

Management Plan 2023-2028

Hylands Park Estate

Protect Manage and Enhance Green Space Assets

Foreword

Good-quality green spaces are central to every community. They bring people together, encourage physical activity and allow our communities to spend time enjoying the great outdoors. In short, they are essential for a healthy and active nation.

One of the Council's principal aims is to improve quality of life for its residents. Making parks and green spaces important elements of everyday life both now and for the future is generating enormous social, economic, environmental and ecological benefits as well as making areas more attractive.

We also must recognise that, important as the immediate benefits are to communities, the decisions we make about the places where we work and live today will long outlast us. Good, proactive management of our parks today will leave a real legacy for those who come after us.

Our parks and green spaces are some of the most valuable community assets we have. They are the precious jewels of our landscape to be treasured and maintained for people of all ages and from all backgrounds. Their importance cannot be underestimated, nor their necessity overlooked.

As a park of regional renown, Hylands Park Estate has much to offer the visitor. From the historic Repton landscape to the Grade II* listed House.

Over the life of this plan, it is our aim to provide parkland that caters for the needs of the visiting public, whilst respecting the historic significance of the Estate.



Cllr Rose Moore
Cabinet member for Parks & Green Spaces

Summary and Outlook

GUIDANCE in reading the management plan

The management plans for city parks are all about review and improvement to both site facilities and management practices. The route to excellence is paved with continuous improvement, self-assessment, good management practices and the discipline of planning.

The plan deals specifically with matters relating to Hylands Park Estate and needs to be read in conjunction with both the Historical Restoration Management Plan (2000) which sought to reconcile the nineteenth century private park character with the history and use as a public park and Chelmsford's Parks, Green Spaces and Waterways Strategy (the later document contains much of council's corporate strategy and policy documents as they relate to parks).

The parks service is continually reviewing and updating strategic documents to ensure we are responding to changing needs, complying with the latest legislation and setting targets in accordance with the corporate plan and service plans. More details with regards to strategic documents can be found in the policy document entitled Strategic Framework for parks and green spaces.

In drafting the document, the Green Flag judging criteria were used as an audit tool. This ensures that we are embracing the criteria necessary to deliver a facility that matches the national standard for parks and that we have embraced the eight key Green Flag objectives.

1. A Welcoming Place
2. Healthy, Safe and Secure
3. Well Maintained and Clean
4. Environmental Management
5. Biodiversity, Landscape and Heritage
6. Community Involvement
7. Marketing and Communication
8. Management Action Plan

Use of the Green Flag criteria provides a standard for systematic and committed approach to maintaining and improving the quality of parks enjoyed by local communities. In addition, it is essential to develop a public based benchmark audited externally by a third party. Green Flag being the recognised national Standard for parks and green spaces.

In addition, credence has been given to considering recent research concerning parks undertaken both locally and nationally. It is important to be aware of both social and market trends. Particularly pertinent is new thinking derived from our own authority's corporate objectives and from consultation feedback arising from local research.

In these times of austerity parks are particularly important in delivering health initiatives. investment in parks is seen to be prudent as the returns can be enjoyed by both current and future generations.

It is hoped that through reading the plan the reader will glimpse how the staff team have to balance the priorities, policies and pressures that apply and will see the rationale for establishing time scales for putting objectives into practice. the production of such a document allows the contribution that the site makes to the local community to be measured and progress against key objectives can be monitored by the management team and by visitors alike.



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SECTION 1 Introduction

This management and maintenance plan is produced to ensure a co-ordinated and consistent approach to the management of this important site.

Site name	Hylands Park Estate, Chelmsford CM2 8WQ
Classification	Hylands Park Estate is classified as a destination park of historical significance. It has 574 acres of parkland, including an ancient woodland, grassland, ponds, lakes and formal gardens.
Ownership	Chelmsford City Council (CCC). The council purchased the whole of the Hylands Park Estate in 1966.
Management Plan produced by:	Chelmsford City Council (CCC)
Date of Management Plan:	2023-2028
TL Reference	TL 684043

Monitor & Review Methods

This plan has a service life of 5 years, and the action plan will be revised and updated on a quarterly basis.

Public Places directorate will monitor targets identified within the action plan and meet with partners on a regular basis to obtain feedback from visitors to Hylands House and the park.

Management Plan

The aim of this management plan is to provide a clearly documented guide for all those involved in the development of Hylands Park Estate.

Using the Green Flag award scheme as a guide to producing good quality public open space, clear objectives and priorities for improvement have been identified through a process of consultation and the involvement of stakeholders.

The plan is designed to establish a clear vision for the future of Hylands Park Estate that recognises the value and significance of its historic, horticultural, ecological and recreational wealth. It will consider the needs of visitors from all sections of the community and seek a sustainable approach to management.

It is necessary to ensure that the plan is environmentally and financially sustainable, whilst ensuring that biodiversity is protected and enhanced where possible.

Vision

The overall vision for Hylands Park Estate is twofold; On the one part to protect the integrity of both house and parkland recognising its heritage value and on the other to play its part in making Chelmsford a great place for anyone to grow up in, live, work and visit.

Parks and gardens fulfil an extremely important role in our communities through the provision of both recreational facilities and wildlife habitat and our aim is to provide safe, green and clean spaces for all of our visitors.

Objectives

Broadly speaking the key management objectives for all the city parks take account of the 6 principal corporate objectives:

- attracting investment and delivering infrastructure
- facilitating suitable housing for local needs
- providing high quality public spaces
- promoting a more sustainable environment
- promoting healthier and more active lives
- enhancing participation in cultural activities

Whilst the primary reason for developing a management plan is to aid the efficient and effective management of the site more specific objectives include:

- defining priorities for investment and future development.
- specifying maintenance, security and access arrangements.
- understanding the links between strategic and policy documents and what needs to happen on the ground.
- ensuring resources are best used to help us achieve our agreed objectives

The main objectives governing the management of the Hylands Park Estate embrace the aforementioned and blend in the following specific objectives that have governed the management of the parkland:

- develop Hylands Park Estate in ways which are in keeping with and where possible emphasise the sites history as a historic house and gardens of the Repton period.
- balance the historical, horticultural and recreational aspects of the estate. Where there is conflict preservation of the historic evidence takes precedence because of its fragile and irreplaceable nature.
- maintain the Pleasure Gardens in accordance with good horticultural practise, being mindful of their heritage status.
- include areas designed to appeal to different groups within the community, including different age-groups and people with disabilities

- recognise the park and gardens as an important event venue for the city.
- ensure that resources are fully utilised and deployed in a cost effective and efficient manner.
- enhance the visitor experience by improving the entrance points and ensuring they are positive and inviting; clearly indicating a welcoming, vibrant and well-maintained parkland destination.
- ensure the Hylands Park Estate remains a healthy and secure place which everyone can access and enjoy, being confident in visiting a safe environment.
- provide facilities that are well used, aesthetically pleasing and in keeping with both the natural and built areas of the overall Hylands estate.
- protect and enhance the parks historic value and promote good horticultural standards and sustainable practise to conserve and broaden the park's natural beauty and wildlife appeal.
- promote both the House and Estate as a community resource, encouraging engagement, learning and development through healthy and active involvement.
- encourage greater ownership of both the House and estate through a shared and unified approach to the management of existing features with clearly agreed priorities for its sustainable development

Description of the Estate

The Hylands Estate is almost 300 years old; with a fascinating history, it has only been a public park since 1966. Since its construction in 1730, Hylands has had nine private owners.

Hylands Estate comprises of Hylands House surrounded by 574 acres of landscaped parkland, much of which is grade II listed by English Heritage.

Humphry Repton is considered to have designed part of the landscape in the 18th Century. These areas of parkland were restored as part of a Heritage Lottery award and can be enjoyed by visiting Hylands today. Repton's works are thought to include the Serpentine Lake, the orchestrated vistas along the Widford approach to the mansion and the layout of the Pleasure Gardens.

The full historical development is tabled in the Historical Restoration Management Plan or the Hylands Park Estate website (www.hylandsestate.co.uk)

Features

The estate has much to offer and includes recreational ancient woodland, grassland, lakes, ponds and gardens. The Pleasure Gardens, situated to the west of the house, are ideal for quiet contemplative strolls and include a small rectangular goldfish pond with an arbour on either side. This was once the site of a magnificent 300 ft-long glazed conservatory, built between 1819 and 1825. Visitors can also take a stroll to the Serpentine Lake, visit the Stables Centre or Hylands House or simply enjoy the tranquillity that 574 acres of park has to offer.

Buildings and Landscape Fabric

The full history of the Hylands Estate, including the parkland and its buildings are referenced in the Conservation Management Plan.

In summary, they are:

- Grade II* listed a large neo-classical Georgian House originally built in 1730
- Repton landscape to the north of the House
- Pleasure Gardens, consisting of ponds and period style designs for planting, along with the One World Garden.
- Heritage parkland – ancient woodland, grassland, ponds, lakes, formal gardens, One World Garden much of which is designated grade II* on the English Heritage Register of Parks & Gardens of Special Historical Interest, including Pleasure Gardens
- Grand Pavilion
- Car parks at each entrance, as well as next to Hylands House and the Visitor Centre, with designated disabled parking, picnic areas
- Stables Visitor Centre with a courtyard cafe, Friend's bookshop, artist studios and interpretation rooms (Georgian Stable Block – listed grade II* built after 1815)
- Flint Cottage – grade II* listed built between 1816 & 1841
- Home Farm Estate (private – no public access)
- Walled Kitchen Garden (private – no public access)
- Ice House (mainly below ground level) exact date unknown (private – no public access)
- Castle Kiosk & adventure castle children's play area
- Fully accessible toilets, including Changing Place
- County value for wildlife with site designated as a Local Wildlife Site by Defra
- Woodland areas
- Serpentine Lake
- River Wid running for some 800m through the northern part of the parkland

Boundary Walls, Brick Structures, Fences and Gates

The Estate is partly enclosed along the east boundary with a high red brick wall almost a mile long, built between 1839 & 1848. This wall contains the main London Road House entrance gates and pillars from the A414 dual carriageway, (formerly the Old London Road A 12). The condition of this wall is generally satisfactory, with one section along the southern approach adjacent to the golf course having been partly rebuilt in 2003, following wind damage. Some parts of this wall require attention such as repointing, and some coping stones require repair and/or replacement.

As part of the HLF work the original Widford Gate (removed between 1839 & 1848) has now been recreated to give pedestrian access to the parkland and House, using the re-established Widford Approach.

No other formal boundary structures exist, save for some of the original mid-nineteenth century metal hurdle estate fencing that would have been used to contain cattle. Some of this fencing is obsolete and has been removed, especially where natural hedgerows provide the same function. Along the northern elevation of the Writtle by-pass, a section of post and rail fence remains.

Apart from the estate fencing and brick boundary wall mentioned, the Kitchen Garden wall is the most significant boundary wall on the estate, built in the early to mid-19th century when Labouchere owned the estate. This partly buttressed wall was surveyed in 1998 by independent consultants, who indicated that generally it is in sound condition. The historic importance of the walled garden may require separate listing. Home Farm depot is contained within the original brick perimeter wall, which was substantially repaired and strengthened during the HLF estate restoration work. This work also included the renewal of the farmyard gates leading into the open parkland.

To the front of Hylands House is the Ha-Ha brick wall structure, which was reconstructed approximately 30 years ago and is in a satisfactory condition.

Estate boundary and perimeter walls including fences are periodically inspected and any necessary repairs and maintenance carried out as required in a sympathetic manner to match any historical features or design.

Archaeology

The Museum of London Archaeology Service (MOLAS) were commissioned by this council in 2002 to carry out an investigation and assessment, to support the council's HLF bid for restoration of the estate. The investigation included research, walk-over as well as geophysical surveys, sampling and trial trenching, especially as there has been relatively little disturbance of the site for over 250 years.

The archaeological impact assessment indicated that the site lies in an area of moderate archaeological potential, with some potential for surviving prehistoric finds and features since several flint artefacts have been found to the north of the site. There is moderate potential for the Roman period, since the site lies adjacent to a Roman road and a Roman brooch was found within Hylands Park Estate outside of the HLF area. There are surviving medieval agricultural features, such as some areas of 'ridge and furrow'. The site is also likely to have buried remains of two post-medieval settlements, which in addition to the field systems of these farms are likely to survive as backfilled ditches and other features.

The preservation of archaeological features across the site is likely to be very good since much of the area has been parkland for more than 200 years and hence undisturbed. However, roads, ponds and trees (existing and former) are likely to have truncated any earlier archaeological features. The former arable fields in the north of the site will also have poorer archaeological preservation.

It should be noted that although there is moderate potential for the survival of archaeological features, the majority of these are likely to be of local significance. Finds have included a previously unknown well at Home Farm, and an underground chamber within the Pleasure Gardens associated with early 19th century conservatory heating.

Previous archaeological work by the Essex County Council Field Archaeology Unit included exposing the infill of the ruinous icehouse, assessing survival of horticultural features in the Walled Garden, as well as watching briefs and recording during the House restoration work.

The restoration work to the House was preceded by a Historic Building Survey conducted by the Essex County Council Historic Building Section; this has been added to the House conservation plan.

All future grounds management and building/maintenance works will have regard to the MOLAS archaeological report especially where there is the potential of disturbing any buried features. the MOLAS report that supported the HLF Stage 2 bid is reference.

Utilities and Services

The estate has mains electricity and water supplies that are run below ground level, and are subject to customary easements or wayleaves. there are no main sewerage or gas supplies for the estate.

A new increased capacity water supply was installed in 2005 to accommodate increased take-off during major events such as the World Centenary Scouting event that took place in 2007. This new water main also has various take off points strategically placed around the parkland to facilitate not only events, but to improve irrigation and water services for horticultural purposes in the park. Where temporary standpipes and other connections are made to the estate mains water supply, this is tested for water quality by the environmental Services division of the council. Bacteriological samples are taken before any major public events in the park, to ensure that the supply is safe under the Water Supply (Water availability) Regulations 2000.

In conjunction with the installation of the new water main, the opportunity was also taken to install underground drainage and sewerage holding tanks to accommodate high-level use during certain major events in the park. this helps to reduce tanker vehicle movement both on the highway and within the estate. these holding tanks are pumped out and the contents emptied to a trade waste effluent sewerage works by licensed contractors during major events, in addition a small network of underground ducts have also been installed to help with telecommunication systems. individual self-contained oil tanks are provided to supply heating oil to the House and Stable Block. Heating to Home Farm is by electricity. individual sewerage treatment plants complying with current regulations have been installed for Hylands House and Home Farm. Maintenance agreements apply to both systems. Fire hydrants are located by the entrance to the Stable Block and Hylands House. the condition of all main utility and sub-main services, and internal supplies are considered to be in good condition, and require no immediate attention. the approximate location of underground services are maintained on the estate record services drawing. these are made available to contractors, and other authorised personnel when required to carry out work for the council. the condition of all electrical and mechanical services to the estate buildings are in good condition having been either completely renewed during current or previous restoration work. the condition and periodic inspection and testing of all mechanical and electrical services, plant and equipment is the responsibility of the councils Building Maintenance Section, in consultation with parks Services, save for those that are currently covered by contractual warranty until expiration of the defects liability period.



Portable electrical appliances in estate buildings are inspected and tested periodically under the electricity at Work Regulations (portable electrical appliances – pat testing). Services within all buildings are accurately recorded and records are kept on site within the respective Health & Safety files and building maintenance manuals.

Estate Car Parks

The Hylands estate has car parks situated at both main entrances to the park, as well as adjacent to Hylands House. the Writtle gate entrance (off the A414 bypass) is the main entrance for the park and has a large open car park area, enabling easy access to the parkland and toilet facilities. the Widford entrance (off the A414 dual carriageway) is the main entrance for visitors to the House and the southern part of the park.

Permissive Paths / Access and Circulation

Pedestrians have access to the estate during normal opening times, using the main park gates situated at both ends of the park. these are located at the Writtle bypass (A414) entrance, or alternatively the main House entrance from the dual carriageway London Road A414 (formerly the A12). Access can also be obtained, by using the stiles, gates and permissive paths located around the park. the main signed permissive footpath “Centenary Way” runs through the southern part of the estate. Once inside the park, most visitors on foot can reach all parts of the estate, either by keeping to the grassland areas, or those with walking difficulties can use the central hard surfaced pathway that runs through the park to Hylands House. The parkland is generally undulating with a slight incline in ground level for pedestrians, from the Writtle gate towards Hylands House (west to east). At the recently extended London Road car park, a new footpath has been created to improve access to the Serpentine Lake, situated towards the northern part of the parks. the coxwell gravel surface of this path has been selected for its suitability to ease access for visitors with walking difficulties, and those using wheelchairs. the main park tarmac routes are inspected regularly and any depressions, damage or faults are repaired promptly as part of the maintenance regime.

Footpaths and other pedestrian routes are periodically inspected throughout the year, but more frequently before and after major events. the terraces and hard standing areas around Hylands House are regularly inspected and maintained as above to a good standard. cyclists can enter the park whether from the Writtle bypass (Greenbury Way) and the underpass from Paradise Road, or the London Road (including a private track road from Galleywood). When in the park, cyclists are required to keep to the main signposted route. cycle rack facilities are provided adjacent to Hylands House (for use when attending the House) and at the Writtle Road car park. Movement of vehicles within the estate is restricted to authorised permitted vehicles for maintenance purposes, deliveries and visitors to the House and Stable Block. a one-way system for vehicles visiting the House currently operates, with discreet roadside bollards containing lighting and signage to direct visitors. the exit route from the House has recessed channels in the road surface to act as traffic calming measures. an appraisal of access, circulation and orientation of pedestrians and vehicles at Hylands has been undertaken to assist in the implementation of a coherent signage strategy, which is explained below.

Interpretation and Orientation

Signage enables visitors to find interesting features and help explain heritage aspects of the park and buildings, which will include:

- Sensitive placed fingerpost signs and way-marker posts
- interpretation signage consisting of main signs positioned in the car parks and smaller lectern signs to provide historic interpretation of key features such as the lake and Pleasure Gardens
- Further interpretation is provided within the Stable Block and House

Park Furniture

The estate contains two styles of seating. Within the Gardens a Lister type seat and the provision is at capacity. The estate has parkland furniture which includes seating and picnic tables. There is also provision of cycle racks.

Litter bins are provided within the parkland for general park litter and dog waste. These are maintained by the estates park staff. There are no litter bins in the Pleasure Gardens as this is an historic garden.

Fixed Play Equipment

the adventure castle children’s play area is located off the Writtle entrance. It is based on the last owner’s ownership of a castle in Scotland. The play equipment is inspected daily in accordance with the councils Health and Safety policy. any minor defects/faults are dealt with immediately but where vandalism or other more serious defects/damage occurs, the area is closed until the faults are remedied.

Dogs

Dog walkers are welcome in the parks providing they act in a responsible manner by keeping their animals under control and that they clean up in the proper manner. Dog walkers are not permitted to take their dogs into the play area or onto the sports facilities.

Since the introduction of Clean Neighbourhoods & Environment Act 2005 it has become an offence not to clean up after a dog if it has fouled on footpaths, bridle paths, parks, grass verges or amenity areas. The provisions of the act are enforced by the Council and breaches may be subject to a fixed penalty ticket or prosecution for failure to pay.

Dog-bins are located throughout the park to encourage owners to clean up after their dogs. They are emptied on a regular basis. In an instance where a member of the public wishes to report an overflowing dog bin they can telephone 01245 6158000.

Refuse and Recycling are responsible for emptying and cleaning the bins on a weekly basis. The park staff can request more frequent servicing as and when necessary. The bins are inspected daily by park staff.

Dog fouling is not seen as a major problem as dog owners who use the site generally do so responsibly, recognising that the area is first and foremost dedicated to sports use.

Chelmsford's Dog Wardens aim to respond to reports of stray dogs within one hour.

Various information leaflets are available at the Environmental Services reception, obtained through various external agencies i.e. RSPCA, Dog Trust.

Chelmsford Dog Wardens regularly liaise over the installation of dog bins in public places and erect signage informing the public of the current legislation.

Failure to clear up after your dog in a public place or an area designated by the council is an offence and could lead to a £50.00 fixed penalty being issued by the Dog Warden, or even court prosecution.

Dog Wardens are fully trained for the Micro Chipping of dogs and offer this service to the public at a small cost. Other services are also available and wardens are happy to act in an advisory capacity to talk to schools and interested groups.

Estate Security and Fire Management

(For security reasons precise details are not disclosed)

Hylands House and Stable Block Visitor Centre have protection from both CCTV as well as a resident Housekeeper who lives on site in the coachman's cottage. Home Farm also has CCTV security and all buildings including Flint cottage have intruder alarm systems connected to a central control base. During some events, additional private security is employed. Hylands also employs other full-time staff who jointly have a watching brief and shared security functions.

Risk assessments for fire management have been carried out, and automatic early warning fire detection systems complying with BSS have been installed in Hylands House, the Stable Block Visitor centre, Home Farm and Flint cottage

Organisation Structure

Parks and Green Spaces oversee the management of the parkland whilst Hylands House is managed by the Hylands House Manager who is employed by Public Places directorate – Leisure & Heritage Services.

The team at Hylands managing the parkland comprises of a Head gardener, two full time gardeners and an apprentice. Staff are supported by a team of Garden Volunteers four days per week from March through to November. The estate Volunteers are managed by the Parks and Conservation Volunteer Leader and sessions are run every Wednesday, 44 weeks of the year. The Head gardener has responsibility for the upkeep and maintenance of the estate including the Pleasure Gardens and other related duties, including work programming for volunteers. Specialist grounds maintenance gangs undertake tractor work, gang mowing, rotary cutting, cutting and baling.

The fabric of the built structures are managed by the architectural Surveyors employed by the Public Places directorate

A Brief History - Heritage Value & Significance

Hylands Park Estate was purchased by Chelmsford Borough council in 1966, (under the physical training and Recreation act of 1937) when the House and other estate buildings were in a very dilapidated condition, with an uncertain future.

The House is a fine example of a Georgian neo-classical country house. the original redbrick Queen Anne style house (1730) was remodelled following advice from Humphry Repton by JB Papworth between 1842 and 1845.

The northern approach to the estate was re-modelled by Repton (circa 1802) and includes extensive parkland and a serpentine lake, which had become completely obscured from view by trees. the Pleasure Gardens are considered to be influenced by Repton, although subsequently other owners have extensively modified the gardens.

A full-illustrated history of the estate is given in the "Restoration Management plan" which was previously submitted to the HLF and is referenced herewith.

The park and House should remain a high-quality destination retaining its historic integrity as a Historic Garden & Historic House whilst providing for the recreational needs of both visitors to events held at the site and to the communities it serves in a sustainable manner.

The Restoration project aimed to restore the grade 11* listed park to its former glory whilst retaining its functionality as a working house and estate. the city council has invested over £8.0 million since 1986 in restoring Hylands House. a HLF grant of £3.30 million, together with £1.386 million of direct funding and £1.257 million of sunk costs from the council has been spent on the current estate restoration projects to date.



SECTION 2 A Welcoming Place

The visitor experience is enhanced by strong entrance points and sufficient parking facilities with good way marking throughout the estate. these details ensure a positive and welcoming experience from the onset the key features are vibrant and well maintained. the historic house in a parkland setting boasts near on 300 years of history and caters for the needs and interests of the diverse group of visitors it welcomes annually.

To ensure visitors to parks feel safe and secure we build into every park management plan 'secured by design' principles.

- natural surveillance, transparency and views in and out of the park are maintained wherever feasible.
- Hiding places and blind spots are minimised.
- planting does not crowd footpaths.
- Shrubs and hedges are maintained below eye level where it is practical to do so.
- lighting is maintained to prevent dark spots.
- Responsible dog walkers are encouraged as they offer natural surveillance in early mornings and in the evenings.
- Fear of crime is reduced.
- anti-social behavior and unauthorised use is eliminated.
- contact with Essex Police and Safer Neighbourhood teams is maintained.

The management team at Hylands Park Estate have taken great steps over recent years towards identifying and understanding the requirements of its users. In-depth studies have revealed that the park has a range of facilities, which attract a diversity of user groups. it is the balance between these issues that presents the challenge to future management of the park-how to consolidate and expand upon the park's appeal, whilst also satisfying its Heritage and environmental responsibilities.

Accessibility of the park

The park has ample parking and pedestrian access points. the main entrances to the park are from the a414 greenbury Way (Writtle by-pass) and the a414 london Road dual carriage way (former a12)

Hylands estate comprises of Hylands House surrounded by of landscaped parkland, much of which is grade 11* listed by English Heritage.

Humphry Repton designed land to the north of the House in the 18th century. Repton's works are thought to include the Serpentine Lake, the orchestrated vistas along the Widford approach to the House and the layout of the Pleasure Gardens.

The estate has much to offer and includes recreational ancient woodland, grassland, lakes, ponds and gardens. The Pleasure Gardens, situated to the west of the house, are ideal for quiet contemplative strolls and include a small rectangular goldfish pond with an arbour on either side. This was once the site of a magnificent 300-foot-long glazed conservatory, built between 1819 and 1825. Visitors can also take a stroll to the Serpentine Lake, visit the Stables centre or Hylands House or simply enjoy the tranquillity that 574 acres of park has to offer.

Features to be found at Hylands Park Estate

Both the House and its gardens. The House and grand pavilion are available to hire for corporate functions, events and are licensed for civil Wedding ceremonies.

Park facilities include:

- car parks at each entrance, as well as next to Hylands House and the Visitor Centre, with designated disabled parking.
- Visitor Centre open 7 days a week, with artist Studios, Stables, and café serving refreshments and meals all day.
- Castle Kiosk
- accessible adventure castle play area
- Fully accessible toilets (changing places, courtyard and Hylands House)
- Pleasure Gardens and ponds
- One World Garden
- Woodland areas
- Serpentine lake
- 574 acres of listed parkland

Hylands House - please check the Hylands Estate website for information
www.hylandsestate.co.uk

Getting to the Park

Hylands Park is best accessed by bike, on foot or by car. There are no public transport links direct to the park, although busses do serve nearby Writtle.

By foot

Footpath links via Paradise Road, Margaretting Road and the A414 (see Essex CC public footpaths map)

By bike

The safest route is via Paradise Road

By car

Use CM2 8FS in satnav and park in the car park off A414. (Parking charges apply)





SECTION 3 Healthy Safe and Secure

Corporate Health and Safety Policy

Health and Safety Policy as it applies to Hylands Park Estate emanates from Chelmsford City Council's general policies. Site specific safety issues are covered by Health and Safety documentation compiled by Grounds Management Services.

Chelmsford City Council Corporate Health and Safety Policy commit the Council to ensuring that it carries out its undertakings in such a way that it is not harmful to the health and safety of its employees, contractors, or the members of the public.

The Corporate policy gives an umbrella framework for identification and assessment of health and safety issues and procedures to minimise risk. This policy and the accompanying health and safety plan are subject to regular review.

The Chief Executive has overall responsibility for all core health, safety and welfare policies and procedures. All Service Directors are responsible for producing policy regarding the Health, Safety and Welfare In their Groups, along with the implementation of a 'Code of Safe Working Practices', i.e. arrangements for the provision of safe systems of work, safe places of work, environmental control, hazard reporting, risk assessment, first aid and emergency procedures. Workplace hazards are identified, and risks assessed in accordance with the Management of Health and Safety at Work Regulations 1992; risk assessments and safe working procedures are reviewed annually.

Emphasis is placed on individual responsibility for personal safety and the safety of others affected by what they do or fail to do. Employees also have a statutory duty to report hazards.

All contractors and suppliers of goods and services are to comply with current statutory and corporate health and safety standards and requirements.

The Corporate Health and Safety Plan sets out performance standards, targets and goals (including those for training) and responsibilities. Its purpose is defined as:

- To set out the standard of health and safety management
- To identify the health and safety training needs of its workforce
- To control the risks to the Council's assets
- To ensure the control of contractors
- To safeguard the health and safety of the public

Parks Services Group policy: Health, Safety and Welfare. This is a specific document held in a suite of policies relating to specific Directorates.

The Group policy includes information on the following topics.

- Parks Services Child Protection Guidelines
- Manual Staff Health and Safety Guidance and instruction
- Health and Safety statements incorporated into the grounds maintenance operations
- Grounds Management Services Health and Safety Handbook
- Health and Safety Training
- Health and Safety File
- The Risk Assessment File
- Accidents
- Contractors working in parks premises for events
- Safety of play equipment and sports facilities

Staff training, learning and development

Staff training, learning and development is an investment Chelmsford City Council takes very seriously. Core training revolves around health & safety, IT and the operation of machinery and equipment.

Health and Safety Training all employees receive a standard Health and Safety induction as well as manual handling training. Safety training is provided for users of specialist equipment. e.g. chainsaws, mowers, strimmers, spray equipment etc. All but specialist training is undertaken in house.

As part of the policy a separate Health and Safety file is produced for the Parks staff, and a Risk Assessment File is produced for each contract site. All employees receive a personal copy of the Employee Safety Guide that details Council policy.

All staff who work with children are Disclosure and Barring Service (DBS) checked and each employee is informed of the Parks Services Child Protection Guidelines and are provided with their own individual copy of the guidelines.

The document is intended as a guide for all employees (including volunteers) of Chelmsford City Council's Parks Services. It introduces the concept of child abuse in all its forms and gives good practice guidelines through which to provide a safe environment for children at council facilities. The booklet is distributed in conjunction with training provided at child protection awareness sessions that deal with the policy and procedures necessary if an incident arises.

Safety orientated objectives

A Parks Safety Handbook has been produced in a format allowing the document to be updated as the need arises. The policy document received a ROSPA Level 1 Award.

The handbook contains all the relevant health and safety information for staff and volunteers. It sets out health and safety procedures, organisation, arrangements and safe working practices. It identifies the need for key staff to undertake: site audits/inspections, risk assessments for hazardous activities, COSHH assessments for hazardous substances, First Aid checks, Accident/Incident Reports and training.

The service has a good safety record and the handbook is aimed at maintaining this, through ensuring compliance with the law, and by looking after the people who work with the service and are temporarily in their care through use of Council facilities.

The 'Handbook' includes a generic risk assessment for all parks and recreational functions and activities. This covers: general activities, the use of power tools and machinery, hand tools, COSHH substances, vehicles and plant. Also covered are tree felling, scrub cutting & hedge laying, managing & running events and activities, management of buildings, employment of contractors and commissioning work and the management of playgrounds.

Parks management treat Health, Safety and looking after the environment equally with other management issues, and always operate within the law, acting in a safe, responsible and environmentally conscious manner and taking account of special risks to our customers; the public, children the elderly and disabled groups.

The Health and Safety policy document details the strategies covering a number of areas, including, for example, accident procedures, Control of Substances Hazardous to Health (COSHH), buried services detection, Construction Design and Management (CDM) Regulations 1994, electrical equipment, fire and emergency procedures, first aid, gases, refraction control, manual handling, noise, personal protective equipment (PPE), Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), safety management, risk assessments and safety audits, training.

All principal activities and products used are assessed for risk and collated centrally by the Health and Safety representative. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction. Proactive management of the Health & Safety Policy is achieved by encouraging participation and ownership of health and safety at all levels.

Local responsibility for Health and Safety lies with those staff nominated and recorded in the handbook. Details of these are recorded in the Health and Safety policy. Each manned location has an appointed Safety Representative. Health and Safety Committees that have equal representation of both management and employees exist at each level of the organisation and meet quarterly. Health & Safety forms part of the agenda on Parks Meetings, chaired fortnightly by the Director of Service.

Monitoring of policy is undertaken through systematic reviews of performance based on data from both monitoring activities and independent audits. The information produced is then used to revise the safety policy, implementation methods and techniques of risk control. A regular review of policy is undertaken annually in accordance with legislation, changes in circumstances or services.

Site safety initiatives

To ensure visitors to parks feel safe and secure built into every park management plan are the 'secured by design' principles.

- Natural surveillance, transparency and views in and out of the park are maintained.
- Responsible dog ownership is enforced
- Hiding places and blind spots are minimised.
- Planting does not crowd footpaths.
- Shrubs and hedges are maintained below eye level where practical.
- Lighting is maintained to prevent dark spots.
- Responsible dog walkers are encouraged as they offer natural surveillance in early mornings and in the evenings.
- Fear of crime is reduced.
- Anti-social behaviour is eliminated.
- Contact with Essex Constabulary and Safer Neighbourhood Teams is maintained.

Health & Safety obligations

Grounds Management Services are fully compliant with all aspects of the Health & Safety legislation. Management keep various files on the subject to ensure compliance and to encourage good working practices.

The Health and Safety File includes:

- The Safety Bulletin Register- internal memos on safety related issues.
- The Risk Assessment Register- assessment of TASK (under the Management of Health and Safety at Work regulations), e.g. grass cutting, use of hand tools and other parks equipment, etc
- The COSHH assessment register -assessment of SUBSTANCE used (under the Control of Substances (Hazardous to Health) Regulations), e.g. weed killer, fertiliser, cleaning products etc.
- The Safe Working Practice Register -assessment of Application, i.e. equipment pre-use checks, starting and operating procedures, repairs and adjustments etc.
- Statutory Test Certificates
- Depot audits
- Accident reports

The Risk Assessment File includes:

- Generic risk assessments, e.g. grass maintenance, tree pruning,
- Site specific risk assessments, e.g., water, traffic, sharps/needles.
- Relevant Codes of Practice, e.g. grass cutting on steep banks
- Sample Immunisation sheet
- Leptospirosis card

Use of tools and machinery

The Health and Safety implications for the maintenance of tools and machinery are taken very seriously. All tools and machinery are inspected and maintained according to manufacturers guidelines. Machinery is serviced mid-season and a further full service takes place during the winter months.

Training for the safe use of tools and machinery

All staff are properly trained in the use of specific equipment and attend courses at appropriate training centres, particularly Writtle Agricultural College. Refresher courses are also utilized when necessary. When new equipment is purchased, manufacturers are required to give training demonstrations to operatives.

Maintenance of Equipment/machinery

All plant is maintained by our workshop staff and every item of machinery or equipment that goes into the workshop receives a service record. These records are kept electronically.

Portable Appliance testing is undertaken by an external company.

PAT testing and portable appliance testing

Any item of electrical equipment over 12 months old is tested on an annual basis as required by the regulations.

Use of chemicals/COSHH Assessments

The following general precautions are followed, in conjunction with those detailed in the individual COSHH assessment sheets:

- Follow safe working practices, avoiding skin and eye contact with chemicals and avoiding breathing fumes, vapours or dusts
- Read and follow all instructions, safety precautions and emergency procedures detailed on the containers and in the assessment sheets
- Wear all PPE as recommended in the assessments
- Do not smoke, drink or consume food whilst using, or in the vicinity of, the products listed in the assessment
- Observe good hygiene -thoroughly wash all parts of the body and remove any clothing which may be contaminated with chemicals before eating, drinking or smoking
- Follow all relevant codes of practice when using pesticides
- Keep all chemicals sealed in their original, labelled containers and store in a secure place: when not actually in use, dispose of used containers in a safe and proper manner
- Clean all application equipment after use

Accident recording

Accident records for the park are kept by Parks Services who have an appointed person to manage first aid on site to cover fixtures 7 days per week. Standard CCC accident forms are completed wherever possible.

Parks Service procedures. Grounds Management Services are required to fill out standard accident forms for each incident whether involving staff (Accident/Incident Report) or members of the public (Report of Accident to Members of the Public on Council Property) [see Appendices L]. These are passed to the teams Line Manager and to the Health and Safety Advisor in Personnel Services. They also keep their own First Aid / Accident book in which details of incidents are recorded.

The Parks & Green Spaces Manager is required to report immediately any incidents involving health and safety to the Council's Safety Advisor.

All accidents must be reported to the relevant manager and entered into the Accident book. An accident/incident report form must also be completed. A weekly summary of accidents is sent to the Health and Safety Advisor for monitoring purposes.

If, following an accident at work, an employee is unable to perform normal duties for more than 3 days, the HSE area office must be notified using the RIDDOR form F2508 and the Health and Safety Advisor informed.

A 'First Aid and Accident Reporting Safety Code' is issued to all Grounds Management staff.

Safe Equipment and Facilities

The equipment and facilities provided on site are safe to use. Each item of equipment is issued with an identification code and records are kept as to the date issued and the servicing requirements needed. Staff are instructed on the correct way to use equipment. Staff report and defects directly to the Grounds Maintenance Operations Manager.

The built facilities are maintained by Building Services and are checked for defects on a regular basis. The sporting clubs operating from the site also monitor premises they use and there is a reporting system they can use which provides additional feedback.

The play equipment on site is inspected regularly as part of the grounds maintenance operation when routine duties such as litter picking is taking place. Additionally, the City Council employ play inspectors who have a schedule of inspections to undertake and record to ensure defects are picked up quickly and are attended to.

Personal Security

Personal security is paramount, and staff are easily identifiable by their uniforms and identification badges.

Park users need to feel safe whilst in the park and to that effect the Service have a regular team maintaining this site along with the nearby Coronation Park.

High standards of upkeep and cleanliness, and the presence of permanent park staff and sports club members, are contributory factors to the creation of a sense of security. In addition to ground staff on site there is a frequent presence of members of the bowls and tennis clubs.

All staff working within the park wears a uniform carrying the Parks Services logo.

Parks staff are able to report anti-social behaviour to the local Police, and pass on any relevant details e.g. a person's description and car registration numbers.

Details of how to contact Parks & Green Spaces in an emergency are displayed at all park entrances. (Park Watch and service telephone numbers being displayed).

Park & Green Spaces operates a lost property procedure, including items found or lost in the park.

Strong links have been forged with the Community Police and Traffic police who visit the park frequently, both Police Officers and Police Community Support Officers – PCSO's.

We operate a secure by design principle and look to keep sight lines clear where possible. Additionally, if the public have any concerns there is a 24hr Parkwatch system in operation and notices are displayed within the park giving members of the public details of a contact number to be run if a problem does arise.

ParkWatch Report Line

As with all the Council's parks the recreation ground is covered by the ParkWatch Scheme. ParkWatch is an initiative run by the City Council with Police support and operates 24 hours/day for all parks. People can talk direct to the duty officer or send a text to the phone number. Each call is logged, with the information/contact details remaining confidential. The service is aimed at reducing vandalism and anti-social behaviour in any Park or Public Open Space owned by Chelmsford City Council.

Calls may relate to security, vandalism, fire, misuse of council property, traveler encroachment, weather related damage, defective or unsafe play equipment in CCC managed areas or persons locked in CCC parks after gates have been closed.

Calls relating to illicit or inappropriate behavior, serious offences or acts of violence should be directed to the police in the first instance.

The contact number for ParkWatch is 07831 189918

For all other general queries notices advise contact with the Park's Central Depot at Waterhouse Lane Depot on 01245 605566 during normal office hours.

The findings of visitor surveys suggest that the City Council area is perceived as a safe place to live and visit.

The Council's Safeguarding Officer meets regularly with Essex Police and other local authorities, health specialists, emergency services and various voluntary and statutory organisations to pool information and to problem solve.

Control of Dogs and Dog Fouling

Dog walkers are welcome in the parks providing they act in a responsible manner by keeping their animals under control and that they clean up in the proper manner. Dog walkers are not permitted to take their dogs into the play area or onto the sports facilities.

Since the introduction of Clean Neighbourhoods & Environment Act 2005 it has become an offence not to clean up after a dog if it has fouled on footpaths, bridle paths, parks, grass verges or amenity areas. The provisions of the act are enforced by the Council and breaches may be subject to a fixed penalty ticket or prosecution for failure to pay.

Dog-bins are located throughout the park to encourage owners to clean up after their dogs. They are emptied on a regular basis. In an instance where a member of the public wishes to report an overflowing dog bin they can telephone 01245 615800.

Refuse and Recycling are responsible for emptying and cleaning the bins on a weekly basis. The park staff can request more frequent servicing as and when necessary. The bins are inspected daily by park staff.

Dog fouling is not seen as a major problem as dog owners who use the site generally do so responsibly, recognising that the area is first and foremost dedicated to sports use.

Chelmsford's Dog Wardens aim to respond to reports of stray dogs within one hour.

Various information leaflets are available at the Environmental Services reception, obtained through various external agencies i.e. RSPCA, Dog Trust.

Chelmsford Dog Wardens regularly liaise over the installation of dog bins in public places and erect signage informing the public of the current legislation.

Failure to clear up after your dog in a public place or an area designated by the council is an offence and could lead to a £50.00 fixed penalty being issued by the Dog Warden, or even court prosecution.

Dog Wardens are fully trained for the Micro Chipping of dogs and offer this service to the public at a small cost. Other services are also available and wardens are happy to act in an advisory capacity to talk to schools and interested groups.

Control of drug use

Incidents of drug abuse are low with very few needles being found within the Park. Currently the Park staff responds to disposal of needles using equipment supplied by NEEDAS.

Appropriate Provision of Quality Facilities and Activities

The offers on site are appropriate to the community the site serves. The 2016 Open Space Survey findings indicated across the city there was a shortfall in wildlife areas and teenage facilities. Over the course of this plan attention will be given to upgrading play equipment ensuring there is provision on site for older children. Fitness equipment is under consideration. We will also seek to improve the setting by further additions to the horticultural areas paying attention to the choice of material to attract wildlife.

Management of park events ensuring public safety

The aim of the Hylands Outside Events Policy – 2021 is to establish an annual programme of core events which can adapt and change each year to accommodate new opportunities as they arise. It is recognised that the majority of these events are “hires” and the Council is reliant on the income generated from them. A positive working partnership is important to ensure they remain viable, subject to them being well planned, organised, and managed successfully.

The nature of the Hylands operation and business is that many new events are often opportunistic and carry a level of risk, particularly with new events. The aim of the policy is to enable the City Council to balance this opportunity against the risk and to try new events whenever possible, whilst preserving those that are proven, popular and successful.

This policy also aligns with the adopted Parks and Open Spaces Outdoor Event Policy (includes all other parks).

The Key Priorities and Objectives, Events at Hylands seek to achieve the following:

- Contribute positively to the cultural and sporting offer and to attract visitors to Chelmsford
- To avoid or minimise impact on the House/Pavilion events programme (e.g. noise, traffic, parking) and other park users
- To ensure only viable and well managed events take place
- To identify the optimum location in the park to ensure the protection of the physical environment, nature, and wildlife
- To provide a safe environment for those attending and working
- To reduce or mitigate risk to Chelmsford City Council and any negative impacts/ disruption to residents and businesses in Chelmsford

The following health and safety procedures are in place regarding Events held at Hylands Park Estate. Events are arranged through Parks & Heritage Services, where officers are responsible for monitoring Health and Safety requirements of an event.

Special event organisers and helpers are required to:

- Submit to the Council a completed application form detailing the proposed event
- Comply with the conditions in the Schedule of Conditions for Special Events' form issued to all Applicants
- Have public liability insurance cover of at least £5 million and provide a copy of the policy document at least one month before the date of the event
- Submit to the Council copies of all licenses, together with event programme and the event layout plan
- Submit to the Council a written risk assessment for the event if required

All schools' events and activities have to be booked. The schools are sent a pre-visit guidance note that ensures adequate adult/child supervision ratios, explains staff responsibilities and clothing requirements.

The Parks Service has a screening policy concerning staff involved in leading activities for children.

Qualified first aiders are available at staged events and carry first aid kits at all times during those events. The St John's Ambulance Service attends larger events.

Facilities

The park is served by two toilet facilities – one near the Writtle Road car park / adventure castle with a Changing Place facility, and the other at the Stable Block Visitor Centre with a disabled facility. The House also has toilets available for visitors. Home Farm depot also has toilets for the use of staff and volunteers only.

Security

The more the park and gardens are used the safer they become. throughout the day the both the park and gardens are well used and is a safe place to enjoy. lighting throughout the evening provides a safe journey to and from the House and grand pavilion alongside the associated car parking.

CCTV cameras help keep anti-social behaviour and vandalism to a minimum at key points in the estate. currently CCTV operates in the vicinity of the Stables Visitor Centre, the House including the back lawn, Home Farm and at the Writtle Road car park.

During the day grounds maintenance staff are clearly visible in and around the park and gardens which help give visitors a sense of safety. When grounds maintenance staff are on site, they are instantly recognisable by their uniforms and are equipped with mobile phones to call for assistance if required.

The national trend of rising anti-social behavior affects all parks and spates of damage do occur on occasion. any damage generally occurs during the evenings when the park is least used.

Vandalism, graffiti and anti-social behaviour is actively being monitored and where it occurs it is removed at the earliest possible opportunity.

The current approach consists of:

- Regular liaison with local police, and Social Services
- daily inspections seeking to stop damage through actual intervention, education, and as a visual deterrence.
- Banning individuals and groups from the park for criminal damage
- all new park furniture is assessed for vandal-resistance before purchase
- Spares kept on site for a range of potentially vulnerable features, i.e. benches, locks, bins, signs, etc., for quick replacement
- toilets are fitted with anti-vandal features

- graffiti is removed as soon as possible. Site staff are supplied with graffiti wipes. Major problems are referred to a specialist company.
- Where sustained vandalism occurs, extra engineering solutions are used.
- the daily checklist ensures swift identification of damaged features which are dealt with on a rolling list of maintenance repairs.

Vandalism and other criminal damage are noted daily through the inspection regime and by staff working on site. Reinstatement works are carried out under instruction. All incidents reported on the park Watch telephone number are recorded by the duty officer on report forms which is forwarded to the police as and when the situation dictates.

Graffiti is reported to the grounds Management Services Manager by the parks staff and once an instruction for removal is issued it is dealt with immediately in accordance with the specification. in areas known to be graffiti hot spots a programme of removal and surface treatments are put in place to deter repetitions of damage.

Estate Regulations

The estate currently has no by-laws but does have the Hylands Park Estate Regulations dated 3 august 1966. Hylands House licences exist for the sale of alcohol and marriage ceremonies. there are also public entertainment licences for both park and house.

Regulatory Controls

- Planning and listing Matters
- Hylands House – grade II* listed – English Heritage
- Hylands parkland – the majority of the parkland and gardens are designated grade II* on the English Heritage Register of parks & gardens of Special Historical interest.
- The Stable Block – grade II* listed – English Heritage
- Flint Cottage - grade II* listed – English Heritage
- Metropolitan Green Belt
- Local Wildlife Site – Defra

Wayleaves, Easements and Licences

- there are various way-leave agreements and easements with the principal utility companies for telecommunication systems and underground electrical and water services.
- the council has the tight to take water from the well tank or spring situated on adjoining farm land to the south east between the estate and Margaretting Road, as well as free access to the tank, spring and pipes for the purpose of maintenance etc.
- the council has right of way over paradise Road
- the council has the right to pass and re-pass through the gateway at Writtle lodge.

the council were granted an easement on 4th October 2005 for a water supply to the park from Margaretting Road.



SECTION 4 Well Maintained and Clean

Management objectives

The core objectives of Parks & Green Spaces can be described in broad terms as helping to make Chelmsford City an attractive and enjoyable place in which to live, work and visit, by;

- Developing, supporting and enabling a wide range of sporting, recreational, cultural, social, educational and tourism opportunities which enhance the quality of life, promote healthy, active lifestyles for people within the City Council area and, by stimulating attraction for visitors and by helping to create a positive business environment, bring jobs and investment to the local economy.
- Managing Chelmsford's rich and diverse landscapes, parks and green spaces and promoting polices and activities that enhance and protect Chelmsford's built and natural features plus the surrounding countryside and unique heritage.

General Objectives

- Maintain the quality, appearance and facilities at Hylands Park Estate to provide a safe and attractive environment for visitors.
- Maintain structures in a safe, clean condition at all times.
- Maintain sports facilities in a sustainable manner.
- Maintain equipment to a high standard
- Monitor plant establishment and replace plantings as necessary to maintain amenity and ecological objectives

Litter and Waste Management

Grounds Management Services are responsible for all litter/rubbish collection and general cleansing in the park. Under the current specification they are bound to collect and clear litter the same day as it is generated and remove off site to their tip (or alternatively to a litter collection point), 7 days a week, and within 3 hours of the clients written instruction. Category A litter, i.e. that greater than 100mm in any direction on any area of amenity or fine grass, is removed within 24 hours. Litter on any other area (Category B) is removed once a day. All permanent litterbins are emptied regularly in accordance with the Standards specified.

Standard	Frequency of Emptying	Period
A	Once a day	Summer (Easter to August) Bank Holiday Remainder of year - except Winter Bank Holidays
B	Once a day	Except Winter Bank Holidays
C	Once a day	Summer
	Twice a week	Winter
D	Once a week	Winter

Litter is an item on the daily inspection schedule.

The dog wardens employed by Operational Services are empowered to issue fixed penalty notices to anyone dropping litter in the park. The wardens patrol the Council's parks on a regular basis targeting known hot spots.

Horticultural Maintenance

Maintenance Regimes – Hylands Park Estate is managed by Chelmsford City Council (CCC) Parks Services. Specifically, it is the responsibility of the Parks & Green Spaces Manager, who is supported by the Parks Management Team. This team is responsible for the day-to-day management of the park including all aspects of customer services within the park, to visitor information and welfare, public relations, marketing, promotion, and special event planning.

The Grounds Management Service undertakes grounds maintenance work under the terms laid down in the works specification and employ 70 staff who are trained to the appropriate horticultural skills levels.

The work includes:

- All grass maintenance (mowing, feeding, spiking)
- Planting & maintenance of young trees (to establishment), shrub beds, herbaceous borders, Spring & Summer bedding
- Litter clearance
- Road & Path Sweeping
- Leaf clearance
- Daily play area inspections (daily tick sheets, reported weekly)
- Salting/gritting and special duties in icy weather
- Landscape works (to instruction)
- Assistance at specific events

Grounds Maintenance Standards and obligations

The Grounds Management Service undertakes grounds maintenance. The specification is based on performance level requirements. It is wide ranging and embraces the comprehensive and continuous routine maintenance of all soft landscape areas (grass, seasonal and permanent planting beds, trees, hedges), hard landscape including furniture, litter collection and cleaning duties, and locking/unlocking duties. The performance level requirements are borne out of the departure from CCT contracts and Parks reorganisation.

The Grounds Maintenance standard controls the standards of health and safety management expected of Grounds Management Services. Grounds Management Services are bound to adopt safe systems of work, to ensure that all health, safety and welfare measures required by enactments and/or regulations are strictly complied with and ensure that all employees observe all the provisions to ensure health and safety at work.

Grounds Management Services maintain copies of all risk assessments and produce method statements on elimination/control of said risks. Health & Safety issues are an agenda item at the fortnightly Parks meetings held between the Head of Service and Senior Managers.

The relevant clauses within the document are listed under the following headings.

- Performance of Service
- Standards of Service
- Contractors staff
- Health and Safety
- Part One Health and Safety Statement, Part Two Health and Safety at Work Act 1974 Certificate of Safety Policy
- Safety, Health and Welfare Measures

Health and Safety clauses are contained within the contract preambles covering the general items listed below:

- Statutory Obligations
- Traffic and Pedestrian Safety Management
- Noise control
- Storage -Special Provisions
- Fires
- Access to the Public
- Protection of Existing Structures, Surfaces and Vegetation
- Damage Arising
- Methods, Materials, Machinery, Vehicles and Mechanical Plant
- Vehicles
- Notification

- Inspection Procedures and Contract Monitoring
- Pesticides and Fertilisers: (legislation), (practice/ guidance notes), (storage and transportation; client/contractor liaison and notification), (operative certification), (application/contamination), (machinery and equipment), (disposal), (cleaning of equipment).

The daily inspection of the park by the on-site parks staff incorporates an element of general health and safety review. Damage and faults are recorded and remedial work actioned. The public can report faults to Park Services by contact numbers advertised in the Park. The health and safety of visitors is reviewed via the inspection regime in operation in the Park.

Generally, in accordance with principles of the Council's Our Chelmsford Our Plan the use of herbicides and pesticides are kept to a minimum. Contractors use only those herbicides pesticides or cleaning agents, which are approved for use and as specified in the contract.

All buildings within the park are subject to an annual Building Safety Audit undertaken by Building Services This audit covers building maintenance, security as well as general safety, fire safety, legionella and mobility access.

Staff, both grounds maintenance staff and caretakers can offer assistance to members of the public and can summon emergency services as necessary. There is always an appointed person on site to manage first aid as appropriate whilst fixtures are being played.

The park play areas are subject to daily safety inspections by park staff and routinely scheduled inspections by the play staff. Annually an independent inspection is undertaken by a qualified insurance engineer.

The Parks Service employs two playground inspectors who are RPII qualified to the Operational Inspection level. The inspectors undertake an inspection of each play area once every 2 weeks and report the faults to the maintenance team for repair. All data collected is held on a spread sheet as an official record of defects/repairs. Linked to the database is a maintenance schedule that maps out routine maintenance operations to be carried out.

The landscape elements within the Park have been categorised as follows:

Landscape Type	Work Clause in Grounds Maintenance Specification	Minimum expected frequency of operations/year (Guide only performance specification)
Grass		
Amenity		Min. 14 cuts
Fine	1.7	Min. 25 cuts
Natural		Min. 1 cuts
Shrub Beds	1.8	Min. 7 visits
Herbaceous Border	1.8	Min. 9 visits
Paving	11.4	Min 15 occasions
Miscellaneous Detail		
Hedges	11.11	Min 2 Occasions
Trees	1.9	Min 3 Occasions
Native species plantation		Min 9 visits
Site furniture	11.1	Min 2 Occasions
Landscape Features	11.1	April-Sept. min 2 visits Oct-March min. 1visit

The specifics of each landscape type are further defined in the work schedules and related where relevant to work identification sheets that summarises specific operations, the details of which are contained within the specification.

Arboricultural Maintenance

Under the Occupiers Liability Act 1957 (1997) The Council has a duty of care to ensure wherever reasonable the trees under its management do not cause a threat to people or property. The Council fulfils this duty through regular inspection of the tree stock.

The Council only employs suitably qualified and experienced staff under its care.

The Arboricultural and Conservation officer is responsible for the Council's tree stock and issues instructions to private tree surgeons for any works required, be it tree maintenance works or safety work within the park.

The trees in the park are inspected on a regular basis by the Arboricultural and

Conservation Officer. It is important that the trees are maintained in a safe condition and any safety works required are highlighted by inspection and dealt with effectively/efficiently.

Park staff undertake weekly visual inspections of trees and record any defects on the general site inspection sheets in turn information from these sheets is relayed to the Arboricultural and Conservation officer as is deemed appropriate.

The majority of the trees date from the post Second World War period and currently we are determining suitable species to plant to create some succession with the tree stock on the site.

All mature trees are plotted on the tree management data base. New plantings are selected in the main from native genera appropriate for the park setting.

Management of tree stock in parks in relation to the visiting public

The Parks Service will:

- Carry out essential safety works to ensure that trees on the site do not pose an unreasonable threat to park users and others
- Leave dead wood in natural state as possible where it is practicable to do so.
- Where arboriculture operations must take place, take care with regard to the surrounding flora and fauna, and take into account all existing legislation and recommendations relating to their care.
- Ensure that risk assessments carried out by the appointed contractor prior to undertaking tree work operations take account of protecting existing habitats and flora

Building and Infrastructure Maintenance

The majority of buildings within Hylands Park Estate are subject to annual safety audit reports undertaken by Facilities Management. As well as assessing risk, key issues are identified and scores given within the following categories: security, general safety, fire safety, access, and legionella. A list of regular inspection and preventative maintenance is also provided. Any actions necessary are prioritised and acted on accordingly.

Building Maintenance

The maintenance of the park's ancillary buildings is undertaken by contractors employed by Facilities Management's Building Maintenance section who are responsible for the maintenance of the hard landscape areas of the park, services and all buildings maintenance.

The Building Maintenance team carry out regular inspections of the facilities and prepares an annual planned preventative maintenance report to enable an effectively costed planned maintenance regime to be in place. Work recorded on the database generates a monthly instruction for routine maintenance tasks for hard works/infrastructure, including surface inspections.

A Repair and Renewals Provision account is in operation. This covers works such as re-roofing, refurbishment of gates/railings/walls/fencing, resurfacing paths, refurbishment of toilets etc. Annual contributions are made from the service revenue account in order to build sufficient funds for later use. This enables asset managers to plan for future work rather than to bid for funds as part of the annual budget process for the year in which the work is to be carried out and provides certainty that the monies will be available when required. Schemes are reviewed on a regular basis to enable annual contributions to be adjusted to ensure costs of the work are covered. The rules governing the use of the Provision are that work is to be on a cycle of no less than 3 years and at a cost of no less than £5,000.00. Its use is at the discretion of the Service Manager.

A Repair and Maintenance Budget is also in operation. This is for minor items such as repairing vandal damage, and general maintenance items not covered by other provision. The Park team draw on this budget in order to action repair of faults/damage found on their daily inspection of the park.

An independent D.D.A. Audit has been undertaken and certain works have been determined as being required as a result of that audit. Phased works to comply with the recommendations have been scheduled.

Inspections and monitoring

All services carried out are subject to regular quality inspections by the Parks Quality Performance Officer. Table 1 illustrates the current inspection regime in operation in the Park. Copies of all inspection sheets are attached at Appendices, including the daily inspection sheet.

Table 1 Park Inspection regime

	Play area	Buildings/ Structures	Litter	Dog Bins
CCC Parks Management staff	*	*	*	*
Grounds Maintenance Services	*	*	*	
GMC – Quality and Performance Officer	*	*	*	*
Playground Inspector and Maintenance Contractors	*			
CCC Operational Services				*
CCC Architectural Design		*		

Grounds

The area supervisors inspect their sites on a weekly basis. The Park staff inspects the grounds daily. Grounds Management Services are responsible for monitoring their own performance and keeping up to date records of their own monitoring and inspections,

which includes work records relating to their maintenance and work programmes. Routine contract performance meetings are held on a weekly basis where issues relating to work programmes, quality, performance, health and safety, staffing levels and additional work are discussed.

Buildings

The inspection regime is undertaken by the Parks team and consists of daily visual inspections by the parks staff dedicated to the park: - Park staff inspect all the buildings on a daily basis including the inspection of toilets. Any defects are reported to building maintenance inspectors who implement necessary repairs within set performance agreements.

Building Services undertake formal inspections of facilities and features at the intervals recorded in the boxes below. The and/or options relate to inspections that are sometimes increased due to seasonal activities.

Building maintenance inspections	6 monthly
Security inspections	Daily and/or bi-monthly
Safety inspections	Monthly and/ or 6 monthly
Hygiene patrol	Daily – summer/ school holidays weekends – all year

Table 2 Park Building Inspection regime

	Staff Welfare Building	Public Changing facilities
Risk assessment	Yearly	Yearly
Building maintenance	6 monthly	6 monthly
Security	2 monthly	2 monthly
General safety	6 monthly	6 monthly
Fire safety	monthly	monthly
Mobility access	4 monthly	4 monthly
Legionella	Annually	Annually
DDA - monitoring	Annually	Annually

Play area

The play areas on site are inspected daily by the Grounds Maintenance staff and any defects are recorded on inspection forms and passed to the Quality & Performance Officer who logs the defect and arranges appropriate repairs.

Inspections by the playground inspector are on each weekday (excluding Christmas Eve, Christmas Day, Boxing Day, New Year's Eve, New Year's Day). The Park staff inspects the areas as part of their daily duties. An external consultant undertakes an annual safety audit of the play equipment.

In addition, the play sites at the Park have an insurance engineer inspection carried out annually; the Council's insurers arrange their own independent inspection.

Equipment Maintenance

Accident and Vandalism reporting at Hylands Park Estate

Accidents occurring on site are reported by either site staff or members of the public. Full details are recorded centrally.

Control of Vandalism

The national trend of rising anti-social behaviour affects all parks, including Hylands Park Estate.

Park policy on vandalism has evolved in accordance with Our Chelmsford Our Plan; the Council's objective being to achieve sustainable crime and disorder reduction by identifying and tackling the causes of crime within the Borough.

Chelmsford City Council has a very efficient Community Safety Strategy and Annual Action Plan. We have also successfully gained a Charter Mark for the service.

The current approach consists of:

- On site presence of staff during the working day
- Security patrols
- Park Watchers providing intelligence
- Public co-operation through ParkWatch
- Regular liaison with local police.
- Daily inspections seeking to stop damage through actual intervention, education, and as a visual deterrence.
- Banning individuals and groups from the Park for criminal damage
- All new park furniture is assessed for vandal-resistance before purchase
- Spares kept on site for a range of potentially vulnerable features, i.e. benches, locks, bins, signs, etc., for quick replacement
- Toilets are fitted with anti-vandal features
- Graffiti is removed as soon as possible. Site staff are supplied with graffiti wipes. Major problems are referred to a specialist company.
- Where sustained vandalism occurs, extra engineering solutions are used.
- The daily checklist ensures swift identification of damaged features which are dealt with on a rolling list of maintenance repairs

Vandalism and other criminal damage is noted daily through the inspection regime and by staff working on site. The Parks staff are required to report any theft, vandalism or other damage caused to any plant, horticultural feature or location immediately to the Grounds Maintenance Operations Manager. Reinstatement works are carried out under instruction. All incidents reported on the Park Watch telephone number are recorded by the duty officer and a report is forwarded to the Police as and when the situation dictates.

Graffiti is reported immediately to the Grounds Maintenance Operations Manager the parks staff and once an instruction for removal is issued it is dealt with immediately in accordance with the specification. In areas known to be graffiti hot spots a programme of removal and surface treatments are put in place to deter repetitions of damage.



SECTION 5 Managing Environmental Impact

Promoting Sustainable Management and Awareness

Parks & Green Spaces will strive for the highest standards of environmentally sustainable management throughout parks and green spaces and will support wider sustainability objectives and agendas, including maintaining urban quality of life.

This management plan and grounds maintenance specifications referred to herein reflect the Council's policies listed in the section entitled Strategic & Policy Framework. The policies, strategies and specifications listed are important as they empower decision making and are a real aid when securing adequate budgets – ensuring council policy is implemented.

Parks, Green Spaces & Waterways Strategy

The policy underlines the guiding principles regarding the propagation of environmental sensitivity and responsibility by management and seeks to link a number of key strands together to ensure that Parks and Green Spaces strategies reflect the Council's overarching policies set out in the Corporate Plan; the Council wide Green procurement strategy and the Climate Change policy to name but a few.

The strategy and the targets published therein seek to raise awareness and understanding on an individual level, getting people to think global and act local.

Environmental awareness education

The key to success in this area rests with increasing awareness of environmental responsibilities among staff and facility users. Chelmsford City Council aims to reduce its costs wherever possible including related costs of energy, water, other natural resources, and waste.

Any initiative in this sphere has both political and corporate support. Monitoring energy use and carbon dioxide emissions is actively encouraged. Indeed, the organisation is bound by targets set in the Local Area Agreement.

The Service compiles and analyses data available relating to the consumption of consumables.

Examples of sustainability indicators available to us are listed below with an example of a typical unit of measure included in [brackets]

Water consumption/footprint [cu.m]

Fertiliser usage [kg]

Bulky top-dressing usage [kg/tonne]

Pesticide usage [kg a.i.]

Carbon footprint [kg/tonne CO₂]

Fuel – petrol/diesel- consumption [gallons/litres]

Gas consumption [KWh]

Electric consumption [KWh]

Waste generation [Kg/tonne of total waste]

Recycled/reused waste [Kg/tonne of total waste]

Machinery use [hours of use and/or miles/km]

Machinery noise pollution complaints [reported occurrences]

Sustainable Procurement

The management plan and grounds maintenance specifications reflect the Council's policies listed in the section: Corporate Strategy and Policy/Management. The specifications and strategies listed in section 2 are important as they empower decision making and are a real aid when securing adequate budgets – ensuring council policy is implemented.

Use of materials

In accordance with the principles set out in the Our Chelmsford Our Plan the park employs the following policy on materials.

The avoidance of products containing peat and use of peat-free growing mediums where practicable.

The use of in-house compost where practicable.

The avoidance of using tropical hardwoods where possible; substitution with timber from sustainable forests (FSC certified). Park benches being manufactured from sustainable products.

The avoidance of excessively packaged items, in particular where the packaging components cannot be re-used or recycled (e.g. plastics).

The use of recycled products in preference to non-renewable sources.

Preference is given to local suppliers and locally grown plant stock. Note: at present many bedding plants are supplied as plugs and grown on at the Council's own nurseries; shrubs and trees primarily come from East Anglian suppliers.

Resource Conservation

Vision and strategic approach to sustainable energy use is high on the corporate agenda and covers all the Council Services. The approach to resource conservation includes the management of the Council's estate, its buildings and transport fleet, and its procurement of equipment and services.

Parks & Green Spaces will strive for the highest standards of environmentally sustainable management throughout the parkland and will support the wider sustainability objectives and agendas, including maintaining urban quality of life.

Utility Management: Energy efficiency

Regarding Our Chelmsford Our Plan: Energy management, the Council's goal is to use less energy, promote use of more renewable energy sources and strive to achieve best energy practices within its operation. A 'turn-off' strategy is in operation within Council buildings whereby lighting, heating and machinery are turned off when not in use. This applies to the buildings at Hylands. Low energy appliances are used where possible. Energy efficiency is considered in purchase of new machinery.

Utility Management: Water and drainage

The use of water for irrigation will be kept to the minimum possible within the constraints of maintaining high horticultural standards. Whenever possible, SUDS (sustainable urban drainage systems) will be considered in any new built development or hard surfacing. Within existing buildings wash basins and showers are fitted with push button taps and toilets have water wise flushing devices, as do urinals.

The water environment shall be managed to ensure it meets appropriate standards of water clarity and pollution control and contributes to the character and biodiversity of the parkland landscape.

Park and Green Spaces monitor water bills and water efficiency issues within the park. Leaks in toilet fixtures are noted and/or monitored by parks staff on daily inspection and by the contract cleaners at time of visit. These are dealt with within a 24-hour period, where practicable.

Utility Management: Water management

There is a water management plan for Hylands Park Estate to ensure efficiency.

The grounds maintenance specification covers a number of water management issues in the Park. These include:

- Spraying equipment to be fitted with guards to prevent spray drift
- The method of application and disposal of surplus pesticides and/or fertilisers does not lead to the pollution of any water course or supply
- Water supply for irrigation etc.
- Use of mulches.
- Watering restricted to early morning, and late in the day within the areas outside of the range of the automatic watering system.

The Council actively monitors water use and seeks to introduce efficiencies were at all possible particularly in publicly accessible buildings such as sports changing rooms and toilets/washrooms.

Gas and Electric usage are monitored centrally as part of Chelmsford City Council's Energy and Water Management Policy set up to drive efficiencies across the council as a whole.

Utility Management: Transport. 'The Green Fleet'

Regarding Our Chelmsford Our Plan: Our Community is Well Connected - the Council's goal is to promote energy transport options, reduce Council's impact on emission through vehicle fleet improvements, and promote the wider use of alternative fuels and hybrid technology vehicles. Grounds Maintenance Services' vehicles run on unleaded petrol or green diesel (low sulphur diesel) (85% vehicles run on green diesel). Fuel usage and mileage are monitored to check fuel efficiency. All plant, machinery and vehicles are subject to regular preventative maintenance and servicing.

The fleet is managed to ensure that vehicles are serviced regularly when emissions are also checked. Drivers are reminded of ways to reduce fuel consumption – for example, the information produced by the Energy Saving Trust on Ten Tips for safer, Greener, Stress-Free driving was communicated to all staff.

Energy source (gas, petrol, diesel and electric) is considered when purchasing any new item of motorised equipment.

Carbon management programme

The Council has participated in the Carbon Trust's Local Authority Carbon Management Programme (LACM) and has received technical and change-management support and guidance to help make carbon emission savings.

Pollution reduction measures

With reference to Our Chelmsford Our Plan: promoting a more sustainable environment - the Council's goal is to limit hazard to the community and the environment from pollution sources by identification, assessment and management in an ecologically sustainable manner pollution sources and minimisation of pollution generation.

Storage and pollution minimisation measures for fuels and chemicals within the Park are covered by the Grounds Maintenance Specification and within the Park Services Health and Safety Policy: Control of Substances Hazardous to Health and relevant task risk assessment sheets.

There is a minimal amount of fuel-stored onsite and this is kept in a metal lock-up. Containers are checked for leaks on a regular basis and refuelling machinery is undertaken in accordance with the relevant Park Services risk assessment summaries and safe working practice sheets. There are no chemicals stored onsite.

Bonfires are not permitted within the Park.

Regulations and specification regarding maintenance of equipment and noise control are covered by the Grounds Maintenance specification and within the Park Services Health and Safety Policy at the section covering noise. All machinery used within the Park is relatively new and has noise reduction measures such as mufflers fitted as standard.

Rock salt-free zones to all plants are specified for snow clearance operations. This consists of 300mm clearance to all grass and plantings, and 500mm to trees.

Waste Minimisation

Waste management and recycling

Regarding Our Chelmsford Our Plan: Promoting a more sustainable environment, the Council's goals are to minimise waste generation at source, maximise resource recovery through effective re-use and recycling practices, and develop best practice procedures in disposal and handling hazardous substances. Strategies for handling and processing the town's green waste are considered high priority.

In accordance with both the Council's Waste Management Strategy and Our Chelmsford Our Plan, green waste from grounds maintenance operations is treated in the following way:

- Organic matter (clippings, ex-bedding and other green waste) is recycled via composting at a central re-cycling point, with the resultant compost being re-used in maintenance operations.
- Aluminium cans and bottles are sorted offsite and recycled.
- Residual waste to traditional landfill disposal

Recycling green waste

Last year the borough recycled over 3500m³ of green waste from their parks and green spaces. The introduction of a green waste recycling machine at Sandford Mill, has meant that we can shred bedding, leaves, grass cuttings and prunings. Either an organic soil conditioner or mulch is created from the green waste. It takes eight months to a year to develop the soil conditioner and only three to four months to create the mulch. Both are used in Chelmsford's parks and open spaces in areas such as shrub beds, and this recycling initiative is diverting materials that would otherwise have to be sent to landfill.

There are off-site recycling facilities within Park Services.

Energy and recycling

Both onsite and offsite energy consumption and emissions will be minimised to the greatest extent possible through encouraging sustainable forms of transportation within the park and minimising the need for transport of goods and waste to/from the site, for example through onsite recycling.

Regarding Our Chelmsford Our Plan: Promoting a more sustainable environment the Council's goals are to minimise waste generation at source, maximise resource recovery through effective re-use and recycling practices, and develop best practice procedures in disposal and handling of hazardous substances. Strategies for handling and processing the town's green waste are considered high priority.

Use of local mulch

During the course of tree surgery work throughout the Council's landholdings, large quantities of wood chippings are produced. Wherever possible this material is used in a park as surface mulch over shrub beds and young tree bases. Where appropriate footpaths through woodland areas in parks are dressed with chippings.

Composting & green waste recycling

There is frequent production of green waste during the normal day-to-day park management operations. All green waste is disposed of into green waste skips. These are deposited at Sandford Mill where the material is shredded and composted for use as a soil improver or mulch material.

Occasionally additional sources of compost are required when ornamental shrub beds or other horticultural features are renewed or renovated.

Recycled materials

Trade waste is collected from the sports clubs operating at the park.

Litter bins are emptied by parks staff, with bottles and cans being separated out in the collection process.

Chemical Usage

The use of Pesticides and other chemicals

The Council now uses the SYPOL database for all pesticides and other substances hazardous to health. A Service COSHH assessment has been submitted to SYPOL. There are currently 43 products registered for Public Places. SYPOL use a traffic light system with red being considered hazardous to health. Any that flag up red will be investigated and where possible we will introduce less harmful products. As a direct result of the SYPOL procedure we have started looking at natural products rather than chemical-based ones.

Management Guidelines: Use of chemicals

The use of chemicals – insecticides, molluscicides, herbicides, etc. will continue to be kept to the minimum necessary, in compliance with good horticultural standards and requirements for public health and safety. Where possible use will be made of biopesticides.

Fuel, chemicals and other substances are stored in designated areas under the 'Control of Substances Harmful to Health Regulations 1992'. Relevant information relating to COSHH is displayed in the designated work area.

The Council is proactive in its attitude towards the environmental and safety implications of the pesticides it uses. Further studies are undertaken annually to keep this policy updated. The Pest Control review has enabled the chemical use within the Park to be reduced without affecting the quality of the pest-control regime. Further studies are undertaken annually to keep this policy updated.

The current Service Policy on the Use of Pesticides is as follows:

- That any operation that requires the use of a pesticide be carried out only if no alternative method is reasonably practicable.
- That any pesticide, which has carcinogenic, mutagenic or teratogenic properties, should not be applied unless no acceptable alternative substance is available for the task in question.
- That, where a choice of acceptable pesticides is available for a task, the least hazardous substance be selected in every case.
- That all users be advised of the Council's views on the matter and instructed to follow adopted guidelines.
- That any new substance be permitted to be used until evidence is obtained to indicate that it has unacceptable qualities.
- That the list of pesticides currently in use be submitted for re-consideration at intervals determined by the Grounds Maintenance Services Manager.

In accordance with the principles set out in Our Chelmsford Our Plan the use of herbicides and pesticides within the Park is limited to the absolute minimum. The Rugby pitches and Cricket wickets still receives some chemical input in order to maintain the correct standard of playing surface.

Parks Services follow the COSHH regulations when specifying pesticides. All specifiers are experienced members of staff and liaison with contractors over chemical use are encouraged.

The Contractors only use those herbicides; pesticides or cleaning agents specified in the contract and these are all subject to COSHH risk assessments.

Under the terms of the grounds maintenance specification, pest and disease control is not carried out as a routine operation. An instruction is required for any pesticide application and only used when a pest or disease infestation exceeds the maximum acceptable percentage specified. The use, application, storage and disposal of pesticides and fertilisers are covered by the Grounds Maintenance specification and to the 'Code of Practice' reproduced in the Health and Safety Policy Section Control of substances hazardous to health.

Parks Services undertake training in the use of chemicals. In-house training is geared to the yearly assessment of the current needs and contract requirements and areas where training may be lacking. Grounds Services operate a dedicated team servicing all areas. One person is also trained in first aid. Team members are trained to PA1/PA6 level.

Peat Use

Parks & Green Spaces seek to avoid purchasing any products containing peat and have been successful in reducing dependency on its use. Peat is no longer used in the top dressings, mulching products or in soil improvers used by the City Council.

Peat free products are being trialled for use in our bedding plant production. It is accepted that container grown plants will invariably contain an amount of peat as the industry does not purport to be totally peat free. Where possible consideration is given to contract grow and to stipulate they are grown in a peat free medium. Peat is not used in day-to-day operations at Hylands Park Estate.

Reducing the use of peat is a long-term objective of Parks & Green Spaces.

Compost for soil enrichment is made in-house from shredded compostable material. The operation is undertaken at Sandford Mill. The appendices to this document contain results of an independent analysis of the medium produced.

Climate Change Adoption Strategies

Chelmsford City Council has declared a [Climate and Ecological Emergency](#) (16 July 2019) and there has been an ongoing commitment to make the Council's activities net-zero carbon by 2030, as well as an ambition to engage residents, community organisations and businesses in contributing to a more sustainable future for Chelmsford and the surrounding areas.

This led on to the creation of a [Climate and Ecological Emergency Action Plan](#) (agreed by the Council on 28 January 2020) which outlined fifteen key areas of activity, principally aimed at reducing carbon emissions, lowering energy consumption, reducing waste and pollution, improving air quality, greening Chelmsford, increasing biodiversity and encouraging more sustainable travel choices.

The implementation of these actions is monitored through periodic reports to the Overview and Scrutiny Committee of the City Council.

What the impact of Climate Change means to Chelmsford Parks & Green Spaces

As the climate changes our local climate will start to resemble the current climate of the Loire Valley within 25 years and southern France within 50 years. This means that outdoors spaces and their use will become more important for people, and it is likely that the pressure on existing spaces will increase as numbers using the spaces as well the duration and frequency of use will increase. This increased pressure can only be mitigated by making more space available and/or by changing/increasing maintenance regimes and the frequency of refurbishment. This is likely to put pressure on resources and will require longer term financial planning, whilst in the shorter-term consideration should be given to the design and make up of these spaces. To mitigate these effects, we will evaluate our green spaces to establish which are most likely to be affected most and plan for any changes needed.

The rising temperature usually causes a deterioration of air quality in the urban environment. Green spaces and especially urban trees have significant roles to play. Trees which are currently commonplace may not be able to survive in the longer term and could possibly need to be replaced with more suitable species. Additional tree stock will also be required. Due to the time lag for these trees to mature and to become effective pollution

filters and providers of shade, 25-50 years of growing time is needed. This suggests that additional tree planting, etc. will be required in the shorter term. This is somewhat in contrast with the approach being taken by insurers where trees maturing on some of our smaller open spaces are under pressure to be removed because of claims relating to subsidence. We will therefore seek to link parks and tree strategies to the climate change strategy and to have actions relating to preserving existing tree stocks and replacing/expanding them where possible.

Green spaces are vital in the absorption and retention of precipitation and flood water and therefore the loss of such capacity to urban development seems incompatible. Retention of water, which could be used to provide irrigation for example, to mitigate the effects of hotter drier summers are worthy of consideration. Retro fitting such systems within existing facilities should be considered and linked to the intended use of facilities now and in the longer term. An evaluation of existing facilities to explore the feasibility could be a useful action.

Many of our existing buildings and structures will be affected by changes to the behaviour of the sub strata with incidents of heave and subsidence becoming more frequent. This is likely to have a significant effect on resources and the reliability of buildings and structures. Our strategy will be to highlight this in the strategy and its impact on financial planning.

As an organisation generally the Council is actively seeking to reduce emissions from Council assets and to make them more energy efficient.

The Council currently employs an Energy Manager who collates energy use across the Council and devises strategies to produce efficiencies.



SECTION 6 Biodiversity, Landscape and Heritage

Management of Natural Features, Wild Flora and Fauna

Everyone recognises the value of open space, but what about the benefits that wildlife, trees and water courses contribute? We believe in proper investment in green infrastructure. It is heartening to see that this idea is moving to the forefront of strategies and planning across regional and local government.

“Biological diversity” is the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems.

Biodiversity Duty

The Natural Environment and Rural Communities (NERC) Act came into force on 1st Oct 2006. Section 40 of the Act requires all public bodies to have regard to biodiversity conservation when carrying out their functions. This is commonly referred to as the ‘biodiversity duty’.

This duty extends to all public bodies the biodiversity duty of section 74 of the Countryside and Rights of Way Act 2000 (CROW), which placed a duty on Government and Ministers.

The aim of the biodiversity duty is to raise the profile of biodiversity in England and Wales, so that the conservation of biodiversity becomes properly embedded in all relevant policies and decisions made by public authorities.

With reference to Our Chelmsford Our Plan: promoting higher quality public places the Councils objectives cover

- The protection and enhancement of important natural resources.
- The protection and enhancement of important green links within the town and green wedges between settlements.

In all, as part of the Council’s strategy with regards to the environment and biodiversity the goal is to protect native plants, animal species and their habitats by the promoting and implementation of sustainable conservation management practices and ensuring that pollution levels do not exceed the capacity of the natural systems to recover.

The green infrastructure plan: adopted by the Council commits it to positive action.

- The Council will arrange for surveys of and the monitoring of parks, green spaces and corridors and their species
- The Parks and Green Space Strategy supports the protection and enhancement of biodiversity in parks and green spaces in accordance with NERC 2006.

- The Council will prepare a programme for the adoption of management plans for every significant park and green space that includes measures to enhance biodiversity.
- The Council will continue the Local Nature Reserve Designation Programme.
- The Council will support the development of effective partnerships and funding arrangements to enhance biodiversity in parks and green spaces.
- The Council will raise awareness and support education for all sectors of the community relating to habitats and species within parks and green spaces.

Biodiversity in Parks

With reference to Our Chelmsford Our Plan the Council's goal is to protect native plants, animal species and their habitats by promoting and implementing sustainable conservation management practices and ensuring that pollution levels do not exceed the capacity of natural systems to recover.

The state of the environment cannot be left to chance. Protecting or creating natural habitats is essential for the biodiversity of the Chelmsford area. Increasingly areas are being developed for residential or commercial use and mean that, more than ever a network of green corridors which provide continuous habitats for wildlife are essential for the movement of flora and fauna. Managing for biodiversity in parks and green spaces is not optional. In managing sites for the benefit of native plants and wildlife we are able to maximize the opportunities for people to experience nature close to hand.

Planning policy

The natural environment is protected through a range of planning policies.

Planning Policy Statement 9: Biodiversity and Geological Conservation (PG1), sets out planning policies on protection of biodiversity conservation through the planning system.

Chelmsford Biodiversity Plan

At a county level Chelmsford City Council is an active member of the Essex Biodiversity Partnership; a group of more than 40 partners working together for the biodiversity of Essex. The EBP provides advice and support for specific projects including survey work.

Conservation of Landscape Features Buildings and Structures

With reference to the Our Chelmsford Our Plan: In this regard the Council's objectives cover.

- The protection and enhancement of important cultural and historical resources.
- The protection of the character, environment and setting of Chelmsford City conservation area and the town generally.
- To protect and restore as far as is practicable the nature and habit of field boundary plantings: Trees & Hedges.

- To ensure that design improvements to the Park consider means to visually and physically link features to enhance visitor appreciation.
- To improve the presentation and interpretation of the landscape design of the park.
- To ensure that footpaths and design improvements to the park consider means to visually and physically link features to enhance visitor appreciation and understanding.
- To protect and manage important habitats associated with the site.
- To improve the presentation, setting and interpretation of important visible features.

Green Infrastructure - Conservation of nature features, wild flora & fauna, and heritage of the natural environment

Green infrastructure is the strategic integration of functional natural systems within and around urban areas. It enhances the quality of life of those who live and work there. It is critical to sustainable economic prosperity, and to create a positive sense of place and provide environmental protection for local communities.

For economic regeneration – to produce more attractive business locations; cut environmental risks such as flood damage; generate new commercial activity

For planning – to help deliver on sustainable development and housing targets and maximise return on investment in public space

For public health – to create better environments and healthier communities with less mental and physical illness such as respiratory problems, heart disease and obesity

For development – to reduce infrastructure costs, and to generate increased rental incomes and stronger marketability

For community cohesion – to increase social interaction and reduce aggressive behaviours.

The Council has a statutory duty to care for the environment and to encourage biodiversity. Within Parks management plans time is taken to consider the topography of the site and the use the land is put to. Wherever possible we look to enhance the wildlife value by the style of management land to promote that resource to the visiting public and to school groups who are encouraged to use parks as green classrooms.

General objectives

- Maintain the quality, appearance and facilities at Hylands to provide a safe and attractive environment for visitors.
- Maintain structures in a safe, clean condition at all times.
- Monitor plant establishment and replace plantings as necessary to maintain amenity and ecological objectives.
- Build character and heritage value into the park.

Landscape – a full landscape appraisal of the site was carried out during the preparation of the Development Plan. The key issues that emerged were:

To ensure that the correct balance of landscape design, horticultural, leisure and development interests are addressed.

- To ensure that developments accord with the Strategic Context of the park.
- To provide for better footpath links to, through and around the park.
- To preserve and enhance existing appropriate facilities.
- To develop further children's play facilities.
- To develop interpretation of the Park.
- To protect, enhance and develop horticulture.
- To protect, enhance and interpret ecology and wildlife.

Grasslands - Different mowing regimes are employed.

Management of the tree stock in relationship to wildlife

There is a policy for maintaining and improving wildlife habitats as part of Arboricultural operations so as to ensure the following will result.

1. Maintain and improve wildlife habitats
2. To ensure, where it is safe to do so, that no wildlife habitat is damaged or lost due to Arboricultural operations

An overall policy of non-intervention will be applied if at all possible.

Heritage

Hylands Park Estate is the largest area of public open space within the Borough and is of both local and regional importance, with an estimated 880k to 1 million in the last few years. The House attracts around 52,500 visitors annually. The majority of the park including the gardens is designated grade II* on the English Heritage Register of parks and gardens of Special Historic interest. Within the grounds are importance listed buildings including Hylands House grade II*, the Georgian Stable Block and Flint cottage, as well as the estate works depot located in Home Farm. the walled Kitchen Garden is currently un-restored and derelict.

Hylands estate is known to be one of the finest examples of Humphry Repton's work in the region. Repton was one of the principal exponents of the English landscape style. He lived for a number of years locally in Romford, Essex and Hylands is the best example of his work freely open to the public in his home county.

The key objectives for Hylands heritage are to:

- conserve the estate, including buildings and landscape
- celebrate the importance of Hylands heritage both locally, regionally and nationally
- ensure public access to Hylands heritage by effective management

Landscape Description of the Estate

The following is a broad overview of the existing key elements of the estate, and the current management and maintenance regimes.

The whole of Hylands Park Estate, except for the former arable land in the north of the site, is designated as a local Wildlife Site. it contains the following Habitats of principal importance for England (s41 neRc act 2006):

- lowland meadow
- lowland deciduous mixed woodland
- Wood pasture and parkland
- ponds
- Rivers

Grassland

Some 77% of the park is grassland and maintained by the council's parks & green Spaces Service. Within the grassland there are tree belts and plantations where the grass is managed longer to support wildlife, enhance biodiversity and to protect great crested newts.

The grassland within Hylands Park Estate forms the largest continuous expanse of grassland within the local Wildlife Site network in Essex. as a result, it is a priority to ensure that this grassland is managed appropriately to maximise its biodiversity value.

Short grassland

Given the high amenity use of the park large areas of the site will continue to be managed under a short sward regime; however, steps will be taken to limit the impact on wildlife from this regime. By ensuring the grass is not cut too short there will be opportunities for some species such as Bird's-foot trefoil, clovers and Selfheal to flower.

In 2005 a habitat survey was carried out by Essex Wildlife Trust on behalf of CCC as part of the Chelmsford local development Framework evidence base. this survey led to the whole of Hylands Park Estate being designated a 'Local Wildlife Site' (previously only parts of the site were designated). The habitat survey was reviewed in 2015 and it was confirmed that the whole park continued to meet the criteria for designation. this recognises the continuing improvements that have been undertaken to ensure better links between the different habitats within the estate.

The majority of the southern part of the estate, as well as parts of Widford fields, totalling some 85.3ha (211 acres) is managed for hay and usually cut in late July. in 2016 a small herd of Redpoll cattle were introduced into the Widford Fields to help further improve the ecological value of this part of the site. Since the last Management plan was produced there have been significant changes to the grassland management within the much of the park. it was recognised in the previous management plan that the grassland needed to be cut less frequently but this also needed to avoid adverse impacts on the events held within the park. it was decided to introduce an annual hay cut for approximately 88ha of the total 176ha of grassland. This hay cut is normally carried out each July.

This has resulted in a significant improvement in the quantity of flowering species within the sward. Uncommon species that have benefited from this includes Adder's Tongue Fern, which is an Essex red data list species, as well as Pignut, Cuckooflower and Betony.

Around the woodlands and ponds the grass is kept longer as it provides important cover for species.

Finer grass areas such as the House lawns and within the Pleasure Gardens are mown more frequently during the growing season, using a cylinder boxed mower. The cutting of external grass verges and litter clearance along the boundaries of the estate are the responsibility of Essex County Council Highways department, although estate grounds maintenance staff mow grass verges at the entrances, as well as keeping these areas free of litter. The requirements and specification for grass cutting is more fully described in appendix 1.

Trees, Woods and Plantation

There is a mix of woodland areas ranging from ancient woodland to recent plantations that total some 58.93ha (146.4 acres). South Wood is the largest at 12.2ha (30.19 acres) and is ancient woodland. There is one main path leading through Writtle Belt and South Wood before continuing through lower Belt. It is a permissive path forming part of the Chelmsford centenary Walk. There are a number of additional paths running through South Wood which are increasingly well-used following management works. Several of these are being managed as 'rides' which involves cutting back trees beside the path to create improved micro-climates which benefit ground flora and invertebrates. Fallen and standing dead timber is retained in position where it is safe and practical to provide important deadwood habitat. Any storm damaged areas are allowed to regenerate naturally. Pathways are kept clear to ensure the safety of visitors.

Throughout the park there are many interesting trees including veteran oaks and chestnut, as well as other tree species both native and exotic. Some of these trees contain large amounts of mistletoe. Along Writtle bypass adjacent to the park boundary, an avenue of oak trees was planted in 1995 to commemorate VE and VJ day. The Jubilee Wood was planted in 2012 to the east of the Writtle Bypass to commemorate the Queen's diamond Jubilee.

During 2005/6 many thousands of new trees were planted as part of the HLF restoration work, some in woodland groups others as individual specimens. These have been planted in the parkland and to a strip of land north of the Writtle bypass that forms part of the park. They are now establishing well.

New trees and woodland blocks are maintained during the first few years while growth is established.

Appendix 2 describes the management of the Hyland estate Woodland in detail. Since 2011 the council has been actively managing the woodlands. This has involved reintroducing coppicing in the ancient woods, (principally South Wood, tower Belt and Lightfoot Spring) and carrying out thinning within the plantations. Works to improve paths through the woods have helped reduce the impacts of visitor pressure on the woodland flora.

The council's arboriculture Officer ensures that the parkland trees are periodically inspected for storm damage, vandalism, disease and safety, especially before major events. Any tree work is undertaken by contractors selected from the council's approved list of registered licensed contractors under supervision. Most of the woodland management is undertaken by a specialist contractor who uses heavy horses to extract the timber.

There is 58.93ha of woodland within the park comprising a mix of ancient woodland, old and recent plantations and shelter belts. The woods were entered into an English Woodland grant scheme in 2011 with the aim to recommence coppicing and carrying out improvements to the path network through the woods. The first compartment was recoppiced in South Wood in March 2011 and since then coppicing has been carried out each winter in South Wood, tower Belt and Lightfoot Spring. This is having a significant benefit in increasing the ground flora and natural regeneration. As the understorey develops there is qualitative evidence of the increase in the numbers of birds present.

We currently operate under a woodland management plan that was approved by the Forestry Commission in 2016 and a 10-year Felling license issued.

Thinning works also began within the plantations in 2011 with the objective of improving the structure and species composition of these woods. In the past within the newer plantations the vegetation between the trees was regularly mown which prevented any natural regeneration which reduced the biodiversity of the areas and prevented the development of an age structure within the blocks. With the cessation of mowing and commencement of thinning, new trees and shrubs have begun to establish which is improving the quality of these plantations.

Parkland trees

As historic parkland the site contains many old parkland trees. Many of these are good quality specimens of high amenity value. These trees require little active management; however due to their age it is necessary to monitor them for deadwood and potential defects. In most cases the deadwood can be retained without posing a significant risk to the public. Where boughs do fall or are removed, they can be left under the tree to provide deadwood habitat.

There is an ongoing policy to plant replacement trees within the parkland. Normally about 12 standard trees are planted each year.

Deadwood management

Past surveys in the park (Hanson 2004) have confirmed the importance of the site for supporting specialist invertebrates that require deadwood and decaying trees as part of their lifecycle as well as a range of fungi. Some features can also be of value for nesting birds or roosting bats.

The council has a policy of retaining deadwood, standing or fallen, in situ where it is safe and practical to do so. This includes trees within woods and parkland trees. Trees containing decay, particular species such as Horse chestnut, are of great value for a variety of invertebrates and fungi and will also be retained where possible.

Hedges and Shrubs

Being historic parkland there are very few hedges within the estate, save for those along Roman Walk and on the boundaries adjacent to the main highway.

Water courses/culverts, lake and ponds

The Serpentine Lake to the north part of the park is the largest water area containing three islands. there are also numerous smaller ponds throughout the estate. Of five ponds surveyed in 2002, all contained great crested newts and other uncommon species such as Fine leaved Water dropwort. changes in management within the estate has ensured that longer grass and other vegetation is maintained around the ponds to help provide links to the terrestrial habitats for amphibians. the primary objective is to ensure that the adjacent terrestrial habitat is appropriately maintained to provide suitable corridors for the great crested newts to move to and from the ponds.

It is considered that the watercourses running through the park currently do not require management.

Since the fields adjacent to the section of the River Wid running through the park were taken out of arable farming there has been less disturbance of the riverbank, allowing a better mix of vegetation to develop. it will be necessary to monitor the banks to ensure that Himalayan Balsam and other invasive species do not establish.

There are records of 7 species of bat, otter, great crested newts, dormice, reptiles, badgers and water vole being recorded in Hylands Park Estate. legislation makes it an offence to kill or injure any of these species and in the case of the European protected Species makes it an offence to destroy or damage their roosts and habitat features.

In addition, there are records of a large number of invertebrates that have been listed as Species of conservation importance under s41 of the natural environment and Rural communities act 2006.

In planning management works all practical steps will be taken to avoid adversely affecting any protected species or their habitat. Where necessary specific surveys will be undertaken, e.g. to identify any bat roosts in trees prior to felling.

Ecology

Ecological Interest

the whole site has been designated as a 'local Wildlife Site'. Hylands Park Estate is one of the largest areas of unimproved grassland remaining within Essex. in addition, there are extensive woodland, parkland trees, ponds, a section of the River Wid and small streams. Management works continue to be amended to ensure better links between the different habitat elements.

Hylands nature conservation is important because of the diversity of the flora and fauna found within the estate and some species are considered both nationally and regionally rare. past surveys provided the opportunity of developing a detailed understanding of the importance of nature conservation at Hylands and these informed changes to management which have resulted in significant biodiversity gains. Reference to survey

information has been published in the Essex Parks Recorders and Members of the Essex Field Club book by Mark Hanson. The Chelmsford Bat Society has also undertaken regular surveys of the whole estate.

Habitat

The key habitats present on site are:-

Grassland

the grassland close to the formal gardens, are maintained predominately as amenity grass and therefore have a high proportion of perennial Rye-grass (*Lolium perenne*), typical of the improved Mg7 community of the national Vegetation classification (nVc) and limited flowering species within the sward. the introduction of annual hay cut within much of the remaining grassland has had a marked improvement in the quality of the grassland with an increase in the quantity of flowering species present. Being largely neutral grassland, it does not contain a large diversity of species however the extent of the area means that it is of great benefit for invertebrates.

Uncommon species include adder's tongue which occurs in the grassland close to South Wood.

Ancient Woodland and Parkland/Standard Trees

There are several woodland areas within the park with a mixture of native species. Under shade, the ground flora is relatively sparse, but Bluebell (*Hyacinthoides non-scripta*) and dogs Mercury (*Mercurialis perennis*) are locally dominant. there are several areas of early purple Orchid (*Orchis mascula*) also present in good numbers within South Wood.

South Wood was mentioned in the doomsday book and is the largest ancient woodland in the park. it is of particular importance within the city for its invertebrate and lower plant interest.

Tower Belt to the south of South Wood is a more typical stand of hornbeam coppice with oak standards. it contains significant areas of Spurge-laurel (*Daphne laureola*).

Management of the woods resumed in 2010 and comprises coppicing with the ancient woods and thinning within the plantations. Most areas of coppicing are regrowing well. The works are having significant benefits for the ground flora as they are allowing more light in.

A survey of the trees and woodland areas was undertaken in 1998. the most prevalent species through the park is Oak, which makes up circa 73% followed by Horse chestnut at circa 10% of the individual trees surveyed. trees are now captured on tree management software – treewise.

The parkland areas of the site contain scattered mature standard trees dominated by pedunculate Oak, changes to the management of the areas around the veteran parkland trees has sought to reduce compaction within the root protection area of the trees by avoiding mowing.

Dead wood conservation, bats, fungi and invertebrates

The Dead Wood Management Policy used in the park has the potential to have wide ranging effects on species. Standing or fallen dead wood represents an important habitat for roosting bats, nesting birds, fungi and invertebrates. Removal of dead wood reduces the availability of habitat for these species. Consideration of this relationship in management operations is important in maximising the biodiversity of the site. The decision to retain any deadwood must take into account public safety as a priority.

Wetland Habitats (including ponds)

The park contains a large number of standing water habitats with freshwater life, including 10 ponds of varying sizes and the Serpentine Lake in the north west of the park.

Also, there are three areas of flowing water, namely the River Wid, Sandy Brook and the culverts, as well as the ha-ha ditch to the front of Hylands House, a watercress bed (spring-fed) and sedge- fens, which are areas of very wet ground colonised by the Sedge (*Carex pendula*). Many of the ponds also contain great crested newts. Whilst the diversity and abundance of marginal and aquatic vegetation is on the whole poor, several ponds also support the Essex scarce Fine-leaved Water-dropwort (*Oenanthe aquatic*), and the Scarce emerald damselfly (*Izella dryas*).

Not all the water bodies are permanent, as some dry out in the summer such as the ephemeral pond which is probably the oldest pond located to the south west of the park.

The River Wid running through the north east part of the park, provides habitat for Water Vole, Otter, damselfly and local Bryozoan (*Lophosiphonia crystallina*). The ha-ha ditch is notably the home of the rare land leech (*Trocheta subviridis*).

Species

In some cases, due to the potential for animal welfare issues, the location and distribution of the figures referred to in this section will be restricted and will not be made available to the general public.

Bats

Historic surveys of the site conducted in 1999 identified active bat roosts within both trees and buildings on site. The following species were identified both roosting and foraging on site:

- Common pipistrelle (*Pipistrellus pipistrellus*)
- Soprano pipistrelle (*Pipistrellus pygmaeus*)
- Brown long-eared Bat (*Plecotus auritus*)
- Noctule (*Nyctalus noctula*)

In addition, the following species were recorded foraging over the estate and adjoining habitat:

- Daubenton's Bat (*Myotis daubentonii*)
- Serotine (*Eptesicus serotinus*)
- Leisler's Bat (*Nyctalus leisleri*)

All bat species are afforded European protection under annex IV of the conservation Regulations

(2012). Under this legislation it is an offence to intentionally kill, injure or take a bat. It is also an offence to intentionally or recklessly damage, destroy or obstruct access to any place that a bat uses for shelter or protection.

Bats utilise the trees and buildings on site for roosting. In addition, the woodland, long grassland and standing water areas of the site are likely to be utilised during foraging with certain trees and hedges also important in navigation.

Current evidence suggests that the site is of at least county value for bats.

Great Crested Newts

Great Crested Newts (GCN) has been recorded within a number of the ponds on site. Great Crested Newts also require suitable terrestrial habitat within 500m of these ponds as foraging and hibernation habitat.

Great Crested Newts are afforded European protection under the conservation Regulations (2012). Under this legislation it is an offence to intentionally kill or injure GCN's. It is also an offence to intentionally or recklessly damage, destroy or obstruct access to any place they use for shelter or protection.

The management of all ponds (including marginal vegetation), long grassland, woodland areas and potential refugia (e.g. artificial hibernacula, wood piles, etc.) has the potential to affect the Great Crested Newts population. As a result, this must be considered in all management operations to these areas.

The site is thought to be of at least county importance for the Great Crested Newts.

Badgers

A well-established breeding sett is known to exist on the Hylands Park Estate along with several other setts showing signs of Badger activity. The combination of woodland and grassland areas available within the Hylands estate means that the majority of the park is good potential habitat for Badgers. As a result, the site is known to be of at least local importance.

The location of all known active Badger setts is safeguarded.

Badgers are protected under the Wildlife and Countryside Act (1981 as amended) and the protection of Badgers (1992). Under this legislation it is an offence to wilfully kill or injure a Badger, or damage, destroy or obstruct a sett or any part thereof.

Birds

The park is of particular interest for birds, including Song thrush, Bullfinch, Skylark, Linnet and Spotted Flycatcher which are Red listed (i.e. they are of high conservation concern) on the RSPB Birds of conservation concern (Bocc) list. In addition, the amber listed (medium conservation concern) species Kestrel, Moorhen, green Woodpecker, Swallow and Dunnock have been recorded within the estate. Breeding birds of note include the greater Spotted Woodpecker and Warbler species.

A total of 86 bird species were recorded at Hylands during the period 2000/03. a full bird survey would be a useful management tool. Many of the established woodland blocks and mature standards form an important habitat for breeding birds, as well as hedgerows, scrub and pond vegetation.

Water birds are restricted within Hylands due to the limited amount of suitable habitat; however, Mallard, coot, little grebe and tufted ducks have all been recorded as visitors at some time. Kingfisher has been a regular visitor to Hylands especially to the larger Serpentine Lake and the River Wid.

There is a good range of birds living and breeding on the estate. Bird life is dependent on the range of habitat present in the park. it will be important to continue to monitor specie levels and to compare with national trends.

The park is considered to be of at least local (parish) interest for breeding birds. (Reference: Essex parks 2004 Hanson – (Birds of Hylands))

Fungi

Hylands Park Estate provides a variety of habitats for fungi ranging from ancient woodland, plantations, dead wood, rough grassland, mown lawns and flower beds. Bracket fungi on living and dead trees are well represented. Surveys have shown that Hylands is a rich site for fungi in Essex, including One Red data Book species and several uncommon ones. Reference to fungi at Hylands can be found in the publication Essex parks – Hylands Fungi. We undertake to survey via a Fungi Foray every year on the estate.

Invertebrates

Previous surveys have shown the site to support a number of rare and notable hoverfly species. These are all saproxylic species (requiring deadwood) and will utilise both standing and laying deadwood. Many of these species are characteristic of ancient wood pasture sites.

In addition, it is thought that the site is likely to support the Stag Beetle (*Lucanus cervus*). it receives limited protection under the Wildlife and countryside act 1981 (as amended. the Stag Beetle depends on deadwood for egg and larval development but are not common in the central part of Essex.

The Pleasure Gardens covering just over sixteen acres is an important site for saproxylic invertebrates in Essex, with 13 nationally notably and 3 Red data Book species amongst those recorded between 2001/03.

The Essex parks publication 2004 – (Hylands invertebrates), gives helpful listings of

the various species recorded in the park, including Arachnida, Hymenoptera, Diptera, Saproxylic and coleoptera.

Reptiles

Incidental sightings of adder have been recorded at Hylands, but these are localised and uncommon. Grass snakes are probably widespread in the park as this is good habitat for them, and sightings have been recorded. While small areas of habitat present are suitable for adder, grass Snake and Slow Worm, it is thought that the site is unlikely to be of more than local value for these species.

Other Mammals

Hylands is an outstanding site for mammals in Essex, with many different species being recorded between the period 2000/03.

A variety of common mammals are known to visit the site, including both Muntjac and Fallow deer. In addition, both rabbits and moles are common throughout, whilst common small mammals such as Wood Mouse, Bank Vole, common Shrew and pygmy Shrew are almost certainly present within woodland areas. grey Squirrel is frequent and both Stoat and Weasel are known to be present. Fox can often be sighted at Hylands, but very few earths have been found which suggests that it is more of a visitor rather than a resident in the park

Summary

Hylands is one of the most important wood-pasture sites in Essex, outside of the better-known Epping and Hatfield Forests. although dating from the circa 1730, the park includes elements of much earlier landscapes.

Given the range of habitats and species present within the site, the Hylands Park Estate as a whole is considered to be of county value for biodiversity and in recognition of this is designated a local Wildlife Site.

The site also supports European protected species including Bats, great crested newts and possibly dormice as well as a range of rare invertebrates.

The remaining areas of woodland, grassland, ponds and parkland are of varying value but are known to support Badger, the Essex scarce Fine-leaved Water dropwort (*Oenanthe aquatic*), a number of red listed Birds of conservation concern, and several rare or notable Hoverfly species.

Given the complexity of the Hylands Park Estate, maximising and enhancing biodiversity will require consideration of several key ecological relationships between the habitats and species present on site. in attempting to conserve and enhance the biodiversity at Hylands, it is important to consider the underlying ecological relationships between the habitats and species present.

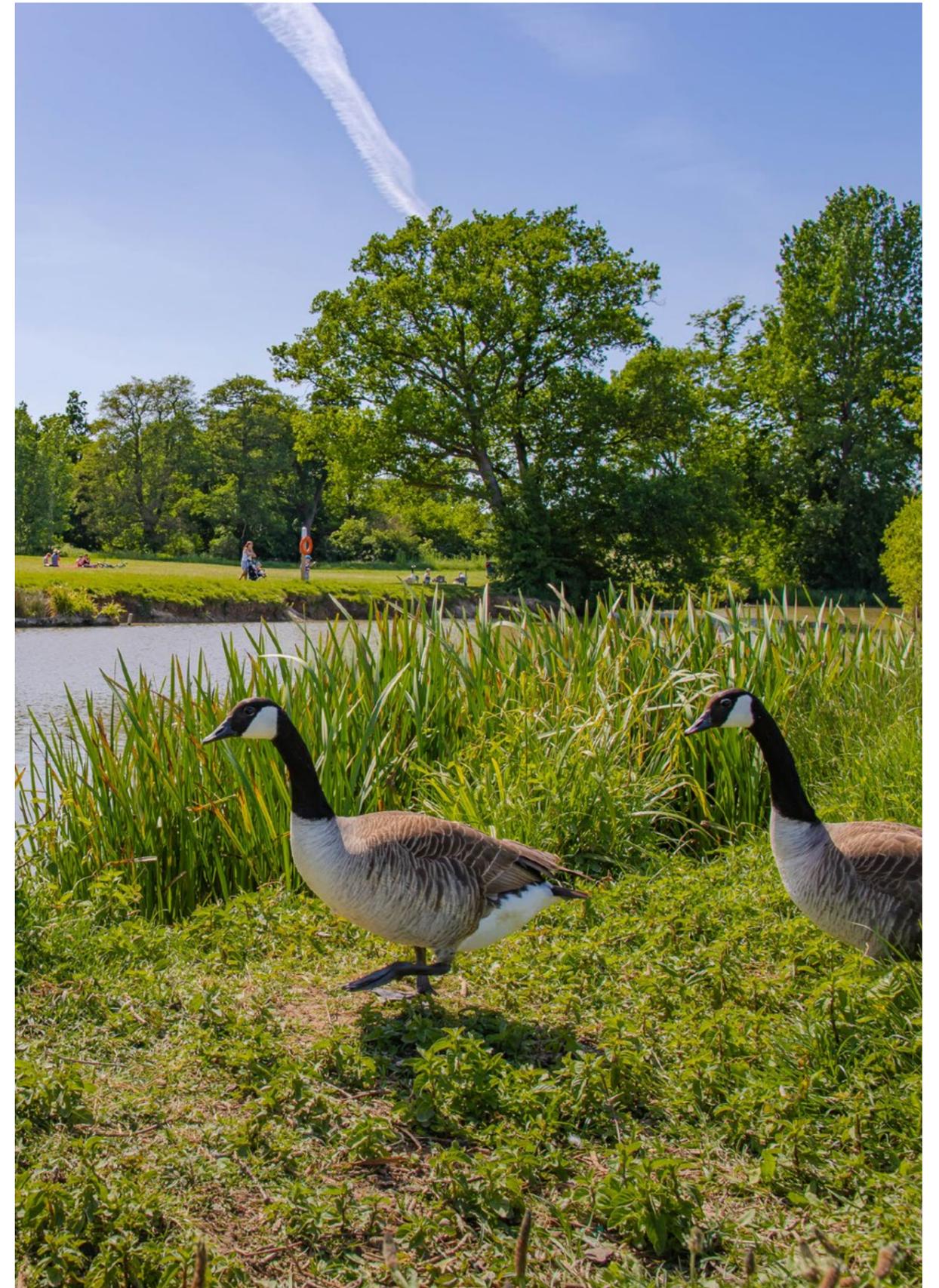
Hylands Estate Heritage in Context

The restoration philosophy is defined in choosing the early nineteenth century landscape as the restoration period, it is seen to be important to restore not only the key features of the Repton and the Labouchere landscape but also to understand the overall restoration concept for the whole estate. the full historical development is tabled in the Historical Restoration Management plan

The site is also important for nature conservation and designated by Defra as a local Wildlife Site. the park has extensive areas of semi-natural habitat, including woodlands, grasslands and ponds, all of nature conservation interest. the estate is also situated within Metropolitan green Belt. planning policy guidance note no: 2, seeks to ensure that the openness of the green belt is maintained and protected from inappropriate development.

- Heritage Value & Significance
- Buildings and Hard landscape Fabric
- Buildings and Structures
- Soft landscape Features

The Gardens are a grade 11* Registered garden of Special Historic interest detailed earlier in the introduction.



SECTION 7 Community Involvement

Community involvement in management and development

The Estate is much loved by the local community. There are numerous ways local people can get involved and become a participant in site projects. The Estate has an onsite presence in the form of the Stables Visitor Centre where there is an information point. There are two websites: www.hylandsestate.co.uk and www.loveyourChelmsford.co.uk

Friends of Hylands House

We are fortunate to have a dedicated Friends Group at Hylands. The Friends of Hylands House was formed in 1995 when a group of local people decided to get together with an aim to assist and encourage the development of the House and Park and to raise funds for the preservation, maintenance, repair and improvement of the Estate. This followed the Local Council's decision to embark upon a restoration plan for the House which until then had sadly been neglected for many years. In the early years the Friends made cash donations directly to the Council's 'Hylands House Restoration Fund', however in 1998 it was agreed that one of the Friends' undertakings would be to purchase selected period furnishings, with special consideration given to finding artefacts directly associated with the Hylands Estate. It has never been the aim to fully furnish the House and make it into a Museum, as the House has to host many functions of all descriptions, but to furnish the House with key quality items to blend in and enhance the restored rooms.

As you enter the House you cannot fail to notice the stunning life size marble replica of "Venus with Apple" commissioned by the Friends in 2002. The original statue was commissioned in 1816 by Pierre Labouchere who was the owner of Hylands at the time. As you walk around the House you will see other beautiful items that the Friends have purchased. The Friends have also bought items for the Park, Pleasure Gardens and the Adventure Playground.

Situated in The Stables, the Friends second-hand Bookshop first opened its doors in March 2008 and has now become an established and valued visitor attraction, raising substantial funds for the Friends. The bookshop carries a good stock of second-hand books covering many subjects and includes a large selection of collector's books. The Friends rely on donations of all types of books which may be delivered and left at the Bookshop. The bookshop relies on volunteers to staff it.

Events

The Friends of Hylands House organise regular events within the House so that members can enjoy entertainment of different kinds by talented local artists. Events range from soiree supper evenings and afternoon concerts. Several coach trips to other attractions and sites of interest are organised each year for Friends (and their friends). These trips are always well attended and are thoroughly enjoyed by all participants.

The Friends' Christmas event for members is special – it is an occasion when they get together to enjoy a Christmas-themed meal in the grandeur of the House followed by Christmas carols around the piano in the Drawing Room.

Heritage open days

The Estate participates in Heritage Open Days every year, these days give free access to the House, with free historic tours - a positive way to enable visitors to see what the Estate is about and give access to all sectors of the community. The aim is to make local people aware of how they can get involved in the Estate.

Hylands Park Estate Volunteers

Our volunteers play a vital role in looking after the Estate and support a wide range of activities. We have some 80 volunteers (both Garden and Estate) every week who participate throughout the year.

Volunteering at the Estate makes a real difference. It's a chance for people to get involved with their local community, meet new people, develop skills and learn more about the Estate.

Conservation Volunteering

The Estate Volunteer team meet every week and work with our Parks Volunteer Leader on projects within the Estate. Projects include:

- Coppicing
- Dead hedging
- Tree planting
- Ditching
- Culvert bridge building
- Path construction
- Live willow work
- Pond works

Garden Volunteering

Garden volunteering gives people the opportunity to learn alongside our knowledgeable garden team and gain new skills and experience in horticulture, whilst volunteering within a beautiful historic garden.

Volunteers have the opportunity to work on the Victorian Bedding Parterre, One World Garden, The Repton Beds and Rose Basket, the Iris Border and East Terrace. With a chance to learn how to look after, propagate, plant and prune a large variety of species.

Corporate Volunteer Days

We also offer a wide range of corporate volunteering activities from tree planting, culvert bridge construction, path creation, pond works to dead hedging. Conservation Management is seasonal.

We host groups of between 8 – 30 individuals, for either half a day or a full day, and no prior experience is needed to participate.

Skilled staff

Volunteering at the Estate is run as part of the overall Parks Volunteer Programme for the Borough. All the sessions are organised and run with skilled, experienced and qualified staff. We ensure that there are sufficient opportunities for training for volunteers and offer free related activities such as Bat evening walks and workshops in subjects such as Pruning Masterclass, which includes pruning different species. Regular volunteers for the Estate and Garden are also offered a free uniform. This helps to promote the scheme to other visitors. Free parking is provided for all volunteers on all our sites.

Visitors/Footfall

The range of annual visitors to the Estate based on the last few years data is 880k to 1 million. House events attract around 52,500 visitors annually.

We have previously used information from marketing and events and people counters to understand our visitor profile but over the next 5 years we are seeking to improve this. To help our understanding of how and when visitors use our parks, we are introducing a new scheme of place informatics to aid site management over in all the parks. This will allow us to;

- Understand the postcode catchment area including population conversion, including dwell time, and travel pattern
- Aid our understanding of the community we serve
- Target visitor home locations for digital marketing
- Measure visitor and user footfall and site visitor behaviour patterns
- Assess detailed socio-demographic profiles

Accessibility/appropriate provision for the community

Identify footfall patterns and visitor behaviour data by introducing and using “Place Informatics” to aid site management, maintenance, recovery and growth by; -.

- Understanding the postcode catchment area including population conversion including dwell time, travel pattern to and from Park and Green Spaces destinations
- Targeting visitor home locations for digital marketing targeting
- Measuring visitor and user footfall and site visitor behaviour patterns

- Accessing detailed socio demographic profiles including age, education and income.

Four main groups have been highlighted with regard to accessibility within the park over and above the sports user. The needs of these groups are under continual reassessment.

Older People

Older people are an important user group of the park. This group of people use the park for informal exercise and relaxation. Organised ‘Healthy Walks’ from the park are also being undertaken.

Heart & Sole is an initiative set up in partnership with Health Providers to address issues raised in the Community Strategy and aims to encourage residents to start taking more exercise. The project uses volunteers to lead the walks on a regular basis for short, pleasant exercise for anyone interested in participating. Doctors can refer patients to this programme through the local GP referral scheme.

Parents and Toddlers

Many Park visitors are parents with young children. Children below a certain age are limited in their capabilities: they are citizens of tomorrow, and they should be catered for. It is considered essential for the long-term benefit of the park to foster a sense of pride and affection for the site in the very young. For this reason, we have a well-equipped play area on site.

Children and young people

To further enhance access to culture, heritage and environment for children provision is made on site and via www.loveyourChelmsford.gov.uk/Hylandsestate

People with Disabilities

The term ‘disabled’ covers a wide range of specific needs including ambulant disabled, wheelchair users, hearing impaired, visually impaired and people with learning difficulties. All people with specific needs should be able to enjoy the park to its full potential in a safe environment. Provision at Hylands Park Estate includes Changing Place facility and PiPA Accredited Play Area which allows wheelchair access at height to play facilities.

SECTION 8 Marketing and Communication

Marketing information

Marketing has a key role to play in service development and ensuring the customer's viewpoint is understood and taken into account. The House and Park are publicised on a clearly branded website www.hylandsestate.co.uk which is linked to the Council main website. Communication regarding events and activities at Hylands Park Estate is usually publicised on its web pages. Specific activities at the Park/House are advertised on site, for example banners and posters in the noticeboards.

The Stables Visitor Centre forms the main visitor information hub for the Estate on site. It includes an information point, café, Friends of Hylands bookstore and artist studios and toilet facilities. Activities and events are also based here. Opening times are displayed on the Estate website and on site.

News concerning the Park is distributed in a number of ways to ensure information is in the public realm, at off-site venues. This is done by:

- Hylands Park Estate web pages
- Love Your Chelmsford web pages
- Social media
- Events diary
- Publicity leaflets

Promotion

Printed material

Our brand image is important and is translated on all the printed material the Service produces so that the information is easily identifiable to the general public. This includes banners, posters, leaflets, park noticeboards, vehicle livery, uniforms etc.

Public Relations

The Service works in association with Corporate Communications and uses various mediums to promote the Service from word of mouth through to local press and media. Press releases are issued regularly. This ensures the brand for the House and Parks & Green Spaces is a Service readily identifiable and understood by the general public.

Green Flag

The Green Flag Award Scheme providing a 'national standard' for Parks is seen and used as a vehicle to convey the fact of Chelmsford having a number of stunning parks, of which Hylands Park Estate is regarded as the highlight. Media coverage of this Award brings both regional and national recognition to Chelmsford in a very positive way. The Estate holds both a Green Flag and Green Heritage Award.

Appropriate information Channels

Press releases to local and national media are managed through Chelmsford City Council News and Media Centre.

The Corporate Communications team responds to all media and press enquiries including consent requests for filming and photography.

Radio interviews: The Service uses all mediums available to it including local radio.

BBC Essex: The Service uses all mediums available to it including TV Broadcasts and use of the BBC Essex Website.

Web site information www.hylandsestate.co.uk and www.loveyourChelmsford.co.uk

People are also engaged via the City Council's email and Twitter accounts which are regularly monitored.

Appropriate Education and Interpretational Information

The Estate provides an opportunity for learning about and experiencing ways of enjoying and understanding built heritage and nature. Panels throughout the Estate provide free information for the visitor. Interpretive historic information panels are located around the Estate, in particular at the Stables Visitor Centre and in the Pleasure Gardens.

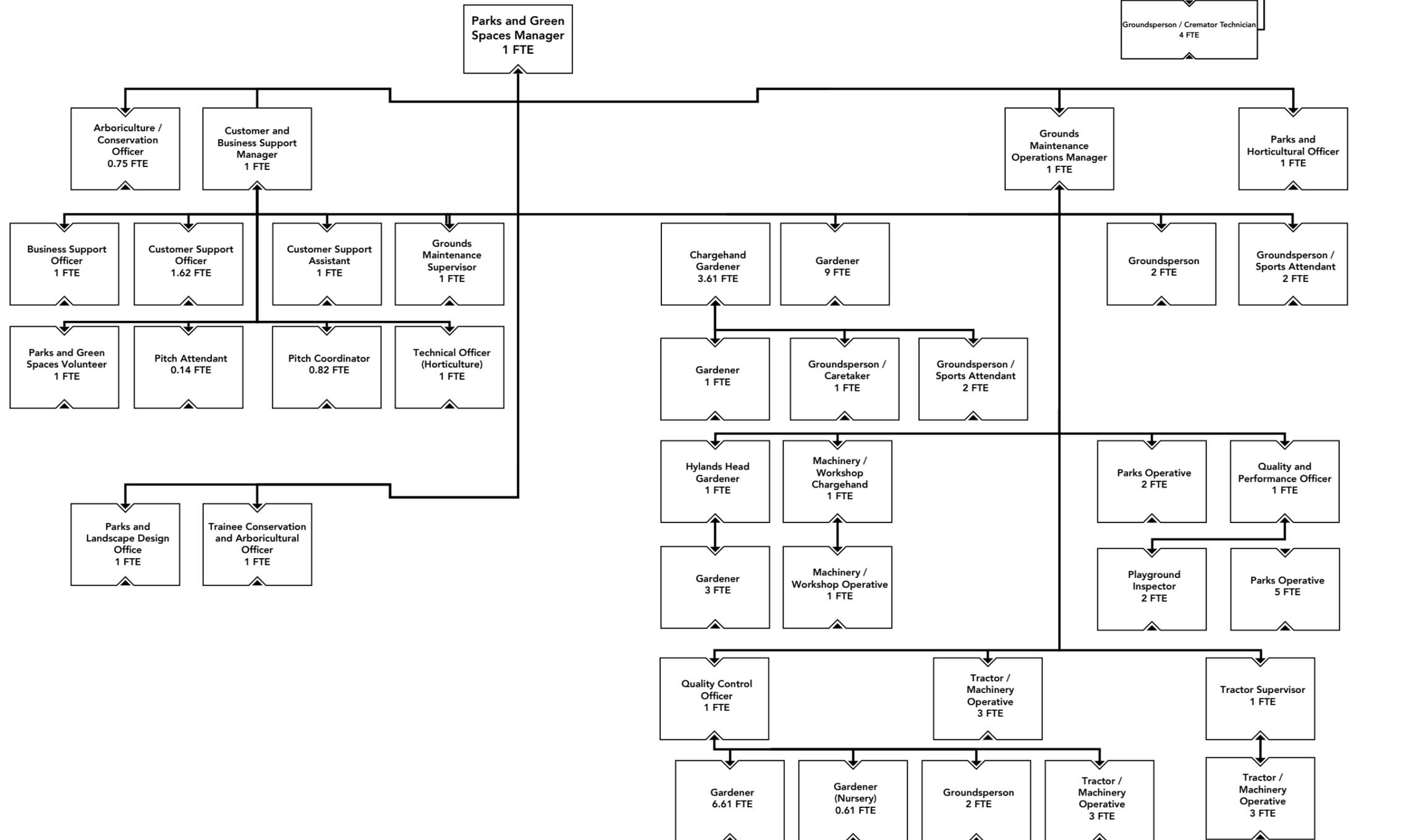
The Estate also runs activities for all ages/abilities from Tuesday Toddles and its Forest School to Afternoon Tea. The Forest School is based on site and is currently run by GreenEarth Learning. Sessions are promoted on its Facebook page and includes adult wellbeing session



SECTION 9 Management Action Plan

Management Structures

Parks & Green Spaces: Operational Management Structure in context



SECTION 10 Landscape Improvements

(2023-2028) 5 Year Action Plan

The five-year action plan is set out in the table below. The plan sets out a series of targets, which respond to the park issues and reflect the park vision and key objectives. The recommendations from a biodiversity enhancement assessment of the park also form part of the 5-year landscape improvement plan.

The objectives for Hylands are wide and ranging, covering both the management and maintenance.

The action plan is subject to annual review and update by the Parks and Green Spaces Officer to ensure a continued programme of park improvement.

Notwithstanding, the longer-term development proposals there are a number of minor improvements and maintenance related strategies (separate to the rolling maintenance programme) that are potentially achievable within current budgets and undertaken in the short to medium term, i.e. within the life of this plan. These will be reported upon in an annual progress summary that will sit alongside the action plan published in this document.

A WELCOMING PLACE

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	EST. COST	PROGRESS	PRIORITY
Maintain Aspects of Design	ongoing	Financial Self Sufficiency	P&GS	To monitor all aspects of the design on a regular basis	0		1
Works to pedestrian footpath (Writtle Rd), general footpath infrastructure and at Stable Visitor Centre	2022/23	Economic Growth (Tourism)	P&GS	To enhance visitor experience	£21k		2

HEALTH SAFETY AND SECURE

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	EST. COST	PROGRESS	PRIORITY
Progress Meetings	ongoing	Enabling Communities	P&GS	Continue to monitor and review the gardens environment	0		1
Review Accessibility	ongoing	Enabling Communities	P&GS	Review and update information available for disability users.	0		1
Monitoring of CCTV	ongoing	Enabling Communities	P&GS	Upgrade CCTV surveillance and equipment	0		3
Responsible dog ownership campaign	2023	Enabling Communities	P&GS	Raise awareness of responsible dog ownership in the Gardens	0		1

WELL MAINTAINED AND CLEAN

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	EST. COST	PROGRESS	PRIORITY
Planting Review	2026	Financial Self Sufficiency	P&GS	Spring review of planting schemes	0		1
Schedule of Maintenance Works	ongoing	Financial Self Sufficiency	P&GS	To oversee maintenance works	0		1
Planned refurbishment of the One World Garden	ongoing	Economic Growth (Tourism)	P&GS	Sympathetic refurbishment of the plantings	£15K		3

SUSTAINABILITY

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	EST COST	PROGRESS	PRIORITY
Continuous Improvement	ongoing	Financial Self Sufficiency	P&GS	To continue to maintain site to EMS 14001 standard	0		3
Tree management	ongoing	Financial Self Sufficiency	P&GS	Where safe to do so standing deadwood will be retained for biodiversity. Fallen deadwood will be retained where safe and appropriate.	0		1
Green waste management	ongoing	Financial Self Sufficiency	P&GS	Where possible cut material will be taken to the council's main composting site or will be retained on site	0		1
The Essex Grazing Project	ongoing	Financial Self Sufficiency	P&GS/ ECC	To continue with the project, monitor and record results of the Environmental Stewardship initiative	0		1

CONSERVATION AND HERITAGE

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	EST COST	PROGRESS	PRIORITY
Monitor and maintain habitats maintain habitats	ongoing	Enabling Communities	P&GS/ Volunteers	Regular inspections and cleaning routine to continue to improve habitats for wildlife	0		3
Survey Habitats Flora & Fauna	ongoing	Enabling Communities	P&GS/ Volunteers	To monitor and compare with previously recorded data	0		3
Restoration of Kitchen Garden Scoping work	ongoing	Conservation of buildings and landscape	Subject of Lottery bid as future application	To increase community involvement and to restore the feature	0		3
Maintain and enhance historic boundaries and veteran trees and known pond sites	ongoing	Conservation of buildings and landscape	P&GS and Planning	Seek advice on management of the veteran trees	0		1
Review & renew all interpretive panels	2022-2026	To include interpretation of the Ice House including improved accessibility	P&GS	Review, plan and programme replacements	£10k		2
Historic Garden/ Estate Tour App	2022-2026	Conservation of buildings and landscape	P&GS	Create	£10k		2
Restoration of main pond in Pleasure Gardens	2024	Conservation of buildings and landscape	P&GS	To prevent the current bank erosion	0		3

COMMUNITY INVOLVEMENT

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	EST COST	PROGRESS	PRIORITY
Manage volunteering opportunities	ongoing	Enabling Communities	P&GS	To increase community involvement	0		1

MANAGEMENT AND MARKETING

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	EST COST	PROGRESS	PRIORITY
Parks Strategy	ongoing	Economic Impact (Tourism)	P&GS	To continue to oversee and manage outcomes	0		1
Visitor Impact Report	ongoing	Economic Impact FF/ (Tourism)	Project Board/ Contractors/ Visitors/ Community	To fully evaluate the economic impact visitors to the park			1



APPENDIX 1 – Five Year Site Management and Maintenance Plan

Introduction

Site Management and Involvement Aims

Aims for Site Management

The principles and policies contained within the Historical Restoration Plan (HRP) produced for the HLF bid are consistent with the local, regional and national policies for a heritage landscape asset. they are also compatible with the restrictions and requirements of the various designations which apply to the gardens.

Both the HRP and this Site Management and Maintenance Plan (MMP) are required by the Heritage lottery Fund to set out high standards for the management and maintenance of the park estate and gardens, such that they now achieve a high scoring across all eight of the Green Flag criteria described in 'Raising the Standard – the Green Flag award guidance Manual' civic trust, 2009 (<http://www.greenflagaward.org.uk/awards/application-guidance/judging-criteria/>)

Maintenance Approach

Introduction

The following section sets out an overview of maintenance arrangements.

Maintenance Approach

Resources

the relationship of the park team and the House team who are jointly responsible for the management and maintenance of Hylands House and estate.

in summary, the staff resources available to maintain the park fall into the following three areas. Where relevant, the indicative proportion of each posts time allocated to the park and gardens is also shown:

- the on-site team: 4 gardeners – full time, includes 1 apprentice
- Tractor provision
- Estate Volunteers and Garden Volunteers
- Support Services which include management; personnel; finance; administration

Operative Skills

The specific training and skills needs relevant to the park and gardens staff, particularly in respect of operational staff, management staff, those involved at a strategic level with the gardens, volunteers and groups – all of whom need a baseline understanding and specific skill set to enable the proactive custodianship of the gardens have been fully considered and catered for. Staff undertake personal performance appraisals annually.

All volunteer staff will work under the supervision of trained professional operatives.

In relation to this MMP, the training requirements focus on two particular groups: maintenance operatives/management; and volunteers.

Record of Training and Experience – Skills Audit

the range of skills necessary for those involved throughout the gardens is appropriate to deliver the requirements of the partnership. 'grounds Maintenance Staff' refers to the on-site team whilst 'other operators/teams' includes occasional staff, management, CCC officers and other involved periodically in the gardens.

Future Maintenance

Proposed Maintenance

Hylands Park Estate is an important open space serving Chelmsford and the wider district. to ensure that it is able to fulfil its historic and contemporary design objectives, horticultural excellence and high maintenance standards and the appropriate allocation of skills and resources across the gardens.

Budget

The revenue budget for the park is currently £376,100 per annum.

Direct Expenditure Total	£296,700
Service Management & Overheads Total	£113,600
Total Expenditure	£410,300
Income	-£34,200
Net Budget	£376,100

Maintenance Categories

For ease of reference within this MMP, horticultural and general grounds and asset maintenance tasks have been placed into the two following categories of routine and non-routine work.

Routine work to be carried out within the park and gardens:

Grassland:

- general grass cutting and Bank grass cutting
- Ornamental turf
- grass edging
- Over seeding
- Scarifying
- Fertilising
- Weed control
- pest control

Ornamentals – Formal and Ornamental – informal:

- pruning and trimming
- Fertilising
- Watering
- Weed control
- edging

Tree works:

- arboricultural works
- pruning and trimming
- Hedgerow maintenance
- tree inspections

Other activities:

- Hard surface weed control
- path sweeping
- Bin emptying
- pond and Ril cleaning and water standards
- Sign and interpretation panel cleaning
- path inspections
- lighting maintenance

Non-routine work undertaken within the park and gardens would include:

- expert tree inspections
- identification of necessary tree work
- Repairs to paths, walls etc
- Furniture maintenance
- Vandalism repairs
- graffiti removal

These works and areas associated are set out in the drawings included in the works Operational and Maintenance Manuals.

Technical Specification

The works identified above are supported by a detailed technical specification. A summary of the specification requirements is included hereafter.

General Grassland

Grassed Areas – General Conditions

The general conditions will apply to each type of cutting standard and should be allowed for in items referring to grass cutting. there are some regimes of grass cutting which are designated to be in the interests of wildlife conservation. Some locations may have a mix of regimes which must be noted when cutting the site.

Failure to abide to these specific regimes will result in habitat damage and potential loss.

Grass cutting shall take place whenever required to ensure standards are met throughout the full calendar year. grass will be cut up to the paving, fencing, walls and any other boundary and all obstacles will be cut around and beneath to the same height as the majority of the site at each visit. a maximum of three days shall elapse between different mowing machines/practices on a particular site before completion. all temporary obstacles that can be moved, will be moved to facilitate cutting and replaced immediately the grass beneath has been cut.

Ensure that all tree bases are clear of vegetation by the use of a non-residual herbicide approved by the Head gardener at 300mm radius using the base of the trunk as the centre point. any obstacle or fence not identified for herbicide treatment shall be cut and trimmed to the same standards as the rest of the site.

Prior to grass cutting operations being undertaken, inspect all areas to be mown and remove litter, deleterious matter and all items and obstructions as may cause damage or injury to people, property or machinery irrespective of its source.

Where hypodermic needles are encountered, CCC staff will be in charge of safe disposal overseen by the grounds Maintenance Manager and all necessary handling and disposal precautions will be taken. a daily report sheet will be required at the end of each day.

All grass will be cut cleanly and evenly to the same height on each site and without excessive damage to the existing surface. all grass arising in areas that are mown with unboxed mowers will be spread evenly across the site.

On grassed areas that contain bulbs, corms or tubers, as identified on the site plans, cutting will occur on the directive of the Head gardener. Operational staff shall inform the Head gardener if site conditions prevent grass cutting taking place.

Banked Grass Areas

all general conditions for grassed areas will apply to these areas in relation to this specification. all banked areas, as identified within site specific plans, shall require the following maintenance regimes. areas to be cut with rotary mower, dependant on terrain and site conditions. all arisings to be left on site and evenly distributed where conditions allow. length of grass should not be allowed to extend to more than 75mm.

Grass Strimming

grass strimming takes place every two weeks throughout the summer around all site obstacles prior to grass cutting operations.

Application of Chemicals

comply with the control of pesticides Regulations and all current legislation when carrying out application of chemicals. inspect the lawns weekly and treat any infestation of weed, moss or attack by pests or diseases with a chemical or chemicals approved by the Head gardener.

Borders – General

Flower Beds – Ornamental Beds

Ornamental borders in any situation form an integral part of the overall landscape and environmental aspect of the site and should be maintained in a way so as to ensure the function for which they were originally intended. no existing trees, shrubs or other plants shall be removed or cut unless integral to the landscape maintenance objections.

Operatives must take all necessary precautions to protect, in the course of their works, all existing plant material from accidental damage and they should ensure that no branches or stems shall be lopped and no roots shall be severed from growing plants. all arisings, litter deleterious matter and all items and obstructions as may cause damage or injury to people, property or machinery, irrespective of its source, should be collected whilst carrying out operations and disposed of in a manner stipulated by the Head gardener.

Maintenance – Non-Mulched Borders

Borders shall be kept weed free using a Dutch hoe or other approved method to produce a fine and level tilth. Remove large weeds (including the roots) and debris by hand. care shall be taken not to damage plants or roots. Keep the soil level at the edges of the Ornamental Borders to 50mm below the adjacent hard or grass surface to ensure free movement of edging shears.

Trimming – Edging Flower Beds – Ornamental Borders (long handled and short handled shears)

during the cutting season the edges of grass which abut planted beds shall be trimmed with shears, as necessary, so that growth does not exceed 25mm from the edge of the grass area. all clippings shall be picked up and removed from site and paths swept clear on every occasion that the grass is cut. during the period October to March, redefine grass edges to ornamental and herbaceous borders using half-moon tool to produce a vertical straight or regular curved edge as necessary to suit the individual case. all edgings shall be collected and removed from site as the work proceeds in a previously agreed manner.

Ornamentals – Formal and Informal

Shrub/Rose Beds

Ornamental borders and shrub beds in any situation form an integral part of the overall landscape and environmental aspect of the site and should be maintained in a way so as to ensure the function for which they were originally intended. no existing trees, shrubs or other plants shall be removed or cut unless integral to landscape maintenance. Operatives must take all necessary precautions to protect, in the course of their works, all existing plant material from accidental damage and they should ensure that no branches or stems shall be lopped, and no roots shall be severed from growing plants. all arisings, litter, deleterious matter and all items and obstructions as may cause damage or injury to people, property or machinery, irrespective of its source, should be collected while carrying out operations and disposed of in a manner stipulated by the Head gardener.

Maintenance – Non-Mulched Borders

Borders shall be kept weed free using a Dutch hoe or other approved method to produce a fine and level tilth. Remove large weeds (including the roots) and debris by hand. care shall be taken not to damage plants or roots. Keep the soil level at the edges of the shrub beds to 50mm below the adjacent hard or grass surface to ensure free movement of edging shears.

Maintenance – Mulched Borders

Borders that have been mulched shall be kept predominately free from weeds by means of hand weeding. Mulch may be applied between the months of October to April. Supply and spread approved bark mulch to maintain the overall depth of the mulch at a thickness of 75mm where appropriate to control weeds. Keep crowns and bases of shrubs free from mulch.

During subsequent weeding and maintenance, do not incorporate the mulch into the underlying soil, it shall be kept in a level and clean condition. Where mulch has been deposited onto non-border areas by wind, birds or other means, this shall be swept up and returned to the border. Keep the mulch level at the edges of the shrub beds to 50mm below the adjacent hard or grass surface to ensure free movement of edging shears.

Shrub Pruning

Shrub pruning shall only be undertaken by competent and experienced staff, using the correct sharp tools for the work in accordance with sound horticultural practice. the use of hedge trimmers for shrub pruning shall not be allowed. the lead Hand will inform operatives of the intention to undertake pruning works and advice as to the nature and extent of the work in order or local requirements. Remove all suckers and reversion by cutting back level with the source, stem or root. Remove all dead foliage and vegetation by cutting back to an outward pointing bud or back to the main stem.

Reduce the amount of growth on shrubs to encourage flower and fruit and remove any growth encroaching onto grassed areas, paths, roads, signs, sight lines, lights, windows and exits and entrances cutting back to an outward pointing bud, when new growth exceeds 150mm.

The amount and nature of thinning, trimming and shaping shall vary according to the species, variety, season, stage of growth and required visual effect.

Species shall be pruned as follows:

- Shrubs flowering in Winter shall be pruned in Spring
- Shrubs flowering in Spring/early Summer, prune immediately after flowering
- Shrubs flowering in Summer/early autumn, cut back to old wood in Winter
- Shrubs grown for Winter stem colour shall be pruned during the first two weeks of March

Many shrubs do not require regular pruning, particularly evergreens and shall be left to grow to their full potential before any specific work is carried out. containment pruning shall prevail.

Variegated Shrubs

Variegated shrubs – during the winter months all variegated growth on variegated shrubs shall be cut back to their source of origin.

Roses (all forms) – Pruning

prune roses by approximately one third in the autumn to prevent wind blow and carry-over of disease. prune once again according to the individual needs and those of the type during early March. pruning shall be carried out to encourage basal growth and a balanced correct habit.

Immediately after the first flush of flowers (mid to late June), remove all visible suckers from rose beds. Stem suckers shall be removed by cutting flush with the stem root, originating suckers to be torn from roots.

Throughout the flowering season dead blooms will be removed from rose bushes on a regular basis to ensure continuity of flowering.

Climbing Plants (Shrubs and Roses)

pruning shall be carried out according to the variety. Where these shrubs/roses are tied to walls or trellis, inspect on two occasions; once in early spring and once in late autumn, and where necessary supply and fix all necessary materials required to re-tie plants to the walls or trellis, in accordance with sound horticulture practice.

Spraying of Rose – Shrub Beds

all border plants shall be maintained in a healthy condition free from pests and diseases detrimental to growth of the plant. Where pests and diseases occur, treat the infected plants during the growing season using an approved pesticide. application of pesticide to rose and shrub beds shall be undertaken with approved knapsack sprayer or hand equipment at rates, in accordance with manufacturers' instruction.

Shrub and Rose Bed Edging – Trimming (long handled and short handled shears)

During the cutting season the edges of grass which abut shrub and rose beds shall be trimmed with shears, as necessary, so that growth does not exceed 25mm from the edge of the grass areas. all clippings shall be picked up and removed from site and paths swept clear on every occasion that the grass is cut. during the period October to March, re-define grass edges to shrub and rose beds using half-moon tool to produce a vertical straight or regular curved edge as necessary to suit the individual case. all edgings shall be collected and removed from site as the work proceeds in a previously agreed manner with the Head gardener.

Hedges

General

Hedges in any situation, whether it is on a boundary or within a confined area, form an integral part of the overall landscape and environmental wildlife aspect of the site and should be maintained in such a way as to preserve the function for which they were originally intended. Where an amenity hedge affronts a pedestrian walkway and extension growth is such that it overhands the adjoining path edge, it shall be maintained and trimmed back so as to avoid this occurring. Where hedges are found to have nesting birds, cease cutting in the immediate vicinity of the nest. this is most likely to be between March and November. contact landowners where hedges border their property to obtain permission for access to carry out the specified works to the hedging. all such sites shall be left in a clean and tidy condition.

All hedging works shall be carried out by competent, experience staff, in accordance with established and good horticultural principles according to the type and variety of the hedging. all tools and equipment used for trimming hedges shall be sharp and well maintained and be of a type suitable for carrying out the works required. Mechanical hand-held or tractor mounted hedge trimmers shall be of the reciprocating blade type. Flails tractor mounted shall be fitted with chisel type standard blades capable of cutting up to 40mm in diameter wood. Strimming equipment shall not be used at any time for hedge cutting.

Pernicious weed may be treated with an approved systematic herbicide. Specific problem sites will be discussed with the Manager before treatment. no sight lines or traffic visual splays shall be impeded at any time, with health and safety overriding horticultural

practice. Where hedge cutting is taking place adjacent to a highway or areas which may be considered to be dangerous to pedestrians and road users, traffic warning signs shall be erected in compliance with the road traffic act regulations.

Classification

Hedges are listed under two categories:

- informal i.e. boundary hedges cut once per annum
- formal i.e. ornamental hedges cut on more than one occasion per annum

Cutting

Generally, cut both sides and the top of hedges unless stated otherwise on the plan or data provided. trim carefully and neatly to regular line and shape, all cuts shall be clean without tearing. On completion of cutting, the sides of the hedge will be neat and regular with the top level. the width at the top should be 25% less than the width of the base. all clippings lodging in the tops and sides of hedging shall be removed by hand.

During cutting operations all litter, debris and weed growth shall be cleaned from the hedge and hedge base and removed and disposed of in the manner stipulated by the Head gardener.

Any clippings that have fallen onto the grass, paved surface or lodged in the hedge shall on completion of the works be collected and swept up. no clippings shall be left to be swept up the following day. no lengths greater than 20m shall be completed until all the clippings have been swept up.

Informal Hedges

Shall be cut once a year, where agreed, using an approved method. Hedges shall be cut back to the previous years' growth and when trimmed shall present a neat and symmetrical appearance. Weed growth and collected debris shall be removed from the base of hedges at the time of cutting.

Formal Hedges

established hedges shall only be cut using secateurs, hand shears or hand operated hedge trimmers. equipment must be sharp and in proper working order. do not allow growth on hedges to be excessive before cutting. Hedges shall be cut back to the previous point of growth and when trimmed shall present a neat and symmetrical appearance. all cuttings, weed growth and collected debris shall be removed from the base of the hedges at the time of clipping and all arisings shall be removed from site and disposed of in the manner stipulated by the Head gardener as the work proceeds.

Routine Tree Work

General

The inclusion of trees in any situation on a property forms an integral part of the overall landscape and environmental aspect of the site and should be maintained in such a way as to preserve the function for which they were originally intended. trees shall be maintained in a healthy condition, free from weeds, pests and diseases detrimental to the overall growth of the plant. all arisings shall be removed off site as the work proceeds in a previously agreed manner with the Head gardener unless there is a requirement to recycle and chip for the benefit of other areas of a horticultural nature within the gardens.

Trees are inspected by CCC's Arboricultural Officers. part of their work involves monitoring trees that might need work carried out in the future.

Winter Maintenance Work – Overview

Winter maintenance work will be carried out by CCC who will carry out a visual inspection and report any abnormalities to the Arboricultural Officer. Formative pruning to all immature growth to ensure that the trees grow in a desired form the crown shall not be raised without permission of the Arboricultural Officers. all dead or diseased, misshapen or damaged wood should be removed. Winter works will be carried out between November and February when trees are fully dormant.

Summer Maintenance Work – Overview

Summer maintenance work will be completed by CCC who will carry out a visual inspection and report any abnormalities to the Arboricultural Officers. Twice yearly, between May and September, an inspection of all specimen trees will take place and removal of all suckers growth.

Maintaining Views

Historic views and sightlines across the gardens are of great importance to the design intention and integrity of the site. the Views analysis and strategy drawings included within the Historical Restoration Management Plan (HRMP) must be referred to annually and tree works planned in order to maintain intended views across, into and out from the gardens. all works must be undertaken under the supervision of the landscape Officer and Arboricultural Officer.

Large Mature Trees

Mature trees will require a minimal amount of maintenance work; this should include the removal of basal suckers and lateral branch growth up to a height of 2m. any other work

i.e. lopping, felling will be dealt with under separate remit as this would only be subject to the issue of advice from the Arboricultural Officers. Sucker growth will be cut back to the main trunk of the tree and arisings removed off site in a previously agreed manner with the Head gardener.

Standard Staked Trees

All those having a girth between 5-17cm when measured at a point 1m above ground level and of an overall height not exceeding 4m. inspect each tree in the winter and carry out the following work – remove stakes from trees that have become self-supporting then maintain a store of the used stakes to be used elsewhere. adjust ties, where necessary, allowing room when tying for further growth. Replace stakes and ties where necessary, maintaining two ties per tree. Where “die back” has occurred, cut back dead branches to live material using sharp secateurs leaving a clean cut. Remove all basal and stem growth cleanly.

Report immediately to the Arboricultural Officer any dead, dying, diseased or dangerous trees.

Whip and Seedling Trees

All those having a girth of less than 5cm when measured at a point 1m above ground level: inspect each tree in the winter and carry out the following – cut out all dead wood to live tissue using sharp secateurs leaving a clean cut and remove the arisings as the work proceeds. ensure that all bases of whips are kept clear of vegetation by the use of non-residual herbicide to give a 150mm diameter area of clean ground. check all plants for firmness and firm, as required, and adjust guards or other existing forms of protection, as necessary.

Non-Routine Tree Works

These works include removal of deadwood, pruning, pollarding, and crown lifting, felling and stump removal. these works will be carried out as necessary by the Arboricultural Officer. tree inspection referrals from the public – time frame from notification to action:

- emergency works e.g. tree down over road/path, hanging branch over same, dealt with within one day, usually within two hours depending upon how many similar cases the Arboricultural Officer is having to attend to
- High priority work e.g. removal of deadwood, low branches over path etc. usually done within one week
- Routine work e.g. formative pruning to promote health/good form may take three months depending upon other commitments

Tree Inspections

The Arboricultural officer is responsible for all tree works on site. the condition of the tree stock on site is recorded in TreeWise a computerised tree database.

Hard/Loose Bound Surfaces

Hard Bound Surfaces and Spray and Chip Paved Areas

Keep all surfaces free from litter and all items and obstructions as may cause damage or injury to people or property irrespective of source. Check weekly and sweep all surfaces on a regular basis to keep them free from all forms of arisings. No arisings will be swept onto surrounding areas except with the exception of free grass clippings which can be blown/brushed onto the adjacent grass areas.

Keep the surface free of all vegetation including weed growth, algae, lichen and moss by mechanical or herbicide treatment.

Vegetation growing on neighbouring land or property and encroaching onto the area of the path will be cut back to the boundary using sharp secateurs, loppers or powered hedge trimmers to form a neat uniform boundary.

Loose Surfaces (Gravel etc.)

Keep all surfaces free from litter and all items and obstructions as may cause damage or injury to people or property irrespective of source. Regularly maintain all surfaces to keep them free from all forms of arisings. No arisings will be transferred to the surrounding areas as a result of this operation, with the exception of fresh grass clippings which may be blown/swept onto the adjacent grass area.

Keep the surface free of all vegetation including weed growth, algae, lichen and moss by mechanical or herbicide treatment. Vegetation growing on neighbouring land or property and encroaching onto the area of the path will be cut back to the boundary using sharp secateurs, loppers or powered hedge trimmers to form a neat uniform boundary.

Litter Picking

Introduction

For aesthetic and health and safety reasons, issues of cleanliness and maintenance must be adequately addressed.

- litter bins are carefully and securely positioned and emptied regularly
- all staff are equipped and prepared to pick up litter
- Managers should be aware of their legal duties under the environmental protection act 1990 and the Waste Management licensing Regulations 1994

Litter is removed from the parkland and gardens as required on a non-routine basis and will be undertaken by the on-site team.

Litter Bins

Garden litter bins are emptied once a day during winter and twice a day from April to September. Dog waste bins are emptied by the on-site team whenever needed and are checked/disinfected weekly.

Toilets

The toilets are swept, mopped, cleared of blockages, litter removed and are cleaned (disinfected) on a daily basis. ledges, doors, walls and mirrors are also cleaned.

Ponds

Maintenance of Amenity Water Features

Features are inspected daily (Monday to Friday) and litter, leaves and other extraneous materials removed and disposed of. Where symptoms of de-oxygenation become apparent this shall be reported to the Head gardener immediately. When ice forms, it is broken in several places around the edge of the body of water. Once a year (during October) weed and plant growth is removed approximately 25% of all emergent and sub emergent plant growth.

Chemical treatment of weeds is not permitted without the express permission of the Head gardener/Supervising Officer.

Drains

Gullies, silt traps and drains are cleaned, and all debris removed once per year.

Path and Boundary Inspections

The on-site team will carry out a weekly recorded inspection of all paths, hard surfaces and boundaries. Items requiring attention will be reported to the Head Gardener. In addition to the recorded inspections, any hard surfaces which are observed by the on-site staff or are reported to them by the public as posing a possible danger will be referred to the Head gardener for action.

Leaf Clearance

Leaf clearance is carried out as necessary using hand blowers, rakes and brushes. Leaves will be collected and composted for use on shrub and herbaceous beds.

Ornaments and Furniture

Memorial Benches

The park and gardens play an important role as the repository for domestic memorials cherished by many, the gardens are regularly selected to receive memorial benches and celebratory benches, which – once accepted – must be maintained in accordance with the agreement in place with the donor. Clear records are being kept including the location of the memorial, donor details (which must be up to date) and agreed maintenance frequencies alongside records of maintenance tasks/dates completed.

Other Ornaments and Furniture

Ornaments and furniture (e.g. signage and seating) are installed throughout the parkland and gardens. these will be cleaned and washed down as required to maintain the attractiveness and function of the structures.

Signage Cleaning

All signs, noticeboards, information boards and interpretation panels will be cleaned every six months by on-site staff. additional cleaning will be done as necessary for specific signage.

Hard Landscape Maintenance – Non-Routine

Repairs to hard landscape elements are to be reported by the on-site team to the Head gardener on a daily basis.

Timetable for repairs

- High priority repairs affecting health and safety – within 24hours* (Mon-Fri)
- Urgent repairs affecting the running of the gardens – within 48 hours* (Mon-Fri)
- Other non-urgent repairs subject to season – actioned within 20 working days*

*Note: dependent upon nature of repair, temporary repairs will be made if necessary pending permanent repair e.g. material required needs to be sourced from specialist supplier.

Activities which will typically be delivered as non-routine, subject to season, include:

- Repairs to benches and signs
- Repairs to fences, gates and bollards
- path and other hard surface repairs
- Repairs/replacement of ornaments/features
- Repairs and jetting/rodding of drainage systems
- Repairs to heritage structures, bridges and entrances
- Repairs to ponds and water features
- Repairs to steps including painting where necessary on nosing
- Repairs to hand and foot rails

Interpretation Panels

These interpretation items will be kept in good repair and the external panels will be cleaned every six months by the on-site staff. additional cleaning will be done by the team and on additional occasions as necessary. customer reviews on the interpretational material will be sought annually and, along with comments received during the year, will be analysed and fed into a five yearly review which will consider the need for replacement of items and refreshment of the information.

Boundaries

These will be inspected on a weekly basis by the on-site team and any problems will be routinely reported on site check sheets. Repairs will be undertaken on an as needed basis. no routine maintenance is anticipated.

Maintenance of Buildings and Structures

The parks team will carry out visual inspections of the parkland and gardens' buildings and structures and report findings to the grounds Maintenance Operations Manager who will arrange for the necessary works to be carried out.

The buildings and structures are:

- One World Shelter
- Home Farm Works Yard
- Buildings in the Stables Centre
- entrances
- Retaining and other walls
- Steps
- ponds, water features and fountains
- Railings, seats, metal work and other structures
- public toilets

In addition to the above reactive works, a quinquennial inspection will be commissioned every five years to be undertaken by a specialist team practicing in the areas of historic building maintenance, management and restoration. the outcomes from these surveys will be implemented under the supervision of Facilities Management and the conservation Officer, to ensure compliance with current best practice.

Energy Monitoring – Utility Meters

All utility meters for the gardens are monitored by Chelmsford City Council.

Maintenance of garden Buildings and Structure: guidance notes

Cyclical programmes for the maintenance of the garden's buildings, cleaning apart, are as a minimum based on annual and 5-yearly maintenance cycles.

Other Maintenance

Electrical Infrastructure

Lighting

Lighting within the site is checked regularly and issues are quickly picked up by parks staff and staff working in the House. defects are addressed as a priority.

Water

Water system maintenance associated the One World Garden is undertaken by parks who hold the budget for this work. Routine maintenance includes the following:

- Remove filters and clean
- check for debris and remove
- check operation of pump and check for obstructions
- check electrical connections and test yearly
- check for vandalism and action as necessary (action taken within site visit i.e. immediately)
- check for algae build up and clean when required
- dose system with anti-algae treatment as required
- drain and clean out rills as and when required

In addition, the maintenance of the accessible water areas are to be cleared regularly to remove litter and detritus and leaves (autumn period).

Vehicular Access

Only authorised vehicular access is permitted in the parkland and gardens. Vehicles are highly visible and branded CCC. Movement is kept to a minimum to avoid erosion of garden features and pathways.



APPENDIX 2 – Woodland Management Plan

Woodland Management Plan

Woodland Property Name	Hylands Estate	
Case Reference		
Plan Period dd/mm/yyyy (ten years)	Approval Date:	To:
Five Year Review Date		

Revision No.	Date	Status (draft/final)	Reason for Revision
1	2006-16	Final	10-year plan period end
2	2011-16	Final	EWGS period ended
3	2016-26	Final	10-year plan period end
The landowner agrees this plan as a statement of intent for the woodland			<input checked="" type="checkbox"/>

UKFS Management Planning Criteria

Approval of this plan will be considered against the following UKFS criteria, prior to submission review your plan against the criteria using the check list below.

No.	UKFS Management Plan Criteria	Approval Criteria	Applicant Check
1	Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)	<input checked="" type="checkbox"/>

2	Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)	<input checked="" type="checkbox"/>
3	In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)	<input checked="" type="checkbox"/>
4	At the time of felling and restocking, the design of existing forests should be re- assessed and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)	<input checked="" type="checkbox"/>
5	Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7	<input checked="" type="checkbox"/>
6	Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)	<input checked="" type="checkbox"/>
7	Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)	<input checked="" type="checkbox"/>
8	Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5-year review period been stated (1st page) and where relevant achievements recorded in section 3	<input checked="" type="checkbox"/>
9	New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.	When new planting is being proposed under this plan is it consistent with UKFS and FC guidance on woodland creation	<input checked="" type="checkbox"/>

1. Property Details

Woodland Property Name		Hylands Estate	
Name	David Ford	Owner <input checked="" type="checkbox"/>	Tenant
Email	david.ford@Chelmsford.gov.uk	Contact Number	01245 606808
Agent Name (if applicable)		Steve Plumb	
Email	steve@plumb-associates.co.uk	Contact Number	01621 744710
County	Essex	Local Authority	Chelmsford
Grid Reference	TL681042	Single Business Identifier	200034970
Management Plan Area (Hectares)		54.5	
Have you included a Plan of Operations with this management plan?		Yes <input checked="" type="checkbox"/>	No
List the maps associated with this management plan		Compartment plan Plan of coppice compartments Plan for ride management	
Do you intend to use the information within the management plan and associated plan of operations to apply for the following		Felling License <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Thinning License <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Woodland Regeneration Grant	
Tick to declare management control and agreement to public availability of the plan		<input checked="" type="checkbox"/>	

2. Vision and Objectives

To develop your long-term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

2.1 Vision

Describe your long-term vision for the woodland(s).

The primary aim of managing the Hylands Estate woods is to ensure their long term survival by undertaking sustainable management which benefits biodiversity, retains the key features of the historic parkland landscape and increases visitor enjoyment.

This will be achieved by continuing to manage the coppice within the ancient woods and extending appropriate management operations including thinning and selective felling to all of the plantations. Features such as ancient pollards and other veteran parkland trees will be managed where appropriate and released from competing tree growth.

Other features within the woods such as rides, ponds and streams will be managed to enhance their biodiversity value.

The production of timber and wood products is being promoted however it will not be at a scale sufficient to make the woodland management self-sufficient financially.

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long-term vision.

2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long-term vision.

No.	Objectives (include environmental, economic and social considerations)
1	Manage the woods within the estate to maximise their biodiversity value by continuing coppicing within ancient woods and improving the structure and diversity of the plantations and belts.
2	Ensure the long-term future of the woods within the estate by undertaking appropriate management to increase their resilience to climate change and threats from disease and invasive species.
3	Maintain a network of paths and woodland rides to encourage informal recreation while reducing habitat disturbance to other parts of the woods
4	Continue to market timber and wood produced during management works

3. Plan Review - Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5-year review and could be informed through monitoring activities undertaken.

Objectives	Achievement
To ensure the long-term survival of all of the woods in the Park, by adopting appropriate silvicultural practices in keeping with the other objectives.	Following the adoption of the first woodland management plan in 2006 the woods were entered into the EWGS in 2011 when active woodland management resumed on the estate
Introduce rotational coppice management of the woodland understorey	Coppicing was reintroduced in 2011 and several compartments a year have been cut within South Wood and Tower Belt. One compartment was cut in Lightfoot Spring. The wood produced has been sold commercially, principally for firewood. Volunteers are starting to monitor coppice compartments to record the plant species found within them.
Retention of windblown deadwood	Throughout the park there is a policy to retain windblown deadwood where it is safe and practical to do so. This includes fallen branches below veteran parkland trees
Increase diversity and improve structure of woodland ground flora and understorey	In addition to the reintroduction of regular coppicing thinning within the plantations and ride creation is helping to improve the age structure within woods and promote regeneration. In a few locations it has been agreed to plant additional hazel to increase the density within key compartments.
Control the spread of sycamore throughout woodlands	Sycamore is not prevalent within all of the woods therefore there has been an ongoing programme to control its spread to stop it becoming dominant in recently coppiced areas in particular. Volunteers have helped remove small saplings and larger trees have been cut and stumps treated to prevent them regrowing.
Improve the quality of routes through the key woodlands, and to identify a path network in South Wood that are welcoming, easy to follow and safe.	A programme of path improvement works has been implemented with South Wood and Writtle Belt. Works include path widening, stump removal, surfacing in wetter areas, drainage improvements and bridge construction. This has improved public access, prevented trespass onto adjoining farmland and reduced disturbance to vegetation beside the paths.

4. Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

4.1 Description

Brief description of the woodland property

The estate comprises a total of 232 hectares of historic parkland comprising extensive areas of grassland with ancient woods, plantations, parkland trees, lakes and ponds and sections of the River Wid and other watercourses. Hylands Park Estate is a Grade II* Registered Park. Significant parts of the site, including a number of the older plantations form part of the historic landscape designed by Sir Humphrey Repton.

Hylands Park Estate is on the edge of the Writtle Forest, an ancient landscape dominated by large woodlands. It is visually very prominent with the A414 following 2 boundaries giving extensive views across the estate. The woods and parkland trees are key elements of these views.

In the past 10 years planting of new woodland belts has taken place, in particular close to the northern boundary to help provide a better visual screen to the road and industrial estate to the north. It is also helping to improve the connectivity between the smaller woods, several of which in the northern part of the park are currently quite isolated.

Most of the plantations and belts are well established however they were replanted in the 1970s and subsequently have had limited management. Several have been planted around or adjacent to historic parkland trees, and this is risking the long-term survival of these veteran trees.

The majority of Hylands Park Estate has been designated a Local Wildlife Site. It supports populations of bats, badgers, great crested newts and otter as well as an important assemblage of invertebrate species including the Golden Hoverfly which is known in only 4 sites in the UK. The Golden Hoverfly is dependent on the presence of wet rot holes in trees and therefore it is important that these are retained. Horse Chestnut is one of the species known to be important for this species.

South Wood

South Wood is the largest ancient woodland within the estate. It has areas of hornbeam coppice with oak standards as well as ash, hazel and elm. Regular coppicing recommencing in 2011 although 2 small compartments were coppiced in 1979/80.

Prior to then there had been no active management for decades.

In the past there were areas of elm coppice, particularly close to the western boundary. Following losses caused by Dutch Elm Disease some of these areas were replanted with ash and a variety of other species although there has been plenty of natural regeneration.

In wetter areas there is hazel and ash coppice. Sycamore is locally very common with several mature standards and large coppice stools as well as many young saplings.

There is a rich assortment of woodland ground flora species although few large patches of single species such as bluebell due to the soil and wetness. In addition to bluebell, ransoms, dog's mercury, primrose, wood speedwell and pendulous sedge, there are large patches of Early Purple Orchid. These occur where the canopy is less dense.

There are three small ponds within the wood, all of which are in need of management, as they are heavily silted and shaded.

Since 2010 work has been undertaken to improve the path network through South Wood which was confusing and poorly maintained. Work has focussed on the primary route. New bridges and culverts have been installed and surfacing carried out in the wettest sections. Ditches have been cleared to improve drainage. Further surfacing, waymarking and vegetation management are required to bring the path network to an appropriate standard. Key sections are being developed as rides to increase the diversity of habitat within the wood.

The priorities are to continue to regularly coppice the wood and to manage key rides. Due to the extent of the coppicing in the previous five years the new coppice compartments will be smaller to help reduce the visual effects of the management while the previous compartments regrow.

South Wood Scrubs

This area of secondary woodland is separated from South Wood by a track. It extends into the species rich grassland and large standard oaks. The section closest to South Wood is more open with some hawthorn scrub and young sycamore beginning to establish. In the eastern block there are some larger oaks and hornbeams that have been incorporated as the hawthorns and ash have established. There is a large block of aspen by the northern boundary. On the eastern edge there is a dense section of small trees including crab apple and scrub including dog rose.

In this area scrub will be coppiced to help retain its value for nesting birds.

Writtle Belt

This shaw is just over 1 km long running northwards from South Wood to Writtle Gate. It is between 40m and 60m wide. Its composition varies significantly. The central area contains blocks of mature large-leaved lime and oak. To the north and south are blocks of young ash with Scots pine and Horse Chestnut, with sycamore and elm also quite common. There is a reasonable understorey in the central block however the younger plantations are even aged and lack any understorey. There are small patches of dog's mercury, pendulous sedge and some bluebell which occur close to historic boundaries. Most of the ground flora however is dominated by bramble, cow parsley, nettles and ivy. There is a large area of box at the southern end of the Belt and Portuguese Laurel in the central section.

The main permissive walk through the woods runs from the Writtle Gate entrance to South Wood. Improvement works at the southern end of the route have stopped people trespassing onto adjacent farmland. While some sections can be managed as rides the character of the central area is defined by the tall mature limes that form a line beside the path and form an impressive 'tunnel'.

The management priority is to improve the age structure within the different compartments. The priority is to thin the young plantations, removing the Scot's Pine which is mainly in a poor condition, Horse Chestnut and sycamore to favour the ash, oak and other species. Some thinning of the mature oaks and Limes in the central section will help promote regeneration and enhance the understorey.

Tower Belt

Tower Belt is an ancient woodland belt immediately south of South Wood comprising mainly hornbeam coppice with oak standards. Coppicing of the hornbeam restarted in 2012. The ground flora is primarily wood melic, bramble, red campion and honeysuckle with bare ground under the denser hornbeam canopy. There are several patches of Spurge Laurel. There are two remaining veteran hornbeam pollards on the north-west boundary marking the old parish boundary.

There is a pond on the eastern edge of the wood south of the hornbeam coppice. It has steep sides and is heavily shaded. There is little bankside or emergent vegetation. The water is turbid and the bottom of the pond is covered with leaves.

To the south of the pond the wood is dominated by elm and field maple. Most of this is small and dense. Spurge-laurel is frequent in this area.

Coppicing will continue within the belt although as it is narrow and on the boundary of the park care needs to be taken not to completely open up this wood before previous compartments have had a time to regrow sufficiently.

Lower Belt

The southwest corner of the belt is approximately 1.2ha. It comprises large oak and ash standards with a mix of hornbeam, elm, field maple and hawthorn. This part of the park is relatively undisturbed. There is a large ditch running through this section which further limits access. Beyond this is an area of sedge with large willows and ash around the perimeter.

The main belt is relatively narrow at between 10 and 25m. It follows a stream that forms the edge of the park and is a parish boundary. There are old hornbeam pollards along the stream bank (although these are now in poor condition), which once marked this boundary. This section of the Belt is ancient, containing hornbeam, oak, field maple and hazel; however, a number of species have been planted such as large leaved lime and horse chestnut, some of which are now very large. The ground flora is good in parts with ransoms, lesser celandine, red campion, bluebell and pendulous sedge.

There is an uneven path running the length of the Belt although it is not well-used because of its poor condition. There is an opportunity to develop sections of new path through the developing woodland, creating a woodland ride for part of its length.

For a number of years, a strip of grassland up to 60m wide has been left uncut on the north side of this belt to allow it to regenerate naturally. This is becoming dense in part

The priorities will be to release veteran trees from competition. In the case of the old pollards, it is necessary to attempt to repollard them as they will collapse otherwise.

Thinning of the remaining belt, including the natural regeneration is required.

Writtle Wood

This small ancient wood contains three defined areas. The southern half comprises over-mature hornbeam coppice with oak standards. There are two old hornbeam stubs on the perimeter. The dense canopy suppresses the ground flora and natural regeneration. There has been some planting in the past with beech, lime and laburnum and snowberry present.

The central section contains elm suckers with establishing sycamore. There are also patches of hazel and hawthorn. There is an open glade where ash is beginning to establish. There is a large amount of rosebay willowherb in this part.

Close to the stream on the northern boundary there are several large oak and horse chestnut with sycamore. The ground flora contains a good assortment of woodland species including dog's mercury, bluebell, pendulous sedge, wood avens and enchanter's nightshade however it is heavily shaded limiting its extent.

The priorities are to undertake coppicing of the hornbeam areas, coppice the hazel and hawthorn once the sycamore have been removed and selectively fell the sycamores on the stream bank to allow in more light and to release some of the large oak and horse chestnuts on the boundary.

Home Farm Plantation

This is a plantation of even-aged ash and beech with some lime. There are old oaks on the perimeter interspersed with horse chestnut. In the more open areas an undersorey of ash, sycamore, lime and elder are establishing. There is a pond in the southern end of the plantation. A small clearing has been created in the centre of the plantation to be used by school groups.

Pigeon Plantation

Further thinning of the ash and beech is necessary Pigeon Plantation

This plantation contains some large oak, lime and horse chestnut standards, mainly on the perimeter. The centre comprises densely spaced ash of approximately 40 years.

Some thinning has been carried out although more work is required. There is limited ground flora present, although there are a few clumps of pendulous sedge. An occasional young oak and some elm and lime are establishing where the canopy is more open. Along the south-western boundary there is a large pond which is heavily shaded.

The priorities are to thin the ash and release veteran trees on the boundaries. Rook Plantation

This plantation contains large, mature oaks throughout; however, the only sycamore is regenerating beneath them. It will be necessary to remove the sycamore and plant a more suitable species mix before starting to selective fell the oaks.

Oak Plantation

This wood has a number of old oaks and Scot's pine on the boundary but was replanted approximately 40 years ago and now requires thinning.

Lightfoot Spring

This small ancient woodland contains remnants of a ditch and bank. The canopy is dominated by large oak standards, with some hornbeam and lime standards. The density of the standards means that there is little coppice remaining with most of the young understorey comprising hornbeam and beech. The hornbeam coppice stools at the northern end were recoppiced in 2012. There are several ancient woodland indicator species present, including bluebell, pendulous sedge, primrose and large patches of ransoms. There is also a small wild service tree close to the southern boundary.

Along the south eastern boundary there is a small spring. There is a large area of pendulous sedge and some large specimen trees in this area.

There is a significant amount of natural regeneration mostly comprising hornbeam, oak and ash. There are also some planted beech and birch.

The large oaks require selective felling to provide more space for the hornbeam regeneration, which should be coppiced once this has occurred. The young, planted beech should be removed.

Lightfoot Plantation

This plantation to the west of Lightfoot Spring dates from the 1970s. It comprises of ash and oak at approximately 3m spacing. Thinning has been carried out on two occasions. The ground flora comprises mainly bramble. Where more light is getting through there is more natural regeneration, principally ash and hawthorn. Further thinning will be required.

Pond Plantation

This plantation bounds a large rectangular pond. It is less shaded than most of the other woodland ponds and has a good amount of bankside vegetation. At both the northern and southern ends there is dense self-sown oak and ash with grey poplar at the northern end and some larger oak and lime in central area. London Road Belt

This is made up of a series of blocks of young woodland which run most of the length of the Park's eastern boundary providing an important screen to the A414. These blocks are approximately 30-40m wide and comprise oak, ash, hawthorn, horse chestnut and Scot's pine. The ground flora comprises mainly cow parsley, nettles, brambles and cleavers. There are some older trees including a good veteran oak pollard within the belt.

As part of the works to restore the Repton landscape additional planting was carried out in 2005 between the blocks north of the London Road entrance to create a more continuous belt.

It is necessary to begin thinning the older plantations and to clear trees and scrub from around the veteran oak.

Ice-house Plantation

This wood contains large oaks and lime and a group of yew trees in the centre. Sycamore is establishing in much of the wood, competing with the yews and old oaks. There are areas of elm and hazel. Laurel grows on the northern edge.

Its ground flora is more interesting than many of the small woods with pendulous sedge, wood speedwell, wood avens and red campion, germander speedwell and dog's mercury. Two former ponds are now marshy wetlands dominated by sedges and other wetland plants. There are the remains of an icehouse in the centre of the wood.

The laurel requires removal, and the sycamore should be cleared to release the mature oaks and yew.

Swan Pond Plantation

Swan Pond is large with two islands containing alder. The plantation is situated to the north and west of the pond. It currently contains a number of open areas together with stands of young elm and it is likely that original trees were lost as a result of Dutch Elm disease. There are young ash, oak and lime as well as hawthorn establishing in most of the site with alders growing around the perimeter to the pond. The ground flora is dominated by competitive species such as nettle, bramble, cleavers and some hemlock, although there are small quantities of dog's mercury, red campion and bluebells.

The open areas should be cleared and replanted with a mix of oak, lime and hazel. There should be selective coppicing of alders on the pond bank.

Writtle Bypass Wood

A small wood adjacent to the River Wid south of the A414 road bridge. It contains a large pond. The eastern half of the wood contains large amounts of dead elm and young suckers. Within this area ash is beginning to establish. There is also a number of horse chestnuts including some large specimens on the boundary. The ground flora is dominated by nettle, cow parsley and cleavers with some red campion. The wood is adjacent to a recently planted belt. The small elms on the perimeter of the wood should be cleared and replanted with oak, alder and hazel to increase the overall size of the wood and provide better connectivity to the adjacent new planting and the river.

Planted blocks

There are seven small plantations that were planted about 1978. These have a similar composition of oak, ash, beech, hornbeam and horse chestnut, and hawthorn. All were planted at 3m centres. One contains Lombardy poplars, and another contains hybrid poplars north of the pond. The canopies have begun to close, although some trees, particularly the oak, have poor form due to the wide spaced planting.

The ground flora was originally managed by mowing, but this was stopped in 2005, allowing natural regeneration, primarily of hawthorn and ash. The ground flora is predominately grass, nettles and bramble.

Thinning is required now to remove the poplars and to favour the better-quality trees. It will also help encourage the natural regeneration.

Throughout the park there are other small woods, many of which have established between groups of parkland trees or on boundaries. These are important in providing connectivity for biodiversity and also as landscape features adding to the wooded character of the Park. They are of similar structure to most of the larger plantations and require similar management, thinning of younger trees and releasing veteran trees.

4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the 'Magic' website or the Forestry Commission Land Information Search.

Feature	Within Woodland(s)		Cpts	Adjacent to Woodland(s)		Map No
Biodiversity - Designations						
Site of Special Scientific Interest	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Special Area of Conservation	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Tree Preservation Order	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Conservation Area	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Special Protection Area	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Ramsar Site	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
National Nature Reserve	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Local Nature Reserve	Yes	No <input checked="" type="checkbox"/>		Yes	No <input checked="" type="checkbox"/>	
Other (please Specify):	Yes <input checked="" type="checkbox"/>	No		Yes <input checked="" type="checkbox"/>	No	

Notes The whole estate including all of the woods are part of the Hylands Park Local Wildlife Site

Feature	Within Woodland(s)	Cpts	Map No	Notes
Biodiversity - European Protected Species				
Bat	Species (if known) Seven species have been recorded using the park including 2 species of Pipistrelle, Daubentons, Brown long-eared, Leislars, Noctule and Serotine	Yes <input checked="" type="checkbox"/> No	across park	Records are from across the park and listed in 'Essex Parks' by Mark Hanson 2004
Dormouse		Yes <input checked="" type="checkbox"/> No		Nests were recorded in 2002 in the western part of the park and near the southeast corner. (Hanson 2004) There are no more up to date records
Great Crested Newt		Yes <input checked="" type="checkbox"/> No		GCN have been recorded in the past in several ponds in the park. The woods provide important hibernation opportunities
Otter		Yes No <input checked="" type="checkbox"/>		Otter have been recorded in the River Wid adjacent to Writtle Bypass Wood
Sand Lizard		Yes No <input checked="" type="checkbox"/>		
Smooth Snake		Yes No <input checked="" type="checkbox"/>		
Natterjack Toad		Yes No <input checked="" type="checkbox"/>		
Biodiversity – Priority Species				
Schedule 1 Birds	Species	Yes No <input checked="" type="checkbox"/>		
Mammals (Red Squirrel, Water Vole, Pine Marten etc)		Yes <input checked="" type="checkbox"/> No		An unconfirmed report of a water vole in a ditch in South Wood in April 2016
Reptiles (grass snake, adder, common lizard etc)		Yes No <input checked="" type="checkbox"/>		
Plants		Yes No <input checked="" type="checkbox"/>		
Fungi/Lichens		Yes No <input checked="" type="checkbox"/>		

Invertebrates (butterflies, moths, beetles etc)	Yes <input checked="" type="checkbox"/> No		Golden Hoverfly - <i>Callicera spinolae</i> , one of Britain's rarest insects, has been recorded
Amphibians (pool frog, common toad)	Yes No <input checked="" type="checkbox"/>		
Other (please Specify):	Yes No <input checked="" type="checkbox"/>		
Plants	Yes No <input checked="" type="checkbox"/>		
Fungi/Lichens	Yes No <input checked="" type="checkbox"/>		
Invertebrates (butterflies, moths, beetles etc)	Yes <input checked="" type="checkbox"/> No		Golden Hoverfly - <i>Callicera spinolae</i> , one of Britain's rarest insects, has been recorded
Amphibians (pool frog, common toad)	Yes No <input checked="" type="checkbox"/>		
Other (please Specify):	Yes No <input checked="" type="checkbox"/>		

Historic Environment

Feature	Within Woodland(s)	Cpts	Map No	Notes
Scheduled Monuments	Yes No <input checked="" type="checkbox"/>			
Unscheduled Monuments	Yes No <input checked="" type="checkbox"/>			
Registered Parks and Gardens	Yes <input checked="" type="checkbox"/> No			The whole estate is Grade II*
Boundaries and Veteran Trees	Yes <input checked="" type="checkbox"/> No			There are ancient hornbeam pollards which mark parish boundaries located in Lower Belt and Tower Belt. Other veteran parkland trees have been incorporated into a number of plantations.
Listed Buildings	Yes No <input checked="" type="checkbox"/>			Hylands House and the Flint Cottage adjacent to Home Farm Plantation are listed
Other (please Specify):	Yes No			

Landscape

Feature	Within Woodland(s)	Cpts	Map No	Notes
National Character Area (please Specify):				
National Park	Yes	No <input checked="" type="checkbox"/>		
Area of Outstanding Natural Beauty	Yes	No <input checked="" type="checkbox"/>		
Other (please Specify):	Yes	No <input checked="" type="checkbox"/>		

People

Feature	Within Woodland(s)	Cpts	Map No	Notes
CROW Access	Yes	No <input checked="" type="checkbox"/>		
Public Rights of Way (any)	Yes	No <input checked="" type="checkbox"/>		
Other Access Provision	Yes <input checked="" type="checkbox"/>	No		The whole estate is public open space and is the premier park within the city
Public Involvement	Yes <input checked="" type="checkbox"/>	No		There is an Estate Volunteer group which carries out management works every week
Visitor Information	Yes <input checked="" type="checkbox"/>	No		There are interpretation leaflets, signs and website information. General visitor information is available in the Stable Block Centre
Public Recreation Facilities	Yes <input checked="" type="checkbox"/>	No		There are public toilets, a café, car parks and play equipment within the Park
Provision of Learning Opportunities	Yes <input checked="" type="checkbox"/>	No		Guided activities and other events are organised on an ad hoc basis
Anti-social Behaviour	Yes	No <input checked="" type="checkbox"/>		There have been no significant incidents recorded
Other (please Specify):	Yes	No <input checked="" type="checkbox"/>		

Water

Feature	Within Woodland(s)	Cpts	Map No	Notes
Watercourses	Yes <input checked="" type="checkbox"/>	No		A stream runs through Writtle Belt and a number of ditches flow in South Wood. The River Wid runs next to Writtle Bypass Wood. A stream forms the southern boundary with Lower Belt
Lakes	Yes	No <input checked="" type="checkbox"/>		
Ponds	Yes <input checked="" type="checkbox"/>	No		There are ponds within most of the woods and belts
Other (please Specify):	Yes	No <input checked="" type="checkbox"/>		

4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your

Woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

Woodland Habitat Types

Feature	Within Woodland(s)	Cpts	Map No	Notes
Ancient Semi-Natural Woodland	Yes <input checked="" type="checkbox"/>	No		
Planted Ancient Woodland Site (PAWS)	Yes	No <input checked="" type="checkbox"/>		
Semi-natural features in PAWS	Yes	No <input checked="" type="checkbox"/>		
Lowland beech and yew woodland	Yes	No <input checked="" type="checkbox"/>		
Lowland mixed deciduous woodland	Yes <input checked="" type="checkbox"/>	No		All the plantations are in this category
Upland mixed ash woods	Yes	No <input checked="" type="checkbox"/>		

Upland Oakwood	Yes	No <input checked="" type="checkbox"/>
Wet woodland	Yes	No <input checked="" type="checkbox"/>
	Yes <input checked="" type="checkbox"/>	No
Wood-pasture and parkland	The woods are an integral part of the Registered Park. A number of veteran trees have been incorporated into the plantations and these will be released from competing tree growth	
Other (please Specify):	Yes	No
Non-Woodland Habitat Types		
Blanket bog	Yes	No <input checked="" type="checkbox"/>
Fenland	Yes	No <input checked="" type="checkbox"/>
Lowland calcareous grassland	Yes	No <input checked="" type="checkbox"/>
Lowland dry acid grassland	Yes	No <input checked="" type="checkbox"/>
Lowland heath land	Yes	No <input checked="" type="checkbox"/>
Lowland meadows	Yes	No <input checked="" type="checkbox"/>
Lowland raised bog	Yes	No <input checked="" type="checkbox"/>
Rush pasture	Yes	No <input checked="" type="checkbox"/>
Reed bed	Yes	No <input checked="" type="checkbox"/>
Wood pasture	Yes	No <input checked="" type="checkbox"/>
Upland hay meadows	Yes	No <input checked="" type="checkbox"/>
Upland heath land	Yes	No <input checked="" type="checkbox"/>
Unimproved grassland	Yes	No <input checked="" type="checkbox"/>
Peat lands	Yes	No <input checked="" type="checkbox"/>
Wetland habitats	Yes	No <input checked="" type="checkbox"/>
Other (please Specify):	Yes	No <input checked="" type="checkbox"/>

4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin, and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland Type	Percentage of Mgt Plan Area	Age Structure	Notes (i.e. understory or natural regeneration present)
Coppice	60	Uneven Aged	Recent and historic coppicing means that there is a variety of ages within South Wood and Tower Belt. In general, recent coppicing has resulted in good levels of regrowth.
Native Broadleaves	25	Even Aged	Most of the plantations are even aged. Where thinning has begun this is increasing natural regeneration.
Non-Native Broadleaves	10	Even Aged	Species such as Horse Chestnut and Lombardy Poplar have been planted in the past. These are being removed as part of the thinning works
Coniferous	5	Even Aged	Small numbers of Scot's Pine were planted as part of the historic parkland. These are normally in small groups and contribute positively to the character of the historic parkland. In Writtle Belt they were used as a nurse crop to other species. These will be thinned in favour of native species as they are in poor condition.

Even-aged woodland – tidy but of low diversity



Uneven-aged woodland – many wildlife habitats because of high diversity



5. Woodland Protection

Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Using the simple Risk Assessment process below woodland owners and managers can consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

5.1 Risk Matrix

		Likelihood of		
		Low	Medium	High
Impact	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action

5.2 Plant Health

Threat	Ash Dieback (<i>Chalara fraxinea</i>)
(Other Please Specify)	
Likelihood of presence	Medium
Impact	Medium
Response (inc protection measures)	Parts of South Wood have areas of young ash coppice and several of the plantations contain large percentages of ash. No evidence of the disease has been recorded yet. Ongoing monitoring will continue. If blocks of ash do die replacement trees will be planted if there is no natural regeneration.

Threat	Acute Oak Decline
(Other Please Specify)	
Likelihood of presence	High
Impact	Medium
Response (inc protection measures)	AOD has been recorded in a few trees and 2 trees have been removed. Trees will be monitored to determine if the disease is spreading.

5.3 Deer

Likelihood of presence	High
Impact	Low
Response (inc protection measures)	During the past 5 years of coppicing there has been no significant damage to new growth despite the large population of deer adjacent to the park. It is believed that the high levels of people and dogs deter deer from staying in the park.

5.4 Grey Squirrels

Likelihood of presence	High
Impact	Medium
Response (inc protection measures)	There are signs of damage to some young trees although this is not considered significant at this stage. Monitoring will continue and if rates of damage become significant then control measures will be introduced.

5.5 Livestock and Other Mammals

Threat	N/A
Likelihood of presence	N/A
Impact	N/A
Response (inc protection measures)	

5.6 Water & Soil

Threat	N/A
Likelihood of presence	N/A
Impact	N/A
Response (inc protection measures)	

5.7 Environmental

Threat	Invasive Species
Likelihood of presence	Medium
Impact	Low
Response (inc protection measures)	Being an historic park there are a number of introduced invasive species on site, e.g. Portuguese Laurel, laurel and rhododendron. Currently these are in small patches and can be controlled easily.

5.8 Climate Change Resilience

Threat	Uniform Structure
(Other Please Specify)	
Likelihood of presence	High
Impact	Medium
Response (inc protection measures)	Most of the plantations contain trees of a largely uniform age which have had limited thinning. In most of the older plantations the trees are tall and dense resulting in spindly trees prone to wind throw. Where thinning has begun it is resulting in good levels of natural regeneration.

6. Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

Management Obj/Feature	Management Intention
Manage the woods within the estate to maximise their biodiversity value	Continue with the programme of coppicing within the ancient woodland areas Continue ride creation and management works
Ensure the long-term future of the woods within the estate by undertaking appropriate management to increase their resilience to climate change	Continue active management of coppice areas. Continue to manage the plantations to improve their age structure and species composition. Undertake tree planting in Swan Pond Plantation and Writtle Bypass Wood to increase their size.
Maintain a network of paths and woodland rides to	Undertake further surfacing works and drainage improvements to improve the quality of the paths and
Encourage informal recreation while reducing habitat disturbance to other parts of the woods	Increase enjoyment of visitors. This is already reducing the number and overall width of paths. Increase the biodiversity value of the key rides by managing the vegetation on a three-year rotation.
Continue to market timber and wood produced during management works	Continue to produce and market of wood and timber from Hylands to ensure the economic viability of the management works.

7. Stakeholder Engagement

There can be a requirement on both the FC and the owner to undertake consultation/engagement. Please refer to Operations Note 35 for further information. Use this section to identify people or organisations with an interest in your woodland and also to record any engagement that you have undertaken, relative to activities identified within the plan.

Work Proposal
Hawthorn Heavy Horses and its employees
The general public
The Forestry Commission
Consultant Ecologist

8. Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results
Manage the woods within the estate to maximise their biodiversity value by continuing coppicing within ancient woods, and improving the structure and diversity of the plantations and belts.	Delivery of coppicing as per management plan	Site visits each spring	Annually	Chelmsford City Council	
	Monitoring of flora within coppiced compartments			Estate volunteers	
Ensure the long-term future of the woods within the estate by undertaking appropriate management to increase their resilience to climate change and threats from disease and invasive species.	Delivery of thinning/ selective felling as per management plan.	Site visits each spring	Annually	CCC	
Maintain a network of paths and woodland rides to encourage informal recreation while reducing habitat disturbance to other parts of the woods	Delivery of surfacing as per management plan			CCC	
Continue to market timber and wood produced during management works	Produce sold?		Annually	Hawthorn Heavy Horses	

FC Approval – FC Office Use Only

UKFS Management Plan Criteria	Approval Criteria	Yes	No	Notes
Forest management plans should state the objectives of management, and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)			
Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)			
In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so, are these reflected through the work proposals in the management strategy (Section 6)			
At the time of felling and restocking, the design of existing forests should be re-assessed, and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)			
Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7			
Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)			
Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)			
Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5-year review period been stated (1st page) and where relevant achievements recorded in section 3			
New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.	When new planting is being proposed under this plan is consistent with UKFS and FC guidance on woodland creation			
Approving Officer Name	Plan approved			<input type="checkbox"/>



Parks and Green Spaces

Chelmsford City Council



Civic Centre, Duke Street, Chelmsford. CM1 1JE



01245 606606 (ask for Parks & Green Spaces)



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