Appendix 2: Annual work plan

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maintain species diversity of flood plain grazing marsh	Erect and maintain a stock proof boundary fencing.	1,3,4,6												
	Erect corral to contain stock.	1,3,4,6												
	Instigate extensive grazing regime using hardy breeds of cattle late summer/autumn	1												
	Instigate extensive grazing regime using hardy breeds of cattle – spring/summer	3,4,6												
	Install bridges to facilitate access for livestock and site managers	3,4,6												
	Carry out baseline botanical survey of floodplain grassland	1,3,4,6												
	Deliver programme of annual rapid condition assessment	1,3,4,5, 6												
Maintain areas of open water free from invasive non-native species	Map areas of open water using aerial photography on a GIS mapping system.	1, 3, 4, 5, 6												
	Design a rotational programme of ditch and open water management	1, 3, 4, 5, 6												
	Carry out ditch management work using an excavator on the areas identified as priority in year 1	1, 3, 4, 5, 6												
	Put in place a biosecurity protocol for use by all contractors, volunteers and officers working at Fishlake	All												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Monitor extent of open water habitats through use of aerial photography	1, 3, 4, 5, 6												
Maintain diversity of scrub and woodland habitats	Map areas of scrub and wet wood land on GIS system using GPS	1, 2, 3, 4, 5, 6												
	Liaise with local bird watchers and ringers to device scrub management programme	1, 2, 3, 4, 5, 6												
	Cut 5 -10% of scrub on site scrub each year	All												
	Remove blocks of dense scrub using excavator	1, 2, 3, 4, 5, 6												
	Instigate programme of Fixed Point photographic monitoring	1, 2, 3, 4, 5, 6												
Maintain reedbed habitat	Map areas of reed on GIS system using aerial photography and on site GPS ground truthing	1, 3, 4, 5, 6												
	Identify core areas of reed to be retained	1, 3, 4, 5, 6												
	Produce map based 10 year programme of reed cutting	1, 3, 4, 5, 6												
	Cut reed compartment during winter months	1, 3, 4, 5, 6												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Instigate monitoring programme via Fixed point Photography and Annual rapid Condition assessment.	1, 3, 4, 5, 6												
Maintain populations of notable species	Liaise with local naturalists to identify populations of notable species	All												
	Agree specific management regime needed to address requirements of specific species	All												
	Amend management plan and annual work programme to reflect revised management regime	All												
	Design and implement specific monitoring regime for notable species if required	All												
Improve access infrastructure within the site	Examine current access provision	1, 2, 3, 7												
	Commission audit of current facilities by specialist DDA consultant.	1, 2, 3, 7												
	Produce detailed and costed spec for access improvements	1, 2, 3, 7												
	Acquire approval for access improvements from Management Committee	1, 2, 3, 7												
	Apply for planning permission and other consents if required	1, 2, 3, 7												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Install new access facilities	1, 2, 3, 7												
	Carry out visitor satisfaction survey	1, 2, 3, 7												
Develop opportunities for the local community to better view and understand the wildlife found on site.	Liaise with partners, local interest groups, schools and volunteers to develop an interpretation ideas for Fishlake	All												
	Develop brief interpretation strategy for the site	All												
	Produce costed proposals for approval by management committee	All												
	Apply for advertising permission and other consents if required	All												
	Commission the delivery of the interpretation strategy	All												
	Develop design proposals for new viewing platforms	3, 5, 7												
	Review designs with DDA consultant	3, 5, 7												
	Acquire approval for viewing platforms from Management Committee	3, 5, 7												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Apply for planning permission and other consents if required	3, 5, 7												
	Install new viewing platforms	3, 5, 7												
	Put in place programme of monitoring of uptake of interpretative materials	All												
Provide opportunities for community involvement in the management of the site	Publicise the launch of the Nature Reserve through local media, community groups, guided walks and online.	All												
	Develop a series of volunteer roles to accommodate people with a range of skills and interests	All												
	Develop programme of monthly activities for volunteers to participate in	All												
	Convene public meeting to launch the Friends of Fishlake Community Group.	All												
	Ensure all volunteers are registered on the Trust's systems.	All												
	Purchase tools and equipment to ensure volunteers are properly resourced	All												
	Run a minimum of one practical volunteer event per month	All												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Convene annual "thank you" events	All												
Develop the use of the site for educational purposes	Consult with local schools and community groups to establish market for educational use of site.	All												
	In response to consultation develop educational materials for use at Fishlake.	All												
	In response to consultation develop proposals for structural improvements to facilitate educational access	All												
Develop an appropriate water management regime.	Commission hydrological survey of Fishlake	1, 3, 4, 5, 6, 7												
	In light of the results of the hydrological survey liaise with Environment Agency, Natural England, local experts and project partners to develop a water management regime for Fishlake.	1, 3, 4, 5, 6, 7												
	Develop detail costed specification for physical work required to deliver the water management regime and gain approval from Management committee.	1, 3, 4, 5, 6, 7												
	Acquire all consents required for the installation of any new structures	1, 3, 4, 5, 6, 7												
	Install new structures	1, 3, 4, 5, 6, 7												
	Put in place a programme of hydrological monitoring to inform the management regime	1, 3, 4, 5, 6, 7												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Restore the Romsey Barge Canal to favourable condition	Review recommendation of the 2011 Romsey Barge Canal Enhancement report	7												
	Develop costed proposals to deliver the Romsey Barge Canal Enhancement work for approval by the Management Committee	7												
	Apply for consent from Natural England, felling licence from the Forestry Commission and land drainage consent from the EA if required	7												
	Carry out tree removal and in-channel works	7												
Comply with the requirements of the section 106 agreement	Review the section 106 agreement to ensure all requirements are included in Partnership agreement and annual work plans.	All												
	Produce annual report for management Committee and Forum to demonstrate how the section 106 agreement is being delivered.	All												
Comply with health and safety requirements.	Produce risk assessment for all activities carried out on site	All												
	Produce site based risk assessment	All												
	Review risk assessments annually or following an accident or near accident, if on site conditions change (eg flooding) or should a different audience be involved in the activity	All												
	Ensure all contractors working on site have appropriate insurance and certification.	All												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Ensure all volunteers working on site are registered and that they have had training appropriate for the role they carry out.	All												
	Carry out annual/six monthly safety tree inspection as per Trust's Hazardous trees safety policy	All												
	Carry out remedial work on trees deemed a risk to neighbours or the public use of the site.	All												
Comply with all other statutory requirements.	Apply for consent from Natural England for all works on Barge Canal SSSI	All												
	Apply for felling licences for tree works involving felling of more than three cubic metres per quarter	All												
	Liaise with TVBC Development control team when considering erecting any structures or signs	All												
	Apply for land drainage consent for all works taking place within 8 metres of main river (Barge Canal)	All												
	Ensure that any activities involving working with children complies with the Trust's Safe Guarding policy	All												
	Ensure that all conditions of consents and permissions are complied with	All												
Ensure that Fishlake	Develop partnership agreement between TVBC and the Wildlife Trust.	All												

Operational Objective	Activity	Compartment	Month											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meadows is managed to best practice all financial and other records are maintained in a thorough and transparent manner.	Hold quarterly management committee meetings	All												
	Hold annual Forum meetings	All												
	Produce an annual work plan and budget to be agreed by Management Committee in January each year	All												
	Maintain all records of income and expenditure and report to Management Committee annually	All												
	Purchase Basic Payment Scheme entitlements for Fishlake Meadows	All												
	Claim Basic Payment Scheme by May each year	All												
	Produce annual report of activities for Forum meeting	All												
	Examine other opportunities income generation eg Countryside Stewardship o, land Fill tax , HLF	All												