mature beech and yew on the steep slopes, oak standards and predominantly sweet chestnut coppice with some hornbeam on the more level higher ground; these two types of woodland support contrasting ground floras. The chalk grassland, on warm south-facing slopes, is dominated by upright brome *Bromus erectus* and sheep's fescue *Festuca ovina* but supports many other plants which are characteristic of unimproved downland. Among these are dwarf thistle *Cirsium acaule*, chalk milkwort *Polygala calcarea*, clustered bellflower, *Campanula glomerata*, horseshoe vetch *Hippocrepis comosa*, and several species of orchid including the scarce musk orchid *Herminium monorchis* and man orchid *Aceras anthropophorum*. This range of food-plants and the warm conditions are ideal for insects and the area is of great entomological importance. It is the only known location in Britain for the moth *Hypercallia citrinalis* and several other very scarce moths, beetles and grasshoppers also occur.

Some of the scrub is of entomological interest; there is an uncommon bug *Psylla viburni* which feeds on wayfaring tree for example. Overall hawthorn is the predominant species in the scrub but wayfaring tree and dogwood are also common. Climbers too are well represented with several rose species including the local burnet rose *Rosa pimpinellifolia* as well as traveller's joy *Clematis vitalba* which is abundant. The later stages of

scrub succession resemble woodland with increasing numbers of trees such as ash, yew, and beech present in addition to the shrubs.

The beech and yew woodland are on thin chalk soils and where the ground flora is not shaded dog's mercury *Mercurialis perennis* predominates. Associated with it

is stinking iris *Iris foetidissima* and several very scarce species such as lady orchid *Orchis purpurea* and stinking hellebore *Helleborus foetidus*. The ground flora of the plateau woodland is quite different with bluebells *Hyacinthoides non-scripta* most abundant and with other species such as rosebay willowherb *Chamaenerion angustifolium* and bracken *Pteridium aquilinum*: these are generally restricted to non-calcareous soils.

The site supports a wide variety of birds with each of the habitats having its own characteristic community. Of greatest interest perhaps are the woodland birds; all

three species of woodpecker breed here as do nuthatch and other hole-nesting species. Hawfinch is present at a higher density than in most other parts of Kent.

Appendix B - Appendix B - Natural England's Views of Site Management

CALCAREOUS GRASSLAND - Lowland	Phil Williams	006	1019116	2.7583	0.00	18/10/2018
Unfavourable - Declining Goat shelters & grazing in place, but scrub within sward constant across unit. Some chalk grassland species remaining. Anthills present within site and lots of invertebrates nectaring on wild marjoram. Failing on frequency of positive indicators, scrub cover, sward height.						
CALCAREOUS GRASSLAND - Lowland	Phil Williams	007	1006393	3.1958	0.00	18/10/2018
Unfavourable - Recovering Grazed by goats which are starting to control scrub within chalk grassland sward. Plenty of dwarf thistle, some small scabious and carline thistle (goats seem to target carline thistle flowerheads). Most bare ground on this unit is under trees.						
CALCAREOUS GRASSLAND - Lowland	Phil Williams	008	1006394	4.6484	0.00	18/10/2018
Favourable Large area of chalk grassland on south facing slope, rabbit grazing appears to be maintaining chalk communities but scrub invasion is a threat.						
BROADLEAVED, MIXED AND YEW WOODLAND - Lowland	Phil Williams	009	1006419	17.6294	0.00	08/01/2021
Favourable There is active management of the rides which has created a mosaic of habitats, away from these areas there is plenty of lying and standing deadwood. Some areas of non-intervention of yew and beech forest. This unit is high forest along the top of a slope, consisting of hornbeam, ash, yew, beech, hazel coppice, field maple, hawthorn, sycamore, oak sweet chestnut.						
CALCAREOUS GRASSLAND - Lowland	Phil Williams	010	1006395	3.1245	0.00	18/10/2018
Favourable Large area of chalk grassland on steep south facing slope. Rabbit grazing is helping to maintain the chalk communities but scrub invasion is a threat. Portion of herbs to grasses is lower than the target for this feature.						

Appendix C Incidental sight species records

A volunteer carries out an annual insect survey at Trosley and this is the total species list up to 2024:

Volucella bombylans	a hoverfly	Volucella bombylans
Volucella pellucens	a hoverfly	Volucella pellucens
Volucella inflata	a hoverfly	Volucella inflata
Andrena bicolor	Gwynne's Mining Bee	Andrena bicolor
Andrena florea	Bryony Mining Bee	Andrena florea
Andrena fulvago	Hawk's-beard Mining Bee	Andrena fulvago
Lasioglossum		
xanthopus	Orange-footed Furrow Bee	Lasioglossum xanthopus
Osmia bicornis	Red Mason Bee	Osmia bicornis
Chrysotoxum bicinctum	a hoverfly	Chrysotoxum bicinctum
Merodon equestris	a hoverfly	Merodon equestris
Stenurella melanura	a longhorn beetle	Stenurella melanura
Leptophyes		
punctatissima	Speckled Bush Cricket	Leptophyes punctatissima
Pholidoptera		
griseoaptera	Dark Bush Cricket	Pholidoptera griseoaptera
Volucella bombylans	a hoverfly	Volucella bombylans
Bombus hypnorum	Tree Bumblebee	Bombus hypnorum
Volucella pellucens	a hoverfly	Volucella pellucens
Pyrochroa serraticornis	Common Cardinal Beetle	Pyrochroa serraticornis
Nemophora degeerella	a moth	Nemophora degeerella
Euclidia glyphica	Burnet Companion	Euclidia glyphica
Volucella inflata	a hoverfly	Volucella inflata
Ectemnius continuus	a digger wasp	Ectemnius continuus
Andrena haemorrhoa	Orange-tailed Mining Bee	Andrena haemorrhoa
Chelostoma florissomne	Large Scissor Bee	Chelostoma florissomne
Osmia bicolor	Red-tailed Mason Bee	Osmia bicolor
Nomada goodeniana	Gooden's Nomad Bee	Nomada goodeniana
Ceratina cyanea	Blue Carpenter Bee	Ceratina cyanea
Osmia spinulosa	Spined Mason Bee	Osmia spinulosa
Myathropa florea	a hoverfly	Myathropa florea
Rhingia rostrata	a hoverfly	Rhingia rostrata
Chrysotoxum bicinctum	a hoverfly	Chrysotoxum bicinctum
Merodon equestris	a hoverfly	Merodon equestris

<i>Bombus pascuorum</i>	Common Carder Bee	<i>Bombus pascuorum</i>
<i>Chrysotoxum festivum</i>	a hoverfly	<i>Chrysotoxum festivum</i>
<i>Chrysis viridula</i>	a cuckoo wasp	<i>Chrysis viridula</i>
<i>Gorytes laticinctus</i>	a digger wasp	<i>Gorytes laticinctus</i>
<i>Cerceris rybyensis</i>	Ornate Tailed Digger Wasp	<i>Cerceris rybyensis</i>
<i>Hylaeus dilatatus</i>	Chalk Yellow-face Bee	<i>Hylaeus dilatatus</i>
<i>Hylaeus brevicornis</i>	Short-horned Yellow-face Bee	<i>Hylaeus brevicornis</i>
<i>Andrena fulvago</i>	Hawk's-beard Mining Bee	<i>Andrena fulvago</i>
<i>Andrena polita</i>	Maidstone Mining Bee	<i>Andrena polita</i>
<i>Andrena subopaca</i>	Impunctate Mini-miner	<i>Andrena subopaca</i>
<i>Lasioglossum malachurum</i>	Sharp-collared Furrow Bee	<i>Lasioglossum malachurum</i>
<i>Sphecodes geoffrellus</i>	Geoffroy's Blood Bee	<i>Sphecodes geoffrellus</i>
<i>Sphecodes monilicornis</i>	Box-headed Blood Bee	<i>Sphecodes monilicornis</i>
<i>Sphecodes spinulosus</i>	Spined Blood Bee	<i>Sphecodes spinulosus</i>
<i>Chelostoma campanularum</i>	Small Scissor Bee	<i>Chelostoma campanularum</i>
<i>Chelostoma florissomne</i>	Large Scissor Bee	<i>Chelostoma florissomne</i>
<i>Chelostoma florissomne</i>	Large Scissor Bee	<i>Chelostoma florissomne</i>
<i>Hoplitis claviventris</i>	Wetted Mason Bee	<i>Hoplitis claviventris</i>
<i>Nomada flavoguttata</i>	Little Nomad Bee	<i>Nomada flavoguttata</i>
<i>Ceratina cyanea</i>	Blue Carpenter Bee	<i>Ceratina cyanea</i>
<i>Osmia spinulosa</i>	Spined Mason Bee	<i>Osmia spinulosa</i>
<i>Myathropa florea</i>	a hoverfly	<i>Myathropa florea</i>
<i>Chrysotoxum bicinctum</i>	a hoverfly	<i>Chrysotoxum bicinctum</i>
<i>Eumerus ornatus</i>	a hoverfly	<i>Eumerus ornatus</i>
<i>Melanostoma mellinum</i>	a hoverfly	<i>Melanostoma mellinum</i>
<i>Cheilosia ranunculi</i>	a hoverfly	<i>Cheilosia ranunculi</i>
<i>Stictopleurus punctatonevrosus</i>	a shieldbug	<i>Stictopleurus punctatonevrosus</i>
<i>Andrena gravida</i>	White-bellied Mining Bee	<i>Andrena gravida</i>
<i>Andrena minutula</i>	Common Mini-miner	<i>Andrena minutula</i>
<i>Andrena subopaca</i>	Impunctate Mini-miner	<i>Andrena subopaca</i>
<i>Lasioglossum fulvicorne</i>	Chalk Furrow Bee	<i>Lasioglossum fulvicorne</i>
<i>Lasioglossum minutissimum</i>	Least Furrow Bee	<i>Lasioglossum minutissimum</i>
<i>Lasioglossum parvulum</i>	Smooth-gastered Furrow Bee	<i>Lasioglossum parvulum</i>

<i>Sphecodes hyalinatus</i>	Furry-bellied Blood Bee	<i>Sphecodes hyalinatus</i>
<i>Nomada flavoguttata</i>	Little Nomad Bee	<i>Nomada flavoguttata</i>
<i>Rhingia campestris</i>	a hoverfly	<i>Rhingia campestris</i>
<i>Bombylius major</i>	a beefly	<i>Bombylius major</i>
<i>Dolycoris baccarum</i>	Hairy Shieldbug	<i>Dolycoris baccarum</i>
<i>Andrena haemorrhoa</i>	Orange-tailed Mining Bee	<i>Andrena haemorrhoa</i>
<i>Bombus lapidarius</i>	Red-tailed Bumblebee	<i>Bombus lapidarius</i>
<i>Epistrophe eligans</i>	a hoverfly	<i>Epistrophe eligans</i>
<i>Bombus pascuorum</i>	Common Carder Bee	<i>Bombus pascuorum</i>
<i>Macroglossum stellatarum</i>	Humming-bird Hawk-moth	<i>Macroglossum stellatarum</i>
<i>Baccha elongata</i>	a hoverfly	<i>Baccha elongata</i>
<i>Episyrphus balteatus</i>	a hoverfly	<i>Episyrphus balteatus</i>
<i>Phytometra viridaria</i>	Small Purple-barred	<i>Phytometra viridaria</i>
<i>Eristalis tenax</i>	a hoverfly	<i>Eristalis tenax</i>
<i>Pholidoptera griseoptera</i>	Dark Bush Cricket	<i>Pholidoptera griseoptera</i>
<i>Platycheirus albimanus</i>	a hoverfly	<i>Platycheirus albimanus</i>
<i>Pyrausta aurata</i>	a moth	<i>Pyrausta aurata</i>
<i>Volucella pellucens</i>	a hoverfly	<i>Volucella pellucens</i>
<i>Haematopota pluvialis</i>	a horsefly	<i>Haematopota pluvialis</i>
<i>Chorthippus parallelus</i>	Meadow Grasshopper	<i>Chorthippus parallelus</i>
<i>Volucella inflata</i>	a hoverfly	<i>Volucella inflata</i>
<i>Auplopus carbonarius</i>	a spider-hunter wasp	<i>Auplopus carbonarius</i>
<i>Astata boops</i>	a digger wasp	<i>Astata boops</i>
<i>Crossocerus distinguendus</i>	a digger wasp	<i>Crossocerus distinguendus</i>
<i>Ectemnius lituratus</i>	a digger wasp	<i>Ectemnius lituratus</i>
<i>Lindenius panzeri</i>	a digger wasp	<i>Lindenius panzeri</i>
<i>Cerceris quinquefasciata</i>	5-banded Tailed Digger Wasp	<i>Cerceris quinquefasciata</i>
<i>Cerceris rybyensis</i>	Ornate Tailed Digger Wasp	<i>Cerceris rybyensis</i>
<i>Andrena dorsata</i>	Short-fringed Mining Bee	<i>Andrena dorsata</i>
<i>Andrena flavipes</i>	Yellow-legged Mining Bee	<i>Andrena flavipes</i>
<i>Andrena minutula</i>	Common Mini-miner	<i>Andrena minutula</i>
<i>Andrena polita</i>	Maidstone Mining Bee	<i>Andrena polita</i>
<i>Halictus rubicundus</i>	Orange-legged Furrow Bee	<i>Halictus rubicundus</i>
<i>Lasioglossum</i>	Common Furrow Bee	<i>Lasioglossum calceatum</i>

calceatum		
Lasioglossum fulvicorne	Chalk Furrow Bee	Lasioglossum fulvicorne
Lasioglossum morio	Green Furrow Bee	Lasioglossum morio
Lasioglossum pauxillum	Lobe-spurred Furrow Bee	Lasioglossum pauxillum
Sphecodes crassus	Swollen-thighed Blood Bee	Sphecodes crassus
Melitta		
haemorrhoidalis	Gold-tailed Melitta	Melitta haemorrhoidalis
Chelostoma		
campanularum	Small Scissor Bee	Chelostoma campanularum
Osmia leaiana	Orange-vented Mason Bee	Osmia leaiana
Megachile ligniseca	Wood-carving Leafcutter Bee	Megachile ligniseca
Megachile willughbiella	Willughby's Leafcutter Bee	Megachile willughbiella
Nomada fabriciana	Fabricius' Nomad Bee	Nomada fabriciana
Nomada fucata	Painted Nomad Bee	Nomada fucata
Anthophora furcata	Fork-tailed Flower Bee	Anthophora furcata
Helophilus pendulus	a hoverfly	Helophilus pendulus
Propylea		Propylea
quattuordecimpunctata	14-spot Ladybird	quattuordecimpunctata
Osmia spinulosa	Spined Mason Bee	Osmia spinulosa
Sphaerophoria scripta	a hoverfly	Sphaerophoria scripta
Ferdinandea cuprea	a hoverfly	Ferdinandea cuprea
Merodon equestris	a hoverfly	Merodon equestris
Rutpela maculata	a longhorn beetle	Rutpela maculata
Pyrausta aurata	a moth	Pyrausta aurata
Chloromyia formosa	a soldierfly	Chloromyia formosa
Chorthippus parallelus	Meadow Grasshopper	Chorthippus parallelus
Volucella inflata	a hoverfly	Volucella inflata
Crossocerus		
megacephalus	a digger wasp	Crossocerus megacephalus
Entomognathus brevis	a digger wasp	Entomognathus brevis
Passaloecus singularis	a digger wasp	Passaloecus singularis
Cerceris rybyensis	Ornate Tailed Digger Wasp	Cerceris rybyensis
Hylaeus dilatatus	Chalk Yellow-face Bee	Hylaeus dilatatus
Hylaeus communis	Common Yellow-face Bee	Hylaeus communis
Hylaeus confusus	White-jawed Yellow-face Bee	Hylaeus confusus
Andrena dorsata	Short-fringed Mining Bee	Andrena dorsata
Andrena fucata	Painted Mining Bee	Andrena fucata
Andrena minutula	Common Mini-miner	Andrena minutula

Andrena subopaca	Impunctate Mini-miner	Andrena subopaca
Lasioglossum fulvicorne	Chalk Furrow Bee	Lasioglossum fulvicorne
Lasioglossum laevigatum	Red-backed Furrow Bee	Lasioglossum laevigatum
Lasioglossum pauxillum	Lobe-spurred Furrow Bee	Lasioglossum pauxillum
Lasioglossum xanthopus	Orange-footed Furrow Bee	Lasioglossum xanthopus
Sphecodes geoffrellus	Geoffroy's Blood Bee	Sphecodes geoffrellus
Sphecodes gibbus	Dark-winged Blood Bee	Sphecodes gibbus
Anthidium manicatum	Wool Carder Bee	Anthidium manicatum
Heriades truncorum	Large-headed Resin Bee	Heriades truncorum
Chelostoma florissomne	Large Scissor Bee	Chelostoma florissomne
Osmia bicolor	Red-tailed Mason Bee	Osmia bicolor
Osmia leaiana	Orange-vented Mason Bee	Osmia leaiana
Nomada flava	Flavous Nomad Bee	Nomada flava
Nomada flavoguttata	Little Nomad Bee	Nomada flavoguttata
Nomada goodeniana	Gooden's Nomad Bee	Nomada goodeniana
Nomada ruficornis	Fork-jawed Nomad Bee	Nomada ruficornis
Anthophora furcata	Fork-tailed Flower Bee	Anthophora furcata
Helophilus pendulus	a hoverfly	Helophilus pendulus
Xylota sylvarum	a hoverfly	Xylota sylvarum
Myathropa florea	a hoverfly	Myathropa florea
Merodon equestris	a hoverfly	Merodon equestris
Pseudopanthera macularia	Speckled Yellow	Pseudopanthera macularia
Baccha elongata	a hoverfly	Baccha elongata
Episyrphus balteatus	a hoverfly	Episyrphus balteatus
Episyrphus balteatus	a hoverfly	Episyrphus balteatus
Gracillaria syringella	a moth	Gracillaria syringella
Cauchas fibulella	a moth	Cauchas fibulella
Platycheirus albimanus	a hoverfly	Platycheirus albimanus
Pyrausta aurata	a moth	Pyrausta aurata
Cheilosia variabilis	a hoverfly	Cheilosia variabilis
Centrotus cornutus	a froghopper	Centrotus cornutus
Bombus hypnorum	Tree Bumblebee	Bombus hypnorum
Epirrhoe alternata	Common Carpet	Epirrhoe alternata
Microchrysa polita	a soldierfly	Microchrysa polita
Bombylius major	a beefly	Bombylius major

Cheilosia pagana	a hoverfly	Cheilosia pagana
Trichrysis cyanea	a cuckoo wasp	Trichrysis cyanea
Arachnospila spissa	a spider-hunter wasp	Arachnospila spissa
Trypoxylon medium	a digger wasp	Trypoxylon medium
Ectemnius lituratus	a digger wasp	Ectemnius lituratus
Mimumesa dahlbomi	a digger wasp	Mimumesa dahlbomi
Diodontus luperus	a digger wasp	Diodontus luperus
Andrena helvola	Coppice Mining Bee	Andrena helvola
Andrena minutuloides	Plain Mini-miner	Andrena minutuloides
Andrena nigroaenea	Buffish Mining Bee	Andrena nigroaenea
Andrena scotica	Chocolate Mining Bee	Andrena scotica
Andrena subopaca	Impunctate Mini-miner	Andrena subopaca
Lasioglossum fulvicorne	Chalk Furrow Bee	Lasioglossum fulvicorne

Appendix D Past Management Post 2020

*work completed by rangers and volunteers unless specified

Date	Persons involved	Comp	Description of work
Jan 21		all	H and S trees work completed
		2b	Ride created from viewpoint above Little Pell up to the play areas
Feb 21		1d, 2c, 2d, 2e	Ride widening along the forest ride
		2 and 3	Chalara impacted Ash felling along the North Downs Way

			Timber extraction from cut areas
		Gt Pell	Scrub clearance in Gt Pell
Mar 21		Gt Pell	Grazing fencelines checked ready for goats. Goats put into Gt Pell.
		Car park	Cherry Laurel cut down adjacent to visitor centre
			Continued ride and Chalara felling from last month
			Replaced bark pit in the leap frog trim trail pit
Apr 21		Little pell	Repaired fence line
		Educatio n space	Installed new gate into area
			Goat health checks carried out
			New gate installed between Quarry Field and Quarry path
		Gt Pell	Steps repaired
		2e	Wood henge sign installed
			Butterfly transect started
May 21		Quarry field	Goats moved into Quarry field from Gt Pell
		2a	The nest feature on the discovery trail replenished
June 21			All visitor areas strimmed
			Events area flooring repaired
			Rotten orienteering posts replaced
July 21			800 bags of kindling made
			Paths strimmed

			Logs processed for log boiler
Aug 21			Horse route strimmed
			All main paths strimmed
Sep 21			Trim trail bark pits all replenished
Oct 21		Gt Pell	Scrub clearance in Gt Pell
		2	Forest ride strimmed
Nov 21			Cleared edges of overflow car park ready for resurfacing works
			Overflow car park resurfaced
			Health and safety tree work started
Dec 21			Seating installed in events area above the fire pit.
			Health and safety trees
2022			
Jan 22			Health and safety trees completed
			Goats moved to Lt Pell
		1, 2	Ride clearance along forest ride
Feb 22		1, 2	Ride clearance along forest ride
			Storm damage tree clearance
Mar 22		1,2	Ride brushcut
			Geocache cleared around
			17 orienteering posts replaced.
Apr 22			Goat check
			Repaired fencing in Gt Pell and 6 O Clock field

May 22			Installed FIPL funded benches along North Downs Way
			New benches installed in events space
			All visitor areas strimmed
June 22		1, 2	All main paths strimmed
			Boiler logs processed
			Breeding bird survey carried out
July 22			Troughs and bowsers checked and repaired
			Resurfaced sunken section of forest ride with type 1
			New benches installed near play area
			Surfaced apron to new store building in yard
			Goats moved to Quarry field
			Repaired steps from Quarry field
			Repaired steps from Sensory garden
			Kindling processing
			Beds in front of the toilets weeded
Aug 22			All paths strimmed
			KRAG meeting to discuss future reptile surveys on site
			Logs processing
			Animal transportation training undertaken
Sep 22			Dormouse handling training
			Log processing
Oct 22			OCND project finished

			Scrub clearance in Gt Pell
			Health and safety tree works
			Goat health checks
Dec 22			Log processing
2023			
Jan 2023			Log processing
			Livestock checker training
Feb 23			Log processing
			Goats moved into Gt Pell
Mar 23			Health and safety trees along the NDW
			Picnic area strimmed
Apr 23			Pot hole repairs
			Goat health checks
			Kindling and log processing
			Butterfly transect started
May 23			Goat health checks
			All visitor areas strimmed
			New pedestrian gate into forest school area from visitor centre
			Goats moved to Little Pell
June 23			Bark around swings installed and play bark around trim trail equipment installed
			General tidy up for SSEIB

			Log extraction and processing
July 23			Log processing
			All visitor areas and paths strimmed
Aug 23			Log extraction
			New log seating installed in education centre
Aug 23			Goats moved to Gt Pell
Sep 23			Goat health check
			Health and safety trees
Oct 23			All main paths and visitor areas strimmed
			Goat health check
Nov 23			Gt Pell sign re-erected
			Storm damaged trees tidied
			Log processing
			Health and safety trees at Hornbeams and Chestnut Lane completed.
Dec 23			Goat health check
2024			
Jan 2024		2m	Coppice coupe started
Feb 2024		2m	Continue coppice
			Reinstate bollard by 'Hornbeams'
			Goats moved into Quarry Field -29/2/2024
Mar 2024		2m	Complete coppicing
			Quarry Field view point/ride creation

			Main visitor area prep for spring
Apr 2024			Reptile survey route check/refugia creation
			Goat health checks – 16/4/2024
			Brushcutting/ hedgecutting
May 2024			Strimming
			Green flag judging prep
			Install bench and dog bin above Quarry Field
			Hedgecut paths and shared user routes
June 2024			Kindling production
			Cut/cleared education area
			Injured goat – pseudopregnancy
			Tool maintenance – Godfreys
July 2024			Assisted NK team with fishing swim creation
			Repaired/maintained cut and collect flail
			Cleared fallen tree after storm
			Open Day prep and Open Day attendance
			Extraction
Aug 2024			Extraction
			Butterfly Surveys
			Log and kindling production
			Path clearance
Sep 2024			Processing logs and kindling

			Fence checks and repairs – Gt Pell
			Cleared fallen tree
Oct 2024			Goats moved from 6oClock to Gt Pell – 2/10/2024
			Assist NK Team with LTC works
			Reseeded picnic area
			Cut and clear banks
			H&S trees. Zone 1, 2 + 3
	1D		Began Ride clearance
Nov 2024			Assist NK with LTC works
	1C		Bramble clearance for ride works
			Playground inspections
			Built shed base for relocation of events team shed.
			Cleared storm damaged trees
			Yard clearance
Dec 2024			H&S Trees Zones 1 and 2
			Ride work
			Log processing
			Storm damaged trees

Appendix E, Marketing Checklist

KCC COUNTRY PARKS					
EVENT COSTINGS PROFORMA (Please note all information provided on this section of the pro forma will be transposed directly to booking bug for ticket sales and to marketing materials)					
Park					
Lead Officer					
Date Proforma Completed					
Event Name					
Event Date					
Additional Event Date (s) (multiple date events only)					
Event Time	Start (enter time below)	End (enter time below)			
Time slots	Please provide required times slots				
	Start (enter time below)	End (enter time below)			
Space for more detail on time slots					
Event Objective	Income Generation				
Event Short Description (Max 255 characters, this should be a short, snappy, exciting description of the event that will appear on the first page of booking bug to encourage people to look further or make a booking. This will also be used on marketing materials)					

Event Long Description (Max 1000 characters, this should be used to provide further detail on the specifics of the event e.g., what the event is about, what the customer will experience, what is included in the ticket price, age restrictions, parking arrangements, indoor or outdoor, are dogs allowed, any other information the customer might need before booking)						
Maximum Number of Tickets Per Session/Date						
What date are tickets to be made available for sale						
Minimum time before event bookings can be made						
Age Restrictions						
Are children to be accompanied by an adult						
Is this event suitable for babies/toddlers						
Are dogs allowed						
Is this event suitable for people with:	Physical disabilities		If no why			
	Partially sighted		If no why			
	Hearing impaired		If no why			
Has a KCC risk assessment been undertaken? When and by whom?	Yes					
Is booking in advance required?	no	Who will take				

		the bookings?				
Are additional staff resources required?	no	Who?				
Is there any third party involvement?	no	Who?				
Volunteers - will you be using volunteers	no	How many?				
Booking questions needed e.g., name of attendee, age of attendee, meal choices if catering included (please be specific about the information you need from the customers and the relevant booking questions will be built for you)	n/a					
Booking questions per booking or per attendee?						
Resources needing to be booked on Booking Bug (e.g., function room, outdoor space)						
What hard copy marketing materials are required (e.g., site posters, external venue posters, flyers)						
What digital marketing materials are required (e.g., social media posts, webpage updates, events listings, Yammer)						
Expected Event Income and Revenue						
The following are subject to VAT		Ticket Price	Quantity	Price including VAT		
Ticket Sales	One Adult			£0.00		
	One Child	£0.00	0	£0.00		
	Family (2+1)	£0.00	0	£0.00		
	Family (2+2)	£0.00	0	£0.00		
	Family (2+3)	£0.00	0	£0.00		
	Concessions (please specify)	£0.00	0	£0.00		
Catering	Food	£0.00	0	£0.00		
	Drink	£0.00	0	£0.00		

Anticipated Parking Income (If outside normal opening hours)	Parking (outside of normal opening hours)	£0.00		£0.00		
Other Revenue (Please specify)		£0.00	0	£0.00		
The following are not subject to VAT						
Room Hire Income (if charged separately to tickets)	Room hire / Outdoor Venue Hire	£0.00	0	£0.00		
Programmes	Programmes	£0.00	0	£0.00		
Other Revenue (Please specify)		£0.00	0	£0.00		
Total				£0.00		
Expected Event Costs		Expected Cost	Quantity	Total expected cost		
Staffing (Please specify job title, hourly rate and number of hours as per example)	<i>e.g. - Casual Events Guru</i>	£9.99	4	£39.96		
				£0.00		
		£0.00	0	£0.00		
		£0.00	0	£0.00		
		£0.00	0	£0.00		
		£0.00	0	£0.00		
Catering				£0.00		
		£0.00	0	£0.00		
Hire of Equipment (please specify)		£0.00	0	£0.00		
3rd Party Costs e.g., event specialists (please specify)		£0.00	0	£0.00		
Events Materials (please specify)		£5.00	1	£5.00		
		£0.00	0	£0.00		
Marketing (please specify)		£0.00	0	£0.00		
Any Other Cost (Please specify)		£0.00	0	£0.00		
Total			0	£0.00		
Expected Profit / Loss on Event	£0.00	Event To Go Ahead?				
Marketing Activity	Responsible person	Date Required	Date Completed and By Whom			

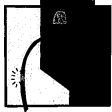
Tickets loaded on to booking bug	BS					
Tickets available for sale	BS					
Hard Copy Marketing Materials Designed and Provided to Lead Officer	BS					
Digital Marketing Materials Designed and Scheduled for Posting	BS					
EVENT EVALUATION (Please note event evaluations must be completed within 7 days of the final date of the event by the named lead officer)						
Actual Event Income and Revenue						
The following are subject to VAT		Price	Quantity Sold	Price excluding VAT		
Ticket Sales	One Adult	£0.00	0	£0.00		
	One Child	£0.00	0	£0.00		
	Family (2+1)	£0.00	0	£0.00		
	Family (2+2)	£0.00	0	£0.00		
	Family (2+3)	£0.00	0	£0.00		
	Concessions (please specify)	£0.00	0	£0.00		
Catering	Food	£0.00	0	£0.00		
	Drink	£0.00	0	£0.00		
Anticipated Parking Income (If outside normal opening hours)	Parking	£0.00	0	£0.00		
Other Revenue (Please specify)		£0.00	0	£0.00		
The following are not subject to VAT						
Room Hire Income (if charged separately to tickets)	Room hire / Outdoor Venue Hire	£0.00	0	£0.00		
Programmes	Programmes	£0.00	0	£0.00		
Other Revenue (Please specify)		£0.00	0	£0.00		
Total			0	£0.00		
Actual Event Costs		Actual Cost	Quantity	Total Actual Cost		

Staffing (Please specify job title, hourly rate and number of hours as per example)	<i>e.g. - Casual Events Guru</i>	<i>£9.99</i>	<i>4</i>	<i>£39.96</i>		
		£0.00	0	£0.00		
		£0.00	0	£0.00		
		£0.00	0	£0.00		
		£0.00	0	£0.00		
		£0.00	0	£0.00		
Catering	Food	£0.00	0	£0.00		
	Drink	£0.00	0	£0.00		
Hire of Equipment (please specify)		£0.00	0	£0.00		
3rd Party Costs e.g., event specialists (please specify)		£0.00	0	£0.00		
Events Materials (please specify)		£0.00	0	£0.00		
Marketing (please specify)		£0.00	0	£0.00		
Any Other Cost (Please specify)		£0.00	0	£0.00		
Total			0	£0.00		
Actual Profit / Loss on Event	#REF!					
Was the event objective met?						
If not, why not?						
Was this event suitable for disabled people?						
If not, why not?						
Did you use Volunteers?						
If yes, how many volunteer hours were provided?						
What would you have done differently?						
Were there any external factors affecting the event?						
What was the weather like on the day?						
What percentage of bookings were made via online systems?						
Were there any comments regarding making bookings via online systems?						
How successful was the marketing for this event?						


Any other comments?				
Are you planning to go ahead with this event next year 2021?				
Completed forms are to be emailed to kentcountryparksbusinesssupport@kent.gov.uk				

Appendix F Health and Safety

KCC Standard Instructions



Kent County Council
Environment & Economy - Country Parks
Health & Safety - Standing Instructions



ANNUAL CHECKS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
BUILDING INSPECTIONS	I	X										
COSHH ASSESSMENTS		I	X									
RISK ASSESSMENTS		I	X									
VEHICLES - paperwork to be brought to monthly meetings			I	X								
OCCUPATIONAL ROAD RISK ASSESSMENT (at appraisal)				IX								
TOOLS AND EQUIPMENT INVENTORIES				I	X							
FIRE EXTINGUISHERS					I	X						
ELECTRICAL SAFETY TESTS - FIXED EQUIPMENT - PORTABLE BUILDINGS					I				X			
ELECTRICAL SAFETY TESTS - FIXED EQUIPMENT - PERMANENT BUILDINGS (Every 5 years- 2001/2005/2009)					I				X			
ELECTRICAL SAFETY TESTS - PORTABLE EQUIPMENT (Every 2 years - 2002/2004/2006/2008)					I				X			
PLAY EQUIPMENT							I			X		
CHAINS/SAW INSPECTIONS									I		X	
WINCHES INSPECTIONS									I		X	
SAFETY HATS									I		X	
TREE INSPECTIONS - P1 every year										I	X	X
P2 every 2 years (2004 / 2006 / 2008)		X								I		
P3 every 3 years (2004 / 2007 / 2010)		X								I		
TRAILER INSPECTIONS										I	X	

Key: I Instruction to be Given X Confirmation of completion due

Tree Zones

KCC country parks – Tree inspection policy

Each Country Park will be zoned for tree inspections and the East Kent Head Ranger and North and West Kent Ranger Services Manager will be responsible for producing a zoning map which will be reviewed annually.

The sites that this policy covers are the 9 Country Parks and the 3 Countryside sites that the parks manage on behalf of the KCC estates team. The total land area is approximately 1200 acres.

These sites are:

North Kent area-	Shorne Woods Country Park –	292 acres/116 ha
	Manor Park Country Park-	52 acres/ 21 ha
West Kent area-	Lullingstone Country Park-	494 acres/200 ha
	Trosley Country Park-	170 acres/68 ha
	Teston Bridge Country Park-	32 acres/12 ha
East Kent area-	Brockhill Country Park	
	Pegwell Bay	
	Grove Ferry	
	White Horse Wood	
Countryside sites:	Preston Hill (WK)-	232 acres/94 ha
	Dryhill picnic site (WK)-	22 acres/9 ha Parkwood (EK)

The zone 1 inspections will be initiated annually by Country Parks management and be competitively tendered to arboricultural experts. The inspection will be carried out in early Autumn. Trees will be individually numbered, and a full report submitted with work specifications and priority response times. Areas likely to have a footfall of more than 15 people per day. Zone 1 includes:

Well used assembly points, pedestrian routes, roads, footpaths, buildings, car park, woodland boundary abutting properties and the highway.

The Zone 2 inspections will be ‘standing instructions’ that are initiated by the country parks Business support team. The inspections will be carried out by park staff trained to LANTRA basic tree inspection course level or above.

This will be a zoned survey utilising the compartment and sub compartments that the Country Parks have. Each compartment will be inspected and any areas with a likely footfall of between 5 and 15 per day will be checked.

A form will be completed for each tree or group of trees that have works carried out on them. A separate form will be kept for trees requiring ongoing monitoring.

The Zone 3 inspections will be ‘standing instructions’ that are initiated by the country parks Business support officer. The inspections will be carried out by park staff trained to LANTRA basic tree inspection course level or above.

A form will be completed for each tree or group of trees that have works carried out on them. A separate form will be kept for trees requiring ongoing monitoring.

Priority (time scale to do works)

1 – 24 hours

2 – 3 months

3 – 6 months

Zone	Criteria	Inspection frequency	By whom
Zone 1 (red) (High Risk)	All areas bounded by roads, car parks, buildings, play areas and paths with a footfall greater than 15 persons per day	Annual inspection	Country Parks tree inspector
Zone 2 (Amber) Medium risk	All paths/bridle ways/land with a footfall greater than 5 persons but less than 15 persons per day	Ground based Inspection every 3 years	By Rangers
Zone 3 (green) Low risk	All paths/land with a footfall of less than 5 persons per day	Ground based Inspection every 5 years	By Rangers
All zones (no Colour)	All	AFTER SEVERE STORMS	By Rangers

Appendix I Example Risk Assessment Form



Activity / Operation/ Event: Hand cutting tools - bowsaws, loppers, slashers, billhooks, axes, hand cycles, secateurs.					Assessment Date: 17/01/21		
Establishment: Kent Country Parks.					Review Date: 17/06/23		
<div> <div>Step 1</div> <div>Step 2</div> <div>Risk Rating</div> <div>Step 4</div> </div> <div>Step 3</div> <div>Step 5</div> <div>Action & Review</div>							Date completed
Identify the hazards	Who might be harmed & how?	What are you already doing?	Trivial/ low / medium / high / stop	Is anything further needed?	Action required	Responsible person	
Bowsaw The saw blade	User of tools, visitors, other works. Crush, blows to head and limbs, cuts, and lacerations.	Providing training on how to use the tool, safe use of tools, using appropriate PPE (gloves (<i>when needed and correct</i>), steel toe cap boots, yellow vest, hard hat while in felling areas)	Medium	Supervision of students/ volunteers Work with another person to help when needed. Give direction and support	Supervision of students, volunteer	Rangers	

Shorne Woods Country Park Management Plan 2021-2026

loppers	User of tools, visitors, other works. Crush, blows to head and limbs, cuts, and lacerations.	Providing training on how to use the tool, safe use of tools. using appropriate PPE (gloves (<i>when needed and correct</i>), steel toe cap boots, yellow vest, hard hat while in felling areas)	Medium	Be aware of anyone under the branch or stem being cut.			
Slashers, bill hooks, hand cycles, axes, shears	User of tools, visitors, other works. Crush, blows to head and limbs, cuts, and lacerations.	Providing training on how to use the tool, safe use of tools. using appropriate PPE (gloves (<i>when needed and correct</i>), steel toe cap boots, yellow vest, hard hat while in felling areas)		Stay at least 2 clear tool lengths from others while using the tool. Use tool correctly do not muck about – Keep tool sharp			
Secateurs	User of tools, visitors, other works. Crush, cuts & lacerations.	Providing training on how to use the tool, safe use of tools. using appropriate PPE	Low	Be aware of anyone under the branch or stem being cut.			

Assessor Name(s): Kevin Jennings	Job Title: Ranger
Signature: KJ	Review Date: 17/06/23

Step 1	Step 2	Step 3		Step 4	Step 5
What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk rating	Is anything further needed?	Action & Review

<p>Spot hazards by:</p> <ul style="list-style-type: none"> walking around your workplace asking those doing the task what they think checking manufacturers' instructions considering health hazards 	<p>Identify groups of people, consider:</p> <ul style="list-style-type: none"> employees temporary / agency staff contractors volunteers members of the public children (including work experience) lone workers pupils service users 	<p>List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:</p> <ul style="list-style-type: none"> guarding training procedures, safe systems of work personal protective equipment (PPE) 	<p>Trivial , low, medium , high or stop (please see matrix below)</p>	<p>You need to make sure that you have reduced risks 'so far as is reasonably practicable'.</p> <p>An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.</p>	<p>Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.</p> <p>List:</p> <ul style="list-style-type: none"> actions required. who needs to do them? by when Check actions completed
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