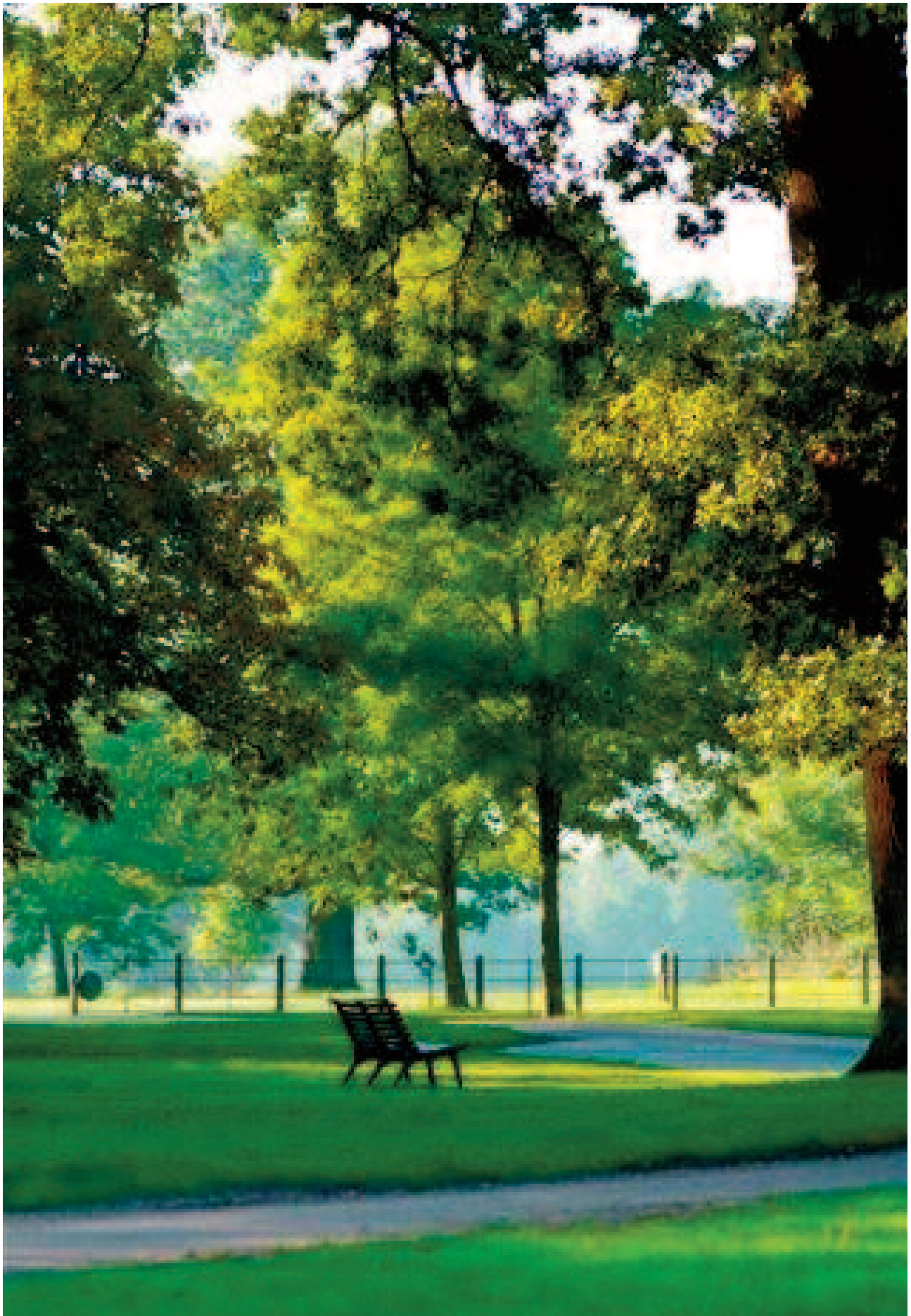


# Hylands Park

## Green Flag Submission 2017

To be read in conjunction with Chelmsford's Green Spaces Strategic Framework Document which contains details of the City Councils policy documents and recording systems and Hylands Park Historical Restoration Management Plan Volume 1 & 2.







# Foreword

One of the principal aims of the Local Authority is to improve quality of life for its residents. Parks and Green Spaces are key to this, good quality green spaces generate enormous social, economic, environmental and ecological benefits as well as making areas more attractive.

The City Councils Corporate Plan puts down a marker on its intent to deliver quality parks and green spaces. The plan states we will achieve quality accreditation for the care of our parks and green spaces.

We also have to 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. We recognize that the quality of our public spaces directly affects the quality of life of our residents.

As a flagship Park of regional renown Hylands has much to offer the visitor from the historic Repton landscape to the formal gardens and the Grade 11 listed House and Stable block. Hylands has something for all ages. Both now and in the ensuing years, the 'park' is and will be a place for people, a green oasis in an urban environment.

The City Council is delighted with the restoration of the Hylands Estate undertaken in partnership with the Heritage Lottery Fund (HLF) Both the Parkland and the House are considered precious to our local community and recognised as an important attraction within the region. We are determined to ensure it has a substantial future and the plan enables this to be achieved.

Over the life of this plan it is our aim to provide parkland that caters for the needs of the visiting public. We will listen and will aim to make improvements year on year to make the sites more attractive, well respected and safe for all.



**Bob Massey**

**Cabinet member for Parks & Green Spaces**



# 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.

This management plan is designed to be used as an easy reference manual that can be understood by all interested parties.

The plan deals specifically with matters relating to Hylands Park 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 **Green Spaces Strategic framework document**. (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 well-managed Park
2. A welcoming Park
3. A healthy, safe and secure Park
4. A well maintained and clean Park
5. A sustainable Park
6. A park that addresses conservation and heritage
7. A park where community involvement is encouraged
8. A well marketed and promoted Park

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.

**Information of a more generic nature has been drawn out of the site specific management plan and is now found in a companion guide entitled Strategic Framework for Parks and Green Spaces.**



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# Section 1.0

## 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 and classification:**

Hylands Park Chelmsford CM2 8WQ

Hylands Park is classified as a destination park of historical significance. It has over 231 hectares 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 Estate in 1966.

### **Management Plan produced by:**

Chelmsford City Council (CCC)

### **Date of Management Plan:**

2017-2022

### **Consultation Details:**

Chelmsford City Council (CCC) consulted with the stakeholders' panel to review estate operations and management and to make recommendations.

The plan replaces the previous 10 year plan that was adopted by Chelmsford Borough Council's Cabinet on 17 October 2006.

### **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 Services 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.

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 that recognises the value and significance of its historic, horticultural 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 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 of 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

## PARK OBJECTIVES

- 1 To understand and respond to the needs of our audiences, reflecting diversity of needs and use; enriching lives and enhancing access to culture and sport.
- 2 To protect and enhance the park environment for the enjoyment of families, children and visitors (alongside sports orientated users).
- 3 To work with other organisations and volunteers to deliver clear education, health, sport and participation opportunities.
- 4 To conserve and enhance the natural environment of the park.
- 5 To deliver greater value for money through increased income generation.
- 6 To demonstrate organisational excellence.

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 embrace the aforementioned and blend in the following specific objectives that have governed the management of the parkland both now and over the last 10 years:

- Develop Hylands Park 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 gardens. Where there is conflict preservation of the historic evidence takes precedence because of its fragile and irreplaceable mature.
- Maintain the pleasure gardens in accordance with good horticultural practise, being mindful of their listing of Grade two listed Gardens.
- 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 remains a healthy and secure place which everyone can freely 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 park's historic value and also promote good horticultural standards and sustainable practice 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 nine private owners.

Hylands Estate comprises of Hylands House surrounded by 232 hectares of landscaped parkland, much of which is Grade II listed by English Heritage.

Humphry Repton designed much of the landscape in the 18th century. These areas of parkland have recently been 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

## Size:

Approximately 232ha

## Type:

Hylands Park serves the local community and visitors from outside of the area, both regionally and nationally.

## 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 arbor 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 tranquility that 232 hectares (574 acres) of park has to offer.



- Grade II listed a large neo-classical Georgian House originally built in 1730
- Repton Landscape 83 hectares with Serpentine Lake
- 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 Centre with Hutton's Courtyard Cafe, gift shop, friends 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 depot)
- Walled Kitchen Garden (built during early to mid-19<sup>th</sup> Century)
- Ice House (Mainly below ground level) exact date unknown
- Mauro's Outdoor Café & Adventure Castle Children's play area
- Fully accessible toilets
- County value for wildlife with site designated as a Local Wildlife Site by DEFRA
- Woodland areas – many interesting trees including some veteran oaks as well as a champion oak (*Quercus pyrenaica*) the largest known example in Gt Britain & Ireland
- Serpentine Lake
- River fishing – River Wid running for some 800m through the northern part of the parkland
- Centenary Way a pleasant signed walk created to recognise the Queens Jubilee

### Infrastructure:

Includes entrances, signage, lighting, pathways, roadways, car parks, fencing, seating and memorial plaques, bins and ponds

### Horticulture:

Includes high quality grass areas, formal and ornamental beds, trees and semi natural areas for wildlife conservation, water bodies and woodland.

## User Groups:

- Friends of Hylands Park
- Estate Volunteers
- Garden Volunteers

## 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 Community Services Directorate – Leisure & Heritage Services.

The team at Hylands managing the parkland comprises of a Head Gardener and two Gardeners. All three posts are full time. 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 Community Services Directorate.



# Section 2.0

## Hylands Park – Site Overview

### A Brief History - Heritage Value & Significance

Hylands 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.

### Hylands Park and Hylands House

Today Hylands Park and Hylands House are renowned regionally and nationally as it is known to be one of the finest examples of Humphry Repton’s work in the region. Repton was one of the principle 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 iconic landscape is treasured by the community both locally and from further afield.

It is one of the most popular free destinations in the region. 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.

### Hylands Park

As a flagship Park of regional renown Hylands has much to offer the visitor from the historic Repton landscape to the formal gardens and the Grade 11 listed House and Stable block. Hylands has something for all ages. Both now and in the ensuing years, the ‘park’ is and will be a place for people, a green oasis in an urban environment.

The commitment of Chelmsford City Council to the objectives and philosophy of the Green Flag scheme is demonstrated in the submission of Hylands Park along with another six parks in 2007 since that date the park has attained a Green Heritage Award and has retained both awards each and every year since.

### **Restoration of Hylands House and Gardens**

The Restoration Project aimed to restore the Grade II 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.

## **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.

### **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.

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 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.

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 54.5ha (135.5 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 in particular. 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, including a rare specimen of *Quercus pyrenaica* – champion oak, the largest known example in Great Britain and Ireland, 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 current woodland management plan has been used to obtain a 10 year Felling Licence from the Forestry Commission. An application for Countryside Stewardship was submitted in 2016 and the council is still waiting to hear if it has been successful.

Within the Pleasure Gardens the shelter belt of trees to the west of the gardens will be developed as a woodland garden during the next few years. This woodland garden will be managed to ensure continuity of the tree stock by careful selection and thinning out of existing seeding trees and then under planted with suitable woodland plants and bulbs. Simple paths will run through the woodland and link-up to main circulation points.

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.

## 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.

A new rhododendron walk of the American Style has been created to the east of the House consisting of selected rhododendrons and related species such as azaleas and hydrangeas. These plants will compensate for the removal of rhododendrons and other shrubs during the recent restoration works.

## 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..

## Ecology

### Ecological Interest

The whole site has been designated as a 'Local Wildlife Site'. Hylands Park 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.

## 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 Pendunculate Oak (*Quercus robur*), Sycamore (*Acer pseudoplatanus*), Wych Elm (*Ulmus glabra*), Hornbeam (*Carpinus betulus*), Hawthorn (*Crataegus monogyna*) and Elder (*Sambucus nigra*). 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 Domesday 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.

Of the trees with established date of planting before 1800, there are eight species; Oak, Horse Chestnut, Sycamore, Beech, Lime, Hornbeam, Ash and London Plane. The 19th Century tree population contains broadly the same species mix, with the addition of Walnut. Little was planted between 1900 to 1949 except Hawthorn.

More recently a greater mix of species have been planted including several species of Oak, Norway Maple, Italian Alder, Cherry, Copper Beech and the Tree of Heaven. Some of these trees were removed from the parkland during the first stages of the HLF restoration work carried out in 2005.

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 Pendunculate Oak and a specimen of Champion Oak (*Quercus pyrenaica*), the largest known example in Great Britain and Ireland. 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.

In addition any fallen branches are retained to provide important deadwood habitat. This has resulted in Hylands becoming one of the best dead wood sites in Essex, with an abundance of decaying wood supporting many invertebrate species.

## **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 Lane 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 (*Lestes 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 (*Lophopis crystalline*). 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 effect the Great Crested Newt 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 Newt.

### **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 species 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 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.

## **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 formal gardens covering just over sixteen acres is an important site for saproxylic invertebrates in Essex, with 13 nationally notable 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 Coleptra.

## 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. The Brown Hare was common at Hylands some twenty years ago, but with the increased presence of dogs, only two have been sighted between 1999 and 2003.

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.

## Buildings and Structures

The full history of the Hylands Estate, including the parkland and its buildings area referenced in the conservation management plan.

In summary, they are:

- Hylands House Grade 11\* listed – fully restored in excellent condition
- Stable Block (New Visitor Centre) – Grade 11 listed – fully restored in excellent condition by 2007
- Home Farm – fully restored and extended estate maintenance depot in excellent condition
- Flint Cottage – Grade 11 listed – fully repaired (wind & weather tight) and removed from English Heritage Register of Buildings at Risk listing
- Toilets at Writtle Car Park – generally satisfactory condition
- 4 car parks
  1. Writtle entrance car park – generally satisfactory condition
  2. London Road entrance – excellent condition
  3. Overflow car park for House – satisfactory condition
  4. House car park – excellent condition
- Ice House – below ground ruin, in need of restoration
- Basement structure in Pleasure Gardens – satisfactory condition and secured from unauthorised access
- Walled Kitchen Garden – in need of restoration, but secure
- Boundary wall, three entrance gates, gate pillars – generally satisfactory condition (The Repton approach and reinstate Widford Gate are new)
- Temporary demountable toilet facilities by entrance to Pleasure Gardens to be removed by 2007

Responsibility for the management and maintenance of the above is with Chelmsford City Council Parks & Green Spaces Services. Parks & Green Spaces Services prepare annual estimates and budget for cyclical and responsive repairs and maintenance in conjunction with the Council's Building Maintenance Section, based on periodic inspections. Planned, preventative, cyclical, and reactionary maintenance tasks are carried out by external contractors from the Council's approved list. Inspections, access audits and health & safety issues regarding the state and House are also undertaken by the Council's in-house maintenance section in conjunction with the Parks and Green Spaces Manager.

The Council is committed to ensure that the estate and its buildings continue to be looked after and maintained to the highest standards possible within budgetary constraints.



## **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 A12). 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 recently 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 but is integral to the high hedgerow along this highway boundary, running from the Writtle entrance along the Widford Fields as far as St Mary's Church by the roundabout.

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, but the condition of some elevations are poor, requiring major repair and restoration. 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 recent 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. A new lighting scheme to externally illuminate the front and rear of Hylands House as well as the Ha-Ha and rear access ramp was completed during 2006.

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 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 Wold Centenary Scouting event that takes 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 surface of this area is to be surfaced in 2017. The main entrance drive to this car park from the Writtle Bypass has removable road speed ramps, which were renewed in January 2006. The Widford entrance (off the A414 dual carriageway) is the main entrance for visitors to the House and the southern part of the park. There are car parks just within the entrance that can park up to 70 cars with a number of dedicated disabled spaces. The surface of this parking area is compacted Coxwell gravel. Adjacent to the House is a hard surfaced car park area, mainly for visitors to the House, with disabled parking bays for disabled users. During larger events, a small temporary car park is provided adjacent to Widford Church. Inspections of car park areas, fittings and surfaces are carried out periodically and any damage or maintenance work is carried out either by estate staff or, in the event of more substantial work, by external contractors.

## 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 South Shaw

and South Wood from the Writtle entrance along the western edge of the park. 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 also 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

The strategy for interpretation and orientation of the estate has included several measures to allow visitors to quickly grasp the layout of the park.

The key actions of this included:

- Rationalisation of the Pleasure Gardens footpaths to give a defined passage to and from the House;
- An identifiable entrance into the Gardens from the direction of Writtle Gate;
- Removing the perceived boundary between the more recently acquired northern fields and the thinning of trees on the old boundary, which gives the land a similar parkland character;
- Removal of the dense tree planting surrounding and hiding the lake and removal of the rhododendron planting on the North Lawn to fully reveal two of the greatest landmarks within the Park – the Lake and the House.

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

- Sensitively 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 will be provided within the Stable Block and House

## Park Furniture

The estate contains a range of parkland furniture such as fixed timber seats, picnic tables and benches, as well as cycle racks, which are regularly maintained and kept in good condition. Seating consists of heavy oak benches sited in various locations throughout the estate. Some of these are sponsored and other purchased under a scheme for individuals wishing to have a memorial bench in the park. The recent restoration of the Pleasure Gardens has brought about some rationalisation of public sponsored seats in this area, including repairs and some replacement of memorial plaques.

Before major events such as the annual V Music Festival some landscape items are removed from the parkland and temporarily placed in store for safekeeping. Items that cannot be easily removed are protected with security fencing.

Separate litter bins are provided for general park litter and dog waste. The former are maintained and the waste collected by the estates park personnel, whilst the dog waste is disposed of by the Councils Operational Services.

## Fixed Play Equipment

The Adventure Castle Children's play area, a multipurpose modern play equipment complying with BSEN:117 was installed in phases commencing 2008. 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. The areas are surrounded by a low level fence with spring action gate to restrict access by dogs. The life expectancy of this equipment is some 20/25 years.

## Dogs

The exercising of dogs is permitted in the parkland area, but must be kept under control at all times and not be a nuisance to other park users, or other animals such as horse riders. Dogs other than guide dogs are not permitted in any of the estate buildings. Within the Pleasure Gardens, dogs are only permitted on leads. The Council and its appointed Environmental Officers are active in promoting educational awareness about the dangers of allowing dogs to foul in public areas. Since the introduction of "The Dogs (Fouling of Land) Act 1996" which came into force on 1st July 2004, anyone ignoring the law is liable for a £50 fixed penalty fine, or if they are prosecuted, a fine of up to £1000 on conviction. Dog Wardens and authorised park staff can demand that anyone in charge of a dog should immediately clean up after their dog. Special dog-waste bins are provided in the parkland and car parks, which are emptied regularly by the Councils Environmental Services.



## Horse Riding, Shooting and Grazing

Limited horse riding licenced by the Council is permitted in certain parts of the park. Currently there are very few licenced horse riders, who are restricted to the areas immediately to the outskirts of the park along the estate boundary. Riders are requested to carry their riding permit when in the estate, to give way to any vehicles and members of the public and to refrain from galloping on the grassland to prevent damage to the surface. The grazing of cattle within the estate ended during the 1950's, although the reintroduction of grazing was considered by external consultants during the HLF Stage 1 process and is now operational. Fallow deer grazing wild frequently access the parkland from adjoining farmland. Shooting is not permitted on the estate.

## Estate Security and Fire Management

(For security reasons precise details are not disclosed)

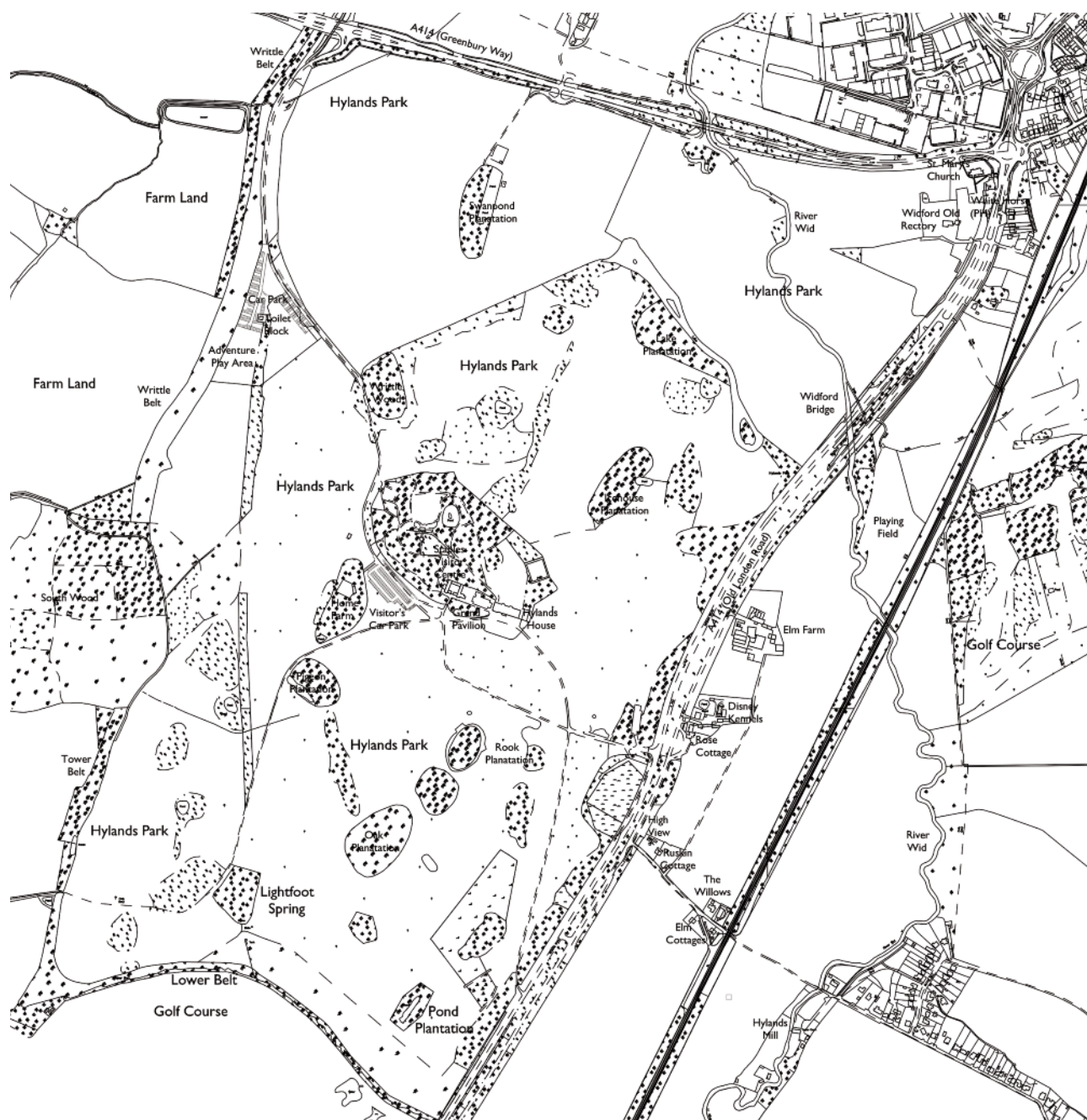
Hylands House and Stable Block (New Visitor Centre) have protection from both CCTV as well as a resident Housekeeper who lives on site in the Coachman's Cottage. Home Farm also has CCTV security and all buildings including Flint Cottage have intruder alarm systems connected to a central control base. During some events, additional private security is employed. The Council also employs a mobile Park Ranger who attends at Hylands as well as other parks and open spaces. Hylands also employs other full time staff such as a House Manager and Head Gardener, together with other parks and house 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 (New Visitor Centre), Home Farm and Flint Cottage. Recent building work has been carried out in consultation with the Local Fire Authority and Councils Building Control division. Fire extinguishers have been provided in all areas where required, to comply with the Health & Safety at Work Act and Fire Precautions (Workplace) Regulations. Appropriate parks and House staff are trained in fire precautions, and some are designated Fire Marshalls. All House duty managers are trained in the procedures for evacuation in the event of an emergency, and Stable Block staff for the New Visitor Centre will be trained by 2007.

## Section 3.0

### A Welcoming Place

Hylands Park is situated to the south-west of Chelmsford. It lies within an area bounded to the north by the A414 Writtle Bypass and to the east by the A1016 London Road. The western boundary is loosely formed by South Wood. The main entrance to the Park is from the A414, The Writtle Bypass.



## **Open to all – All inclusive**

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 Constabulary and Safer Neighbourhood Teams is maintained.

The management team at Hylands Park 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 environmental responsibilities.

## **Access Target Groups**

Three main groups have been highlighted with regard to accessibility. The needs of these groups are under continual reassessment and are reflected in the action plan within this document.

### *Older People*

Older people are an important user group of the park. This group uses the Park for informal exercise and relaxation.

### *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 a large capital investment has been made to the play area

within the park using imaginative equipment. Picnicking facilities have also been identified as a new opportunity to attract younger families to the park and its immediate environs.

### *Young people*

The parkland is now famous for the V Festival and draws an audience of more than 190,000 annually.

### *Dog walkers*

Dog walkers are welcome provided that they act responsibly and keep their animals under control. Dog walking routes have become established within the park and spill out into the wider Local Nature Reserve abutting the site.

## **Accessibility of the park**

The park has ample free 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)

### *Announcing the Park -The offer*

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

Humphry Repton designed much of the landscape in the 18th century. These areas of parkland have recently been 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 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 arbor 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 tranquility that 232 hectares of park has to offer.

A completely new garden the One World Garden was created in 2007. The garden is one of the most exciting contemporary gardens created within East Anglia and was designed to celebrate the World Scout Jamboree held at Hylands Park, 2007. The design was inspired by the Arts and Crafts movement, the ideals of the Scouting Association, and an understanding of the estate's historical background.

## **Features to be found at Hylands Park**

Both the House and its Gardens are open throughout the year. The House and Grand Pavilion are available to hire for corporate functions, events and is 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.
- New Visitor Centre open 7 days a week, with Artist Studios, Stables, Gift Shop and Café serving refreshments and meals all day.
- 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 (232 ha)

Hylands House (open Sundays and Mondays) - Please check the Hylands House website for event listings.

The management plan for Hylands Park has been introduced as a means of establishing day-to-day park management measures that work towards achieving long-term policy objectives. The plan also identifies the role of the park in the wider context of borough-wide strategies.

### 3. A WELCOMING SPACE – PROPOSED ACTIONS

3.1 Maintain and monitor structures on a regular basis

3.2 Review and update visitor information Create Visitor Heritage Trail

3.3 Undertake review of car park information

3.4 Improve Car park provision across the site





## Section 4.0

# Healthy Safe and Secure

**A principle aim in the park's management is to ensure that the Estate and Gardens remain a healthy and secure place which everyone can freely access and enjoy, being confident in visiting a safe environment.**

### Chelmsford City Council health and safety policy

Health and Safety Policy as it applies to the Park emanates from Chelmsford City Council's general policies. Site specific safety issues are covered by Health and Safety documentation and risk assessments as they relate to the site and to the works undertaken therein. The said documents are held electronically and are accessible to managers. Parks and Green Spaces employ QLM Management Limited as their advisers.

The Green Spaces Strategic framework document contains all the generic information relating to Health and Safety and should be read alongside site maintenance plans.

A current copy of the Health and Safety Policy is available to all grounds maintenance staff and is provided as part of the information packs they hold and which include the operations & training manual, risk assessments and procedure notes.

CCC adhere to three certified management standards

- OHAS 18001 Standard – the British Standard that sets out the requirements for Health & Safety Management Systems in order for organisations to implement compliant occupational health and safety performance
- QS 9001 Quality Standards – setting out the requirements of a quality management system
- EMS (Environmental Management Systems) 14001 standards – sets out the criteria for an environmental management system
- SCN are audited six monthly against the BSI (British Standards Institute) – by continually assessing performance SCN demonstrates a commitment to continuous improvement

### Training

All grounds maintenance staff are trained in basic health and safety and have considerable experience of working safely within a public space. They have appropriate qualifications in horticulture and using equipment and are trained to an NVQ or City and Guilds Level 3 standard. Where machinery is used consideration for garden users' safety is paramount. When larger machinery is needed to complete essential works, areas of the gardens are sectioned off. This kind of work is generally completed out of season to ensure minimum disruption to park users.

## Staff and our interface with the visiting public

Parks Services have three members of staff dedicated to the day to day management at Hylands Park complimented by a strong team of garden volunteers.

All grounds maintenance staff, including the Garden Volunteers, wear visible uniforms and where appropriate high viz jackets.

The daily inspections of the park are undertaken by those staff who have responsibilities for the estate's grounds. The inspections incorporate an element of general health and safety review. Damage and faults are recorded and remedial work actioned. The health and safety of visitors is reviewed via the inspection regime in operation in the Park.

Parks staff are able to report anti-social behavior direct to the police. Strong links have been forged with the Community Police who visit the park frequently.

All staff and volunteers working within the park wear a uniform carrying the Parks Services logo.

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

Park Watch, an initiative run by the City Council with Police support operates in all parks. The service operates 24/7. People can talk direct to the duty officer or send a text to the number. Each call is logged with the information / contact details remaining confidential.

Park Services operates a lost property procedure, including items found or lost in the park.

## Accidents

Staff 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 sports are being played. Standard Chelmsford City Council accident forms are completed wherever possible to record details of reported incidents.

The public are able to report faults to Park and Green Spaces team by contact numbers advertised in the Park.

## Safety checks of equipment and facilities

The Adventure Castle play site is located at the northern end of the estate (Greenbury Way) and is sited near to one of the estates main car parks and in close proximity to Mauro's Outdoor Café and a separate toilet block. The play site is purposely located away from entrance points and access roads and is deemed a safe environment for children's play. Dogs are excluded from the play area. An annual audit of the play equipment ensures that it remains compliant with the current British Standard (BS EN 1176) and that the surfaces beneath the equipment are adequate for their use. The main surface in the playground in the main is play bark. Wet-pour rubber surfacing is used under some items of equipment where play bark is not practical.

The playground is checked on a daily basis by the park staff during weekdays. This includes a visual check of the equipment and seating for wear, graffiti or damage as well as the cleanliness of the immediate area.

The playground is also subject to safety inspections on a monthly basis, by the playground inspectors.

Minor faults are rectified at the time of inspection. Any significant damage is reported to the Grounds Maintenance Operations Manager within two hours of the inspection and dealt with as an urgent item. Damaged and dangerous play equipment is made safe by the inspector by means of hazard warning tape, flexible fencing and signage during the inspection. The response time for the inspector on a call-out is:

- Summer period (1 April -30 Sept) call before 2.30: Inspector to attend the same day.
- Winter period (1 Oct -31 March) call after 1 pm or summer period (1 April -30 Sept) call after 2.30: Inspector to attend the next day irrespective of whether weekday, weekend or public holiday.

The inspector is not allowed to carry out any work whilst children or members of the public are present. Playground Inspectors and Maintenance Contractors are required to undertake training relevant to the guidelines laid out in the RoSPA publication 'Assessing Risks in Children's Playgrounds'. The Contractor is also required to hold appropriate and current 'Construction Industry Scheme' certification.

Park Buildings: Safe access checks are undertaken on a four-monthly cycle. Ramps are inspected for algae and other slippery surfaces and pathways for ruts or cracking and that they remain unobstructed by plant growth.

## Health & Wellbeing

Green open spaces are recognised as essential to the well-being of those people who live and work in the surrounding urban areas and it is therefore critical that these spaces both offer and are of a quality to encourage greater use and activity. Use of the estate and gardens is free and they are accessible for all ages.

The gardens are therefore an important resource for local residents for daily exercise. NHS indicators show an aging population and it is recognised that exercise is important for ones wellbeing.

The City Council promote Heart and Sole heathy walks at Hylands. The Hylands Walks take place on the third Friday of each month at midday (up until the end of December) and the second Sunday of each month at 2.30pm. All walks are free and you can just turn up! All of the information on Heart & Sole can be found at: <http://www.chelmsford.gov.uk/heartandsole>

## Facilities

The Park is served by two toilet facilities – One near the Writtle Road Car Park / Adventure Castle and the other at the Stable Block centre. Both provide a changing places and disabled facility.

The House also has toilets available for visitors as does Home Farm Depot. The toilets at the latter are for staff and volunteers.

## 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 were 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.

- Robust building materials were used in the gardens limiting vandalism and deterring criminal activities.

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 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

## Way leaves, Easements and Licences

- There are various way-leave agreements and easements with the principle utility companies for telecommunication systems and underground electrical and water services.
- The Council has the right 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 4<sup>th</sup> October 2005 for a water supply to the park from Margaretting Road



## Control of Dogs

Dog Walking is a popular pastime. Raising awareness of responsible dog ownership continues to be a priority to ensure that both park and garden users along with dog owners continue to enjoy the facilities together. Bins for bagged dog waste are provided at key points.

### 4. HEALTHY SAFE & SECURE – PROPOSED ACTIONS

- 4.1 Monthly Progress Meetings to monitor and review the gardens environment with regard to health and safety and security issues.
- 4.2 Responsible dog ownership campaign
- 4.3 Encourage and promote volunteering



# Section 5.0

## Well Maintained and Clean

**Provide facilities that are well used, aesthetically pleasing and in keeping with both the natural and built areas and in keeping with the historic heritage of the site.**

### Introduction

All aspects of the maintenance within the park and gardens is carried out by Parks and Green Spaces grounds and maintenance staff delivered on behalf of CCC.

The On Site Team comprises of:

- 1 Full time Head Gardener
- 2 Full time Gardeners on site
- 40 Garden Volunteers
- Estate Volunteers

During peak periods from May to November additional support is provided by additional staff from mobile rounds together with staff with specialised equipment for estate maintenance work.

Ground maintenance staff is supported by volunteers who work alongside the grounds maintenance team.

The following section sets out an overview of maintenance arrangements in place at Hylands Park.

### Five Year Maintenance Plan

In December 2016 a detailed five year Site Management and Maintenance Plan was agreed and is attached in Appendix 1.

Routine work includes: grassland, ornamental beds, tree works, other activities (e.g. hard surface weed control, path sweeping, etc).

Non-routine work includes: expert tree inspections, repairs to walls and furniture maintenance, etc., and vandalism.

It also explains the maintenance of buildings and structures within the park and gardens. And future maintenance plans and budget.

The introduction of a then 5 year maintenance plan late in 2016 forms the backbone for more robust and focused management and maintenance however it was recognised that this still needed to remain flexible enough to cope with seasonal variations whilst providing guidance to the type of work required during each period of the year. The parkland and gardens represent a unique environment.

The maintenance plan will be reviewed and updated on an annual basis.

## 5. WELL MAINTAINED & CLEAN – PROPOSED ACTIONS

5.1 Annual review of five year maintenance plan.

5.2 Planting review spring 2017

5.3 Schedule of maintenance works

5.4 Refurbishment of One World Garden



# Section 6.0

## Sustainability

**Protect and enhance the parks historic value and also promote good horticultural standards and sustainable practice to conserve and broaden the Park's estate and gardens natural beauty and wildlife appeal.**

### Introduction

Environmental management is central to the City Council's aims and objectives. We are committed to:

*'to lead, inspire and empower our communities to reduce their environmental impacts by demonstrating the Councils' commitment to running their own estates and operations and delivering their services in a more sustainable way'*

- *protect, enhance and make sustainable use of our environment;*
- *build strong, caring thriving communities in which everyone has stability and a valued role;*
- *create an attractive and accessible rural, and urban environment for people who live and work in;*
- *encourage inward investment in sustainable, low carbon economic action within the district;*
- *provide a rich and diverse legacy for future generations'*

All staff are provided with a safety guide which sets out the operational procedures (including risk assessments and safe working practices) for planned work, it provides information about responsibilities and the approach to how work is undertaken in order to achieve objectives and targets. Specific procedural notes and standard forms are also provided to ensure all teams are working in a consistent way delivering the service in a joined up and efficient manner which is legally compliant.

The management plan further guides operational process and practices.

These systems generate a continuous cycle of review and improvement, consistent with a robust approach to service delivery and good environmental management.

The management plan and grounds maintenance specifications reflect the Council's policies listed in the Green Spaces Strategic framework document, as they relate to sustainable land management. The specifications and strategies are important as they guide and empower decision making. Robust written policies in the public realm are a real aid when securing adequate budgets – ensuring council policy is implemented.



## Composting & green waste recycling

Within the Park there is a limited production of green waste during the normal day-to-day work, derived from tree management and the removal of arisings derived from the maintenance of trees shrubs and perennials within the park's estate and gardens. The biodegradable waste is transported to Sandford Mill where the material is shredded and composted for use as a soil improver or mulch material.

Occasionally proprietary brand compost with a known NPK ratio is used when ornamental shrub beds or other horticultural features are renewed or renovated.

## A hay crop is taken from the floristic meadows.

A hay crop is routinely taken from the floristic meadows and the sites are monitored to determine the changes in flora year on year.

## Essex Grazing project

The project was brought to Hylands in 2016. A herd of Red Polls are brought to graze areas in rotation. The project is managed by Essex County Council. Traditional grazing is ecologically beneficial and adds another dimension to the park.

## Pesticides

Parks and Green Spaces operational teams use very little pesticides now compared to that which may have occurred across many local authorities in the past. As part of both good housekeeping and the requirements under ISO 14001, an audit of stored pesticides with up to date information on those that have been withdrawn now only provides a very small number maintained for use within gardens.

One of our aims is to deliver grounds maintenance within the park's estate and gardens which is not reliant on pesticides and many of the practices.

For a number of years, the team has recycled woodchips as a mulch to reduce the need for herbicides on shrub beds and tree pits. Green waste is removed from the park and gardens and taken to an off-site centre where it is turned into mulch, soil improver and wood chip. These are returned and used to improve the soil quality which in turn encourages natural pest predators and removes any requirement for the use of non-green soil improvers such as peat.

Small amounts of pesticides are maintained in proper storage facilities on site.

## Peat Use

Peat is no longer used in any form, as a soil additive or improver. CCC produces its own bedding plants and have over a number of years experimented with various non-peat / low peat mixes.



A further aim for the estate and gardens must be to ensure that all suppliers of shrubs and trees provide relevant information on their products in terms of peat free or peat reduced mediums to ensure that any new plant material sits favourably alongside existing good environment practice.

## Resource Conservation and Recycling

Prunings, wood chip, leaf mulch and old bedding plants are all composted off site and provide an excellent source of compost for reuse within the Gardens.

## Horticultural and Arboricultural Management

Objectives and Work Specifications with regards to the maintenance of horticultural features can be found in the Appendices. The trees at the site are monitored by the councils Conservation and Arboricultural Officer and are maintained to a high standard. Tree data is held on the Treewise database that ensures tree management is undertaken both efficiently and effectively. At the same time it provides the Council with a clear record for insurance purposes.

Replanting within the Park is done in a sympathetic manor taking into account the historic landscape. Trees selected have to be in keeping and in the main indigenous with no new introductions being introduced.

## Water Consumption

The grounds maintenance specification covers a number of water management issues in the park. The Council actively monitors water use and seeks to introduce efficiencies where at all possible both in maintenance operations and in buildings. Particularly in publicly accessible buildings.

## Pollution Reduction

As part of the requirements of CCC quality and environmental management systems, statistics are recorded on vehicle use through machinery and vehicle usage records (haulage sheets) and emissions and all vehicles and large plant are fitted with a tracker security system in order to provide statistical information.

Consistent and thorough maintenance of plant and equipment also ensures that vibration, emissions and noise levels are all maintained to acceptable levels.

## Electrical Infrastructure

The electrical infrastructure of the Gardens has been improved in recent years viz One World Gardens and roadway lighting.

### 6. SUSTAINABILITY – PROPOSED ACTIONS

- 6.1 CCC to continue to work toward continuous improvement, and seek to work towards EMS 14001 standards
- 6.2 Utilities are monitored centrally on a computerised system that analyses usage of Gas and Electric site by site.



# Section 7.0

## Conservation and Heritage

**Promote the Hylands Estate as a community resource, encouraging engagement, learning and development through healthy and active involvement**

### Introduction – 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 II Registered Garden of Special Historic Interest detailed earlier in the introduction.

### Hylands – Wildlife Habitats

#### Ponds

Early on in the restoration of the Parkland & Gardens, the ponds were identified as important elements, particularly with their potential for increasing the biodiversity of the gardens. Objectives relating to wildlife habitat including grassland and woodland is further detailed in Section 9 Management and Marketing.



## Built Environment

The majority of buildings and structures within the parkland & gardens are historic and together they provide an overall impression of the gardens and the quality of the facilities provided. It has and remains an overall aim within the management of the park to ensure that repairs and refurbishments should delivery consistency throughout both the parkland & gardens.

### 7. CONSERVATION & HERITAGE PROPOSED ACTIONS

- 7.1 Monitor and maintain habitats (especially ponds)
- 7.2 Survey wildlife habitats
- 7.3 Include wildlife group within Friends of Hylands Park
- 7.4 Restoration of Kitchen Garden
- 7.5 Refurbishment/restoration of pleasure garden ponds



# Section 8.0

## Community Involvement

**Promote the Park as a community resource, encouraging engagement, learning and development through healthy and active involvement**

### Introduction

The Park and Gardens primary role is to provide a distinctive and attractive setting for visitors and residents to enjoy. The Gardens are by nature, origin and design suitable for quiet pursuits and passive enjoyment – sitting, walking and picnicking. Along with this, the site is used to accommodate formal entertainments.

Many groups and individuals are involved in the park and gardens. These include volunteers, local residents, businesses and friends groups.

### Estate and Garden volunteers Group

The objectives of the group are to:

- Organise volunteers to help maintain the gardens
- Promote high standards of management and maintenance
- Promote the history and heritage of the park
- Promote the Gardens as a public open space
- Seek to improve the provision and future development of amenities and facilities

#### 8. COMMUNITY INVOLVEMENT – PROPOSED ACTIONS

##### 8.1 promotional campaign to increase the volunteering groups



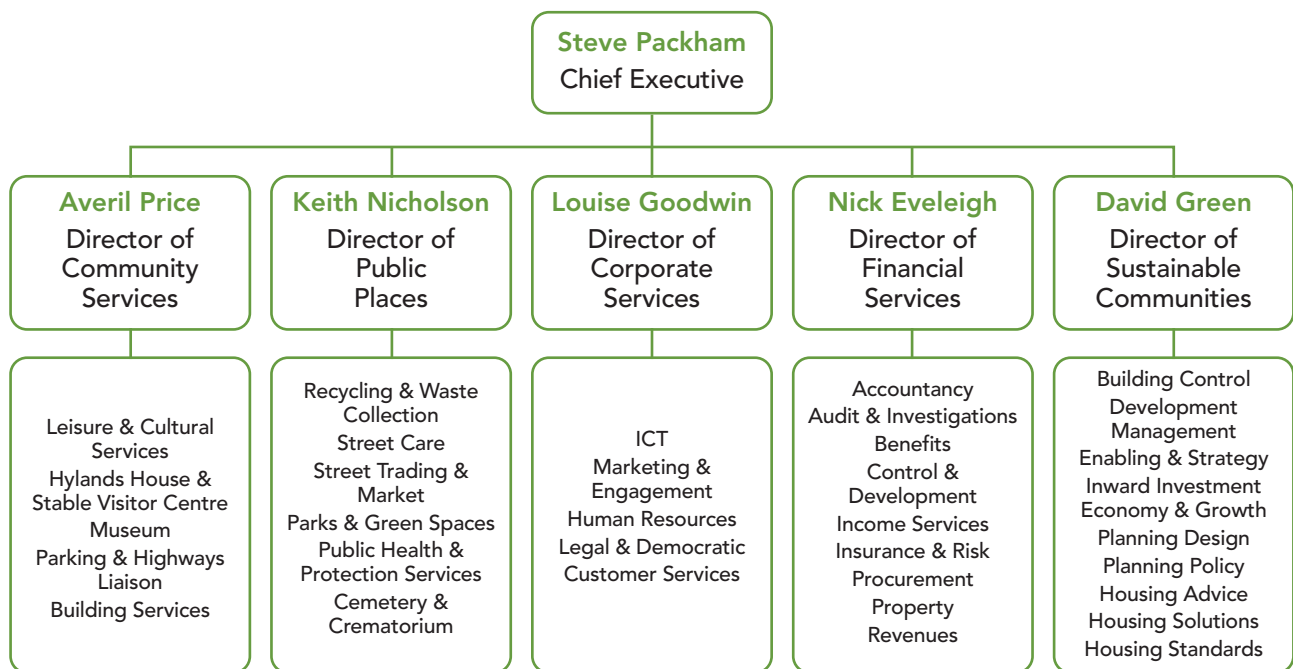


# Section 9.0

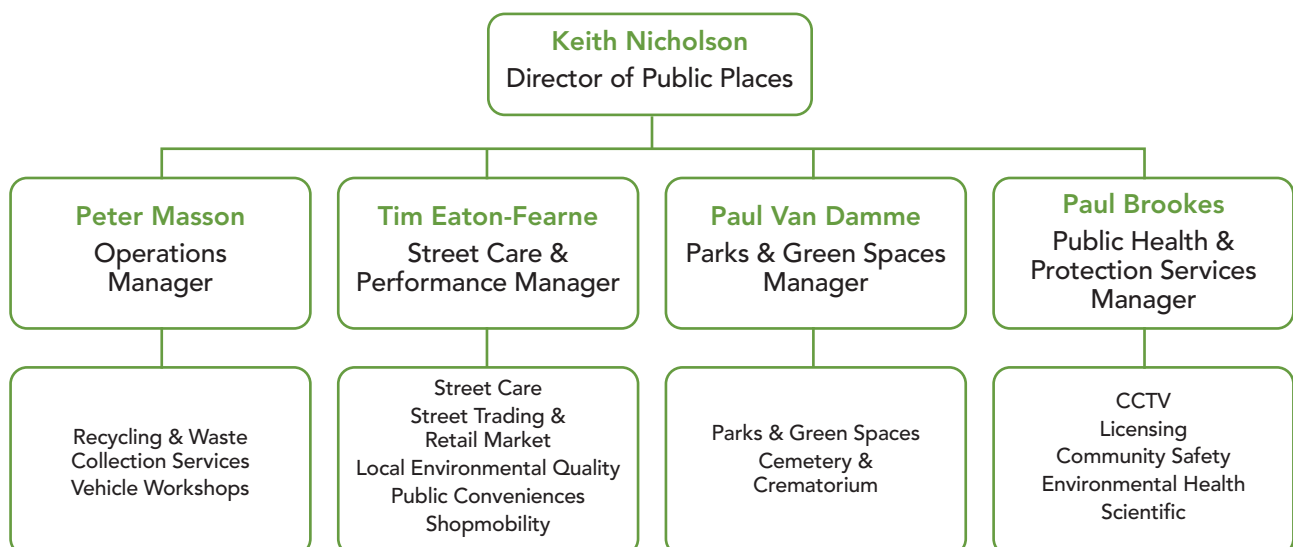
## Management and Marketing

### Management Structures and Maintenance Regimes

#### Chelmsford City Council



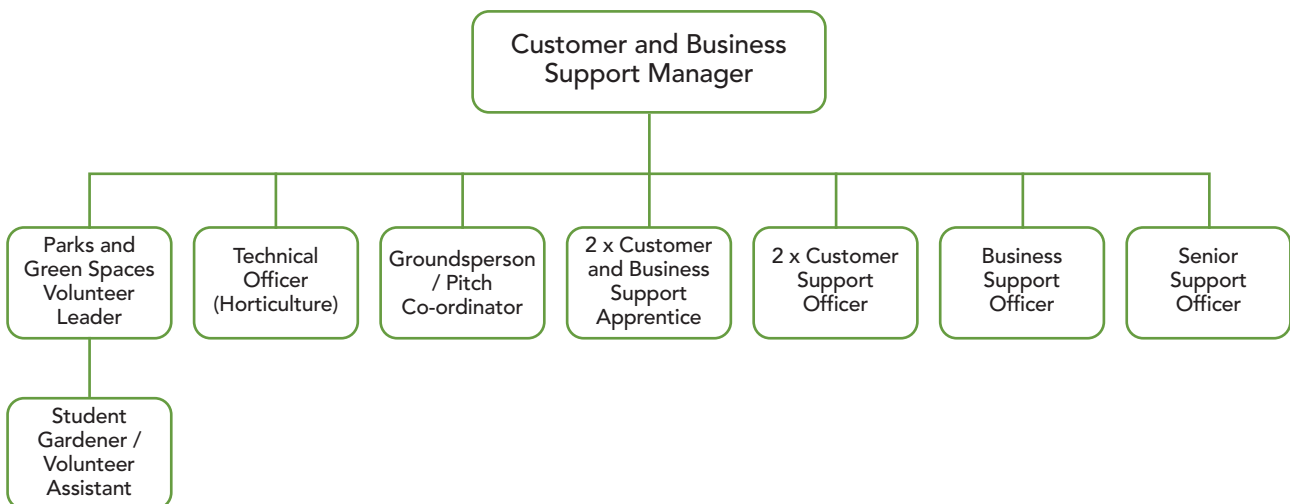
#### Public Places



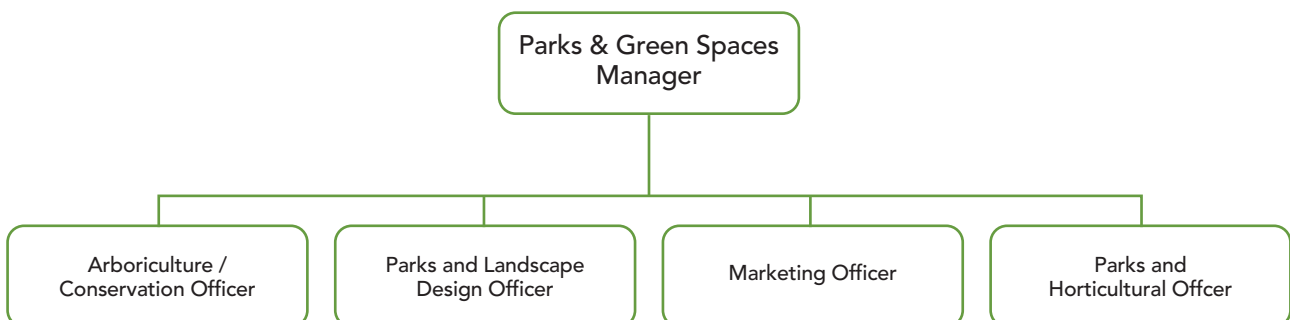
## Public Places



## Public Places Customer Services

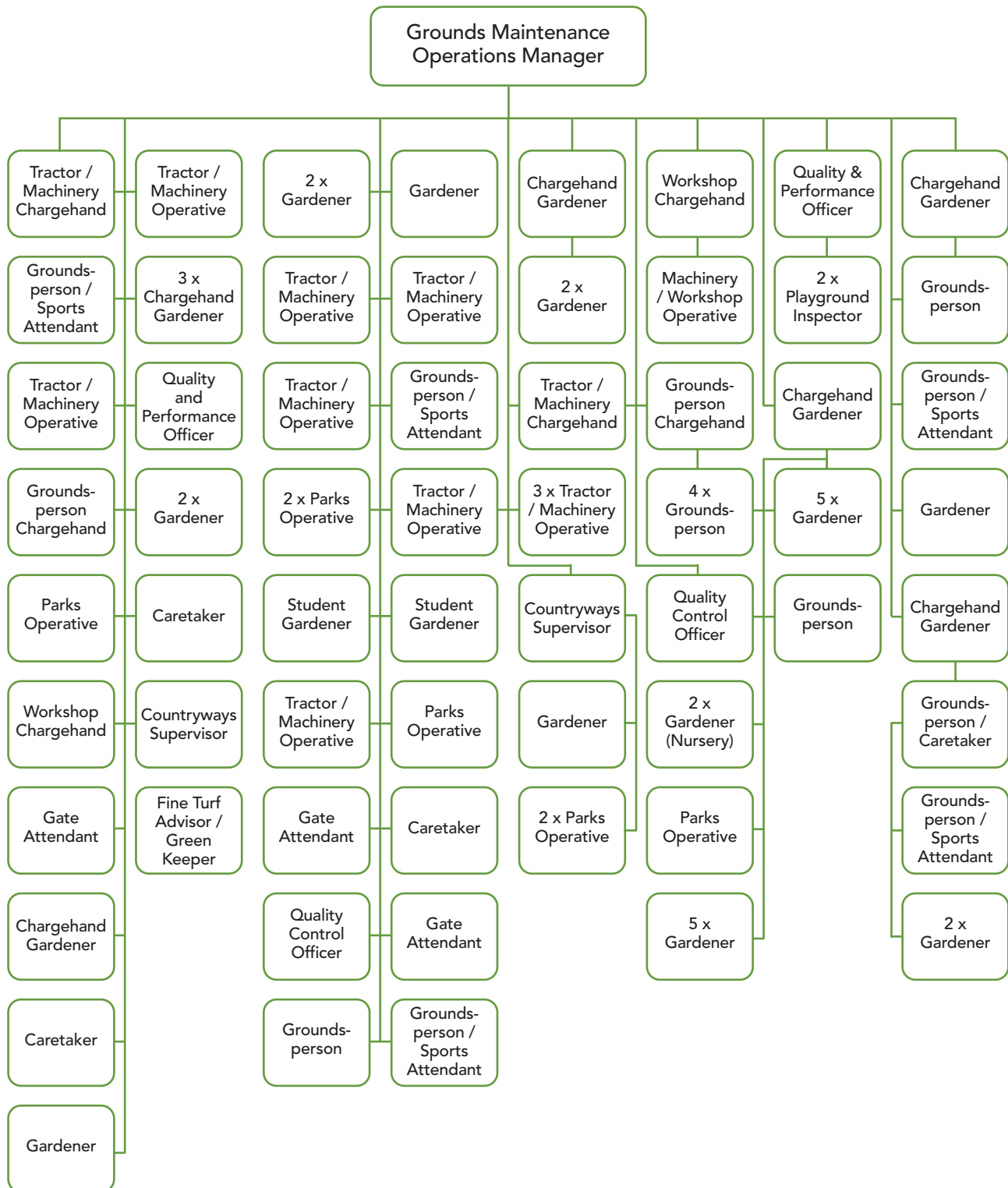


## Public Places Parks and Green Spaces





## Public Places Grounds Maintenance



## Parks Management structure

The two divisions of City Parks & Green Spaces - Parks Strategy and Development and Grounds Management both have an input into the management of the park, with administration support from the business support team.

The Parks Strategy Team provides a design service, management direction, a tree management service, community engagement & involvement along with Service promotion and marketing.

Grounds Management oversees the maintenance activities undertaken at the parks. The parks are staffed through the working day by two full time members of staff who undertake a broad range of maintenance operations. Their work is complemented by mobile gangs who undertake tractor grass cutting, and playground inspections. Private tree contractors undertake tree works as directed by the Arboricultural & Conservation officer.

The core objectives of Parks Services 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 in the Borough 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 policies and activities that enhance and protect Chelmsford's built and natural features plus the surrounding countryside and unique heritage.

## Parks Services staff at Hylands Park

Hylands Park is managed by Chelmsford City Council (CCC) Parks & Green Spaces Team. Specifically site maintenance is the responsibility of the Grounds Operations Services Manager, who is supported by two trained operatives who look after the day to day maintenance of the park.

The Parks & Green Spaces section of the Public Services Directorate deal with all aspects of customer services within the park, to visitor information and welfare, public relations, marketing, promotion, special event planning.

The Grounds Operations Service undertakes the grounds maintenance work that is required on site. The works 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, shrub beds, trees, hedges).



The landscape elements within the parks have been broadly categorised as follows.

LANDSCAPE TYPE	MINIMUM EXPECTED FREQUENCY OF OPERATIONS/YEAR. (GUIDE ONLY PERFORMANCE SPECIFICATION)
<ul style="list-style-type: none"> <li>Grass</li> <li>Amenity</li> <li>Fine</li> <li>Natural</li> </ul>	<ul style="list-style-type: none"> <li>Min. 12 cuts</li> <li>Min. 25 cuts</li> <li>Min. 1 cuts</li> </ul>
<ul style="list-style-type: none"> <li>Sports turf</li> </ul>	<ul style="list-style-type: none"> <li>As per type</li> </ul>
<ul style="list-style-type: none"> <li>Shrub Beds</li> </ul>	<ul style="list-style-type: none"> <li>Min. 9 visits</li> </ul>
<ul style="list-style-type: none"> <li>Herbaceous Border</li> <li>Paving</li> <li>Miscellaneous Detail</li> <li>Hedges</li> <li>Trees</li> <li>Native species plantation</li> <li>Site furniture</li> </ul>	<ul style="list-style-type: none"> <li>Min. 9 visits</li> <li>Min 6 occasions</li> <li>Min 2 occasions</li> <li>Min 3 occasions</li> <li>Min 5 visits</li> <li>Min 2 occasions</li> </ul>
<ul style="list-style-type: none"> <li>Landscape Features</li> </ul>	<ul style="list-style-type: none"> <li>April-Sept. min 2 visits</li> <li>Oct-March min. 1visit</li> </ul>

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

## Inspections and monitoring

All services carried out are subject to regular quality inspections by the Parks Quality Performance Officer.

## 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.

## Play areas

Inspections by the playground inspectors are undertaken on each weekday (excluding Christmas Eve, Christmas Day, Boxing Day, New Years Eve, New Years Day). The Park staff inspects the area daily. An external consultant, Zurich Insurance, undertakes an annual safety audit of the play equipment.

**Landscape Management Strategy** for the park contains proposals for the future development of the Park. Its purpose is to provide a guide to the management of the park, taking into account the objectives for which it exists and key issues faced at the present time and in the medium and longer term.

The strategy aims and objectives were to:

- Satisfy current and future user needs and guide the development, interpretation and management of the Park.
- Reflect the corporate policies of Chelmsford City Council.
- Preserve, enhance and interpret the historic character and value of the Park in its setting.
- Preserve, enhance and interpret the ecological value of the Park.

The overall aims and objectives of the strategy are to:

- Develop a range of facilities that will improve access for all park users and increase usage.
- Visually enhance the site.
- Conserve water consumption.
- Protect the wildlife interest and value of the site and interpret it where possible.
- Ensure the full and continued involvement of local community and stakeholder groups.
- Establish a programme of surveys and consultation.
- Provide opportunities for hands on volunteering through regular working parties.
- Maintain and foster continued partnership working.
- Ensure that fear of crime does not deter local community from using the park.
- Work with the sports clubs on site to establish a programme of events particularly targeting young people.
- Seek to ensure the best possible service by continuously reviewing policy and procedures.

In working through the costed action plan we will be building out on what has been achieved to date to keep both parks relevant to those using the facilities.

## Objectives

The objectives of the MMP are to provide long-term goals for Hylands Estate, so as to safeguard its values and investment, both financially and environmentally, and to provide a safe experience for all its visitors. Management and Maintenance are very closely allied. For this plan, the objectives have been determined which form the basis of the MMP Action Plan.

Below, the achievements to date are summarised and new key objectives are identified.

## Heritage

Hylands Park is the largest area of public open space within the Borough and is considered to be of both local and regional importance, with an estimated 900,000 people visiting the estate in 2004/05. 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:

1. Conserve the estate, including buildings and landscape
2. Celebrate the importance of Hylands heritage both locally, regionally and nationally
3. Ensure public access to Hylands heritage by effective management

## Biodiversity

The whole of Hylands Park, 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

The grassland within Hylands Park 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.

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 is 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.

In 2016 cattle grazing was introduced to the Widford Fields, part of the site that was previously arable farmland. A small herd of Red Poll cattle from the Essex Grazing Project grazed the area in late summer. It is considered that this will benefit the biodiversity value of this part of the site and increase the diversity of grassland management overall.

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

## **Objective**

Continue to maintain the existing areas of grassland by hay cutting or grazing where possible.

## **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.

The short-sward grassland will receive regular cutting by a tractor-mounted mower, as and when required. Cutting will not take place during periods of prolonged wet or dry weather. A minimum cutting height of 50mm will be maintained in order to prevent scalping of the turf. No fertiliser will be used. The reseedling of all damaged areas will use native species seed, including a mixture of native wildflower seed.

Objective – manage short sward areas sensitively to maximise their potential biodiversity value

## **Woodlands**

There is 54.5ha 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 on 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.

A new woodland management plan was approved by the Forestry Commission in 2016 and a 10 year Felling Licence issued. A Countryside Stewardship application was also submitted although this has not yet been determined.

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.

## **Objective**

To continue to undertake the works detailed in the approved woodland management plan.

## **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 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.

## **Objective**

Continue to adhere to the council's deadwood policy, retaining standing and fallen deadwood where safe to do so.

## **Ponds and water courses**

There is a range of ponds throughout the park and these range from the large Serpentine Lake to small seasonal ponds. Many of these have been found to support Great Crested Newts. At present none of the ponds is considered to require active management interventions. 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.

### **Protected species**

There are records of 7 species of bat, otter, Great Crested Newts, Dormice, reptiles, badgers and water vole being recorded in Hylands Park. 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.

## **Monitoring and Review**

In order to check progress on and update action plans for the parks the following methods are used:

- **Publish achievements** – achievements will be publicised using press releases and the Chelmsford City Council website.
- **Performance indicators** – progress will be checked against recognised performance indicators.
- **Management Plan Review** – Annual reviews of the Management Plan will be undertaken
- **Customer feedback** – information gathered Surveys, records of complaints, advice from Sports User Group and other stakeholders will be analysed
- **Consultation** – results of consultations with stakeholders especially the ‘hard to reach’ will be analysed.
- **Audits and surveys** – Results of DDA audits and other surveys, the Equality Impact Assessment, stakeholder mapping exercises, independent inspections evidence, and independent inspections (e.g. play areas) weekly site inspection forms, will all be assessed.
- **Seek accreditation from independent bodies** – Feedback from judges visiting on behalf of Green Flag Award and the Fields in Trust will be assessed and acted upon.

**Green Flag Judges Feedback** – The annual application to the Green Flag Award is in itself a quality monitoring tool, providing the motivation for the park to improve each year.

**Commissioned survey reports** – Place Survey - (two years).

- Market and Opinion Research International (Mori)

**Field in Trust** – the outcomes of these awards will mark our standards of provision for outside sports and will help use to benchmark against other Authorities regionally, through the Essex Playing Fields Association.

**Annual review** - It is emphasised that the management plan is a live tool which is subject to regular review and updating. The action plan is updated annually, with a full review of the management plan taking place at least every five years.

**Stakeholder involvement** - Stakeholders will be consulted and involved in the management of the park during the life of the Plan, particularly in relation to proposed park improvements, and at the five-year review.

## Management Plan

The management plan provides a clear framework indicating the long-term vision for the park and gardens and sets out clear aims and objectives for the period of the plan. The production of the plan and its aims and objectives have been arrived at through the efforts and involvement of all stakeholders, from the staff on the ground to the head of the service, all have played their part in delivering a set of clear guidelines for the parks development in line with corporate priorities.

Specific groups or individual officers own the aims and objectives within the plan and a value is indicated for budgetary purpose. There is a clear timetable for the delivery of individual projects to ensure progress can be maintained, monitored and reviewed.

Detailed information on the grounds maintenance specification can be found in Appendix 1

## Marketing information

Marketing of the park as a place for people is undertaken through managers liaising with Marketing engagement & events team to ensure that a joined up marketing strategy is in place that is appropriate to 'place and space'. Marketing involves all of our internal partners and includes Arts, Special Events, Sports, Museum Services and the Hylands House management team.

There are a number of ways in which the park and gardens can be publicised, all of which are essential for the vision for a well-used and appreciated green space. These include:

- Written information, guides and leaflets
- Use of local media through events and 'Friends' initiatives
- Information, provision and interpretation
- Chelmsford City Council website
- Social Media
- Marketing campaign

## Written Information

There is scope to improve the literature available for the gardens. The information needs a new modern leaflet to truly define it as a destination garden.

## Use of Local Media

Regular reports will continue to be communicated via the local press and social media to ensure the community is aware of activities within the park and gardens. Both positive and negative aspects need to be covered to illustrate the reality of what goes on in the park. This could lead to others getting involved to make a real difference to their local green space.

## Website

Currently Hylands Park has a web page on the Parks and Green Spaces web pages <http://www.chelmsford.gov.uk/maps/parks> and a dedicated page <http://www.chelmsford.gov.uk/hylands>



## Section 10 – Landscape improvements (2017-2022) 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 Horticultural 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.

### Hylands Park: Action Plan



NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	ESTIMATED COST	PROGRESS	PRIORITY
<b>3. A WELCOMING SPACE</b>							
<b>3.1 Maintain Aspects of Design</b>	2017	Financial Self Sufficiency	P&GS	To monitor all aspects of the design on a regular basis	0	●	1
<b>3.2 Review Visitor Information on Parks Web Pages</b>	2017	Economic Growth (Tourism)	P&GS	To review and update existing provision ensuring information is up to date	0	●	1
<b>3.3 Undertake car park improvement work (Writtle Road car park)</b>	2017	Economic Growth (Tourism)	P&GS	To enhance visitor experience	£485k	●	2
<b>3.4 Works to car parks general, footpath infrastructure and at Stable Visitor Centre</b>	2017	Economic Growth (Tourism)	P&GS	To enhance visitor experience	£136K	●	2
<b>3.5 Review and update visitor information Create Visitor Heritage Trail</b>	2019	Economic Growth (Tourism)	P&GS	To enhance visitor experience	0	●	3
<b>4. HEALTH SAFETY AND SECURE</b>							
<b>4.1 Progress Meetings</b>	2017	Enabling Communities	P&GS	Continue to monitor and review the gardens environment	0	●	1
<b>4.2 Review Accessibility</b>	2017	Enabling Communities	P&GS	Review and update information available for disability users.	0	●	1
<b>4.3 Monitoring of CCTV</b>	2019	Enabling Communities	P&GS	Upgrade CCTV surveillance and equipment	0	●	3
<b>4.4 Responsible dog ownership campaign</b>	2017	Enabling Communities	P&GS	Raise awareness of responsible dog ownership in the Gardens	0	●	1



NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	ESTIMATED COST	PROGRESS	PRIORITY
<b>5. WELL MAINTAINED AND CLEAN</b>							
<b>5.1 Review Maintenance Plan</b>	2021	Financial Self Sufficiency	P&GS	Annual performance review of ten year maintenance plan	0	●	3
<b>5.2 Planting Review</b>	2017	Financial Self Sufficiency	P&GS	Spring review of planting schemes	0	●	1
<b>5.3 Schedule of Maintenance Works</b>	2017	Financial Self Sufficiency	P&GS	To oversee maintenance works	0	●	1
<b>5.4 Planed refurbishment of the One World Garden</b>	2018	Economic Growth (Tourism)	P&GS	Sympathetic refurbishment of the plantings	£15K	●	3
<b>6. SUSTAINABILITY</b>							
<b>6.1 Continuous Improvement</b>	2017	Financial Self Sufficiency	P&GS	To continue to maintain site to EMS 14001 standard	0	●	3
<b>6.2 Tree management</b>	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
<b>6.3 Green waste management</b>	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
<b>6.4 The Essex Grazing Project</b>	Ongoing	Financial Self Sufficiency	P&GS/ECC	To continue with the project, monitor and record results of the Environmental Stewardship initiative	0	●	1

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	ESTIMATED COST	PROGRESS	PRIORITY
7. CONSERVATION AND HERITAGE							
7.1 Monitor and maintain habitats	2017	Enabling Communities	P&GS/ Volunteers	Regular inspections and cleaning routine to continue to improve habitats for wildlife	0	●	3
7.2 Survey Habitats Flora & Fauna	2017	Enabling Communities	P&GS/ Volunteers	To monitor and compare with previously recorded data	0	●	3
7.3 Restoration of Hanbury Garden	2018	Conservation of buildings and landscape	P&GS/ Volunteers	To increase community involvement and to restore the feature	£25k	●	3
7.4 Restoration of Kitchen Garden Scoping work	2017-2020	Conservation of buildings and landscape	Subject of Lottery bid as future application	To increase community involvement and to restore the feature	0	●	3
7.5 Maintain and enhance historic boundaries and veteran trees and known pond sites	2017	Conservation of buildings and landscape	P&GS and Planning	Seek advice on management of the veteran trees	0	●	1
7.6 Refurbishment of pleasure gardens rectangular pond	2017	Conservation of buildings and landscape	P&GS	Repair to the feature to repair detected leak	£5k	●	1
7.7 Restoration of main pond in pleasure gardens	2018-2022	Conservation of buildings and landscape	P&GS	To prevent the current bank erosion	0	●	3

NO. PROPOSED ACTIONS	TARGET DATE	LINK WITH STRATEGIC DIRECTION	STAFF/ GROUPS INVOLVED	ACTIONS REQUIRED	ESTIMATED COST	PROGRESS	PRIORITY
<b>8. COMMUNITY INVOLVEMENT</b>							
<b>8.1 Manage volunteering opportunities</b>	2017	Enabling Communities	P&GS	To increase community involvement		●	1
<b>8.2 Hanbury Memorial Garden restoration</b>	2020	Enabling Communities	P&GS/ Volunteers/ Hylands House Friends Group	To increase community involvement and to provide an income stream		●	3
<b>9. MANAGEMENT AND MARKETING</b>							
<b>9.1 Parks Strategy Meetings to continue</b>	2017	Economic Impact (Tourism)	P&GS	To continue to oversee and manage outcomes		●	1
<b>9.2 Visitor Impact Report</b>	2016	Economic Impact (Tourism)	FF/ 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, Hylands Park & Gardens

## 1 Introduction

### 1.1 Site Management and Involvement Aims

#### 1.1.1 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/>)

## 2 Maintenance Approach

### 2.1 Introduction

The following section sets out an overview of maintenance arrangements.

### 2.2 Maintenance Approach

#### 2.2.1 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: 3 gardeners – full time within the Gardens
- Off-site maintenance teams – 3 gardeners (if required) up to 30% input depending on seasonal needs



- Estate Volunteers and Garden Volunteers
- Support services which include: management; personnel; finance; administration

### **2.2.2 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.

All staff and volunteers wear a highly visible uniform to identify site dedicated maintenance staff and volunteers. Parks maintenance vehicles are clearly marked.

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

### **2.2.3 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.

## **2.3 Future Maintenance**

### **2.3.1 Proposed Maintenance**

Hylands Park 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.

### **2.3.2 Budget**

The revenue budget for the Park is currently £129,860 per annum. This budget will meet the management and maintenance costs resulting from the implementation of the management plan.

### **2.3.3 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 Rill 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.

#### **2.3.4 Technical Specification**

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

### **2.4 General Grassland**

#### **2.4.1 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.

#### **2.4.2 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.

#### **2.4.3 Grass Strimming**

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

#### **2.4.4 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.

### **2.5 Borders - General**

#### **2.5.1 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.

### **2.5.2 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.

### **2.5.3 Maintenance – Mulched Borders**

Borders that have been mulched shall be kept predominately free from weed by means of hand weeding. Mulch may be applied between the months of October and April. Supply and spread approved bark mulch to maintain the overall depth of the mulch at the thickness of 75mm where appropriate to control weeds. Keep crowns and bases of plants free from mulch. During subsequent weeding and maintenance, do not incorporate the mulch into the underlying soil, it shall be kept in a level 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.

### **2.5.4 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.

## **2.6 Ornamentals – Formal and Informal**

### **2.6.1 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.



### **2.6.2 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.

### **2.6.3 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.

### **2.6.4 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.

#### **2.6.5 Variegated Shrubs**

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

#### **2.6.6 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.

#### **2.6.7 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.

#### **2.6.8 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.

#### **2.6.9 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.

## **2.7 Hedges**

### **2.7.1 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.

### **2.7.2 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

### **2.7.3 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.

#### **2.7.4 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.

#### **2.7.5 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.

### **2.8 Routine Tree Work**

#### **2.8.1 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.

#### **2.8.2 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.

### **2.8.3 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.

### **2.8.4 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.

### **2.8.5 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.

### **2.8.6 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.

### **2.8.7 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.



### 2.8.8 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

### 2.8.9 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 data base.

## 2.9 Hard/Loose Bound Surfaces

### 2.9.1 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.

### 2.9.2 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.

## 2.10 Litter Picking

### 2.10.1 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.

### 2.10.2 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.

## 2.11 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.

## 2.12 Ponds

### 2.12.1 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.

## 2.13 Drains

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

## 2.14 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.

## **2.15 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.

## **2.16 Ornaments and Furniture**

### **2.16.1 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.

### **2.16.2 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.

### **2.16.3 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.

## **2.17 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.

### **2.17.1 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

### **2.17.2 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.

### **2.17.3 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.

## **2.18 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.

## **2.19 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 Gardens buildings, cleaning apart, are as a minimum based on annual and 5-yearly maintenance cycles.

## **2.20 Other Maintenance**

### **2.20.1 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 rils 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)

## **2.21 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
The landowner agrees this plan as a statement of intent for the woodland			<input checked="" type="checkbox"/>

## User Support

### To maximise the functionality available:

- Connect to the internet;
- Enable macros as prompted;
- Where the text is blue and underlined additional information is available, hover over the text with your mouse and double click to open;
- Where you see the  symbol, left click on either the symbol or the adjacent cell and press the F1 key for a further explanation of the detail required;
- Throughout the document where you see '**Add Box**' double click on the text and additional boxes will appear.




## 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

<u>Woodland Property Name</u>		Hylands Estate	
Name	David Ford	Owner <input checked="" type="checkbox"/>	Tenant <input type="checkbox"/>
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	<u>Local Authority</u>	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 <input type="checkbox"/>
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 Licence <input checked="" type="checkbox"/> Thinning Licence <input checked="" type="checkbox"/> Woodland Regeneration Grant <input type="checkbox"/>	
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.

### 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
5	

**Add Box**



### 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 have 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.

**Add Box**

## 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 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 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 the long term survival of these veteran trees.

The majority of Hylands Park 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 rotholes 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, ramsoms, 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 melick, bramble, red campion and honeysuckle with bare ground under the denser hornbeam canopy. There are several patches of Spruce 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 ramsoms, 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.

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 ramsoms. 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 pond 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 are 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Special Area of Conservation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Tree Preservation Order	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Conservation Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Special Protection Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Ramsar Site 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
National Nature Reserve	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Local Nature Reserve	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Other (please Specify):	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

**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
<b>Biodiversity - <a href="#">European Protected Species</a></b>						
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 <input type="checkbox"/>		across park	Records are from across the park and listed in 'Essex Parks' by Mark Hanson 2004
Dormouse		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			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 <input type="checkbox"/>			GCN have been recorded in the past in several ponds in the park. The woods provide important hibernation opportunities
Otter		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			Otter have been recorded in the River Wid adjacent to Writtle Bypass Wood
Sand Lizard		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Smooth Snake		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Natterjack Toad		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>Biodiversity - <a href="#">Priority Species</a></b>						
<a href="#">Schedule 1 Birds</a>	Species	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Mammals (Red Squirrel, Water Vole, Pine Marten etc)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			An unconfirmed report of a water vole in a ditch in South Wood in April 2016
Reptiles (grass snake, adder, common lizard etc)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			

Plants	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Fungi/Lichens	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Invertebrates (butterflies, moths, beetles etc)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			Golden Hoverfly - <i>Callicera spinolae</i> , one of Britain's rarest insects, has been recorded
Amphibians (pool frog, common toad)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>Historic Environment</b>					
Scheduled Monuments	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Unscheduled Monuments	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Registered Parks and Gardens	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			The whole estate is Grade II*
Boundaries and Veteran Trees	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>			Hylands House and the Flint Cottage adjacent to Home Farm Plantation are listed
Other (please Specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
<b>Landscape</b>					
<b>National Character Area</b> (please Specify):					
National Park	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Area of Outstanding Natural Beauty	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>People</b>					
CROW Access	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Public Rights of Way (any)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other Access Provision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			The whole estate is public open space and is the premier park within the City
Public Involvement	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			There is an Estate Volunteer group



					which carries out management works every week
Visitor Information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			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 <input type="checkbox"/>			There are public toilets, a café, car parks and play equipment within the Park
Provision of Learning Opportunities	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			Guided activities and other events are organised on an ad hoc basis
Anti-social Behaviour	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			There have been no significant incidents recorded
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>Water</b>					
Watercourses	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Ponds	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			There are ponds within most of the woods and belts
Other (please Specify):	Yes <input type="checkbox"/>	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.

Feature	Within Woodland(s)		Cpts	Map No	Notes
<b>Woodland Habitat Types</b>					
Ancient Semi-Natural Woodland	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Planted Ancient Woodland Site (PAWS)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Semi-natural features in PAWS	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland beech and yew woodland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland mixed deciduous woodland	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			All the plantations are in this category
Upland mixed ash woods	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland Oakwood	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wet woodland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wood-pasture and parkland	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			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 <input type="checkbox"/>	No <input type="checkbox"/>			
<b>Non Woodland Habitat Types</b>					
Blanket bog	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Fenland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland calcareous grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland dry acid grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland heath land	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland meadows	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland raised bog	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Rush pasture	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Reed bed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wood pasture	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland hay meadows	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland heath land	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Unimproved grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			



Peat lands	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wetland habitats	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	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.
Please Select....		Please Select...	

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



Even-aged woodland – tidy but of low 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.

### 5.1 Risk Matrix

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.

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

### 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.

#### Add Box

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.

#### Add Box

#### Add Box

### 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	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

**Add Box**

### 5.6 Water & Soil

Threat	Please Select....
(Other Please Specify)	
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

**Add Box**

**Add Box**

### 5.7 Environmental

Threat	Invasive Species
(Other Please Specify)	

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. Portugese Laurel, laurel and rhododendron. Currently these are in small patches and can be controlled easily.

**Add Box**

**Add Box**

## 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.

**Add Box**

**Add Box**

## 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.

**Add Box**

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.

[illegible]

### Add Box



## 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.

<b>Management Objective/Activities</b>	<b>Indicator of Progress/Success</b>	<b>Method of Assessment</b>	<b>Frequency of Assessment</b>	<b>Responsibility</b>	<b>Assessment Results</b>
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  Monitoring of flora within coppiced compartments	Site visits each spring	Annually	Chelmsford City Council  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	Produce sold?		Annually	Hawthorn	

### Add Box

## 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)	<input type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	
Approving Officer Name		Plan approved		<input type="checkbox"/>

**The case is proven:** Parks and Green Spaces provide benefits across the spectrum; improving physical and mental health, supporting biodiversity, flood and water absorption, improving air quality, mitigating the urban heat island effect, boosting property prices, facilitating business staff retention, encouraging local identity and many other things that local and national governments are trying to achieve. They are a public asset that should be well managed and well financed to ensure a continuing legacy for future generations to enjoy.

Green spaces are relevant to a number of national indicators (Nis) below and highlight common health and wellbeing outcomes. This broader, public health approach integrates physical and mental health and the impact of wider social, economic and cultural determinants on mental health and well-being.

### **Strong Communities**

- NI 5: Overall/general satisfaction with local area DCLG DSO
- NI 2: Percentage of people who feel that they belong to their neighbourhood (PSA 21)
- NI 3: Civic participation in a local area PSA 15
- NI 17 Perceptions of anti-social behaviour PSA 23

### **Children and Young People**

- NI 50: Emotional health of children PSA 12
- NI 55: Obesity among primary school age children in Reception Year DCSF DSO
- NI 56: Obesity among primary school age children in Year 6 DCSF DSO
- NI 57: Children and young people's participation in high-quality PE and sport DCSF DSO
- NI 110: Young people's participation in positive activities PSA 14

### **Adult Health and Well-being**

- NI 119: Self-reported measure of people's overall health and wellbeing DH DSO
- NI 138: Satisfaction of people over 65 with both home and neighbourhood PSA 17

### **Environmental Sustainability**

- NI 185: CO2 reduction from Local Authority operations PSA 27
- NI 186 Per capita CO2 emissions in the LA area PSA 27
- NI 188: Adapting to climate change PSA 27
- NI 189: Flood and coastal erosion risk management Defra DSO
- NI 197: Improved local biodiversity – active management of local sites PSA 28
- NI 198: Children travelling to school – mode of travel usually used DfT DSOated Public Service Agreements (PSA) and Departmental Strategic Objectives (DSO)
- PSA 12 Improve the health and well-being of children and young people
- PSA 18 Promote better health and well-being for all

- PAS 21 Build more cohesive, empowered and active communities
- PSA 23 Make communities safer
- PSA 27 Lead the global effort to avoid dangerous climate change
- PSA 28 Secure a healthy natural environment for today and the future
- DCMS DSO Encourage more widespread enjoyment of culture and sport
- DFRA DSO Climate change tackled internationally; and through domestic action to reduce greenhouse gas emissions
- DEFRA DSO: Economy and society resilient to environmental risk and adapted to the impacts of climate change
- DEFRA DSO: Sustainable patterns of consumption and production
- DEFRA DSO A healthy, resilient, productive and diverse natural environment
- DH DSO Ensure better health and well-being for all
- HO DSO Help people feel secure in their homes and local communities.

**Author: Mike Keen**

**Parks & Horticultural Officer: Parks & Green Spaces**



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