

# Project Initiation Document

Essential Reference Paper 'F'

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**Version: V1.0**

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## **Southern Country Park Wetland Improvement and Access Project**

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# Project Initiation Document

## 1. Document Control

### 1.1 Document

<b>Client</b>	East Herts Council
<b>Project</b>	Southern Country Park Wetland Improvement and Access Project
<b>Document</b>	Project Initiation Document
<b>Author</b>	Cliff Cardoza / Ian Sharratt
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<b>Version</b>	1.0

### 1.2 Change History

This document is to be submitted to the project team for approval and signoff. Thereafter amendments are to be approved by the appropriate Change Control processes.

<b>Issue</b>	<b>Date of Issue</b>	<b>Comments / Reason for change</b>
1.00	31/08/10	Initial Draft

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## 1.3 Distribution

Name	Position	Organisation
<b>Cliff Cardoza</b>	Head of Environmental Services	East Herts Council
<b>Ian Sharratt</b>	Environment Manager – Parks and Open Spaces	East Herts Council
<b>Gemma Kiff</b>	Parks and Open Spaces Assistant	East Herts Council
<b>Jackie Bruce</b>	Service Development Officer	East Herts Council
<b>George Robertson</b>	Director of Customer and Community Services	East Herts Council

## 1.4 Abbreviations

<b>EHC</b>	East Herts Council
<b>HCC</b>	Hertfordshire County Council
<b>CMS</b>	Countryside Management Service
<b>EA</b>	Environment Agency

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## 2. Introduction

This project involves the improvement of marginal aquatic habitats along with access improvements and controls. It is the expansion of an existing project to improve access to the park.

## 3. Objective

To restrict the areas that are accessible to the public around the main feature lake in the park, creating improved habitats and controlling angling. To create specific areas for fishing with improved and inclusive access.

## 4. Scope

### *Inclusions*

The installation of a new footpath and fishing platforms. The creation of marginal planting areas and new satellite ponds. The creation of a dedicated duck feeding area. The installation of new upgraded interpretation notice boards.

### *Exclusions*

A further potential development project to install a boardwalk linking the fishing platforms and spanning the existing wire and stone gabions that retain the reed beds.

## 5. Description of Work

The existing five year management plan committed to seeking funds to carry out this work. Access works had been identified as part of this management plan and had been budgeted for within the 2010/11 capital programme. The two further key objectives for this extended project are to improve the important wildlife habitats within the park and to resolve some of the issues that have resulted in conflict between local residents and anglers.

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The work will comprise the creation of marginal vegetation along sections of the banks of the lake to provide an enhanced lake edge habitat and to stabilise the bank from erosion by wave action. The works will also create new wetland habitats adjacent to the lake and make alterations to the profile of the existing pond and enhance its marginal vegetation. This will have the effect of restricting access to one side of the lake other than for duck feeding. Anglers will not be able to fish from these areas creating a side of the lake that other visitors can enjoy without conflict.

Fishing platforms will be installed at locations agreed with the Environment Agency Fisheries Officer on the side of the lake that was identified in the byelaws as a permitted fishing zone. The existing footpath to the west of the lake will be upgraded to the same standard and specification as the access work carried out last year. Interpretation boards to upgrade the existing "welcome" notices will be installed to inform visitors of the wealth of wildlife in the park and will provide the local Friends Group with the opportunity to provide information about their work in the park.

The service has been successful in securing £46,000 in Biffa funding to enable the wetland improvements works. The £10,000 capital expenditure to carry out the necessary access improvements was crucial in attracting this external funding along with an additional £9,000 from the Environment Agency (EA) and £10,000 through Countryside Management Services (CMS).

### ***Dependencies***

Staff resources to undertake the management of projects.  
Support from the Countryside Management Service (HCC)

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## 6. Roles and Responsibilities

Name	Title and Location	Responsibility
Ian Sharratt	Environment Manager – Parks and Open Spaces	Project manager
Jackie Bruce	Service Development Officer	Project management support and research

## 7. Timescale

Project to be completed by end June 2011. Some works to be carried out through the winter of 2010 due to seasonal necessity.

## 8. Conditions/Constraints/Risks

Progressing this work is heavily dependent on staff resources and support from partners, in particular the Countryside Management Service.

External funding may be put at risk if projects are not progressed within the funding window and in accordance with the conditions of the grant.

Local public consultation has been conducted as part of the original development of the management plan.

## 9. Financial Implications

Proposed Capital expenditure is as follows:

2010/11	£39,000
2011/12	£36,000

This is the full capital cost of the project.

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Funding sources are as follows:

Item	Total Cost	Funding Source
<i>Existing works funded from £50,000 parks and open spaces capital budget</i>		
Access improvements	10,000	EHC
<i>Additional works funded externally</i>		
Fishing platforms	9,000	EA
Wetland enhancement and restoration	46,000	Biffaward
Site interpretation panels and leaflet	10,000	CMS
Total	75,000	

The East Herts Council funding for the access improvements is included in the current 3 year capital programme. The EA and CMS funding is secured. The Biffa grant has been accepted in principal and awaits final confirmation in September 2010. The additional expenditure required prior to recovery of the grant is to be reported through the Health Check process.

Revenue Expenditure:

There would be a small revenue cost associated with the ongoing safety inspection of the fishing platforms and footpath. This will be found from within existing service budgets.