



## Environmental Policy

### Introduction

This document sets out the principles for the long term management and maintenance of CaSE owned land in and around Caddington Woods.

The purpose of this document is to set out the basis of a robust inspection and maintenance programme, ensuring the maintenance for the lifetime of the development.

The activities listed in this document are generic and represent a minimum maintenance and inspection requirement, however additional tasks of varied maintenance frequency may be instructed by the maintenance company as required. Specific maintenance needs of the development will be monitored and maintenance schedules adjusted to suit changing requirements.

All those responsible for maintenance should follow Health and Safety legislation (Health and Safety at Work Regulation, 1999) for all activities listed within this report, including lone working, and risk assessments should always be undertaken.

### Maintenance plan for play area/MUGA

The play park and MUGA will be subject to a routine monitoring and maintenance schedule as part of the general site management. The following guidelines are offered as an initial regime and are not limited to:

| <b>Maintenance schedule</b> | <b>Required action</b>                               | <b>Typical frequency</b>            |
|-----------------------------|--|-------------------------------------|
| Regular maintenance         | Inspect equipment and report to CaSE Community Trust | Weekly                              |
|                             | Clean equipment                                      | Monthly                             |
|                             | Cut grass  | Fortnightly (during growing season) |
|                             | Remove litter  | Weekly                              |
|                             | Empty bins   | Weekly                              |
|                             | Keep paths clear of debris                           | Fortnightly                         |
|                             | Sweep hard standing areas                            | Monthly                             |

|                        |   |   |
|------------------------|---|---|
|                        | Prune and trim any shrubs, and remove cuttings    | Half yearly (Spring and Autumn)           |
|                        | Remove nuisance plants/weeds                      | Bi-monthly                                |
|                        | Rake and mulch leaves                             | Fortnightly (during Autumn/winter months) |
| Occasional maintenance | Gritting in bad weather conditions                | As required                               |
|                        | Prune and trim any trees, and remove cuttings     | Every 2-5 years                           |
|                        | Water grass/shrubs/trees                          | As required                               |
| Remedial actions       | Tree repair works                                 | As required                               |
|                        | Re-instate any areas with sunken land             | As required                               |
|                        | Monitor surface water and respond to any problems | As required                               |
|                        | Reseed areas where grass is missing               | As required                               |
|                        | Refill any areas of missing woodchips             | As required                               |
|                        | Repair any damage to play park equipment          | As required                               |
| Enhancement work       | Mulch around beds and trees                       | Ongoing                                   |
|                        | Removal of stakes when trees are stable           | Ongoing                                   |

### **Maintenance plan for woodlands**

The woodlands will be subject to a routine monitoring and maintenance schedule as part of the general site management. The following guidelines are offered as an initial regime and are not limited to:

| <b>Maintenance schedule</b> | <b>Required action</b>          | <b>Typical frequency</b> |
|-----------------------------|---------------------------------|--------------------------|
| Regular maintenance         | Inspect for fallen branches etc | Monthly                  |
|                             | Remove litter                   | Monthly                  |
| Occasional maintenance      | Remove fallen branches          | As required              |



|                  |   |                 |
|------------------|---|-----------------|
|                  | Prune and trim any trees, and remove cuttings                     | Every 2-5 years |
|                  | Arrange for a tree survey   | Every 2 years   |
| Remedial actions | Tree repair works   | As required     |
|                  | Repair works to fencing   | As required     |
|                  | Report any damage or remedial works to CaSE Community Trust       | As required     |
| Enhancement work | Work towards a useable woodlands that encourages wildlife habitat | Ongoing         |
|                  | Introduce an informal walking path through the woodlands          | Ongoing         |

### **Maintenance plan for areas surrounding Lyons Community Centre**

Lyons Community Centre will be subject to a routine monitoring and maintenance schedule as part of the general site management. The following guidelines are offered as an initial regime and are not limited to:

| <b>Maintenance schedule</b> | <b>Required action</b>                         | <b>Typical frequency</b>                   |
|-----------------------------|--|--|
| Regular maintenance         | Cut grass                                      | Fortnightly (during growing season)        |
|                             | Remove litter                                  | Fortnightly                                |
|                             | Keep paths clear of debris                     | Fortnightly                                |
|                             | Prune and trim any shrubs, and remove cuttings | Half yearly (Spring and Autumn)            |
|                             | Remove nuisance plants/weeds                   | Bi-monthly                                 |
|                             | Rake and mulch leaves                          | Fortnightly (during Autumn/ winter months) |
| Occasional maintenance      | Gritting in bad weather conditions             | As required                                |
|                             | Prune and trim any trees, and remove cuttings  | Every 2-5 years                            |

|                  |   |             |
|------------------|---|-------------|
|                  | Water grass/shrubs/trees                                    | As required |
| Remedial actions | Tree repair works   | As required |
|                  | Refill any areas of missing woodchips                       | As required |
|                  | Report any damage or remedial works to CaSE Community Trust | As required |
| Enhancement work | Mulch around beds and trees                                 | Ongoing     |
|                  | Removal of stakes when trees are stable                     | Ongoing     |

### **Maintenance plan for all other areas of landscaping**

Caddington Woods will be subject to a routine monitoring and maintenance schedule as part of the general site management.

The land owned and maintained by CaSE Community Trust does not include the entrance to Caddington Woods, which is currently maintained by Redrow; and the grass verges on Mallard Crescent, which is currently maintained by Central Bedfordshire Council (phase 1 up to Lyons Community Centre) and Redrow (phase 2 onwards). CaSE owned land includes Wren Close, Kestrel Grove and Red Kite Mews parking areas, visitor parking spaces, roads, alleyways and beds. CaSE owned land also includes fields and barns beyond Caddington Woods and should be maintained to allow public access, whilst promoting wildlife ie: minimum of 2 cuts per year, preferably in April and October

The following guidelines are offered as an initial regime and are not limited to:

| <b>Maintenance schedule</b> | <b>Required action</b>                         | <b>Typical frequency</b>            |
|-----------------------------|--|-------------------------------------|
| Regular maintenance         | Cut grass on CaSE owned land                   | Fortnightly (during growing season) |
|                             | Remove litter                                  | Fortnightly                         |
|                             | Keep paths clear of debris                     | Fortnightly                         |
|                             | Prune and trim any shrubs, and remove cuttings | Half yearly (Spring and Autumn)     |
|                             | Remove nuisance plants/weeds                   | Bi-monthly                          |



|                        |  |   |
|------------------------|--|---|
|                        | Rake and mulch leaves  | Fortnightly (during Autumn/winter months) |
| Occasional maintenance | Gritting in bad weather conditions                                 | As required                               |
|                        | Prune and trim any trees, and remove cuttings                      | Every 2-5 years                           |
|                        | Water grass/shrubs/trees   | As required                               |
| Remedial actions       | Tree repair works  | As required                               |
|                        | Refill any areas of missing woodchips                              | As required                               |
|                        | Report any damage or remedial works to CaSE Community Trust/Redrow | As required                               |
|                        | Relevel uneven surfaces and reinstate design levels                | As required                               |
| Enhancement work       | Mulch around beds and trees  | Ongoing                                   |
|                        | Introduce flower beds/vegetable growing areas                      | Ongoing                                   |
|                        | Removal of stakes when trees are stable                            | Ongoing                                   |

### **Maintenance plan for attenuation pond**

The attenuation ponds will be subject to a routine monitoring and maintenance schedule as part of the general site management. This will be carried out at monthly intervals between 1<sup>st</sup> April and 31<sup>st</sup> October and once between 1<sup>st</sup> November and 31<sup>st</sup> March, unless otherwise detailed.

The key maintenance requirement for the attenuation ponds will be the maintenance of vegetation and mowing of grass within and on the banks/verges and the removal of accumulated sediments and collection of litter and debris.

Vegetation within the banks of the pond should be trimmed twice a year, preferably in April and October to a height of 100mm to establish a dense sward and provide long grass margins which will discourage public access down to the water's edge. Vegetation in and on the banks of the pond should be trimmed at least twice a year to maintain a height of 75-100mm. Cuttings from any clearance work should be removed from the pond to avoid causing blockages.

The following guidelines are offered as an initial regime and are not limited to:

| <b>Maintenance schedule</b> | <b>Required action</b>  | <b>Typical frequency</b>        |
|-----------------------------|---|---------------------------------|
| Regular maintenance         | Cut grass – for spillways and access routes                                 | Monthly, during growing season  |
|                             | Cut grass – meadow grass in and around pond                                 | Half yearly (Spring and Autumn) |
|                             | Cut grass – meadow grass in ditch which surrounds ponds                     | Half yearly (Spring and Autumn) |
|                             | Remove litter and debris  | Monthly                         |
|                             | Management of other vegetation and remove nuisance plants/weeds             | Bi-monthly                      |
|                             | Inspect inlets, outlets and overflows for blockages, and clear if required  | Monthly                         |
|                             | Inspect banksides, structures, pipework etc for evidence of physical damage | Monthly                         |
|                             | Tidy all dead growth before start of growing season                         | Yearly                          |
| Occasional maintenance      | Prune and trim any trees, and remove cuttings                               | Every 2-5 years                 |
|                             | Reseed areas of poor vegetation growth                                      | As required                     |
| Remedial actions            | Tree repair works   | As required                     |
|                             | Repair erosion or other damage by reseedling or re-turfing                  | As required                     |
|                             | Relevel uneven surfaces and reinstate design levels                         | As required                     |
| Enhancement work            | Plant/seed wildflowers  | Ongoing                         |
|                             | Mulch around beds and trees   | Ongoing                         |
|                             | Removal of stakes when trees are stable                                     | Ongoing                         |