

Battle Town Council Environment Committee

Estate Management Programme

Procedures will comply with all relevant health and safety at work legislation. The Committee will seek to raise and maintain the awareness and understanding of the relevant legislation relevant to this management programme for all grounds staff.

Procedures will comply with all relevant environmental legislation and will aim to reduce any negative environmental impacts and pollution. The Committee will seek to raise and maintain the awareness and understanding of the environmental impact of this management programme for all grounds staff.

The Committee will endeavour to manage the estate in a way that is as **efficient, effective, economical and environmentally friendly** as practical. For example, seeking to:

- Minimise resource consumption in functions under the management of the Committee (e.g. fuel, power and water).
- Reduce waste generation across functions under the management of the Committee by reusing, recycling and composting whenever possible, along with reducing the volume of waste.
- Conserve, enhance and, if appropriate, restore habitats for wildlife.

Management Programme for BTC Allotments

Boundaries

Hedges - cut back between November and February, then trim as required.

Trees - trim if necessary between November and February.

Trees – remove ivy from tree trunks between October and February.

Fences and gates – inspect annually between October and April and undertake repairs or replacement as necessary.

Brambles – remove or cut back monthly during the growing season.

Paths

Pathways - inspect annually between October and April and repair any paths deemed dangerous or which pose a potential hazard.

Boundary paths and main pathways from entrances - mow fortnightly or monthly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Untended areas

Un-let plots – strim and weed-kill when required

Grassed areas – mow fortnightly or monthly between March and September when grass paths are mown.

Water supplies

Pipes and troughs - check monthly for leaks and report condition regarding need for maintenance and repair.

Notice boards

BTC boards – wash in March and at other times as required.

Allotment notice boards – inspect annually between October and April and repair if necessary.

Cherry Gardens Amenity Garden

Grass – mow weekly or fortnightly between March and September when grass paths are mown.

Boundaries – maintain as above.

Borders – weed monthly during growing season, then cut back and clear in autumn.

Management Programme for Mansers Shaw

Fences and Gates

Inspect annually between November and February and undertake repairs or replacement as necessary.

Pathways

Inspect annually between October and April and repair any pathways deemed dangerous or which pose a potential hazard.

Walk paths monthly and cut back any brambles etc.

Trees

Inspect throughout the year and report damage/disease to Town Clerk or Deputy.

Undertake non-urgent tree surgery between October and February.

Remove ivy from tree trunks throughout the year as time allows.

Undertake rolling coppicing project between October and February.

Check for swings monthly and remove as necessary.

Play Equipment

Undertake safety inspection fortnightly (weekly during school holidays) and repair/replace/decommission as required.

Notice board

BTC board – wash in March and at other times as required..

Management Programme for Guild Shaw

Trees

Inspect regularly throughout the year and report damage/disease to Town Clerk or Deputy.

Remove ivy from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

Boundary

Boundary fences - inspect annually between October and April and undertake repairs or replacement as necessary.

Hedges - cut back between November and February, then trim as required.

Brambles – remove or cut back monthly during the growing season.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

Grass

Mow weekly or fortnightly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

'Bridge'

Inspect annually between October and April and undertake repairs or replacement as necessary.

Seating

Inspect annually between October and April and undertake repairs as necessary.

Notice board

BTC board – wash in March and at other times as required.

Management Programme for the Amenity Field

Trees

Inspect regularly throughout the year and report damage/disease to Town Clerk or Deputy.

Undertake non-urgent tree surgery between October and February.

Boundary

Hedges - cut back as required between November and February.

Brambles – remove or cut back as required during the growing season.

Grass

Mow footpath as required between April and September and at other times if directed by the Town Clerk or Deputy.

Mow in spring and remove arisings

Mow one half of the field in early summer and remove arisings

Mow remaining half of field in late summer and remove arisings

Management Programme for NTR Recreation Ground

Boundaries

Hedges - cut back between November and February, then trim as required.

Fences and gates – inspect annually between October and April and undertake repairs or replacement as necessary.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

Brambles – remove or cut back monthly during the growing season.

Trees

Inspect regularly throughout the year and report damage/disease to Town Clerk or Deputy.

Remove ivy from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

Pathways

Inspect annually between October and April and repair any pathways deemed dangerous or which pose a potential hazard.

Seating

Inspect annually between October and April and undertake repairs as necessary.

Notice boards

BTC boards – wash in March and at other times as required..

Notice boards and signs – inspect annually between October and April and repair as required. Replace damaged signs/notices and remove out of date notices as necessary.

MUGA

Fencing and gates – inspect fortnightly for damage and repair as required.

Surface – inspect annually and report condition regarding need for repair and replacement.

Surface – repaint court markings as required.

Goals – inspect monthly and report condition regarding need for repair and replacement.

Tennis Courts

Fencing and gates – inspect fortnightly for damage and repair as required.

Surface – inspect annually and report condition regarding need for repair and replacement.

Surface – clear weeds and moss, remove brambles and cut back foliage monthly.

Surface – repaint court markings as required.

Nets – inspect monthly and report condition to Town Clerk or Deputy regarding need for repair and replacement.

Conifer hedge – cut all conifers down to a manageable height between October and February and trim their sides, then trim as required.

Sheds

Sheds – inspect annually between October and March and repair or decorate as required.

Pavilion

Alarm and fire equipment – facilitate professional annual check.

Building – check weekly and report damage and maintenance needs. Undertake any repairs/decoration as directed by the Town Clerk or Deputy.

Car Park

Surface – inspect quarterly and report damage and maintenance needs. Undertake any repairs as directed by Town Clerk or Deputy.

Grass – cut fortnightly or monthly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Adventure Play Area

Play equipment – undertake safety inspection fortnightly (weekly during school holidays).

Ground surfaces – inspect fortnightly (weekly during school holidays) and repair as required and top up woodchip to at least minimum depth.

Boundary by stream – clear brambles and nettles etc. in March, then trim monthly until October.

Playground

Play equipment – undertake safety inspection fortnightly (weekly during school holidays) and repair/replace/decommission as required.

Ground surfaces – inspect fortnightly (weekly during school holidays) and repair as required and top up woodchip to at least minimum depth.

Fencing and gates – inspect fortnightly for damage and repair as required.

Grass

Mow fortnightly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Football pitch(es) – inspect and mow weekly during football season; mark/repair as required.

Football pitch – undertake post-season refurbishment in May and vertidrain again in October.

Management Programme for Telham Recreation Ground

Boundaries

Hedges - cut back between November and February, then trim as required.

Fences and gate – inspect annually between October and April and undertake repairs or replacement as necessary.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

Brambles – remove or cut back monthly during the growing season.

Trees

Inspect regularly throughout the year and report damage/disease to Town Clerk or Deputy.

Remove ivy from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

Seating

Inspect annually between October and April and undertake repairs as necessary.

Play Equipment

Undertake safety inspection fortnightly (weekly during school holidays) and repair/replace/decommission as required.

Grass

Mow paths and play area fortnightly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy. Mow meadow area in late summer.

Notice board

BTC board – wash in March and at other times as required.

Management Programme for Cemetery

Boundaries and pathways

Hedges - cut back between November and February, then trim as required.

Fences and gates – inspect annually between October and April and undertake repairs or replacement as necessary.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

Paths - inspect annually between October and April and repair any pathways deemed dangerous or which pose a potential hazard.

Gravel and tarmac paths – edge in May and October and at other times as directed by the Town Clerk or Deputy. Apply weed-killer as required.

Grass paths – mow weekly or fortnightly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Gravel paths – Maintain to a depth that allows access by the infirm, removing gravel for storage in the first instance and replacing as required. Rake when necessary.

Brambles – remove or cut back monthly during the growing season.

Trees and shrubs

Inspect trees regularly throughout the year and report damage/disease to Town Clerk or Deputy.

Remove ivy from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

Trim branches between October and February to ensure clear passage along paths.

Shrubs – trim as required throughout growing season.

Gardens of Remembrance

Gravel – weed fortnightly during growing season. Apply weed-killer monthly and at other times if directed by the Town Clerk or Deputy.

Plots – remove dead flowers and non-regulation objects fortnightly.

Glass vases – remove whenever noticed.

Graves

Grass – mow and/or strim fortnightly or monthly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Plots – remove dead flowers and non-regulation objects fortnightly.

Sinking plots – top up with soil and compost as it becomes available.

Glass vases – remove whenever noticed.

Ivy, saplings and overgrown shrubs – remove whenever time permits.

Cremated Remains Area in Lower Cemetery

Grass – mow and/or strim fortnightly or monthly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Mow/strim bank in September after flower seed has set.

Chapel

Flowerbeds – plant seasonally as agreed with Town Clerk or Deputy and weed fortnightly.

Wildflower areas

Grass – mow in September after flower seed has set.

Grass paths in Natural Burial Area – mow access paths as necessary.

Saplings etc – remove whenever time permits.

Seating

Inspect annually between October and April and undertake repairs as necessary.

Composting areas

Compost as much plant material as possible.

Compost heaps – tidy and turn as necessary and remove compost as required, taking care not to disturb wildlife such as grass snakes.

Tree Trail

Check fortnightly to ensure that tree labels are in place and the trail is clear of brambles and trip hazards.

Notice boards

BTC boards – wash in March and at other times as required.

Notice boards and signs – inspect annually between October and April and repair if necessary.

Request replacement information sheets when required.

Management Programme for other areas

Area opposite The Chequers PH

Grass – mow weekly or fortnightly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Flowerbeds – weed monthly during growing season, then cut back and clear in autumn.

Hedge - cut back between November and February, then trim as required.

Roundabout and oak tree area by Fire Station

Tree – trim if required between October and February.

Planted areas and gates on A2100

Planters/flowerbeds - weed monthly if required.

Gates – inspect annually and report damage and maintenance needs. Undertake any repairs/decoration as directed by the Town Clerk or Deputy.

Gates – wash in March and at other times as required.

Abbey Green area

Planters – water weekly/twice weekly as weather dictates during spring and summer and remove weeds.

Seating - inspect annually between October and April and undertake repairs as necessary.

Trees – trim and shape if necessary between October and February.

Surface – inspect monthly for damage and undertake repairs as directed by Town Clerk or Deputy.

Square

Seat - inspect annually between October and April and undertake repairs as necessary.

Tree – trim if required between October and February.

St Mary's Churchyard

Paths - inspect annually between October and April and repair any pathways deemed dangerous or which pose a potential hazard.

Paths – edge in May and October and at other times as directed by the Town Clerk or Deputy. Apply weed-killer as required.

Grass – mow fortnightly or monthly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy.

Trees - inspect trees regularly throughout the year and report damage/disease to Town Clerk or Deputy.

Trees - remove ivy from tree trunks throughout the year as time allows.

Trees - undertake non-urgent tree surgery between October and February after permission is received from the Dean.

Bus shelters

Inspect fortnightly for damage and repair as necessary.

Remove out of date or unauthorised notices as necessary.