



# Environment Committee

## Agenda

### Part One

Council Chamber - Town Hall

Wednesday, 18 March 2015 at 7.00 pm

#### **Membership (Quorum – 3)**

##### **Councillors**

Cllrs Lloyd (Chair), Sapwell (Vice-Chair), Cloke, Faragher, Keeble, Mrs Murphy, Mynott, Newberry, Russell and Ms Sanders

**Committee Co-ordinator:** Claire Hayden (01277 312741)

#### **Additional Information:**

##### **Substitutes**

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Substitutes for quasi judicial Committees must be drawn from members who have received training in quasi-judicial decision making. If a casual vacancy occurs on a quasi judicial Committee it will not be filled until the nominated member has been trained.

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A Member who is not a member of the committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a member will be allowed to speak on a ward matter.

## **Point of Order/Personal explanation/Point of Information**

### **8.3.14 Point of order**

A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Chair on the point of order will be final.

### **8.3.15 Personal explanation**

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Chair on the admissibility of a personal explanation will be final.

### **8.3.16 Point of Information or clarification**

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Chair. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Chair gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Chair on the admissibility of a point of information or clarification will be final.

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## Part I

(During consideration of these items the meeting is likely to be open to the press and public)

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4	<b>West Horndon Parish Council</b>	Herongate, Ingrave and West Horndon	<b>15 - 18</b>
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6	<b>Recycling Contract</b>	All Wards	<b>175 - 178</b>
7	<b>Urgent Business</b> An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.		



Chief Executive

Town Hall  
Brentwood, Essex  
10.03.2015

## Minutes

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**Environment Committee**  
**Tuesday, 20th January, 2015**

### **Attendance**

Cllr Lloyd (Chair)	Cllr Mrs Murphy
Cllr Sapwell (Vice-Chair)	Cllr Mynott
Cllr Cloke	Cllr Newberry
Cllr Faragher	Cllr Russell
Cllr Keeble	Cllr Ms Sanders

### **Apologies**

### **Substitute Present**

### **Also Present**

Cllr Tee	
Cllr Quirk	
Mike Armstrong	Thames Chase Trust
Scott Sullivan	Thames Chase Trust

### **Officers Present**

Chris Potter	Monitoring Officer and Head of Support Services
Claire Hayden	Governance and Member Support Officer
Roy Ormsby	Head of Street Scene
Stuart Anderson	Parks, Countryside, Cemeteries & Open Spaces
	Service Co-ordinator
Dawn Taylor	Business Support Services Manager

### **385. Apologies for Absence**

No apologies were received for this meeting.

**386. Minutes of previous meeting**

The minutes of the Environment Committee held on 12<sup>th</sup> November 2014 were signed by the Chair as a correct record.

**387. Verbal update from the Chair**

Cllr Lloyd gave an update on the following:

Fire Authority – open discussion of future business working to taken place late in the year.

Textile Launch – this will commerce on 1st April 2015.

Mountnessing Recycling Site – Cllr Cloke updated the Chair on the Recycling site in Mountnessing. Current site is situated on Parish Council/Parish Hall land, not Borough Council land. Recent feedback from Mountnessing Parish Council, is the situation is not getting better and have requested for the site to be removed and potentially relocated, if an appropriate site is found.

**388. Cemetery Regulations**

The Council is facing an unprecedented set of challenges. The cuts in funding and the need to reduce expenditure increases the need to review the way in which we deliver our services, and how these can be done more efficiently, but still meet customer expectations.

The Council currently operates two active cemeteries, these being London Road which is open to new ashes interments and also existing pre-purchased burial plots, and Woodman Road Cemetery which is open to both new ashes and full burial interments.

The current ‘regulations’ of the cemeteries were last reviewed over 20 years ago and have become outdated and no longer reflect current operating standards, or the resources available to effectively maintain the cemeteries.

There is also often confusion amongst the bereaved regarding what is and isn’t allowed in the cemeteries and what they are entitled to do as the Exclusive Right of Burial holder, and so the regulations are intended to clarify this area.

A Motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to receive the recommendations set out in the report.

**RESOLVED UNANIMOUSLY to:**

**2.1 That Members approve the new regulations for them to be implemented accordingly.**

**2.2 Members agree that the regulations (Appendix A) will be reviewed on an Annual basis.**

**389. Education Programme**

Over the past year the Council have been providing an education programme, working with schools and other key partners to raise awareness of the need to keep our Borough clean.

The programme was entered into the Clean Britain Awards, a National Awards Scheme for Council's that are seen to be providing high quality community programmes to increase awareness to local residents, especially young people, about a clean environment.

At the awards ceremony on 26<sup>th</sup> November 2014, the Council were awarded a 4 star commendation for the programme they provide. This was the first time the Council had been entered for the award, and was a great achievement for the Council to be represented at in a National competition.

Although the award was a commendation for the work that was being done, it was felt that this should be tested to see what residents felt about the Street Scene Services provided across the Borough. This was done through a short questionnaire run from September through to November. The results were very positive, and are detailed in Appendix A.

The Council will continue to work with other agencies from across the County, and a new campaign is being developed as part of the Clean Essex campaign for 2015.

Members thanked staff for their hard work on the programme.

A Motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to receive the recommendations set out in the report.

**RESOLVED UNANIMOUSLY to:**

**2.1 That Members note the success of the work being undertaken through the education programme to highlight the need to keep the Borough clean.**

**2.2 To agree that a Full Environment/Awareness Action Plan be drafted to address an issues from the 2014 survey, for approval at the next meeting on 18<sup>th</sup> March 2015.**

### **390. Thames Chase**

The Council had been providing funding to Thames Chase Trust since 1991, and was formed as one of the twelve Community Forests in 1990.

Engagement with Thames Chase over recent years has diminished this is mainly due to a number of requests to them not being met. Mainly how Brentwood Council received value for money for its £7,770 investment.

The Council has now received a proposal for the Trust, which is outlined in Appendix A. The request is to commence further engagement, and to identify how any future funding provided to the Trust can benefit our communities.

The Chair welcomed Mike Armstrong and Scott Sullivan from Thames Chase Trust.

Cllr Tee, was present as a Ward Member and spoke in support of the recommendations.

A Motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to receive the recommendation set out in the report.

**RESOLVED UNANIMOUSLY to:**

- 2.1 Members approve the re-engagement between Brentwood Borough Council and Thames Chase Trust within existing budgets.**
- 2.2 That delegated power is given to the Head of Street Scene in consultation with the Chair and Vice-Chair to work with the Thames Chase Trust on the development of a Management Plan to be brought to the next meeting of the Environment Committee.**

### **391. Waste Strategy**

The Council is facing an unprecedented set of challenges. The cuts in funding and the need to reduce expenditure increases the need to review the way in which we deliver our services, and how these can be done more efficiently, but still meet customer expectations.

Waste services is one of the largest services delivered, both by Essex County Council (ECC) as the disposal Authority, and by the Borough Council with responsibility for collection of waste.

A review of waste has been taking place with ECC since September 2014, which is to Improve the Waste Management Partnership for Essex so that there is a shared understanding of the whole partnership (including the Waste Partnership Board) which:

1. has a clear vision to reflect changing circumstances and risks
2. has a financial framework and three year financial plan (including all partners)
3. has a capital investment programme that enables innovative operational models of delivery to be developed
4. has a new model for partnership working (including commissioning and procurement)
5. explores a best practice collection model designed by housing type and/or urban/rural area, cost-effectiveness and customer feedback on ease of use and achieved performance

The Council's current Waste Plan was approved at the Environment Panel on 30<sup>th</sup> January 2013. This now needs to be reviewed in line with the work that is being undertaken with ECC, but it is felt that this needs to be done to enable Members to consider the current financial challenges that this, and all other Council's now face.

A Motion was MOVED by Cllr Lloyd and SECONDED by Cllr Sapwell to receive the recommendations set out in the report.

**RESOLVED UNANIMOUSLY to:**

- 2.1 That Members establish a cross party working group to develop a Waste Strategy for the Council, in line with the work being undertaken through the Essex Waste Management Partnership.**
- 2.2 That Members approve the Terms of Reference as detailed in Appendix A.**
- 2.3 That the working group report back to the Environment Committee in June 2015 with key recommendations for the future of waste collection.**

## **2.4 That an interim report is brought to the Environment Committee on 18<sup>th</sup> March for discussion.**

### **392. Free Food Waste Bags**

The Council introduced the food waste collection in December 2011 to further enhance the recycling service offered to our residents. The service is funded by ECC as part of the 28 year Inter Authority Agreement that was agreed in 2009, with the 2014/15 grant being £371,414.

The current service was agreed in June 2011 at the Environment, Health and Housing Board, with a recommendation to collect kitchen waste with residual waste without the ongoing supply of liners.

A further report was presented at the Environment Panel on 14<sup>th</sup> November 2012, after additional funding was agreed with ECC to pilot a scheme for free food waste bags. The panel approved a one year pilot scheme of distributing two free rolls of liners to all households from April 2013, with an additional two rolls to be redeemed from local collection points via a token system if they wish to participate.

It was evident that the delivery of free bags to all households was not an efficient use of funds, as it was clear from the monitoring by crews, and the tonnage being collected that participation across the Borough was reducing, despite the free delivery of the bags. This was confirmed through a recent user survey, which identified that only 35% of residents used the service.

In February 2014 Members were informed, via their newsletter, that a more efficient delivery system would be piloted, and that residents who wish to have free bags delivered would need to register. This attracted over 1,400 households, and two free rolls were delivered in June 2014.

The Council currently provide free food waste bags from the Town Hall, Brentwood Library, Shenfield Library, Ingatestone Library, Ingatestone Parish Council and West Horndon Horticultural Society. Residents also have the option to purchase bags for £1 from a number of local retailers.

Mr Ormsby informed the committee of an amendment to 1.4 of the report which states at 35% of residents used the Food Waste Service, this figure is now 43%.

Concerns were viewed by Members over the size and quality of the bags provided. This will be investigated in a procurement exercise.



Cllr Murphy requested an investigation to take place on commercial food waste. Mr Ormsby will investigate, however, may not be an option as this stage.

A Motion was **MOVED** by Cllr Lloyd and **SECONDED** by Cllr Sapwell to receive the recommendation set out in the report.

A vote was taken by a show of hands and was **RESOLVED** to:

- 2.1 That Members approve the option of providing free food waste bags, through retailers that are prepared to distribute them free of charge, and at no cost to the Council.**
- 2.2 That additional outlets are identified to distribute free food waste bags, such as Parish Halls and community groups, and publicised through media outlets.**

**393. Urgent Business**

There were no items of Urgent Business.

**394. Local Government Act 1972 -Exclusion of Press and Public**

Not applicable.

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**18<sup>th</sup> March 2015**

**Environment Committee**

**West Horndon Parish Council**

**Report of:** *Roy Ormsby – Head of Street Scene*

**Wards Affected:** *Herongate, Ingrave & West Horndon*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 The Council have received a request from West Horndon Parish Council for an increase in their grant. This has been request as a contribution from the Council to manage their park, on land leased to the Parish Council from the Borough Council.
- 1.2 The park was established in 2003, and a lease was signed on 24<sup>th</sup> July 2003 by the then West Horndon Park Association Ltd (WHPA). This was for use as a Doorstep Green initiative, which was under the auspice of the then Countryside Agency for the benefit of the residents of West Horndon.
- 1.3 Doorstep Greens are locally-owned and run public spaces across England, and were first created by the Countryside Agency (CA) in a project started in 2001. The Agency set out to find green spaces which could be organised into relatively small parks and then create a local charitable trust to own, fundraise for, and run each space in perpetuity.
- 1.4 Unfortunately, like many of these projects, the management has now changed, and the West Horndon Park Association Ltd has now ceased. The 80 year lease has been reassigned to the Parish Council, who are now responsible for the maintenance of the park.
- 1.5 On the establishment of the lease to WHPA, the Council agreed to provide £2,300 towards the cost of maintenance, commencing in April 2004, with the final payment in April 2008. This funding was to contribute to the initial start-up cost of the park, and to assist WHPA in developing a sound financial plan for the future.

- 1.6 The funding for the park has been held in an account by the Council, which currently has a balance of £14,099. The Council has also been contributing to this account, and in 2013/14 provided £3,300 to the maintenance of the park. Through this account the Council were paying the invoices for maintenance, which is mainly provided by the Council. This situation means that the Council are funding the maintenance, administering the fund, and repaying itself for the work on the approval of the Parish Council.

## **2. Recommendation(s)**

- 2.1 Members agree not to provide additional funding to West Horndon Parish Council for the maintenance of their park.**
- 2.2 Members agree to cease the £3,300 payment towards the maintenance of the park for 2015/16.**
- 2.3 Members agree to grant the remaining funding for the park, currently £14,099 to West Horndon Parish Council towards future maintenance of the park.**

## **3. Introduction and Background**

- 3.1 The park, since being established in 2003, has played an integral role for the community of West Horndon, and like many Parishes, West Horndon Parish Council now lease the land to enable them to provide a facility for local residents.
- 3.2 The leasing of land for local play provision by Parish Council's is an established way of providing local facilities. These are paid for by local residents through their precept, and enables the Parish Council to meet the needs of, and be accountable to local people.
- 3.3 The West Horndon Parks Association received substantial assistance with the development of the park, which included the purchase of a local property to enable access to the Park. At the Cultural Panel meeting held in June 2003 it was also agreed to provide funding of £30,000 towards the project, and an interest free loan of £88,000.
- 3.4 The Borough Council have therefore made a substantial contribution to the Park over the past 12 years, which is designed as a local facility for the residents of West Horndon. This is different to all other Parish

Council's, who have funded all costs through their precept, and local fund raising activities.

- 3.5 If a contribution towards the maintenance of the park is agreed, this would set a precedent, and therefore other Parish Council's could come forward to request funding towards the maintenance of their land.
- 3.6 The 2013/14 financial report for the Parish Council notes a balance of £68,065, and in terms of income, £11,678.26 was in the form of a grant from Brentwood Borough Council. The Parish report notes, that the funding from the Borough Council is set to reduce and disappear altogether in the future. The Parish Council are making provision for this, and to generate additional income through the precept. The report notes that this will increase from £22,253 in 2013/14 to £32,200 in 2014/15.
- 3.7 It is therefore felt that the Parish Council have a strong financial standing, and have increased their precept in 2014/15 to reflect any changes that may be made to the Borough Councils grant scheme.

#### **4. Issue, Options and Analysis of Options**

- 4.1 There is an option to continue to fund the Parish Council for the maintenance of the park. This however, would not be consistent with other Parish Council's, and could result in further requests to the Council.

#### **5. Reasons for Recommendation**

- 5.1 To ensure that grant support for Parish Councils is consistent, and that the maintenance of land not owned, or leased, by the Borough Council does not receive financial support.

#### **6. Consultation**

- 6.1 Discussions have been held with West Horndon Parish Council.

#### **7. References to Corporate Plan**

- 7.1 The grant aiding for maintenance is not included in the Corporate Plan.

#### **8. Implications**

##### **Financial Implications**

**Name & Title:** Chris Leslie – Financial Services Manager (S151 Officer)  
**Tel & Email:** 01277 312542 / christopher.leslie@brentwood.gov.uk

- 8.1 The financial implications are set out in the report. If the recommendations are approved, it will represent an annual saving of £3,300 per annum.

**Legal Implications**

**Name & Title:** Christopher Potter, Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860/ christopher.potter@brentwood.gov.uk

- 8.2 The land is not owned by the Council so there are no obligations upon the Council to maintain the land. With regard to the discretionary grant funding, the report makes plain that such funding was time-limited and would cease in the future and that the Parish Council has been aware of this. Therefore, the Committee may exercise its discretion to stop the future funding if the Committee so wishes as no legitimate expectation of continuation arises in the circumstances.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 None

9. **Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None

10. **Appendices to this report**

None

**Report Author Contact Details:**

**Name:** Roy Ormsby, Head of Street Scene

**Telephone:** 01277 312554

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18<sup>th</sup> March 2015

Environment Committee

**Parks Management Plans – King George’s Playing Fields,  
Hutton Recreation Ground, Warley Playing Fields and  
Bishops Hall Park**

**Report of:** *Stuart Anderson – Service Co-ordinator – Parks, Countryside,  
Cemeteries & Open Spaces*

**Wards Affected:** *Hutton North, Brentwood South, Pilgrims Hatch, Warley*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 The Council is facing an unprecedented set of challenges. The cuts in funding and the need to reduce expenditure increases the need to review the way in which we deliver our services, and how these can be done more efficiently, but still meet customer expectations.
- 1.2 The parks and open spaces within Brentwood are without doubt some of the most highly regarded assets operated by the Council and to ensure they are not only safe to use but also well maintained it is important that there is a focused forward thinking plan in place to direct resources and highlight areas for improvements within them.
- 1.3 The provision of management plans with structured programmes for improvements for the formal open spaces will help Officers to focus and direct resources where they are needed, manage resident expectation with regard to future provision and improvements and also ensure that value for money is obtained with the works undertaken.

## **2. Recommendation(s)**

- 2.1 **That Members approve the management plans, including works programmes, for King George’s Playing Fields, Hutton Recreation Ground, Warley Playing Fields and Bishops Hall Park.**
- 2.2 **That Members delegate authority to the Head of Street Scene, Chair of Committee and in consultation with Ward Members to instigate new working practices and efficiency savings in the provision of services for football and bowls in the borough.**

### **3. Introduction and Background**

- 3.1 The Council is responsible for 15 parks, playing fields or other significant open space around the Borough.
- 3.2 The responsibilities of the Council in this area cover a wide range of features including day to day maintenance and management in addition to the long term strategic management of the sites.
- 3.3 At present there is little in the way of documented forward planning for the management of the parks and open spaces other than the Open Space Strategy, however this document failed to address site specific works that were required and focused on high level management.
- 3.4 The intention of the management plans is to identify required works and improvements to specific sites and also opportunities for either reductions in expenditure or to exploit the best use of the space and facilities within the parks and open space estate i.e. rationalisation of sports provision.
- 3.5 In addition to this the management plans will offer the opportunity for Officers to look at where resources are directed against set service standards i.e. frequency of grass cutting and to identify where partnership working may offer savings both long and short term. A good example of this is where Brentwood Rugby Football Club has taken a lease on four sports pitches at King George's Playing Fields. This agreement has not only allowed the club to access additional funding in the form of a £50,000 grant from Sport England but has also allowed enhanced maintenance to be carried out that would not have been possible within the resources of the Council. These forms of arrangements should be embraced and expanded to other clubs such as football and bowls to make best use of resources and also to release any potential savings by operating in a different model.
- 3.6 The management plans have been written following the guidance and best practice of the Green Flag Award Scheme and as such would allow sites to be entered into the programme if it was felt it offered a tangible enhancement to the profile of the site, service or reputation of the Council.

### **4. Issue, Options and Analysis of Options**

- 4.1 The proposal is for the Council to adopt the attached management plans and to continue to develop management plans for other key sites around the Borough.



## **5. Reasons for Recommendation**

- 5.1 So that a robust and forward planning strategy can be put in place for the management of the parks and open spaces ensuring they are fit for purpose and safe for users.
- 5.2 Ensure that management plans are in place to allow robust and realistic budget setting to take place to ensure resources are allocated when and where they are needed.
- 5.3 To allow for opportunities to be identified to generate additional income or to rationalise the use of the Councils parks estate and the manner in which it is used to ensure maximum income is obtained whilst utilising the available resources i.e. sports turf provision.

## **6. Consultation**

- 6.1 No consultation has been carried out regarding these management plans.

## **7. References to Corporate Plan**

- 7.1 Street Scene and Environment - a clean, green and pleasant Borough.
- 7.2 Localism – to continue to work with established community groups in the parks to aid in their improvements and enhancement.
- 7.3 A Prosperous Borough – identifying where new working partnerships can be utilised involving both commercial and voluntary organisations.
- 7.4 Housing, Health and Wellbeing – ensuring parks and open spaces are inviting and usable for both social recreation but also for organised sport in promoting healthy living.
- 7.5 A Safe Borough – To ensure that sites are safe to use, free of crime and anti-social behaviour and create an inviting family environment.
- 7.6 A Modern Council – To support Officers in developing new working practices utilising latest techniques, equipment and nationally recognised practices.

## 8. Financial Implications

**Name & Title:** Chris Leslie – Financial Services Manager (S151 Officer)  
**Tel & Email:** 01277 312542 / christopher.leslie@brentwood.gov.uk

- 8.1 The recommendations will improve the budget forecasting of the service and provide a driver to identify potential efficiencies and savings.

### Legal Implications

**Name & Title:** Chris Potter – Monitoring Officer and Head of Support Services  
**Tel & Email:** 01277 312860 / Christopher.potter@brentwood.gov.uk

- 8.2 None directly arising from this report.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.3 The maintenance works/capital improvements identified in the management plans will ensure the ongoing improvement and maintenance and management of the site.
- 8.4 They also identify health and safety issue such as maintenance of footpaths and roadways along with asset management i.e. capital improvements to parking surfaces etc providing an improved valuation of the facility both monetary and also in public perception.

## 9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

None

## 10. Appendices to this report

Appendix A - Draft management plans for King George's Playing Fields,  
Appendix B - Draft management plans for Hutton Recreation Ground,  
Appendix C - Draft management plans for Warley Playing Fields  
Appendix D - Draft management plans for Bishops Hall Park.

### Report Author Contact Details:

**Name:** Stuart Anderson, Service Co-ordinator – Parks, Countryside, Cemeteries & Open Spaces

**Telephone:** 01277 312654  
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# **King George's Playing Fields**

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**Management Plan  
2014 - 2019**

**Prepared for Brentwood Borough Council**

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# Introduction

## About these Plans

These plans are part of a series of management plans produced for Brentwood's urban parks and cemeteries.

The plans cover the period 2014 – 2019. This plan is for King George's Playing Fields. Plans have also been produced for Bishop's Hall Park (incorporating Hatch Road Country Park), Hurton Recreation Grounds, Warley Playing Fields and the two cemeteries; Woodman Road Cemetery and London Road Cemetery.

The aim of these plans is to provide direction for the parks so that the provision of high quality open spaces for the residents of Brentwood is assured. This is done both in terms of presenting a strategic direction, or 'Vision', for each site and through detailing the capital and maintenance actions required to achieve this.

Set against a backdrop of limited funding, these plans will help to prioritise actions to those which meet the overall, long-term aim for the site. In order to ensure long term quality and to reduce ongoing maintenance costs it is important to adopt a principle of 'invest to save'. Aging infrastructure becomes a liability, incurring ongoing repair cost, whereas timely replacement with well-specified, long lasting infrastructure will reduce this ongoing maintenance liability. However, such investment requires an evaluated and targeted approach to ensure investment takes place in the areas of highest priority where the need, and the potential return on

investment, is greatest. These plans provide this, and form the basis for the future asset management of the parks and forward capital planning.

## Strategic Objectives for Quality Spaces

All of the parks in this report serve many functions including, amongst many others, play, sport, walking, events and access to nature. In all of these parks several of these functions need to be provided at the same time and a balance struck between competing needs.

In order to help assess each park and to organise proposed actions, five management categories have been used:

- A welcoming place;
- A safe and secure place;
- A clean and well-maintained place;
- Sustainability;
- Conservation and heritage;

Taken together, ensuring attainment against all of these five management categories will ensure high quality service delivery to meet the needs of all users to the park.



## A Welcoming Place

Objective: That the overall impression of visitors is positive and that the park is inviting.

People visit parks for many reasons. A welcoming site draws people and makes them feel welcome through its appearance, facilities and maintenance. This includes location of paths, provision of information, entrances and signing.

### Signing

Signing should have the following features:

- Signs should be easy to read;
- Signs should be well-maintained and clear of graffiti;
- Ideally should have a coherent design rather than a mixture of styles;
- Should serve a purpose – avoid over-signing a park and remove redundant signing;
- Messages should be friendly and welcoming. It is necessary to tell visitors clearly what can and can't be done, but avoid too much signing 'forbidding' activities;
- Information provided on opening and closing times;
- Information provided on who owns and manages the park;
- Up to date contact details, including 'helpline' telephone number, web and email as appropriate;

### Physical Access

Considering physical access around the site and links to it can greatly improve the experience of visitors. Elements can include:

- Links with public transport;
- Safe access from surrounding roads including, for example, pelican crossings;
- Links with cycle routes;
- Safe and secure car parking with facilities for those with disabilities;
- Limited access by vehicles to ensure safety (including maintenance vehicles);
- Attractive entrances, clear sightlines;
- Benches and seating around the site, also in quieter areas and overlooking views;
- Adequate control of dogs and dog fouling.

### Good Design

Good design can make people feel welcome, can encourage them to explore and can visit more. Poor design can dissuade people from staying, visit less often or even compromise safety.

The adoption of a standardised form of design and style, for example in litter bins, benches and other furniture, can help to ensure that all Brentwood Borough Council sites belong to a 'family' and reach an adequate standard. However, individual features of some sites should also be respected in the design, for example heritage or natural features, which may require adjustment of this approach. A design standard is being introduced across all of Brentwood's formal parks.

## A Safe and Secure Place

**Objective:** To ensure that the parks are safe and secure places for all visitors to use.

People can be dissuaded from using greenspaces by safety fears. There are also a range of legal requirements which relate to the management of greenspaces, including the Health and Safety at Work Act 1974, which encompasses those affected by what you do as well as those working for the organisation.

Some of the elements which can be considered include:

- Information on who to contact in an emergency on information boards;
- Tree planting to provide shade, especially around play areas;
- Consideration of sight lines and safe movement around the site;
- Emergency equipment where appropriate, e.g. lifebelts;
- High design standard for equipment and furniture;
- Child protection issues address in play policies and strategies;
- Risk assessments in place for staff and use of facilities;
- Encourage visitors to report problems and provide information on how to do this.

In addition, the control of dogs is an important issue in its own right. Fouling is unpleasant and can cause disease (toxocarasis) and dog aggression, or even simply dogs jumping up at visitors, can be off-putting to visitors. Brentwood's Open Space Strategy highlights dog fouling as a particular concern for park users.

A selection of some of the many elements which can be considered in design are:

- Choosing fixtures and furniture which are durable and have a low environmental impact;
- Screening working and storage areas;
- Creating interest and intimacy with tree planting, breaking up 'bleak' landscapes (for example sports pitches);
- Providing footpaths on the routes people wish to use;
- Choosing planting which can be maintained within available budgets, so that it remains attractive.

Part of King George's Playing Fields is designated under The Dogs (Fouling of Land) Act 1996, which establishes a criminal offence if dog faeces is not removed by the person in charge of the dog.

In the past, dog zoning has been adopted at the Playing Fields, with areas where dogs must be kept on leads and areas where they are able to be let off. Enforcing such measures is, however, not possible without a staff presence on the site. A lack of enforcement renders zoning and bylaw approaches ineffective.

Work across the country has successfully created behavioural change amongst dog owners without the need for confrontational or enforcement, but rather through understanding why dog owners make the decision to allow their dog to behave in an anti-social way or to not pick up after their dog.

A key part of this is social pressure; will others judge me or how will they react if I do (or don't) behave in a particular way? It is important to create an atmosphere of acceptable and unacceptable behaviour in the park.

The main factors influencing behaviour are, with the most effective first:

- Signing providing clear explanation for restrictions;
- Good behaviour by other dog walkers;
- Being seen by wardens/rangers/parks staff.

Signing and information provision therefore needs to be:

- Clear about what behaviour is expected of the owner and dog;
- Clear about why this behaviour is expected;
- Presented in an understandable and friendly way.

An example of such an approach has been developed in Dorset, where a 'Doggy Do' Code of Conduct has been produced.<sup>1</sup> It is proposed that a similar approach is adopted for Brentwood Borough Council sites.

The main Code of Conduct should be displayed on or near all main orientation boards. Smaller 'reminder' boards or waymarkers can then be installed around the park to reinforce the main message.



It is not considered feasible to implement a requirement for dogs to be kept on leads at the park. However, good behaviour should be expected and dog faeces picked up. All play areas should be dog-free zones.

<sup>1</sup> <http://www.dorsetdogs.org.uk/>

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department has in place the following policies and operational guides:

- Risk assessments;
- Inspections programmes for play areas;

## A Clean and Well-Maintained Place

**Objective:** To ensure high standards of maintenance and cleanliness.

A clean and well-maintained park is obviously important for visitors, and reflects well on the Council. A poorly maintained park can lead to misuse and will deter visitors.

The elements to be considered include:

- Well maintained litter bins, thoughtfully positioned to encourage use and regularly emptied;
- Regular litter picks;
- High standard of horticultural maintenance;
- Consideration of ongoing maintenance requirements in the design of beds and planting to ensure that maintenance of a high standard can be implemented;
- Furniture and fixings should be maintained and repaired if broken or damaged;
- Buildings and structures should be well maintained;
- Graffiti, flyposting etc. removed;
- Paths and car parks swept and edges maintained;
- Regular inspections.

## Sustainability

**Objective:** To ensure that environmentally sound maintenance practices are implemented.

Managing green spaces in an environmentally sound way includes elements such as the choice of materials, use of chemicals, energy conservation and waste recycling.

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department is in the process of developing an Environmental Policy, which will include:

- Limiting use of pesticides and chemicals to that which is essential;
- Avoid using peat and tropical hardwoods;
- Timber certified by the Forest Stewardship Council;
- Use recycled materials where possible;
- Reduce waste;
- Provide bins to enable visitors to recycle
- Consider the future watering, chemical and replacement input when designing beds and planting;
- Reduce pollution, for example through proper handling of fuels and chemicals and reducing nuisance from noise or smoke from bonfires;
- Implement water efficiency measures in park maintenance;
- Implement energy efficiency measures.

## Conservation and Heritage

**Objective:** To increase biodiversity in the parks and to protect, conserve and enhance the heritage components.

As well as often having a rich history themselves, all parks sit within a surrounding landscape which has particular cultural, ecological and landscape features. It is important when considering the design and management of a park to respect and incorporate these elements.

There are many benefits to enhancing biodiversity in parks. Maintenance of biodiversity habitats can be more cost-effective, for example through reducing the frequency of grass cutting. The wildlife which is attracted is not only beneficial in its own right, but will add interest to a park and enable visitors to experience nature. Moreover, local authorities also have a legal duty to have regard to the conservation of biodiversity in their functions through Section 40 of the Natural Environment and Rural Communities Act (2006).

Elements to consider include:

- Improving biodiversity through linking with surrounding habitats, diversifying habitats on site and providing for species (e.g. through bird and bat boxes);
- Create new habitats where appropriate, for example wild flower meadows;
- Respecting and considering the historic character in design of the park;
- Where parks have specific and, in some cases, protected heritage features, ensure that management plans are in place to conserve these;
- Identify, protect and maintain elements of the built environment which are of historical or design importance.

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### Policy Context

These plans link with several Brentwood Borough Council policy and strategy documents.

Brentwood Borough Council's Corporate Plan (2013-2019) recognises the importance of the environment and greenspace to the Borough. The environment is included in the first theme, 'Street Scene and Environment', with a medium term priority for a parks and playground strategy.

The Council's Open Space Strategy provides a thorough analysis of provision and actions across all of the open spaces in the Borough. The supporting consultant's report highlighted the need for review of maintenance and the adoption of quality criteria, both of which are being taken forward through these management plans.

Brentwood Play Strategy (2007-2010) sets out how the Council will address the play needs of children and young people in the Borough. In addition, Brentwood Council's Children and Young People's Strategy (2007-2011) set out to work with young people to develop a range of facilities that will benefit their leisure and play time.

Chapters 1, Leisure and Culture, and 11, Sustainable Development and the Local Environment, of the Brentwood Community Strategy (2004-2009) are both relevant to the delivery of parks. The first prioritises the provision of high quality and accessible leisure for all residents and the second highlights the importance of the environment, countryside and greenspace of Borough for local residents.

Brentwood's Environmental Policy (2009) sets out the actions that the Council will take in it's operation to manage environmental impacts.

# Site Description

## Site Summary

Description	<ul style="list-style-type: none"> <li>• The area covered by this plan covers approximately 18 hectares (does not include Hartswood or Brentwood Golf Course);</li> <li>• Approximately 12.5 hectares of sports playing fields along eastern edge;</li> <li>• Formal gardens on western side near to Hartswood Road, approximately 3.5 hectares and including paddling pool, crazy golf, bowls, children's play;</li> <li>• Adjacent to Hartswood SSSI, also owned and managed by Brentwood Borough Council;</li> <li>• Adjacent to Brentwood Golf Course with access through King George's Playing Fields site.</li> </ul>
Rights of Way and Access	<ul style="list-style-type: none"> <li>• There are no public rights of way across the site but access is permitted throughout.</li> </ul>
Access Points – Pedestrian and Vehicle	<ul style="list-style-type: none"> <li>• Main entrance off Ingrave Road, TQ 606 929;</li> <li>• Additional entrance and car park off Hartswood Road, TQ 601 929;</li> <li>• Pedestrian access from Hartswood, from Hartswood Road (2) and from The Avenue (2).</li> </ul>
Bylaws	<ul style="list-style-type: none"> <li>• Designated under The Dogs (Fouling of Land) Act 1996.</li> </ul>
Tree Preservation Order	<ul style="list-style-type: none"> <li>•</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• Formal gardens</li> <li>• Children's play area</li> <li>• Paddling pools</li> <li>• A sensory garden</li> <li>• Playing fields for football, cricket, rugby and kick about areas</li> <li>• Lawn bowling greens (2);</li> <li>• Skate park</li> <li>• Cycle path</li> <li>• Parkmobility</li> <li>• Car parks (4)</li> <li>• Adventure Golf Course;</li> <li>• Café;</li> <li>• Access to Brentwood Golf Centre.</li> </ul>
Non-statutory designations	<ul style="list-style-type: none"> <li>• Green Belt.</li> </ul>



## General Overview

This large park is Brentwood Borough Council's major outdoor recreation asset. It provides a wide range of facilities and opportunities for recreation including sport, formal gardens, children's play, paddling pool and crazy golf. The main features of the park are shown in Plans 1 and 2.

The park is centrally located just to the south of Brentwood town centre and, as the prime facility in Brentwood, serves a wide catchment area.



The Playing Fields were established in 1951. The park is one of 471 fields across the British Isles set up after the death of King George V in 1936. The fields were set up for 'outdoor games, sports and pastimes'.<sup>2</sup> All of the fields had to have 'suitably dignified' entrance for the setting of two heraldic stones. These stones are located in two brick pillars at the main pedestrian entrance on Harstwood Road.

## Sports Facilities

Sports pitches make up the largest area of the site. There are 10 sports pitches. These comprise of:

- 4 adult rugby pitches;
- 5 adult football pitches;
- 1 junior football pitch;
- Cricket square which utilises the rugby pitches during the summer months.

## Formal Gardens

The formal gardens are located on the western end of the site near to Harstwood Road. The area has some annual and perennial flower beds. There are many trees in this area and some shrub bedding.

Surfaced paths cross the gardens, with seating in various places.

Within this wider area are located the sensory garden, the play area, the paddling pools, current crazy golf and skate park.

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<sup>2</sup> <http://www.fieldsintrust.org/KGV.aspx>



## Padding Pools

The paddling pools have been a feature of King George's Playing Fields for 25 years. There are two paddling pools and a small toilet. The facility is run by the same external operator as the café and the two concessions are currently tendered together. The facility is open only during the summer holidays and there is a fee to enter.

## Play Area

The play area in King George's is the largest and most diversely equipped in the Borough. It was last fully refurbished in 2011 when the site was stripped of all equipment, ground levels contoured and new paths and equipment installed.

The play area has four sections. The top section has traditional play equipment, including swings, slides and roundabouts. Also on this top level is a toddler play area and nearby a grassed area for picnics and seating.

On the lower level is an area which used to be a pond. This area has now been adequately drained and is the location of a cable run, twin tower multi-play unit and multi-play area for younger children.

## Sensory Garden

This small, secluded garden is located to the west of the Hartswood Road car park, adjacent to the formal gardens.

It was constructed in 1983/84 by the then Head Gardener and was designed by Tony Mitchell, then assistant Director of Leisure and Recreation. The garden was funded through the Brentwood Lottery and various donations from individuals and groups.

There is a grassed area in the centre of the garden with a surfaced path forming a circular walk around the garden. Around the perimeter are perennial and shrub beds, with plants selected to provide interest throughout the year and to provide a variety of scents, textures, colours and shapes. There is also a cascade water feature, designed to provide the sounds of water to those with visual impairments. There is seating around the garden. The whole garden is surrounded by tall hedging.

The garden provides a quiet, secluded area for all visitors.

Brentwood Borough Council is responsible for the maintenance of the garden. There is no dedicated budget for this part of the park. The 'Sensory Garden Club', formed in 2011, is a community group which has established itself with the aim of providing opportunities for adults, including those with learning difficulties, to help maintain and develop the garden.

## Skate Park

The skate park is located on the former site of public tennis courts and opened in 2004.

The Brentwood Skate Park Association is fundraising to rebuild the skate park. To date the first phase, a concrete Bowl Complex has been completed. A Street section was completed in 2013 and the Association has a future ambition of adding a Park section.

## Crazy Golf

The area which is currently crazy golf to be expanded and redeveloped as an Adventure Golf facility, run under a long term agreement with an outside operator.

## Car Parks

There are four car parks:

- Adjacent to the Rugby Club House, accessed from Ingrave Road. Surfaced with capacity for 80-90 vehicles;
- Central car park adjacent to Café, accessed from Ingrave Road. Surfaced with capacity for 90-100 vehicles;
- Overflow central car park, adjacent to main Central car park, accessed from Ingrave Road. Unsurfaced with capacity for 300-350 vehicles;
- Hartswood Road car park, accessed from Hartswood Road. Surfaced with capacity for around 90 cars.

Currently, parking is free of charge, although charging regimes have been applied in the past.

## Lawn Bowling Greens

There are two bowling greens. Brentwood Borough Council provides grounds maintenance services for the site, while the clubs are responsible for the maintenance of the two buildings.

## Hartswood

To the north and linking to the site is Hartswood, also owned and managed by Brentwood Borough Council. This Site of Special Scientific Interest woodland, itself of around 40 hectares, leads onwards to Little Warley Common (also owned by Brentwood Borough Council) and Thorndon Country Park to the south and Donkey Lane Plantation to the west. King George's Park is therefore a potential gateway site to an extensive area of woodland and common land, all of which is open for recreation. Links between the two sites could be greatly improved, particularly through increased information on access opportunities and the value of the woodlands.

## Brentwood Golf Centre

This is a pay and play 18 hole course owned and operated by Brentwood Borough Council. It is adjacent to the area covered in this plan and, together with Hartswood and King George V Playing Fields themselves, serves to create an extensive recreational area close to the centre of Brentwood.

## About This Plan

King George V Playing Fields serves many purposes and provides many recreational facilities for all sectors of the community. There are numerous, and diverse, facilities in a relatively small park. The playing fields also join to a wider Brentwood Borough Council estate through Hartswood and the Brentwood Golf Course. Visitors therefore come to the park for many different reasons, with different expectations from their visit.

Whatever their reason for visiting and whatever facility they have come to enjoy, park users should expect to have a high quality experience. While each of the individual facilities has its own management requirements and areas of improvement, it is also necessary to view the park as a whole. This will reveal how the component parts work together and how well the park works for visitors.

Assessing the park as a whole will also set out an integrated approach to its future medium-term development. Inevitably in the years since its beginning in 1951 there has been some piecemeal development and improvement of facilities, as individual areas needed replacing or to address particular issues which arose. This management plan seeks to draw the park together and set out a co-ordinated approach to management for the future.

To do this, within this plan the park is primarily assessed as a whole against the management objectives listed in the Introduction. However, for some facilities there is also a need to give additional detail on specific management objectives and actions.

## Vision and Objectives for King George's Playing Fields

### VISION

For King George's Playing Fields to be the 'jewel in the crown' of Brentwood's recreational estate, providing the high quality sport, recreational facilities and green space befitting such a status, for all members of the community.

The over-arching objectives for King Playing Fields are:

- 1 To provide high quality facilities;
- 2 To provide a range of recreational facilities for all ages and a wide range of the community;
- 3 Invest in maintenance of assets to avoid future long-term costs to the Council;
- 4 To improve links with adjacent Hartswood, both for increasing recreational space and to improve nature conservation value;
- 5 To provide a greenspace and formal garden area for general enjoyment.

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## Site Assessment and Actions

An overview of the site is show in Plans 1 and 2.

### A Welcoming Place

#### Signing

There is a range of signing in the park. Some of this orientates and informs the visitor; some sets out behaviours which are prohibited.

The signing has clearly evolved in a piecemeal fashion. Some signs are newer and fit with a 'corporate image' for the park, while others signs have been added to deal with particular issues or as resources allow.

A proportion of the signing has been replaced in recent years and is of a consistent style, providing clear information for visitors. However, in places, a plethora of older, poor quality signing remains. The result is that the signing does not present clear information to the visitor, neither in terms of what they can do, where and when, nor what is prohibited and in which areas.

The key issues which need to be addressed are:

**A Coherent Approach:** The park needs to be considered as a whole, with a view to the visitor experience. Visitors enter the park from several entrances and, while it is not appropriate to provide all information at each entrance, the key messages need to be displayed along with guidance on what facilities are available. Signing around the park is useful, especially the fingerposts.

Several new signs have been installed which has started to implement a 'corporate style' for the park. These are on a rust brown background with white lettering, as show below. All new signs should match this style.



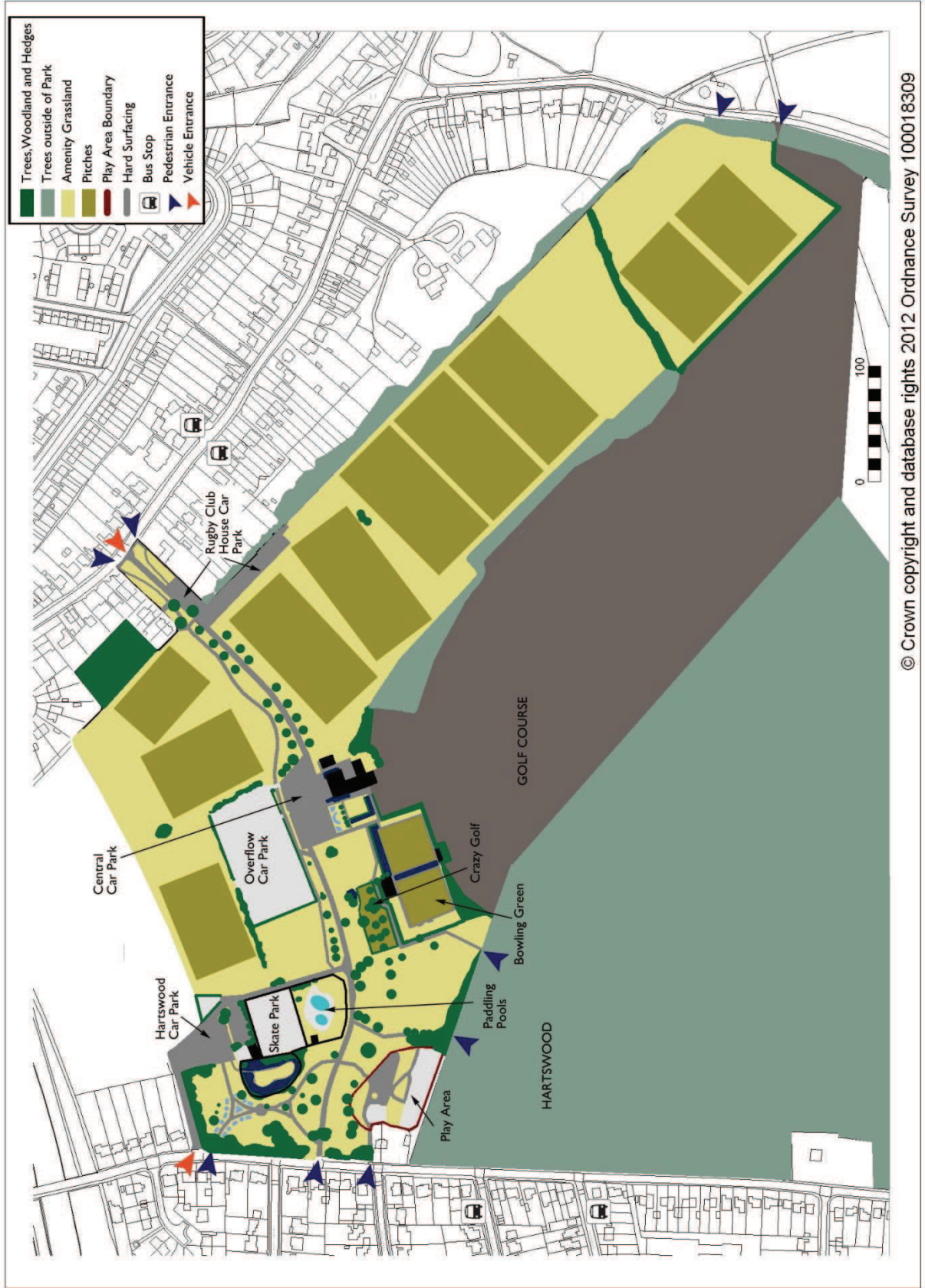
**Welcoming and Orientation:** There is a lack of information on what facilities are in the park, opening times/seasons and who to contact.

**Permitted Activities and Prohibited Activities:** Clear information is required on what is permitted and what is not. This includes cycling, which is permitted in some areas and not in others, as well as information on information for dog owners. There are a few 'Drinking Control Area' signs.

An assessment of the signing is detailed in Table 1, with current signing show in Plan 2.



Plan 1 : Site Overview – Whole Park



Plan 2: Site Overview – Core Park Excluding Pitches

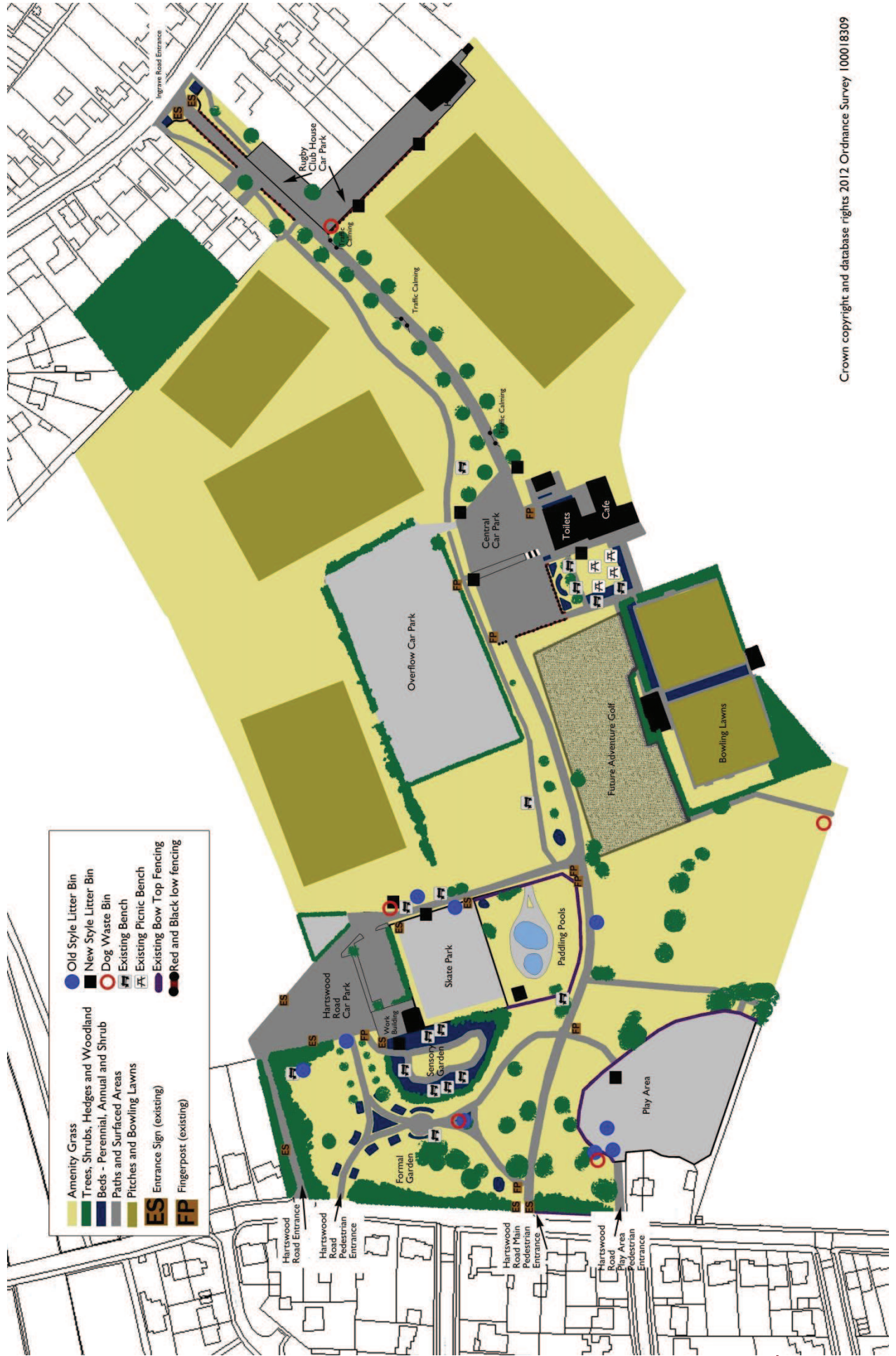




Table 1: Signing Assessment

Entrance Signs	Assessment	Actions Required
<p><u>Ingrave Road – Main Entrance Point</u></p> <ul style="list-style-type: none"> <li>This is the main entrance to the park and should set the standard for the park;</li> <li>There are new entrance signs on both sides of the entrance which fit with the overall corporate style for the park. These welcome visitors to King George's Playing Field and Brentwood Golf Centre and which also list the other facilities and concessions in the park;</li> <li>There is also a proliferation of advertising signs ('Discount Golf Store', 'Café in the Park') attached to the railings and on the entrance greenspace which detracts from the entrance, does not create a high quality impression and is confusing for the visitor.</li> </ul> <p><u>Hartswood Road – Car Park Entrance</u></p> <ul style="list-style-type: none"> <li>There is an entrance sign on the driveway, in the corporate style. This informs visitors of the name of the park and closing time;</li> <li>There are three additional signs in the car park informing of seasonal opening times.</li> </ul> <p><u>Hartswood Road – Pedestrian Entrance (Adjacent to Vehicle Entrance)</u></p> <ul style="list-style-type: none"> <li>There is no sign welcoming visitors to the park;</li> <li>'No dog fouling' is only sign in place. Whilst this is not particularly welcoming, it is also important to retain this message as Hartswood has no restrictions on dogs, whereas fouling is not permitted in the park.</li> </ul> <p><u>Hartswood Road – Pedestrian and Cycle Path Entrance (Middle Entrance)</u></p> <ul style="list-style-type: none"> <li>There are two new corporate style signs on either side of the entrance to match the Ingrave Road entrance signs.</li> <li>There is a shared use cycling sign.</li> </ul> <p><u>Hartswood Road – Pedestrian Entrance to Play Ground</u></p> <ul style="list-style-type: none"> <li>There is no sign welcoming visitors to the park.</li> </ul>	<ul style="list-style-type: none"> <li>Ingrave Road - Remove advertising signs.</li> </ul>	<ul style="list-style-type: none"> <li>Install smaller name sign at pedestrian entrance in corporate style.</li> <li>Replace 'No dog fouling' sign with new corporate dog signing outlining dog Code of Conduct and that dog fouling is not permitted in the park.</li> <li>Install smaller welcome sign at pedestrian entrance in corporate style.</li> </ul>

Assessment	Actions Required
<p><u>The Avenue – Pedestrian Entrances</u></p> <ul style="list-style-type: none"> <li>• There are two more informal entrances from The Avenue. Both are clearly used, but at a lower level than the main entrances;</li> <li>• Entrance track used by golfers to cross The Avenue – no signing, apart from small ‘no dogs’ waymarker;</li> <li>• Informal path through the woodland bordering The Avenue – close this route (see later).</li> </ul> <p><u>Pedestrian Entrances from Hartswood</u></p> <ul style="list-style-type: none"> <li>• There are no entrance signs at the entrances from Hartswood;</li> </ul>	<ul style="list-style-type: none"> <li>• Install smaller welcome sign at pedestrian entrance close to golfers’ entrance in corporate style;</li> <li>• Signing to state that dog fouling is not permitted and remove existing small waymarker.</li> <li>• Install small welcome sign at the pedestrian entrances in corporate style;</li> <li>• Signing to indicate to dog owners that now entering a ‘pick up’ area in new corporate dog signing style.</li> </ul>
<p>Car Park Signing</p> <p>The car parks are the key locations in which to install orientation signs showing the whole park, to set out information on ‘do’s and don’ts’, for example for cycling, dog behaviour etc., and to provide contact information.</p> <p><u>Ingrave Road Entrance – First Car Park and Rugby Club House Car Park</u></p> <ul style="list-style-type: none"> <li>• These car parks are separate but adjacent and so can be considered as one car park;</li> <li>• There is no welcome or orientation signing.</li> </ul> <p><u>Ingrave Road Entrance – Central Car Park</u></p> <ul style="list-style-type: none"> <li>• This is the main entrance point to the park;</li> <li>• There is currently no welcome or orientation sign;</li> <li>• This car park is the location for the primary welcome and orientation sign.</li> </ul> <p><u>Ingrave Road Entrance – Overflow Car Park:</u></p> <ul style="list-style-type: none"> <li>• No signing in place;</li> <li>• A sign located in the central car park would also cover this car park, therefore no additional welcome signing required.</li> </ul> <p><u>Hartswood Road Car Park:</u></p> <ul style="list-style-type: none"> <li>• There is no orientation signing only signs informing of opening times.</li> </ul>	<ul style="list-style-type: none"> <li>• Install orientation and information sign in Central Car Park. This should be the main sign for the park and should contain information on: <ul style="list-style-type: none"> <li>• Park plan and orientation map;</li> <li>• Opening times of park and various facilities;</li> <li>• That BBC manage the site and contact details;</li> <li>• Where dogs are permitted/prohibited, need to be kept on leads and areas fouling not permitted;</li> <li>• Map showing links into Hartswood;</li> <li>• That cycling is only permitted on the cycle route, with this route being marked on the plan.</li> </ul> </li> <li>• The Rugby Club car parks and Hartswood car park should have smaller orientation and welcome signs;</li> </ul>



	Assessment	Actions Required
<p>Signing Around the Park</p>	<p>There are various other signs around the park, some of which help to orientate the visitor, some of which indicate behaviour which is prohibited.</p> <p><u>Finger Posts:</u></p> <ul style="list-style-type: none"> <li>• There are 6 finger post locations in the park, see Plan 2, which provide useful orientation to the main areas;</li> <li>• There is no fingerpost at the Rugby Club car park.</li> </ul> <p><u>Cycle Path:</u></p> <ul style="list-style-type: none"> <li>• There is a shared pedestrian/cycle path linking the central car park with the central Hartswood Road entrance and with the Hartswood Road car park;</li> <li>• Signing is required in place at various points but further signing is required. However, design standards since construction have been amended and the widths and guidance on segregation of pedestrians has altered. Therefore the cycle path is considered later in this plan in its entirety.</li> </ul> <p><u>Other Signs:</u></p> <ul style="list-style-type: none"> <li>• There are two 'Drinking Control Area' signs, on in the Hartswood Road car park and the other near the café;</li> <li>• There is a Hartswood Access Trail sign on the corner of the Bowling Green marking the entrance, but this is now unreadable;</li> <li>• Skate Park – entrance sign outlining opening times and conditions of use. Second sign board has been removed and requires replacing.</li> <li>• Play Area Signing – no signing in place. Small 'no dogs' waymarker at Hartswood Road entrance.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional fingerpost on cycle path.</li> <li>• Further signing of the cycle path is required but is considered later in this document.</li> <li>• Reinstate second sign outside of skate park.</li> </ul>

	Assessment	Actions Required
Dog Signing	<ul style="list-style-type: none"> <li>Dogs are permitted on the site, but it is designated under The Dogs (Fouling of Land) Act 1996, whereby dog fouling is not permitted;</li> <li>There is some old signing on site including small 'dog posts'; small waymarker type posts around 30cm high. Some of these have been in place for some time and are now obscured by vegetation. These waymarkers would have a useful role in reinforcing and reminding visitors to pick up, but in themselves and without more comprehensive signing they are insufficient in clearly setting out expected behaviour.</li> <li>Some of these posts relate to the now abandoned 'dog zoning' which was previously in place, for example this post at entrance from Hartswood which states no dogs are allowed. The inconsistency in signing has the result that there is no clear message on what is permitted or not and what is acceptable behaviour with dogs (see Introduction).</li> <li>Acceptable behaviour also includes respect for other users, not allowing dog's to jump up and keeping dogs under control, as well as picking up fouling. New signing should be installed as part of a wider programme of corporate information for dog owners.</li> </ul>	<ul style="list-style-type: none"> <li>Include information at all entrances indicating that dog fouling is not permitted and promoting the corporate dog Code of Conduct.</li> <li>Include this information on the main orientation board in the main Central car park, along with the additional smaller welcome boards at the Rugby Club House and Hartswood Road car parks;</li> <li>Ensure visitors are clear on the distinction between Hartswood and King George's Park.</li> </ul>
Style, Clarity and Maintenance	<ul style="list-style-type: none"> <li>There is a need for coherent design across the park, as outlined in the introduction;</li> <li>The fingerpost fingers are susceptible to being bent.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all new signing fits with BBC corporate style across all the park;</li> <li>Ensure messages on new signing are welcoming and friendly.</li> </ul>
Signing around the area	<ul style="list-style-type: none"> <li>Signed from Hartswood Road;</li> <li>Signed from Ingrave Road.</li> </ul>	<ul style="list-style-type: none"> <li>Signing adequate, no action required.</li> </ul>

## Physical Access

As the prime park for Brentwood the site should be as accessible as possible for a wide range of people.

Many visitors use this park; for sport, visitors with physical impairments, families with pushchairs, young children, cyclists and of course pedestrians.

This range of visitors means that the park is at times very busy. Particular consideration must therefore be given to accommodate these multiple uses.

### Access to the Site

Table 2: Access to the Site

Assessment	Actions Required
<p><u>Public Transport:</u></p> <ul style="list-style-type: none"> <li>• Bus stops on South Drive and Woodman Road to south of park;</li> <li>• Bus stops on Ingrave Road to the north and south of entrance.</li> </ul> <p><u>Cycle Routes:</u></p> <ul style="list-style-type: none"> <li>• Cycle route through the park;</li> <li>• No linking cycle route outside of the park.</li> </ul> <p><u>Road Crossings:</u></p> <ul style="list-style-type: none"> <li>• Zebra crossing of Hartswood Road, south of Mount Crescent and close to main pedestrian entrance from Hartswood Road;</li> <li>• Chicane on Hartswood Road entrance near to play area;</li> <li>• Sight lines along Hartswood Road are good with double yellow lines removing the hazard of parked cars;</li> <li>• Pelican crossing close to Entrance of park on Ingrave Road;</li> <li>• Ingrave Road is a busy road, but pedestrian footway on both sides of road;</li> <li>• The entrances from The Avenue are less well used, but clear paths indicate regular use by some visitors. There is a pedestrian footway along The Avenue but this is very narrow in places. In addition the bridge to access the minor access is in poor condition. Therefore access through this route should not be encouraged and the bridge removed.</li> </ul>	<ul style="list-style-type: none"> <li>• Close minor access from The Avenue, remove bridge.</li> </ul>

## Access for Disabled Visitors

Access to and around the site for disabled visitors is important for this site. The Equality Act 2010 also means that there must be reasonable provision made for people with disabilities.

Generally the site provides good access for disabled people as the numerous paths are surfaced with tarmac and the site is virtually level, with few barriers and obstructions. There are, however, some areas which warrant further attention in order to make the site as accessible as possible.

Table 3: Access for Disabled Visitors

Assessment	Actions Required
<p><u>Ingrave Road Entrance and Car Park:</u></p> <p>There is poor disabled access from the entrance. The issues are:</p> <ul style="list-style-type: none"> <li>• Both entrance paths either side gateway too narrow;</li> <li>• On northern side lack of dropped kerbs crossing access drives to the properties, tree roots lifting path and path too narrow;</li> <li>• On southern side the path is too narrow. A dropped kerb is present but this exits directly into a parking bay which would make it unusable for wheelchair access;</li> <li>• There are two disabled parking bays close to the Rugby Club House. These provide good access to the Club House but access onto the main cycle path/surfaced path requires crossing the road and there is no pedestrian crossing.</li> </ul> <p><u>Hartwood Road Entrances and Car Park:</u></p> <ul style="list-style-type: none"> <li>• The main access drive is not suitable for disabled, or pedestrian, access and pedestrians should be discouraged from using the drive as an access route;</li> <li>• There is a pedestrian access point adjacent to the drive which provides a safer route into the park. However there is no dropped kerb at this access point. There is a dropped kerb nearly opposite and although this is to provide driveway access to a property it is sufficiently close to the pedestrian access to be used. There is a bollard in the centre of the path which reduces the width;</li> <li>• The central (main pedestrian) access is fully accessible, with a fully accessible zebra crossing nearby. This should be the main route for disabled people.</li> <li>• There is a dropped kerb on the southernmost pedestrian (play area) but the chicane may make it more difficult for disabled users to access this route, although it is of sufficient width;</li> <li>• There are 3 disabled parking bays close to the Council works building, with good access from here to the formal and Sensory Gardens and the main park.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve access for disabled visitors as part of wider improvement of access at Ingrave Road entrance, see Plan 5.</li> <li>• Provide dropped kerb at pedestrian access adjacent to main drive and remove bollard.</li> </ul>

Assessment	Actions Required
<p><u>Central Car Park:</u></p> <ul style="list-style-type: none"> <li>• There are 5 disabled parking bays in the south east corner of the car park;</li> <li>• Although this is good provision, access from the parking bays into the main park is difficult due to steps and lack of paths and wheelchair users are required to use the car park.</li> </ul> <p><u>Overflow Car Park:</u></p> <ul style="list-style-type: none"> <li>• There are no bays marked at all in this car park and the surface makes it difficult for disabled visitors to use.</li> </ul> <p><u>Café and Toilet Area:</u></p> <ul style="list-style-type: none"> <li>• Disabled toilet provided near café but retainer required on ramp;</li> <li>• Paved paths around café in poor condition and un-level, with steps;</li> <li>• Slight lip on café door entrance;</li> <li>• Any steps should have handrails to support those with limited mobility.</li> </ul> <p><u>Sensory and Formal Gardens:</u></p> <ul style="list-style-type: none"> <li>• The paths through the formal gardens are all surfaced and provide good access. The only area which may present difficulties to some users is the central crazy paving area, but this section of path is short. Some of the paths are in poor condition with tree roots creating an uneven surface;</li> <li>• Good surfaced path through Sensory Garden. Seating provided throughout, with backs and armrests. Double gates provide wide entrance.</li> </ul> <p><u>Main Paths and Cycle Path:</u></p> <ul style="list-style-type: none"> <li>• For one way traffic a minimum width of 900mm is recommended or for two way traffic a minimum width of 1800mm is required.<sup>3</sup> Most of the paths exceed the minimum width, the exception being the path linking the main cycle route to Hartswood and the play area. This path is also almost completely obstructed by bamboo;</li> <li>• Given the high number of visitors and mix of users in the park, the widest possible path should be provided. It is recommended that all paths are a minimum of 2m. Shared use with cycles will require greater width and is considered separately;</li> <li>• The path which currently links the Parkmobility scooter to the Hartswood Access Trail will be removed when the proposed Adventure Golf facility is constructed. A new access path is therefore required to link the cycle route with Hartswood.</li> <li>• Path improvements are shown in Plan 3.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve disabled access through improvements to paths around the café area, see Plan x.</li> <li>• Provide disabled access as part of improvements to the car park.</li> <li>• Improve disabled access through improvements to paths around the café area, see Plan x.</li> <li>• Retainer kerb required on ramp to disabled toilet.</li> <li>• Resurface paths through formal garden as part of wider upgrade programme.</li> <li>• Resurface and widen path which links cycle path to Hartswood and the play area.</li> <li>• Provide new path to link to Hartswood if Adventure Golf proceeds.</li> </ul>

<sup>3</sup> [http://www.sensorytrust.org.uk/information/factsheets/outdoor\\_ip.html](http://www.sensorytrust.org.uk/information/factsheets/outdoor_ip.html)

## Assessment

### Benches and Resting Places:

- There are benches and resting places located around the park and most are accessible to mobility impaired people;
- All benches should have backs and arms to make them easier to use;
- Areas which would benefit from more benches are along the entrance track from Ingrave Road and around the formal garden in particular.

### Bowling Lawns

- A new disabled access ramp has been installed inside the bowling area.
- Main entrance is current down a flight of steps.
- Secondary access at Club House too narrow for disabled access.
- Create new ramp at existing pedestrian access and make Club House entrance the main entrance, widening paths.

## Actions Required

- Install further benches around the site, particularly along the entrance drive from Ingrave Road and in the formal gardens.
- Steps to be removed from existing pedestrian entrance and ramp installed.
- Main entrance to facility moved to Club House entrance and widen paths.

## Cycling

Cycling is permitted in the park and there is a cycle route which links the main pedestrian entrance on Hartswood Road through the park to the Central car park, and from the Hartswood Road car park to link to the main cycle route by the paddling pools. This route is segregated along both of these lengths, but the segregation demarcation lines are now worn and require repainting.

There is also a surfaced path from the Central car park to the Ingrave Road entrance which is used by cyclists, but which is not segregated.

The routes through the park are useful to connect the Ingrave Road and Hartswood Road safely for cyclists and there is a benefit in retaining them.

Since construction of the cycle route guidance on segregated cycle routes has been updated.<sup>4</sup> The Equality Act 2010 also requires that all facilities are assessed for their suitability for disabled visitors. Given these changes and the need for repainting, it is timely to reassess the suitability of the cycling infrastructure in order to ensure that all visitors can safely and conveniently use the path network.

<sup>4</sup> Local Transport Note 1/12, Shared Use Routes for Pedestrians and Cyclists, September 2012, Department for Transport.



Segregating cyclists from pedestrians is a key decision. Previously it was considered good practice to segregate all routes, but there are both advantages and disadvantages to segregation. Segregation can be useful where:

- Flows are linear without too many junctions or crossings;
- There are high numbers of cyclists;
- There are high numbers of vulnerable users;
- There are high numbers of non-travelling users, e.g. people congregating.

Although cycling traffic flows are not particularly high, given that there are a high number of vulnerable users, which would include children, in addition to the providing for disabled visitors, it is recommended that all cycle routes are segregated.

Such segregation has implications for the required width of the route. As segregating users decreases the width of each path, wider paths are required. Department for Transport (DfT) guidelines<sup>5</sup> state that the minimum effective width required is 2m for each user group, i.e. a path of 4m width. A width of 1.5 for each user group may be possible for short sections but would not be recommended for longer lengths of path, especially given the need to accommodate disabled visitors.

DfT guidelines also state that cyclists should have priority where the route crosses private accesses to properties. This has particular relevance to the improvement of access from the Ingrave Road entrance which crosses the

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<sup>5</sup> Local Transport Note 1/12, Shared Use Routes for Pedestrians and Cyclists, September 2012, Department for Transport, para 7.57.

driveways of the park lodges. However, cycle routes can only be signed to give cyclists priority at a crossing if the route is on a road hump.<sup>6</sup>

This option would be more expensive and it is considered would cause substantial inconvenience to the residents in the park lodges. It may also have safety implications as the residents would have to remember that they do not have priority when entering or exiting their property and would also need to wait on the access drive if visitors were crossing, potentially causing traffic issues around the Ingrave Road entrance.

It is considered that the safer alternative is for the access driveways to retain priority, with no hump. This will, however, require clear signing to ensure all users, including those with disabilities, are clear that the route crosses a private access and that they (pedestrians, cyclists and disabled visitors) do not have priority and that cars could be entering the properties.

The current form of segregation, with a white line, is preferable for disabled people in that it does not create a trip hazard or barrier to cross with a wheelchair. However, it could be less effective as a means of segregation due to users crossing the line or the markings not being clear to the disabled user themselves. Clear signing around the park is therefore required to ensure all users are clear which paths are cycle routes.

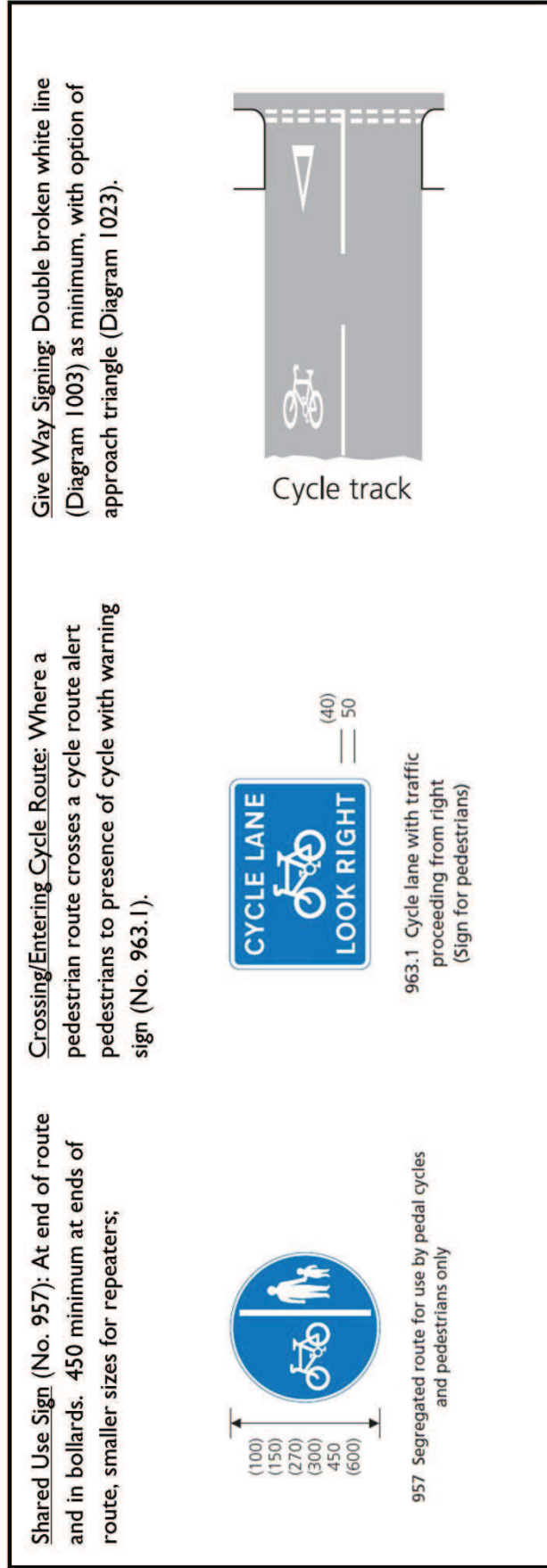
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<sup>6</sup> Direction 34(2) Traffic Signs Regulations and General Directions (2002).

The existing paths and their suitability for cycling is assessed in Table 4.

From this assessment it is proposed that one main cycling route through the park is provided, with upgrades as required by the new guidelines and in consideration of the Equalities Act 2010. This is shown in Plan 3.

Signing of the route is also important so that all users know where cycling is permitted and where it is not, in order to avoid conflict and create safe conditions. The route is not a highway,<sup>7</sup> therefore the route does not need to comply with the strict signing requirements as set out by the DfT. However, it would be advisable to follow best practice in this area, shown in the diagram below.<sup>8</sup>



<sup>7</sup> As the path is not a designated highway, is not a definitive right of way and has not been designated under the Cycle Tracks Act 1984, the route remains a permissive cycle route.

<sup>8</sup> Department for Transport Local Transport Note 2/08 Cycle Infrastructure Design and Traffic Signs Manual Chapter 3, Section 17, Cycle Facilities.



Table 4: Cycling Assessment

Assessment	Actions Required
<p><u>Ingrave Road Entrance to Central Car Park:</u></p> <ul style="list-style-type: none"> <li>• Between entrance and end of houses/Rugby Club House car park the same issues as detailed in the disabled access assessment: both entrance paths too narrow for shared use (approx. 1m), on northern side lack of dropped kerbs crossing access drives to the properties, tree roots lifting path, on southern side a dropped kerb is present but this exits directly into a parking bay;</li> <li>• Between end of houses/Rugby Club House car park path is 2.5m wide, which is insufficient for shared use;</li> <li>• Path crosses entrance to Overflow car park. Give priority to cars and mark give way markings on cycle path;</li> <li>• Path between Overflow car park and Central car park is too narrow. This is a key route and the only route by which disabled visitors can access the main park from the Central car park (see Plan x). It may not be possible to achieve the full recommended width of 4m due but the path should be widening to the fullest extent possible;</li> <li>• The short linking spur onto the main cycle path also needs to be widened and segregated.</li> </ul> <p><u>Central Car Park to Hartwood Road Main Pedestrian Entrance:</u></p> <ul style="list-style-type: none"> <li>• The cycle path is 4.5m wide;</li> <li>• Segregation white lining requires reapplying throughout.</li> </ul> <p><u>Assessment of Other Paths:</u></p> <ul style="list-style-type: none"> <li>• The path from Hartwood Road car park is currently marked as a segregated cycle route. However, this path is only 2.5-3m wide and therefore is of insufficient width. Cyclists can in any case gain access from the main pedestrian entrance, which is no less convenient than entering through the Hartwood Road car park;</li> <li>• All other routes, including through the formal garden and paths linking to Hartwood, are of insufficient width and therefore cycling should not be permitted on these paths.</li> </ul> <p><u>Cycle Signing:</u></p> <ul style="list-style-type: none"> <li>• Consistent signing is required on the route and on approaches, as shown on previous page;</li> <li>• In addition, the orientation boards should clearly show the cycle route.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve access for cycling as part of wider improvement of access at Ingrave Road entrance;</li> <li>• Widen path between end of houses/Rugby Club House car park to 4m and install segregation markings.</li> <li>• Make priorities clear where cycle path crosses entrance to Overflow car park. Give way markings on cycle path, warning signs on both cycle path and entrance to car park.</li> <li>• Widen path between Overflow car park and Central car park to 4m (or widest extent possible), including short spur to link with the main cycle route and segregate with white lining.</li> <li>• Reapply segregation white lining.</li> <li>• Remove segregation white lining from current cycle path linking Hartwood Road with Paddling Pools and make path pedestrian only;</li> <li>• Signing to indicate that cycling is not permitted on other paths.</li> <li>• Install additional signing;</li> <li>• Include cycle route on orientation boards.</li> </ul>

## Car Parks

The three main car parks (Central, Rugby Club House and Hartswood) are generally in good order. The condition of the white lining and surfacing requires monitoring and repair as necessary.

The main issue for the car parking is the condition of the overflow car park. This car park can hold 300 cars and, while termed the ‘overflow’, this car park is constantly used by visitors. When there are events at the park this car park is essential to accommodate visitors and, as new attractions are installed such as the Adventure Golf and Water Park, this car park will be required on a daily basis.

At present this car park does not reflect well on the Council and is not a quality facility for visitors. There are piles of waste (rubble and tree waste) in the car park and the surfacing is poor. This car park requires levelling and surfacing along with other works.

It is also proposed that the Hartswood Road car park is extended. There is a triangular hedged area on the eastern side, which is currently used as a dumping area. This area is unsightly and is not currently in use. The car park size could be increased into this area.

Actions for the car parks are shown in Table 5. Although these do not all relate to physical access and some are related to general maintenance, they are included here for the convenience of listing the actions in one place.

Table 5: Car Parks – Actions

Area	Actions
Rugby Club Car Park	<ul style="list-style-type: none"> <li>This car park has been improved in the last few years. No actions required.</li> </ul>
Central Car Park	<ul style="list-style-type: none"> <li>Remove bollards adjacent to path which runs alongside overflow car park (as part of cycle path widening);</li> <li>Bollards at base of slope by changing rooms to prevent cars rolling onto footway and into building;</li> </ul>
Overflow Car Park	<ul style="list-style-type: none"> <li>Levelling and surfacing</li> <li>Coppice and replant hedge</li> <li>Remove dumped waste</li> <li>Paint entrance gate black.</li> </ul>
Hartswood Road Car Park	<ul style="list-style-type: none"> <li>Remove basketball net adjacent to Skate Park;</li> <li>Lower hedge adjacent to Skate Park to 1.8m;</li> <li>Re-fence Council works compound with close boarded fencing to prevent viewing into compound;</li> <li>Plant 4 trees in raised island;</li> <li>Prune/re-plant overgrown shrub bed on eastern side of Council works compound when fencing installed;</li> <li>Extend car park into hedged compound.</li> </ul>



## Good Design and Infrastructure Improvements

King George's is a green space with distinct areas. The largest part of the park is taken up with sports pitches. Although well-used by sports clubs, the general public do not use these areas heavily, apart from some dog walkers.

The smaller area of the site is the formal gardens and other facilities and these receive the heaviest use.

Access and car parking is rationally laid out, with car parks in convenient locations. The paths are of good quality throughout and, apart from some minor exceptions as listed previously, link the park adequately.

The greatest area of improvement required for the park in terms of general design is to update ageing infrastructure and facilities and to implement a single design standard across the whole park.

In several areas it is clear that signing, bollards, fencing etc. have been added in an *ad hoc* manner, and perhaps without great consideration for the overall design of the park. This is understandable due to the need to respond to particular issues as they arise or due to budget limitations. However, when this infrastructure requires replacement, this should be done in keeping with the design style of the park.

Some trees and areas of shrubs and bedding have become overgrown or the plants over-mature and which now require more intensive management or replacement. A more structured programme of replacement of shrubs would ensure the longevity of the planting and ensure that the park continues to maintain its high standard of visual appeal for the visitor.

The key areas for improvement are set out in Table 6.

Table 6: Good Design, Maintenance and Infrastructure Improvements

Area	Actions
Formal Gardens	<ul style="list-style-type: none"> <li>• Shrubs next to paddling pools are overgrown. Thin shrubs and replant, re-shape holly;</li> <li>• Improve pedestrian entrance from Hartswood Road car park - tidy shrub bed on northern side, replace litter bin, remove bollards, replace kerbing;</li> <li>• Plant bulbs under trees in new avenue from Hartswood Road entrance;</li> <li>• Install more benches in formal gardens and move existing benches away from trees to limit levels of debris;</li> <li>• Re-surface all paths;</li> <li>• Replace old-style litter bins with black bins;</li> <li>• Lift lower branches of all trees.</li> </ul>
Sensory Garden	<ul style="list-style-type: none"> <li>• Reduce height of holly hedge to and remove chain-link fence in the hedge 2m;</li> <li>• Install second entrance/exit;</li> <li>• Remove conifer behind Council works building and crown lift cedar.</li> </ul>
Open Parkland	<ul style="list-style-type: none"> <li>• Plant bulbs either side of main pedestrian entrance from Hartswood Road;</li> <li>• Remove bamboo from shrub bed near play area entrance and lift holly;</li> <li>• Widen path to play area from main cycle track;</li> <li>• Widen path from cycle track to Hartswood;</li> <li>• Install new track from cycle track to Hartswood when Adventure Golf installed;</li> <li>• Replace wooden rail and mesh fencing adjacent to Hartswood Road car park with 4' bow top fencing to match rest of park;</li> <li>• Replace Skate Park fencing with 5' bow top fencing;</li> <li>• Remove old style litter bin opposite Skate Park.</li> <li>• Sign outside Skate Park?</li> <li>• Remove dog bollard outside Skate Park and incorporate 'no dogs' into Skate Park signing and remove graffitied bollard.</li> <li>• Remove redundant and vandalised 'wishing well' feature outside play area.</li> <li>• Plant a few (around 5) trees on open grassland to south of cycle track.</li> </ul>
Play Area	<ul style="list-style-type: none"> <li>• Replace old style litter bins in play area with black bins.</li> <li>• Install clearer 'no dogs' signing.</li> </ul>
Entrance Track	<ul style="list-style-type: none"> <li>• Bollards along the access track are in very poor condition and of a variety of different styles and materials as gaps have been filled. Replace with low bollard/red fencing as around Rugby Club House car park.</li> <li>• Plant bulbs in drifts along main track.</li> </ul>
Café and Surrounding Area	<ul style="list-style-type: none"> <li>• Improvements to paths as detailed;</li> <li>• Replant perennial beds around café terrace;</li> <li>• Repair cracked wall and repaint.</li> </ul>

## A Safe and Secure Place

The following table provides an assessment of safety and security.

	Assessment	Actions Required
A Safer Park	<ul style="list-style-type: none"> <li>There is some antisocial behaviour in the park, but this is sporadic and generally at a low level;</li> <li>There is no lighting in the park;</li> <li>There is signing around the park indicating it is a 'Drink Control Area', but this reflects historic misuse and there is no specific enforcement of this;</li> <li>There is no warden presence, but a grounds maintenance team is dedicated to this site and therefore there is a Brentwood Borough Council presence on site at most times;</li> <li>There is no CCTV at the park.</li> </ul>	<ul style="list-style-type: none"> <li>Consider solar powered lighting in key areas if anti-social behaviour increases.</li> </ul>
Entrance Roads and Access	<p><u>Central Car Park:</u></p> <ul style="list-style-type: none"> <li>Requirement for additional bollards in Central car park at base of slope, as outline previously;</li> <li>Signing of crossing of Overflow car park, as outline previously;</li> <li>Existing pedestrian crossing needs warning signs;</li> <li>Improve disabled access around café as previously outlined to reduce need for disabled people to transit through the car park.</li> </ul> <p><u>Ingrave Road Entrance:</u> improvements required as previously outlined, including:</p> <ul style="list-style-type: none"> <li>Pedestrian crossing. At present there is no safe crossing place of the main drive, with signing;</li> <li>Improvements to path on northern side to accommodate cyclists and disabled visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Install bollards at base of slope.</li> <li>Implement improvements to cycle path.</li> <li>Install warning signs at existing pedestrian crossing.</li> <li>Improvements to paths around café to provide safer access for disabled visitors.</li> <li>Install pedestrian crossing as part of entrance improvements, including warning signs.</li> </ul>

Assessment	Actions Required
<p><u>Entrance Driveway from Ingrave Road:</u></p> <ul style="list-style-type: none"> <li>The system of bollards is inadequate in terms of highway infrastructure standards. This could be a particular issue as the driveway is used at night and is not lit. Specific issues to address are:</li> <li>Double yellow lines are obscured by more recent patching;</li> <li>Build-out bollard visibility is low and inadequately signed;</li> <li>The speed and priority flow signing is not within the driveway and competing with parking signing and other furniture as it is placed to one side. Build outs are required and the signing placed within the build out. build out.</li> </ul> <p><u>Entrance Driveway from Hartswood Road:</u></p> <ul style="list-style-type: none"> <li>There is no footway along the drive and it is unsuitable for pedestrian access.</li> </ul>	<ul style="list-style-type: none"> <li>Remark double yellow lines.</li> <li>Construct build out, install bollards and speed hump, locate signs in speed hump (Priority signing, Give Way to Oncoming Vehicles signing, Keep Right signing and 12 mph speed limit signing). Required at both ends of access driveway.</li> </ul>
<p><b>Safe Design</b></p> <p><u>Sight lines</u> throughout the park are good, except in a few locations:</p> <ul style="list-style-type: none"> <li>Eastern exit from play area, which is obscured heavily by bamboo;</li> <li>Path between bowling lawns and current crazy golf (this is likely to be removed if Adventure Golf proceeds).</li> </ul> <p><u>The Sensory Garden</u> is a secluded area with limited visibility into the garden and only one exit/entrance:</p> <ul style="list-style-type: none"> <li>It is important to retain this as a quiet area, but an additional exit/entrance would improve safety;</li> <li>Lower high holly hedge around garden to 2m.</li> </ul>	<ul style="list-style-type: none"> <li>Install sign indicating no pedestrian access along drive.</li> <li>Ensure pedestrian access is signed and welcoming to encourage visitors to use this route.</li> <li>Remove bamboo from shrub bed outside play area and lift holly.</li> </ul>
<p><b>Dogs</b></p> <p>The need for a Brentwood Council dog Code of Conduct has been outlined previously;</p> <ul style="list-style-type: none"> <li>The acceptable behaviour of dogs should be displayed clearly on the main orientation boards at all the car parks;</li> <li>It would be useful to have smaller reminder signs, similar to the old waymarkers currently in place, at various locations across the site;</li> <li>The play area needs to be more clearly marked as a dog free area as currently only the smaller waymarkers are in place.</li> </ul>	<ul style="list-style-type: none"> <li>Create additional entrance from Sensory Garden.</li> <li>Lower holly hedge around Sensory Garden.</li> <li>Adopt a dog Code of Conduct;</li> <li>Include information on dogs at entrances and clearly distinguish dog zones.</li> <li>Install reminder posts at key locations.</li> </ul>



Example

## A Clean and Well-Maintained Place

The maintenance and inspection programme for this park is shown in Table 7.

Table 7: Regular Maintenance, King George's Playing Fields

Area	Maintenance
Amenity Grass Areas	Cut every fortnight with ride on mower.
Formal Gardens	Floral displays planted with seasonal bedding in May/June and October. Rose beds pruned in October. Shrub bed along drive pruned annually. Maintenance of perennial beds throughout the season, with post-season maintenance in the winter.
Sports Pitches	Cut fortnightly with ride on mower.
Sensory Garden	Cut fortnightly with pedestrian mower. Shrub beds maintained by the Sensory Garden Club.
Café	Floral displays planted with seasonal bedding in May/June and October. Shrub bed pruned annually.
Lawn Bowling Greens	Fine turf maintenance regime. Hedges cut twice a year. Shrub bed maintained and pruned annually.
Play Area	Grass area cut every two weeks.
Padding Pools	Grass cut and boxed fortnightly. Rose beds pruned in October.
Headlands	Flail annually.
Ditches	These will require regular maintenance: <ul style="list-style-type: none"> <li>• Lift overhanging trees over ditches;</li> <li>• Clear culverts;</li> <li>• Clear silt from ditches.</li> </ul>



### Improvements to Reduce Maintenance and Improve Quality

There are some improvements which could be implemented to retain visual appeal of the formal areas, but which could help to reduce ongoing maintenance:

- Several specimens in the shrub beds along the drive into Hartswood Road car park and along the Hartswood Road frontage are over-mature. It would be preferable to replace these and replant the beds in a structured programme rather than when the shrubs die (as this leaves unsightly gaps). This will also spread the cost of replacement;
- Increase sustainability and reduce maintenance with perennial planting and grasses, whilst retaining some areas for the 'traditional' King George's floral bedding;
- Increase perennial bedding in the Sensory Garden, while retaining a good mix of appropriate plants to provide texture, scent and colour.

### Boundaries with Neighbouring Land

There is a small woodland owned by Brentwood Borough Council on the north eastern boundary, adjacent to properties on the Ingrave Road and Bridge Close. Although there is no promoted public access, the residents of these properties clearly use the woodland as an access route to the park. Therefore the trees in this woodland should be annually inspected, with particular attention to those close to the boundaries of properties.

The property ownership boundary line along the eastern side of the site is the ditch line. Most of the trees bounding the site are on the eastern side of the ditch line and are therefore the responsibility of the owners of the adjacent properties rather than the Borough Council. As these trees

overhang the pitches they should also be inspected annually. Any works to be carried out will be the responsibility of the neighbouring landowner.

All other boundaries are with other Brentwood Borough Council owned land (Hartswood, Brentwood Golf Centre, allotments).

### Conservation and Heritage

King George's Playing Fields are intensively used with little 'spare' space for wildlife enhancement or for creating specific areas of habitat. However, those natural features which are on site should be managed to promote their wildlife value.

### Existing Native Hedgerows

There are native hedgerows along the boundary with Brentwood Golf and separating the most southerly two pitches.

Both the clipped hedge and the overgrown hedge which bound the Overflow car park are comprised of native species. The hedge bounding the car park is in poor condition and requires coppicing and replanting.

Native species should be used when gapping up these hedgerows.

### Small Woodland behind Properties on Ingrave Road

This small area of woodland has a high quantity of holly in the understorey and it would be beneficial to remove this.

Safety inspections should be carried out as previously outlined.



# Implementation

## Action Table

A spreadsheet of all the required actions has been provided alongside this document. This spreadsheet is intended to be a live, working document to be updated by Brentwood Borough Council staff. Provided here is a summary of actions at the time this plan was produced.

The actions are show in Plans 3 - 6.

Area of Site	Code	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 1 2014/2015</b>								
Ingrave Road Entrance	KGPF1	Remove temporary advertising signs	Internal	✓				
Ingrave Road Entrance	KGPF2	Remove and replace pathway to create cycle path and disabled access (widen path to 4m, locate towards park lodges)	External	✓				
Ingrave Road Entrance	KGPF3	Install Pedestrian crossing and signing as per Plan x as part of entrance improvements	External	✓				
Ingrave Road Entrance	KGPF4	Install additional fingerpost to guide into main park	Internal	✓				
Café	KGPF12	Install toe rail on disabled toilet ramp	External	✓				
Café	KGPF13	Install wheelchair accessible picnic bench	Internal	✓				
Café	KGPF14	Repair wall and replant perennial bed surrounding picnic plateau	External	✓				

Area of Site	Code	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
Café	KGPF15	Remove unreadable sign for Hartwood Access Trail. Install new signing after new routing following installation of Adventure Golf	Internal	✓				
Central Car Park	KGPF16	Install signing for pedestrian crossing	Internal	✓				
Central Car Park	KGPF19	Install additional dog waste bin near main park entrance	Internal	✓				
Overflow Car Park	KGPF23	Paint gate in black to match rest of park	Internal	✓				
Formal Gardens	KGPF24	Plant a maximum of 5 trees on the grassed area to the east of the Overflow car park	Internal	✓				
Formal Gardens	KGPF26	Install dog waste bin at pedestrian entrance on Hartwood Road, adjacent to vehicle entrance.	Internal	✓				
Formal Gardens	KGPF29	Replace old style litter bins	Internal	✓				
Parkland	KGPF37	Western exit from play area - remove bamboo and lift and thin holly.	Internal	✓				
Parkland	KGPF38	Remove old style litter bin between benches	Internal	✓				
Parkland	KGPF40	Install dog waste bin at entrance from Hartwood	Internal	✓				
Bowling	KGPF41	Widen path to Bowls House and make this the main facility entrance	External	✓				
Sensory Garden	KGPF45	Reduce holly hedge to 1.8m	Internal	✓				
Sensory Garden	KGPF46	Lift trees adjacent to works depot and remove conifer	Internal	✓				
Hartwood Road Car Park	KGPF47	Plant trees in island between car park areas	Internal	✓				

Area of Site	Code	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
Hartswood Road Car Park	KGPF52	Remove basketball net	Internal	✓				
Skate Park	KGPF54	Replace old style litter bin	Internal	✓				
Play Area	KGPF55	Replace old style litter bins	Internal	✓				
<b>Year 2 2015/2016</b>								
Ingrave Road Entrance	KGPF5	Install orientation sign	Internal		✓			
Entrance Drive	KGPF9	Plant bulbs in drifts along Entrance Drive	External		✓			
Café	KGPF11	Replace all paved paths, install ramp and re-site benches	External		✓			
Central Car Park	KGPF17	Remove bollards between car park and path adjacent to Overflow car park, widen path to maximum available width	External		✓			
Overflow Car Park	KGPF20	Level car (or create split level) and surface with	External		✓			
Overflow Car Park	KGPF22	Improve access points to pitches through hedge	External		✓			
Formal Gardens	KGPF33	Lift all trees	External		✓			
Formal Gardens	KGPF34	Thin shrub bed to east of paddling pools, re site bench away from trees	Internal		✓			
Bowling	KGPF42	Install ramp at existing main entrance	External		✓			
Sensory Garden	KGPF43	Create additional exit/entrance on eastern side between benches	External		✓			
Hartswood Road Car Park	KGPF51	Replace wooden post and mesh fencing with 1.2m bow top fencing to match	External		✓			
Skate Park	KGPF53	Replace chainmesh fencing with bow top	External		✓			

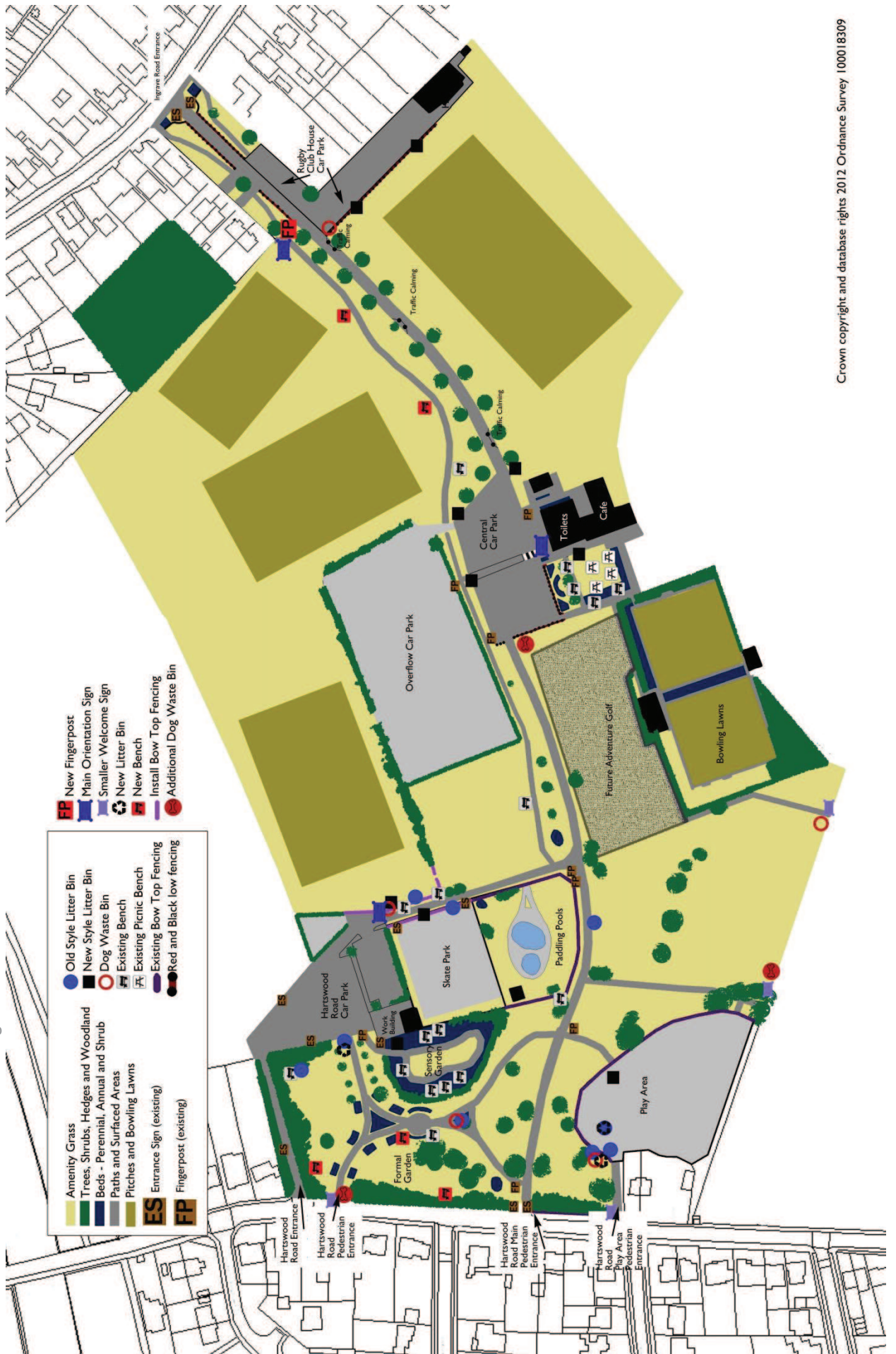
Area of Site	Code	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 3 2016/2017</b>								
Entrance Drive	KGPF6	Replace bollards along both sides of main drive with fencing to match	External			✓		
Entrance Drive	KGPF7	Replace traffic calming with build outs	External			✓		
Entrance Drive	KGPF8	Widen path between park lodges and Central car park to 4m, segregation marking and signing	External			✓		
Entrance Drive	KGPF10	Install benches near to path	Internal			✓		
Central Car Park	KGPF18	Install main orientation board for the park in prominent place	External			✓		
Formal Gardens	KGPF27	Install additional benches in formal gardens	External			✓		
Formal Gardens	KGPF28	Replant perennial bed closest to Hartswood Road main entrance	Internal			✓		
Formal Gardens	KGPF30	Plant bulbs under new trees outside Sensory Garden	External			✓		
Sensory Garden	KGPF44	Remove chainlink fence	External			✓		
Hartswood Road Car Park	KGPF48	Replace fence around works building with close boarded or similar	External			✓		
Hartswood Road Car Park	KGPF49	Install orientation board	External			✓		

Area of Site	Code	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 4 2017/2018</b>								
Overflow Car Park	KGPF21	Coppice hedge on northern side and replant	External				✓	
Formal Gardens	KGPF25	Improve pedestrian access next to vehicle entrance from Hartswood Road. To include removing bollards and replacing with rail to match, removing dog fouling signs and replace with Welcome sign, dropped kerb. Clear signing for pedestrians to use this entrance not main entrance drive.	External				✓	
Formal Gardens	KGPF31	Plant bulbs either side of main Hartswood Road pedestrian entrance (central entrance)	External				✓	
Formal Gardens	KGPF32	Improve entrance from Hartswood Road car park (remove old bollards, install Welcome sign, remove litter bin, tidy up shrub bed, install low red rail)	External				✓	
Parkland	KGPF35	Widen path between central cycle route and play area to 3.5m	External				✓	
Parkland	KGPF36	Widen path between central cycle route and Hartswood to 3.5m	External				✓	
Parkland	KGPF39	Install additional path to Hartswood Access trail to link with cycle path when Adventure Golf is installed	External				✓	
Hartswood Road Car Park	KGPF50	Extend car park into current waste compound	External				✓	
Cycle Path	KGPF56	Rationalise and upgrade cycle path; widening, lining and signing throughout	External				✓	

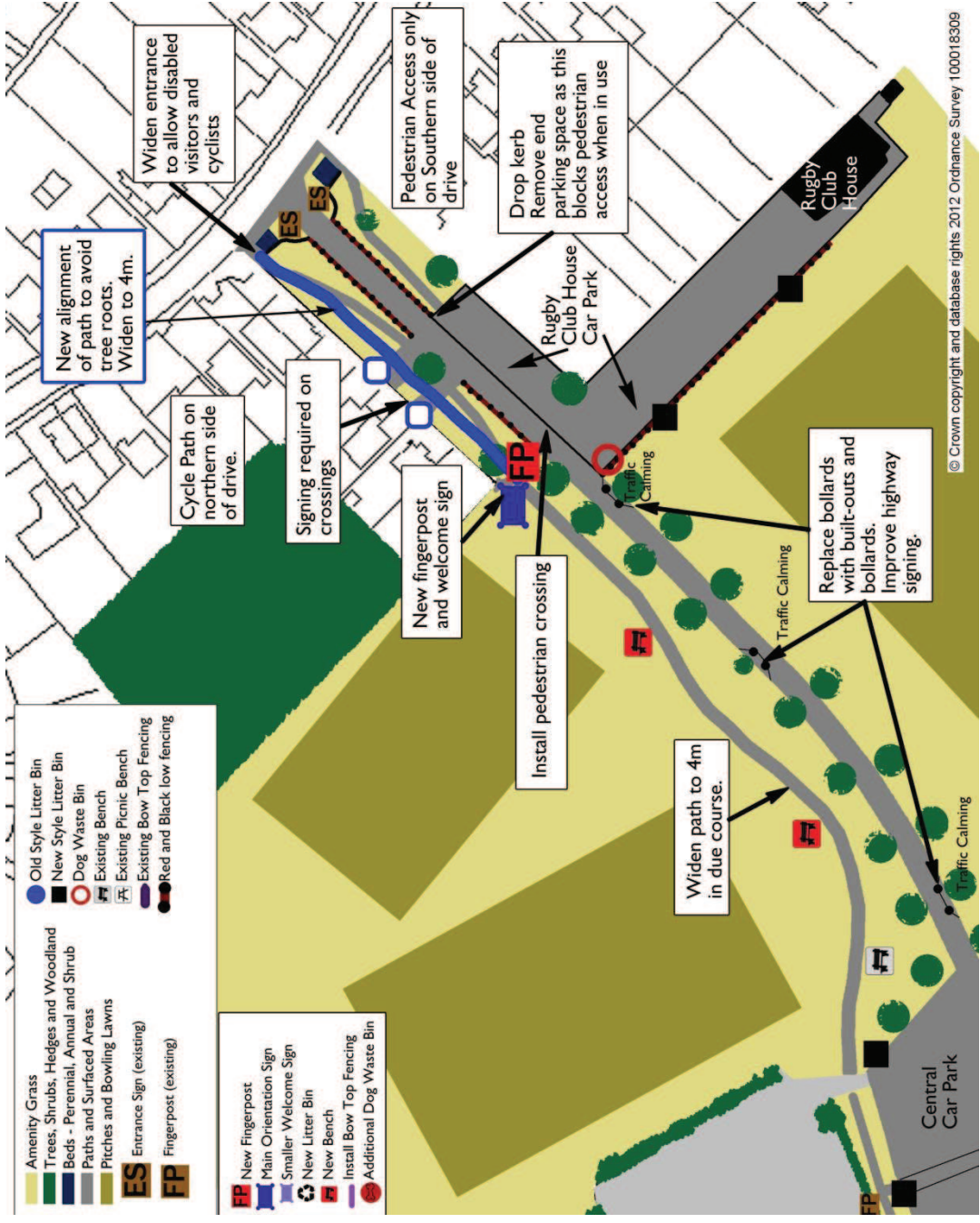




Plan 4: Additional Benches, Bins and Signs



Plan 5: Ingrave Road Entrance Improvements







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# Hutton Recreation Ground

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## Management Plan 2014 - 2019

Prepared for Brentwood Borough Council

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# Introduction

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## About these Plans

These plans are part of a series of management plans produced for Brentwood's urban parks and cemeteries.

The plans cover the period 2014 – 2019. This plan is for Hutton Recreation Ground. Plans have also been produced for King George's Playing Fields, Bishop's Hall Park, Warley Playing Fields and the two cemeteries; Woodman Road Cemetery and London Road Cemetery.

The aim of these plans is to provide direction for the parks so that the provision of high quality open spaces for the residents of Brentwood is assured. This is done both in terms of presenting a strategic direction, or 'Vision', for each site and through detailing the capital and maintenance actions required to achieve this.

Set against a backdrop of limited funding, these plans will help to prioritise actions to those which meet the overall, long-term aim for the site. In order to ensure long term quality and to reduce ongoing maintenance costs it is important to adopt a principle of 'invest to save'. Aging infrastructure becomes a liability, incurring ongoing repair cost, whereas timely replacement with well-specified, long lasting infrastructure will reduce this ongoing maintenance liability. However, such investment requires an evaluated and targeted approach to ensure investment takes place in the areas of highest priority where the need, and the potential return on investment, is greatest. These plans provide this, and form the basis for the future asset management of the parks and forward capital planning.

## Strategic Objectives for Quality Spaces

All of the parks in this report serve many functions including, amongst many others, play, sport, walking, events and access to nature. In all of these parks several of these functions need to be provided at the same time and a balance struck between competing needs.

In order to help assess each park and to organise proposed actions, five management categories have been used, against which the sites have been evaluated:

- A welcoming place;
- A safe and secure place;
- A clean and well-maintained place;
- Sustainability;
- Conservation and heritage;

Taken together, ensuring attainment against all of these five management categories (at a level appropriate to each individual park) will ensure high quality service delivery to meet the needs of all users to the park.

### A Welcoming Place

Objective: That the overall impression of visitors is positive and that the park is inviting.

People visit parks for many reasons. A welcoming site draws people and makes them feel welcome through its appearance, facilities and maintenance. This includes location of paths, provision of information, entrances and signing.

#### Signing

Signing should have the following features:

- Signs should be easy to read;
- Signs should be well-maintained and clear of graffiti;
- Ideally should have a coherent design rather than a mixture of styles;
- Should serve a purpose – avoid over-signing a park and remove redundant signing;
- Messages should be friendly and welcoming. It is necessary to tell visitors clearly what can and can't be done, but avoid too much signing 'forbidding' activities;
- Information provided on opening and closing times;
- Information provided on who owns and manages the park;
- Up to date contact details, including 'helpline' telephone number, web and email as appropriate;

## Physical Access

Considering physical access around the site and links to it can greatly improve the experience of visitors. Elements can include:

- Links with public transport;
- Safe access from surrounding roads including, for example, pelican crossings;
- Links with cycle routes;
- Safe and secure car parking with facilities for those with disabilities;
- Limited access by vehicles to ensure safety (including maintenance vehicles);
- Attractive entrances, clear sightlines;
- Benches and seating around the site, also in quieter areas and overlooking views;
- Adequate control of dogs and dog fouling.

## Good Design

Good design can make people feel welcome, can encourage them to explore and can visit more. Poor design can dissuade people from staying, visit less often or even compromise safety.

The adoption of a standardised form of design and style, for example in litter bins, benches and other furniture, can help to ensure that all Brentwood Borough Council sites belong to a 'family' and reach an adequate standard. However, individual features of some sites should also be respected in the design, for example heritage or natural features, which may require adjustment of this approach. A design standard is currently being developed.

A selection of some of the many elements which can be considered in design are:

- Choosing fixtures and furniture which are durable and have a low environmental impact;
- Screening working and storage areas;
- Creating interest and intimacy with tree planting, breaking up 'bleak' landscapes (for example sports pitches);
- Providing footpaths on the routes people wish to use;
- Choosing planting which can be maintained within available budgets, so that it remains attractive.

## A Safe and Secure Place

Objective: To ensure that the parks are safe and secure places for all visitors to use.

People can be dissuaded from using greenspaces by safety fears. There are also a range of legal requirements which relate to the management of greenspaces, including the Health and Safety at Work Act 1974, which encompasses those affected by what you do as well as those working for the organisation.

Some of the elements which can be considered include:

- Information on who to contact in an emergency on information boards;
- Tree planting to provide shade, especially around play areas;
- Consideration of sight lines and safe movement around the site;
- Emergency equipment where appropriate, e.g. lifebelts;
- High design standard for equipment and furniture;
- Child protection issues address in play policies and strategies;
- Risk assessments in place for staff and use of facilities;
- Encourage visitors to report problems and provide information on how to do this.

In addition, the control of dogs is an important issue in its own right. Fouling is unpleasant and can cause disease (toxocariasis) and dog aggression, or even simply dogs jumping up at visitors, can be off-putting to visitors. Brentwood's Open Space Strategy highlights dog fouling as a particular concern for park users.

Work across the country has successfully created behaviour change amongst dog owners without the need for confrontational or enforcement, but rather through understanding why dog owners make the decision to allow their dog to behave in an anti-social way or to not pick up after their dog.

A key part of this is social pressure; will others judge me or how will they react if I do (or don't) behave in a particular way? It is important to create an atmosphere of acceptable and unacceptable behaviour in the park.

The main factors influencing behaviour are, with the most effective first:

- Signing providing clear explanation for restrictions;
- Good behaviour by other dog walkers;
- Being seen by wardens/rangers/parks staff.

Signing and information provision therefore needs to be:

- Clear about what behaviour is expected of the owner and dog;
- Clear about why this behaviour is expected;
- Presented in an understandable and friendly way.



An example of such an approach has been developed in Dorset, where a 'Doggy Do' Code of Conduct has been produced.<sup>1</sup> It is proposed that a similar approach is adopted for Brentwood Borough Council sites.

The main Code of Conduct should be displayed on or near all main orientation boards. Smaller 'reminder' boards or waymarkers can then be installed around the park to reinforce the main message.



It is not considered feasible to implement a requirement for dogs to be kept on leads at the park. However, good behaviour should be expected and dog faeces picked up. All play areas should be dog-free zones.

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department has in place the following policies and operational guides:

- Risk assessments;
- Inspections programmes for play areas.

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<sup>1</sup> <http://www.dorsetdogs.org.uk/>

## A Clean and Well-Maintained Place

Objective: To ensure high standards of maintenance and cleanliness.

A clean and well-maintained park is obviously important for visitors, and reflects well on the Council. A poorly maintained park can lead to misuse and will deter visitors.

The elements to be considered include:

- Well maintained litter bins, thoughtfully positioned to encourage use and regularly emptied;
- Regular litter picks;
- High standard of horticultural maintenance;
- Consideration of ongoing maintenance requirements in the design of beds and planting to ensure that maintenance of a high standard can be implemented;
- Furniture and fixings should be maintained and repaired if broken or damaged;
- Buildings and structures should be well maintained;
- Graffiti, flyposting etc. removed;
- Paths and car parks swept and edges maintained;
- Regular inspections.

## Sustainability

Objective: To ensure that environmentally sound maintenance practices are implemented.

Managing green spaces in an environmentally sound way includes elements such as the choice of materials, use of chemicals, energy conservation and waste recycling.

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department will develop an Environmental Policy which will cover areas including:

- Limiting use of pesticides and chemicals to that which is essential;
- Avoid using peat and tropical hardwoods;
- Timber certified by the Forest Stewardship Council;
- Use recycled materials where possible;
- Reduce waste;
- Provide bins to enable visitors to recycle
- Consider the future watering, chemical and replacement input when designing beds and planting;
- Reduce pollution, for example through proper handling of fuels and chemicals and reducing nuisance from noise or smoke from bonfires;
- Implement water efficiency measures in park maintenance;
- Implement energy efficiency measures

## Conservation and Heritage

Objective: To increase biodiversity in the parks and to protect, conserve and enhance the heritage components.

As well as often having a rich history themselves, all parks sit within a surrounding landscape which has particular cultural, ecological and landscape features. It is important when considering the design and management of a park to respect and incorporate these elements.

There are many benefits to enhancing biodiversity in parks. Maintenance of biodiversity habitats can be more cost-effective, for example through reducing the frequency of grass cutting. The wildlife which is attracted is not only beneficial in its own right, but will add interest to a park and enable visitors to experience nature. Moreover, local authorities also have a legal duty to have regard to the conservation of biodiversity in their functions through Section 40 of the Natural Environment and Rural Communities Act (2006).

Elements to consider include:

- Improving biodiversity through linking with surrounding habitats, diversifying habitats on site and providing for species (e.g. through bird and bat boxes);
- Create new habitats where appropriate, for example wild flower meadows;
- Respecting and considering the historic character in design of the park;
- Where parks have specific and, in some cases, protected heritage features, ensure that management plans are in place to conserve these;
- Identify, protect and maintain elements of the built environment which are of historical or design importance.

## Policy Context

These plans link with several Brentwood Borough Council policy and strategy documents.

Brentwood Borough Council's **Corporate Plan** (2013-2019) recognises the importance of the environment and greenspace to the Borough. The environment is included in the first theme, 'Street Scene and Environment', with a medium term priority for a parks and playground strategy.

The Council's **Open Space Strategy** provides a thorough analysis of provision and actions across all of the open spaces in the Borough. The supporting consultant's report highlighted the need for review of maintenance and the adoption of quality criteria, both of which are being taken forward through these management plans.

**Brentwood Play Strategy** (2007-2010) sets out how the Council will address the play needs of children and young people in the Borough. In addition, Brentwood Council's **Children and Young People's Strategy** (2007-2011) set out to work with young people to develop a range of facilities that will benefit their leisure and play time.

Chapters I, Leisure and Culture, and II, Sustainable Development and the Local Environment, of the **Brentwood Community Strategy** (2004-2009) are both relevant to the delivery of parks. The first prioritises the provision of high quality and accessible leisure for all residents and the second highlights the importance of the environment, countryside and greenspace of Borough for local residents.

Brentwood's **Environmental Policy** (2009) sets out the actions that the Council will take in its operation to manage environmental impacts.

# Hutton Recreation Ground

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## Site Description

### Site Summary

Description	<ul style="list-style-type: none"> <li>• Approximately 4 hectares;</li> <li>• One single grass field with multiple recreational uses;</li> <li>• Play equipment at southern end adjacent to Rayleigh Road;</li> <li>• Car park on eastern side of park off Wash Road.</li> </ul>
Rights of Way and Access	<ul style="list-style-type: none"> <li>• There are no public rights of way across the site but access is permitted throughout.</li> </ul>
Access Points – Pedestrian and Vehicle	<ul style="list-style-type: none"> <li>• Car park off Wash Road, TQ 630 955.</li> <li>• Pedestrian access at various points: Two from Harrison Close, one from Rayleigh Road, one from Woodland Avenue and two from Wash Road, plus the car park entrance from Wash Road, see Plan I.</li> </ul>
Bylaws	<ul style="list-style-type: none"> <li>• There are no bylaws for this site.</li> </ul>
Tree Preservation Order	<ul style="list-style-type: none"> <li>•</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• Mixed aged play area which includes swings, see-saw, climbing units, springy items and a roundabout for younger children. For older children there is an infinity loop climber, bird's nest swing, spinning disk, spring chairs and exercise equipment;</li> <li>• MUGA;</li> <li>• Open mown recreational greenspace;</li> <li>• Surfaced access paths;</li> <li>• Car park;</li> <li>• Two football pitches.</li> </ul>
Non-statutory designations	<ul style="list-style-type: none"> <li>• Green Belt.</li> </ul>

## Site Assessment and Actions

### General Overview

This medium-sized park on the north-eastern outskirts of Hutton provides open green space for football, play facilities, a MUGA and general recreation.

The central portion of the park is laid out to two football pitches, which together account for a large area of the available greenspace and serves to split the park into two 'sides'; that near Woodland Avenue and the Wash Road car park and the other around the play area.

The site has been playing fields for around 50 years. Formerly the main function of this park was as sports playing fields and the site was also known as Hutton Playing Fields or Wash Road Playing Fields. Investment in the infrastructure, including a play area and MUGA, has widened the appeal of the site to a greater range of visitors and provides greater community benefit from the space. However, further landscape and access improvements are now required to fully transform this park into a multi-functional greenspace which best serves the local community and which is a coherent whole.

To the south, near the Rayleigh Road, is a play area which has equipment for both younger and older children. To the north, around the car park, is the only area of greenspace which is not laid out as pitches. There are some mature trees in this area and the area is crossed by surfaced paths. In recent years the path has been re-routed and re-laid and the area landscaped to remove redundant play equipment. The car park was not improved at this time and is in poor condition. Along Wash Road is a mature hedgerow and trees, which shields the park from the road. A new fence was also installed at Harrison Close along the park edge to prevent cars from parking on the site, along with fencing at the Woodland Avenue entrance and Wash Road car park.

Hutton Recreation Ground is one of Brentwood's Queen Elizabeth II Fields. The Queen Elizabeth II Fields Challenge was The Fields Trust's UK-wide programme to celebrate the Diamond Jubilee and London Olympic and Paralympic Games, as well as the 2014 Commonwealth Games, by permanently protecting as many outdoor recreational spaces as possible by the end of 2012.

## Vision and Objectives

### VISION

For Hutton Recreation Ground to develop further as a multi-use greenspace, providing sports facilities alongside other high quality facilities to accommodate a wide range of recreational uses for the local community.

Over-arching objectives for this park are:

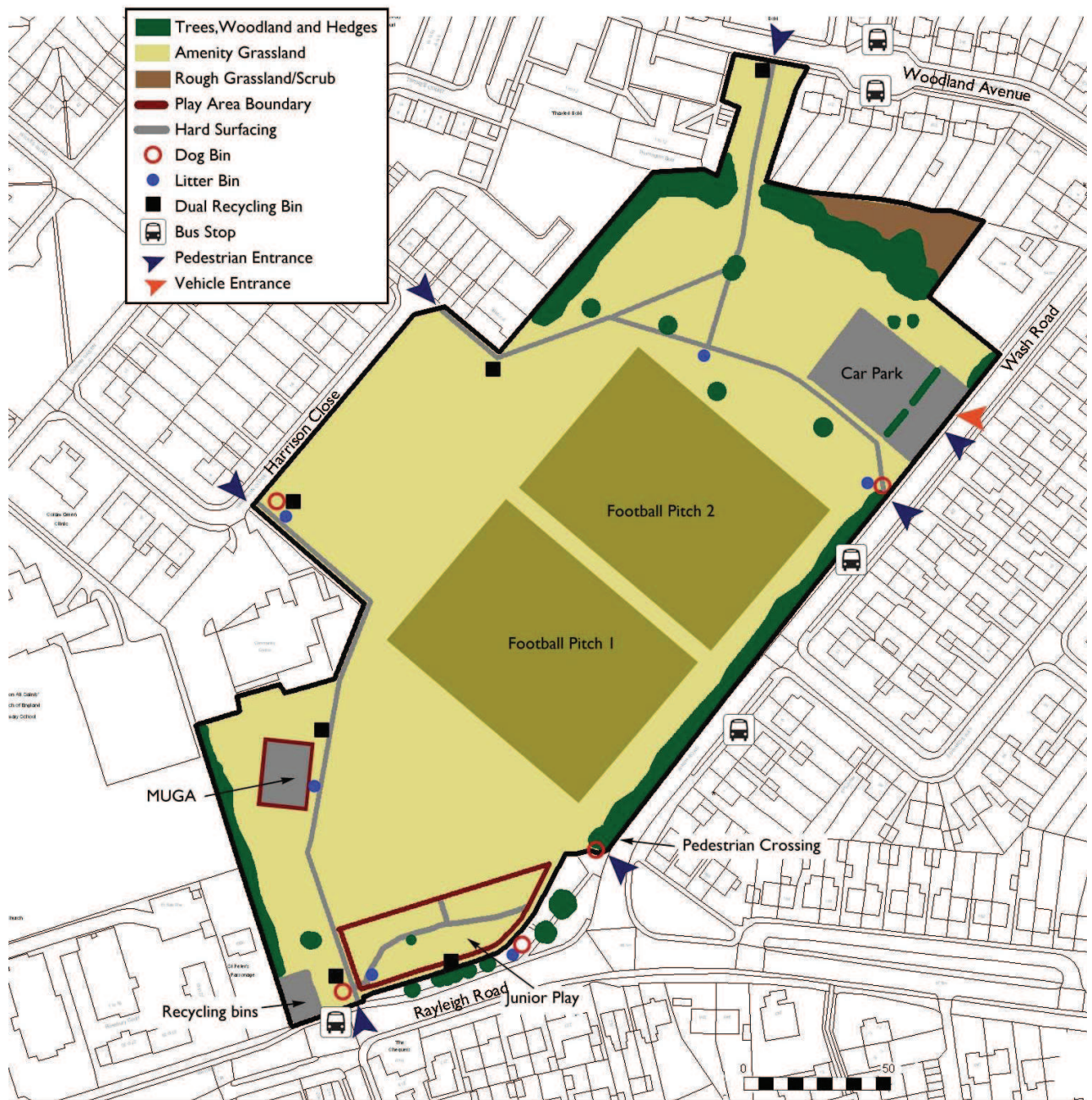
- 1 To maximise the benefits of the size and setting of the park to provide a more multi-functional park for all members of the local community, providing for recreational uses in addition to football;
- 2 To enhance the landscape setting of the park;
- 3 Improve the quality of the park through replacing the remaining poor quality infrastructure.

More specific objectives are:

- To consider changing the name to include 'Park' rather than 'Recreation Ground' or 'Playing Fields', to better reflect the range of uses and the aspiration for the future of the greenspace. This could include consultation with users and the local school. This should be done early in the plan, before new signing is installed.
- To enhance the landscape setting, for example through additional tree planting;
- Provide further facilities for families including picnic benches and shade trees;
- Access and landscaping improvements to bring both sides of the park together into one coherent park;
- Improve the car park and surrounding area, which is currently of poor quality and potentially an issue for crime.



Plan I: Hutton Recreation Ground – Current Features and Site Layout



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## A Welcoming Place

### Signing

An assessment of the current signing and the actions required is shown in Table 1.

Table 1: Hutton Recreation Ground - Signing Assessment

	Assessment	Actions Required
Entrance Signs	There are no signs at any entrance.	<ul style="list-style-type: none"> <li>• Install signs at main entrances at Wash Road car park and Rayleigh Road. To contain information on:               <ul style="list-style-type: none"> <li>• Opening times;</li> <li>• That BBC manage the site and contact details;</li> <li>• Where dogs are permitted/prohibited and that fouling is not permitted;</li> <li>• Map of site showing facilities;</li> <li>• That cycling is not permitted;</li> <li>• Install Queen Elizabeth II Fields signing.</li> </ul> </li> <li>• Install smaller welcome signs at pedestrian entrances at Harrison Close (2), Wash Road (2) and Woodland Avenue.</li> </ul>
Dog Signing	There is some signing on site indicating no fouling (Wash Road). Existing signs at play areas (see below) prohibit dogs.	<ul style="list-style-type: none"> <li>• Include information at all entrances on areas where dogs are permitted/prohibited and that dog fouling is not permitted, in line with new corporate dog signing.</li> </ul>
Play Area Signing	There is no sign at the play areas.	<ul style="list-style-type: none"> <li>• Install sign at play area entrances (x2). To contain information on:               <ul style="list-style-type: none"> <li>• That BBC manage the site and contact details;</li> <li>• That dogs are not permitted;</li> <li>• Permitted ages.</li> </ul> </li> </ul>
Style, Clarity and Maintenance	No signing in place.	<ul style="list-style-type: none"> <li>• Ensure all new signing fits with BBC corporate style across all the park;</li> <li>• Ensure messages on new signing are welcoming and friendly.</li> </ul>
Signing around the area	No signing in place.	<ul style="list-style-type: none"> <li>• Signing required indicating car park entrance from Wash Road.</li> </ul>



## Physical Access

This assessment is based on the suitability of the park for all sectors of the community.

The priority area which needs attention, from both quality and safety perspectives, is the car park at Wash Road. This requires a co-ordinated design to consider:

- Disabled access;
- Improving poor infrastructure - surfacing and brick walling in very poor condition;
- Safety – cars are currently screened from the road by the overgrown hedge, which potentially shields criminal activity.

A second important improvement would be to install a linking path so that the two parts of the park, currently separated by the football pitches, can be reached across the park. This is particularly important for visitors from Woodland Road trying to access the play area. The path would need to be located between the Harrison Road fence and the football pitches, leaving sufficient room for any movement of the pitches which may be required. The path could be complemented by parkland tree planting to further improve the landscape and draw the park together into a coherent whole (see next section).

Table 2: Hutton Recreation Ground – Physical Access Assessment

	Assessment	Actions Required
Access to the site	<p><b>Public Transport:</b> Bus stop outside Rayleigh Road entrance, on Wash Road and Woodland Avenue.</p> <p><b>Cycle Routes:</b> No cycle routes to the park.</p> <p><b>Road Crossings:</b> Pelican crossing at southern end of Wash Road near to roundabout, links to a pedestrian entrance. Railings on park side of road. Playground warning road signs at this point.</p> <p>Pedestrian crossing of Rayleigh Road to the east near junction with Cloughton Way. This is potentially a more dangerous entrance point as there is a bus stop layby (used as parking for school run) plus shops immediately opposite and playground in close proximity. Fence has been installed along this entrance and double gates out of playground which should help deter children from running out onto the road.</p> <p>Harrison Close: very quiet residential street but park users must cross road to use footway to access the other side of the park.</p> <p>Woodland Avenue: quiet residential street, no particular issues.</p>	<p>Rayleigh Road entrance:</p> <ul style="list-style-type: none"> <li>• Request installation of playground warning signs by ECC;</li> </ul> <p>Harrison Close entrance:</p> <ul style="list-style-type: none"> <li>• See later commentary about joining the two sides of the park.</li> </ul>
Benches and Resting Places	<p><b>Benches:</b> There are some benches in the play area. There are no benches elsewhere on site.</p> <p><b>Picnic Benches:</b> There are no picnic benches on site.</p>	<ul style="list-style-type: none"> <li>• Provide picnic benches in and around play area to increase family use (See Plan 2).</li> </ul>
Car Parking	<p><b>Condition:</b> The car park is in poor condition. Some work has been carried out to install a new fence</p>	<ul style="list-style-type: none"> <li>• Landscaping and improvement of car park to include;</li> </ul>

	Assessment	Actions Required
	<p>along the roadside but the surface is in poor condition. The car park is split level with a low wall in between. The bricks in the wall are falling away. Moreover, the hedging potentially creates a safety issue. The Police initiative 'Secured by Design'<sup>2</sup> highlights the importance of removing areas where criminal activity can take place out of sight. The hedge at present serves to reduce visibility of the car park area and the unkempt appearance of the car park also has the potential to further attract crime.</p> <p><u>Disabled Parking:</u> There are no marked bays in the car park and therefore there is no designated disabled parking. The entrance from the top car park is protected by bollards and ramped and is therefore suitable for disabled access.</p>	<ul style="list-style-type: none"> <li>• Repair of dilapidated central wall;</li> <li>• Installation of low boundary fencing;</li> <li>• Replacement of central hedge to improve visibility and safety, with new planting to include trees and very low hedging (50cm);</li> <li>• Resurface entire car park;</li> <li>• Formalise and surface entrance from lower car park.</li> </ul> <ul style="list-style-type: none"> <li>• Mark parking bays and include disabled parking. Locate disabled parking bay adjacent to existed ramped entrance in top car park.</li> </ul>
Paths and Access Routes	<p>Surfaced path links Harrison Close with Rayleigh Road.</p> <p>Surfaced path links Woodland Avenue to Wash Road and the car park and to Harrison Close.</p> <p>There is no path which links both sides of the site. Users have to either use the pedestrian footway on Wash Road/Rayleigh Road or have to cross Harrison Close to use this footway.</p>	<ul style="list-style-type: none"> <li>• In the medium term install a linking footpath across the site so that users from Woodland Avenue can access the playground without walking along busy roads and bringing together both halves of the site (either linking across behind the pitches closer to Harrison Road, or following the Wash Road/Rayleigh Road hedge).</li> </ul>

### Good Design

All play facilities are now located near to the Rayleigh Road entrance. The main play area has efficiently utilised the space and fits well in the park. The hard court area also efficiently utilises an area between the path and the park boundary. However, neither of these areas is near the car park and there is no linking footpath to enable visitors to reach the playground from within the site, as outlined previously in Table 2.

There are some mature trees around the car park area. This gives the park a more established feel in this area, which has the potential for being a pleasant area for quiet recreation. The area to the north west of the car has been landscaped following the removal of the former play equipment, but a mound of earth remains where the slide was situated. Along the northern edge is scrub which is unmanaged and, along with the 'hedge' separating the car park, gives this area an unkempt feel. In some areas access has been gained behind the scrub, where there is now litter. There is an opportunity to improve the aesthetic appeal of this area through planting more standard trees to strengthen the parkland feel. The scrub edge could be tidied and further semi-ornamental shrubs planted, although it is important not to create large banks of scrub which could encourage anti-social use. A hedge could be planted along the boundary of the adjacent pre-school to provide seclusion for the play area and neaten this area. These landscaping improvements would complement the improvement of the car park. Further seating could also be added in this area.

<sup>2</sup> <http://www.securedbydesign.com/>

The Woodland Avenue entrance passes through a narrower section of park. The paths have also been rerouted and a new fence installed which has greatly improved this entrance. Further improvements would be to remove the small area of scrub at the corner of the garages. The low rail should also be removed as it is now redundant. Bulbs (crocus) and a few individual trees in this area will enhance the entrance.

Most of the central section of the park is occupied by two football pitches. As previously described these serve to split the site, but in design terms they are somewhat bleak. Tree planting in the space to the north-west of the pitches between the pitches and Harrison Close would help to draw the park together in terms of landscape, provide interest and design across an otherwise open expanse and would shield Harrison Close from the park (and vice versa).

The Rayleigh Road entrance is a busy area, with many facilities and uses. The entrance has been improved, both visually and in safety terms, by the installation of a fence (this is also the main vehicle access point for the park and therefore there can be no landscaping directly behind the access point). The recycling area adjacent to the entrance remains unsightly and it would be beneficial to screen this area with a hedge. There is also an overgrown hedge along the eastern boundary which will require maintenance. The addition of parkland tree planting to the north of the play area and picnic benches would provide an area for families and would strengthen the landscape coherence of the park.

Along Wash Road is an over-mature hedge with trees. The large trees add a maturity to the site and the hedge and trees shield the park from the intrusion of the busy roads. However, the hedge is overgrown, with some dead trees. The shrub component should be reduced in height, retaining the mature, good condition trees.

The infrastructure of the park is relatively new which helps to produce a coherent design. There still remains some older, poor condition, bins alongside newer recycling bins. Over time these should be replaced. The play area is surrounded by wooden fencing with mesh. This will deteriorate more rapidly than metal fencing and should be replaced in the medium term.

Table 3: Hutton Recreation Ground – Summary of Design Actions

Area	Actions
Surrounding car park	<ul style="list-style-type: none"> <li>Plant parkland trees;</li> <li>Provide seating;</li> <li>Plant hedge along chain link fence separating park from pre-school.</li> </ul>
Woodland Avenue entrance	<ul style="list-style-type: none"> <li>Remove knee high rail;</li> <li>Remove scrub behind garages;</li> <li>Plant bulbs and trees to enhance entrance.</li> </ul>
Pitches and adjacent to Harrison Close	<ul style="list-style-type: none"> <li>Plant standard trees in space between Harrison Close and pitches (leaving sufficient room for spectators of football matches and not so they impede on use of the pitches).</li> </ul>
Rayleigh Road play areas and entrance	<ul style="list-style-type: none"> <li>Screen recycling area with a hedge.</li> </ul>
Wash Road	<ul style="list-style-type: none"> <li>Reduce height of shrub component of hedge, retaining mature trees.</li> </ul>

## A Safe and Secure Place

The following table provides an assessment of safety and security.

Table 4: Hutton Recreation Ground - Safe and Secure Place Assessment

	Assessment	Actions Required
A Safer Park	<p>There are some incidents of anti-social behaviour, but these are at a manageable level.</p> <p>Safety inspections are carried out on an <i>ad hoc</i> basis when required.</p>	<ul style="list-style-type: none"> <li>Introduce a method of annual inspections with computer generated reports.</li> </ul>
Safe Design	<p>The hedgerow in the centre of the car park shields the car park from view and does not promote safety.</p> <p>There are areas of scrub surrounding the car park with some (limited) evidence of anti-social behaviour.</p> <p>The play areas and equipment are mainly of recent construction and of good quality.</p> <p>Sight lines throughout most of the park are good as the fields are clear, open spaces.</p> <p>The relatively new surfaced path is of good quality.</p>	<ul style="list-style-type: none"> <li>Improve car park as previously outlined, enhancing sight lines;</li> <li>Ensure that good sight lines are maintained in any tree planting or other habitat improvements;</li> <li>Check scrub for signs of anti-social behaviour and clean up these areas.</li> </ul>
Dogs	<p>Play areas dog free and ample greenspace within the fencing which provides a large dog-free area.</p> <p>There is limited signing to indicate acceptable behaviour of dogs.</p>	<ul style="list-style-type: none"> <li>Install no dog signs at play areas;</li> <li>Include information that dog fouling is not permitted at all entrances, in line with new corporate dog signing.</li> </ul>

## A Clean and Well-Maintained Place

The maintenance and inspection programme for this park is shown in Table 5.

Table 5: Regular Maintenance, Hutton Recreation Ground

Area	Maintenance
Amenity grass	Cut every fortnight with tractor.
Play Area	Box mower once a fortnight.
Sports pitches	Marking weekly in winter. Occasional weeding. General repair at the end of the season.
Headlands	Flail annually.
Hedge along Wash Road	Cut on footway side twice a year.

There are no horticultural beds within the park itself, but there is an extensive bed adjacent to the play area on Rayleigh Road which extends through to Wash Road. This is in poor condition with a broken rail. The bed is being replanted in stages and this needs to be continued.

### Sustainability

Management of this park is low intensity, with no planted beds inside the park and little requirement for chemical input.

Some dual purpose litter and recycling bins have been installed and existing litter bins should be replaced with these over time.

### Nature Conservation and Heritage

There is potential to enhance the biodiversity of the site through bulb and tree planting as previously outlined. A small area of wildflowers may also be possible around the Woodland Avenue entrance and the car park.

This site has slowly permeable clay soil, with moderate fertility. Ideally, wildflower meadows should have low fertility soils, so this needs to be incorporated in the design.

## Actions

A spreadsheet of all the required actions has been provided alongside this document. This spreadsheet is intended to be a live, working document to be updated by Brentwood Borough Council staff. Provided here is a summary of actions at the time this plan was produced.

The actions are show in Plan 2.

Table 6: Hutton Recreation Ground – Capital Works

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17
<b>Year 1 2014/2015</b>					
Entrance from Wash Road	HR1 Install new entrance signage for QEII logos.	External	✓		
Main car park area	HR2 Resurface front car park area and white line as required.	External	✓		
Main car park area	HR3 Install concrete mowing strip under railings to front of boundary.	External	✓		
Main car park area	HR4 Remove overgrown and scrubby hedge line and replace with new mixed specified hedge at low height (3'). Plant few standard trees to soften landscape.	External	✓		
Main car park area	HR5 Patch deteriorated areas of tarmac and white line car park as needed.	External	✓		
Main car park area	HR6 Remove old redundant 5 bar gate to car park.	External	✓		
Main car park area	HR7 Repair stone retaining wall and install metal corner defenders.	External	✓		
Entrance from Woodland Avenue	HR13 Clear scrub area adjacent to flats bin store and grade and sow with grass seed.	External	✓		

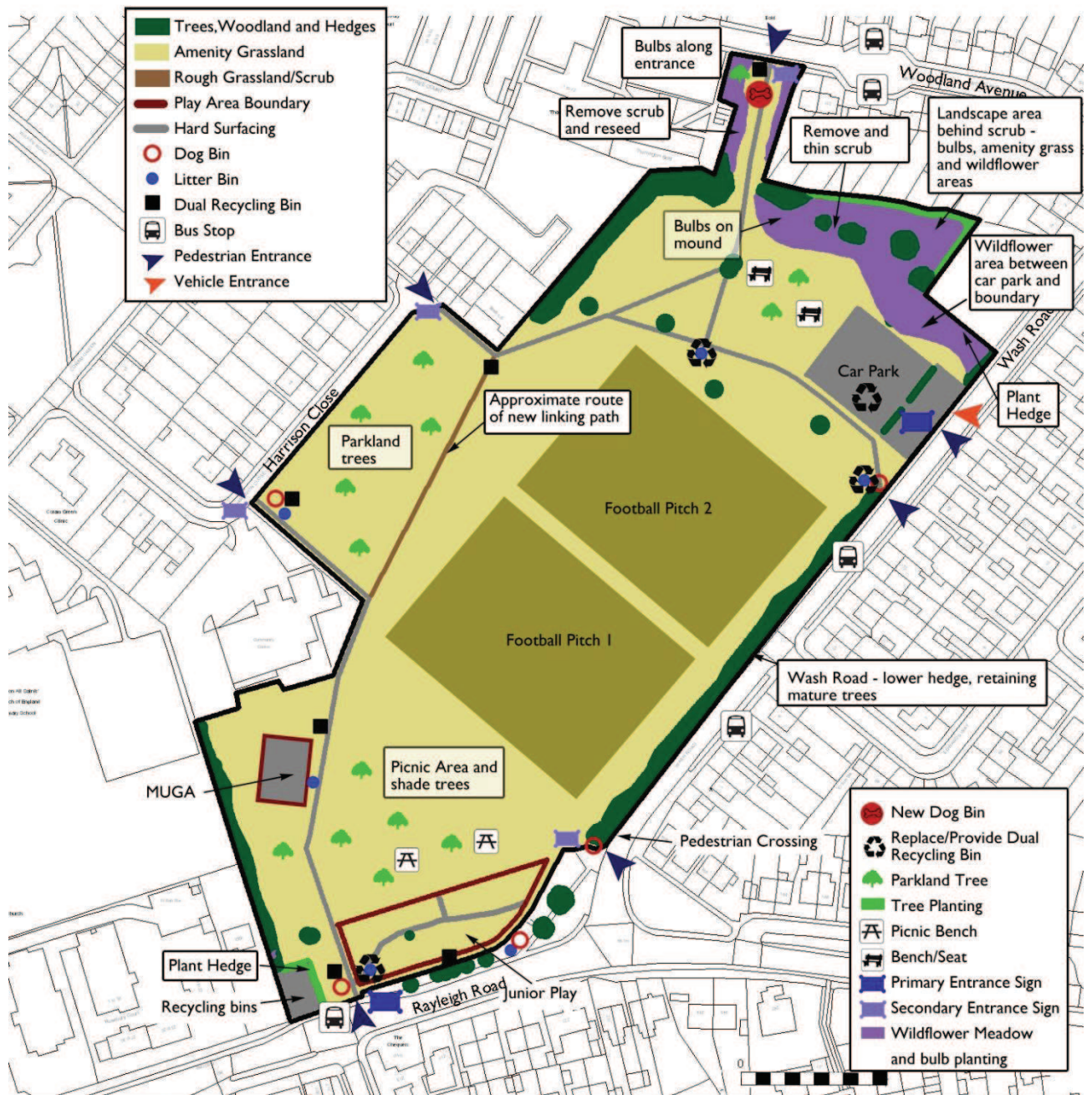
Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17
Entrance from Woodland Avenue	HR14 Remove dilapidated knee rail fence.	External	✓		
Entrance from Woodland Avenue	HR15 Install new entrance signage for QEII logos.	External	✓		
Entrance from Harrison Close	HR18 Install new entrance signage for QEII logos.	External	✓		
To rear of MUGA (Multi Use Games Area)	HR19 Fell and stump grind dead tree.	External	✓		
MUGA (Multi Use Games Area)	HR21 Tarmac corners of MUGA where bins have been previously removed.	External	✓		
Play Area	HR23 Replace dilapidated fence around play area with metal black bow top fencing.	External	✓		
Play Area	HR24 Replace bins and benches in play areas with recycling units and recycled plastic benches.	External	✓		
Entrances from Rayleigh Road and Wash Road Junction (x 3)	HR27 Install new entrance signage for QEII logos.	External	✓		

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17
<b>Year 2 2015/2016</b>					
Rear of properties in Woodland Avenue	HR8 Removal of scrub to rear of properties and landscaping as necessary including lifting and removing of certain trees.	External		✓	
Rear of flats in Woodland Avenue	HR11 Replace dilapidated fence between park and flats.	External		✓	
Path from Woodland Avenue to Wash Road	HR12 Patch repair cracking areas of tarmac along footpath.	External		✓	
Path from Harrison Close to Woodland Avenue	HR16 Patch repair cracking areas of tarmac along footpath.	External		✓	
Railings along boundary of Harrison Close	HR17 Install concrete mowing strip under railings to front of boundary.	External		✓	
MUGA (Multi Use Games Area)	HR20 White line sports pitches in MUGA as needed.	External		✓	



Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17
<b>Year 3 2016/2017</b>					
Rear of properties in Woodland Avenue	HR9 Sow headland with wildflower mix and/or bulbs to promote biodiversity.	External			✓
Rear of properties in Woodland Avenue	HR10 Carry out selective tree and bulb planting through section of site.	External			✓
To rear of MUGA (Multi Use Games Area)	HR22 Replant overgrown shrub bed to rear of MUGA	Internal			✓
Footpath from play area to Wash Road / Rayleigh Road Junction	HR25 Resurface section of footpath where tree roots have lifted tarmac.	External			✓
Shrub bed to front of play area	HR26 Replace dilapidated knee rail fence with recycled plastic model.	External			✓

Plan 2: Hutton Recreation Ground – Actions



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Soften landscape through parkland planting



Parkland planting and new path following existing desire line



Plant hedge to screen recycling area





Photo 2



Enhance into parkland area with seating  
for quiet recreation.





Photo 3

Poor quality surfacing. Inadequate disabled parking.  
Poor quality hedge which could shield criminal activity.



Plant wildflowers and hedge to enhance the area.

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# Warley Playing Fields

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**Management Plan  
2014 - 2019**

**Prepared for Brentwood Borough Council**

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# Introduction

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## About these Plans

These plans are part of a series of management plans produced for Brentwood's urban parks and cemeteries.

The plans cover the period 2014 – 2019. This plan is for Warley Playing Fields. Plans have also been produced for King George's Playing Fields, Bishop's Hall Park, Hutton Recreation Grounds and the two cemeteries; Woodman Road Cemetery and London Road Cemetery.

The aim of these plans is to provide direction for the parks so that the provision of high quality open spaces for the residents of Brentwood is assured. This is done both in terms of presenting a strategic direction, or 'Vision', for each site and through detailing the capital and maintenance actions required to achieve this.

Set against a backdrop of limited funding, these plans will help to prioritise actions to those which meet the overall, long-term aim for the site. In order to ensure long term quality and to reduce ongoing maintenance costs it is important to adopt a principle of 'invest to save'. Aging infrastructure becomes a liability, incurring ongoing repair cost, whereas timely replacement with well-specified, long lasting infrastructure will reduce this ongoing maintenance liability. However, such investment requires an evaluated and targeted approach to ensure investment takes place in the areas of highest priority where the need, and the potential return on investment, is greatest. These plans provide this, and form the basis for the future asset management of the parks and forward capital planning.

## Strategic Objectives for Quality Spaces

All of the parks in this report serve many functions including, amongst many others, play, sport, walking, events and access to nature. In all of these parks several of these functions need to be provided at the same time and a balance struck between competing needs.

In order to help assess each park and to organise proposed actions, five management categories have been used, against which the sites have been evaluated:

- A welcoming place;
- A safe and secure place;
- A clean and well-maintained place;
- Sustainability;
- Conservation and heritage;

Taken together, ensuring attainment against all of these five management categories (at a level appropriate to each individual park) will ensure high quality service delivery to meet the needs of all users to the park.

### A Welcoming Place

Objective: That the overall impression of visitors is positive and that the park is inviting.

People visit parks for many reasons. A welcoming site draws people and makes them feel welcome through its appearance, facilities and maintenance. This includes location of paths, provision of information, entrances and signing.

#### Signing

Signing should have the following features:

- Signs should be easy to read;
- Signs should be well-maintained and clear of graffiti;
- Ideally should have a coherent design rather than a mixture of styles;
- Should serve a purpose – avoid over-signing a park and remove redundant signing;
- Messages should be friendly and welcoming. It is necessary to tell visitors clearly what can and can't be done, but avoid too much signing 'forbidding' activities;
- Information provided on opening and closing times;
- Information provided on who owns and manages the park;
- Up to date contact details, including 'helpline' telephone number, web and email as appropriate;

## Physical Access

Considering physical access around the site and links to it can greatly improve the experience of visitors. Elements can include:

- Links with public transport;
- Safe access from surrounding roads including, for example, pelican crossings;
- Links with cycle routes;
- Safe and secure car parking with facilities for those with disabilities;
- Limited access by vehicles to ensure safety (including maintenance vehicles);
- Attractive entrances, clear sightlines;
- Benches and seating around the site, also in quieter areas and overlooking views;
- Adequate control of dogs and dog fouling.

## Good Design

Good design can make people feel welcome, can encourage them to explore and can visit more. Poor design can dissuade people from staying, visit less often or even compromise safety.

The adoption of a standardised form of design and style, for example in litter bins, benches and other furniture, can help to ensure that all Brentwood Borough Council sites belong to a 'family' and reach an adequate standard. However, individual features of some sites should also be respected in the design, for example heritage or natural features, which may require adjustment of this approach. A design standard is currently being developed.

A selection of some of the many elements which can be considered in design are:

- Choosing fixtures and furniture which are durable and have a low environmental impact;
- Screening working and storage areas;
- Creating interest and intimacy with tree planting, breaking up 'bleak' landscapes (for example sports pitches);
- Providing footpaths on the routes people wish to use;
- Choosing planting which can be maintained within available budgets, so that it remains attractive.

## A Safe and Secure Place

Objective: To ensure that the parks are safe and secure places for all visitors to use.

People can be dissuaded from using greenspaces by safety fears. There are also a range of legal requirements which relate to the management of greenspaces, including the Health and Safety at Work Act 1974, which encompasses those affected by what you do as well as those working for the organisation.

Some of the elements which can be considered include:

- Information on who to contact in an emergency on information boards;
- Tree planting to provide shade, especially around play areas;
- Consideration of sight lines and safe movement around the site;
- Emergency equipment where appropriate, e.g. lifebelts;
- High design standard for equipment and furniture;
- Child protection issues address in play policies and strategies;
- Risk assessments in place for staff and use of facilities;
- Encourage visitors to report problems and provide information on how to do this.

In addition, the control of dogs is an important issue in its own right. Fouling is unpleasant and can cause disease (toxocariasis) and dog aggression, or even simply dogs jumping up at visitors, can be off-putting to visitors. Brentwood's Open Space Strategy highlights dog fouling as a particular concern for park users.

Work across the country has successfully created behaviour change amongst dog owners without the need for confrontational or enforcement, but rather through understanding why dog owners make the decision to allow their dog to behave in an anti-social way or to not pick up after their dog.

A key part of this is social pressure; will others judge me or how will they react if I do (or don't) behave in a particular way? It is important to create an atmosphere of acceptable and unacceptable behaviour in the park.

The main factors influencing behaviour are, with the most effective first:

- Signing providing clear explanation for restrictions;
- Good behaviour by other dog walkers;
- Being seen by wardens/rangers/parks staff.

Signing and information provision therefore needs to be:

- Clear about what behaviour is expected of the owner and dog;
- Clear about why this behaviour is expected;
- Presented in an understandable and friendly way.

An example of such an approach has been developed in Dorset, where a 'Doggy Do' Code of Conduct has been produced.<sup>1</sup> It is proposed that a similar approach is adopted for Brentwood Borough Council sites.

The main Code of Conduct should be displayed on or near all main orientation boards. Smaller 'reminder' boards or waymarkers can then be installed around the park to reinforce the main message.



It is not considered feasible to implement a requirement for dogs to be kept on leads at the park. However, good behaviour should be expected and dog faeces picked up. All play areas should be dog-free zones.

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department has in place the following policies and operational guides:

- Risk assessments;
- Inspections programmes for play areas.

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<sup>1</sup> <http://www.dorsetdogs.org.uk/>

## A Clean and Well-Maintained Place

Objective: To ensure high standards of maintenance and cleanliness.

A clean and well-maintained park is obviously important for visitors, and reflects well on the Council. A poorly maintained park can lead to misuse and will deter visitors.

The elements to be considered include:

- Well maintained litter bins, thoughtfully positioned to encourage use and regularly emptied;
- Regular litter picks;
- High standard of horticultural maintenance;
- Consideration of ongoing maintenance requirements in the design of beds and planting to ensure that maintenance of a high standard can be implemented;
- Furniture and fixings should be maintained and repaired if broken or damaged;
- Buildings and structures should be well maintained;
- Graffiti, flyposting etc. removed;
- Paths and car parks swept and edges maintained;
- Regular inspections.

## Sustainability

Objective: To ensure that environmentally sound maintenance practices are implemented.

Managing green spaces in an environmentally sound way includes elements such as the choice of materials, use of chemicals, energy conservation and waste recycling.

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department will develop an Environmental Policy which will cover areas including:

- Limiting use of pesticides and chemicals to that which is essential;
- Avoid using peat and tropical hardwoods;
- Timber certified by the Forest Stewardship Council;
- Use recycled materials where possible;
- Reduce waste;
- Provide bins to enable visitors to recycle
- Consider the future watering, chemical and replacement input when designing beds and planting;
- Reduce pollution, for example through proper handling of fuels and chemicals and reducing nuisance from noise or smoke from bonfires;
- Implement water efficiency measures in park maintenance;
- Implement energy efficiency measures

## Conservation and Heritage

Objective: To increase biodiversity in the parks and to protect, conserve and enhance the heritage components.

As well as often having a rich history themselves, all parks sit within a surrounding landscape which has particular cultural, ecological and landscape features. It is important when considering the design and management of a park to respect and incorporate these elements.

There are many benefits to enhancing biodiversity in parks. Maintenance of biodiversity habitats can be more cost-effective, for example through reducing the frequency of grass cutting. The wildlife which is attracted is not only beneficial in its own right, but will add interest to a park and enable visitors to experience nature. Moreover, local authorities also have a legal duty to have regard to the conservation of biodiversity in their functions through Section 40 of the Natural Environment and Rural Communities Act (2006).

Elements to consider include:

- Improving biodiversity through linking with surrounding habitats, diversifying habitats on site and providing for species (e.g. through bird and bat boxes);
- Create new habitats where appropriate, for example wild flower meadows;
- Respecting and considering the historic character in design of the park;
- Where parks have specific and, in some cases, protected heritage features, ensure that management plans are in place to conserve these;
- Identify, protect and maintain elements of the built environment which are of historical or design importance.

## Policy Context

These plans link with several Brentwood Borough Council policy and strategy documents.

Brentwood Borough Council's **Corporate Plan** (2013-2019) recognises the importance of the environment and greenspace to the Borough. The environment is included in the first theme, 'Street Scene and Environment', with a medium term priority for a parks and playground strategy.

The Council's **Open Space Strategy** provides a thorough analysis of provision and actions across all of the open spaces in the Borough. The supporting consultant's report highlighted the need for review of maintenance and the adoption of quality criteria, both of which are being taken forward through these management plans.

**Brentwood Play Strategy** (2007-2010) sets out how the Council will address the play needs of children and young people in the Borough. In addition, Brentwood Council's **Children and Young People's Strategy** (2007-2011) set out to work with young people to develop a range of facilities that will benefit their leisure and play time.

Chapters I, Leisure and Culture, and II, Sustainable Development and the Local Environment, of the **Brentwood Community Strategy** (2004-2009) are both relevant to the delivery of parks. The first prioritises the provision of high quality and accessible leisure for all residents and the second highlights the importance of the environment, countryside and greenspace of Borough for local residents.

Brentwood's **Environmental Policy** (2009) sets out the actions that the Council will take in its operation to manage environmental impacts.

# Warley Playing Fields

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## Site Description

### Site Summary

Description	<ul style="list-style-type: none"> <li>• Approximately 9 hectares covered in this plan (11.4 hectares total);</li> <li>• Single grass field in semi-circle with woodland in centre;</li> <li>• Ditches runs around eastern and southern woodland edge;</li> <li>• Adjacent to Donkey Lane Plantation woodland, also owned and managed by Brentwood Borough Council;</li> <li>• Play equipment in south-western corner;</li> <li>• Adjacent to Warley Primary School in the north;</li> <li>• No car park.</li> </ul>
Rights of Way and Access	<ul style="list-style-type: none"> <li>• There are no public rights of way across the site but access is permitted throughout.</li> </ul>
Access Points – Pedestrian and Vehicle	<ul style="list-style-type: none"> <li>• No car park for this site. A car park is located immediately to the north off Chindits Lane but this is for use of LA Fitness customers only.</li> <li>• Pedestrian access at various points: through Chindits Lane car park, The Drive (2), from Donkey Lane Plantation (2) and from Brentwood Borough Council Warley depot, see Plan 4.</li> </ul>
Bylaws	<ul style="list-style-type: none"> <li>• There are no bylaws for this site.</li> </ul>
Tree Preservation Order	<ul style="list-style-type: none"> <li>•</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• Play area;</li> <li>• Enclosed hard court area;</li> <li>• Six football pitches;</li> <li>• Surfaced access paths;</li> <li>• Adjacent and links to Donkey Lane Plantation</li> <li>• Trim Trail in woodland area (not in Brentwood Borough Council owned area).</li> </ul>
Non-statutory designations	<ul style="list-style-type: none"> <li>• Green Belt.</li> </ul>
Shared Ownership and Covenants	<ul style="list-style-type: none"> <li>• Only a small part of this site is owned by Brentwood Borough Council, see Plan 3. The central area is owned by Essex County Council and the eastern area by Brentwood County High School. Both are managed on their behalf by Brentwood Borough Council;</li> <li>• There is also a covenant with Warley Primary School which restricts use of part of the site to the Primary School only. The Primary School has enforced this on occasion.</li> </ul>



## Site Assessment and Actions

### General Overview

This larger park provides open green space primarily for football. It is also used for general recreation with play facilities and a hard court area.

With six pitches, the park is a busy and important area for football. A former floodlit playing area is located in the northeast of the site. This has been closed for several years and is not included in this plan.

To the east and south it is surrounded by Donkey Lane Plantation, also owned and managed by Brentwood Borough Council. This extensive woodland also links to Hartswood and Thorndon Country Park which together provide a substantial woodland and accessible area to the south of Brentwood. However, links between the two sites could be greatly improved, both in terms of providing information for visitors and improving access.

To the north is Woodman Road Cemetery, which can be accessed through a walkway and onwards to Woodman Road.

The ownership of this site is complex, with three owners; Essex County Council, Brentwood County High School and Brentwood Borough Council, see Plan 3. There is no distinction on the ground and for the public who use the site it appears to be one single site managed by Brentwood Borough Council. The site has, for many years, been managed under an agreement with the other parties. This has enabled improvements across the whole site including facilities in the woodland area owned by Essex County Council.

The management agreement between Essex County Council and Brentwood Borough Council has recently expired. The arrangements for future management are unclear at the time of producing this plan.

This is critically important for the site. Brentwood Borough Council owns only around one third of the site. Much of the ongoing safety management, for example in the woodland, and improvements of poor quality infrastructure, for example around the entrance at Chindits Lane are on land not owned by Brentwood Borough Council.

What must be held in paramount importance by all parties in negotiating a renewed arrangement is the provision of good service to the residents of Brentwood. The many users of the playing fields expect good quality play and open spaces to be provided by the local authorities involved.

It must also be stressed that there lies here a significant degree of reputational risk to Brentwood Borough Council. Users will not understand, nor care, that Brentwood Borough Council does not own the whole site as, 'on the ground', Brentwood Borough Council is known to maintain the site. If standards fall as a result of prolonged negotiation, it will be Brentwood Council which receives complaints.

There are many improvements which could be made to the playing fields, if all three parties can work in partnership to provide quality greenspace for Brentwood's residents.

Due to the uncertain situation, this management plan concentrates on improvements to the site within the ownership of Brentwood Borough Council. However, additional improvements are required to provide a high quality site to the public and which could be made with the agreement of the other owners. These are also included in anticipation of a successfully negotiated agreement.

## Vision and Objectives

### VISION

For Warley Playing Fields to continue to provide high quality sports, play and greenspace provision for the residents of Brentwood, under a secure arrangement with the other owners which places at its centre service provision and the long term future of the site for the benefit of Brentwood's residents.

Over-arching objectives for this park are:

- 1 To secure the agreement of the other owners in order to assure the future and management of the site;
- 2 To provide high quality facilities for sport across the whole site;
- 3 To maximise the benefits of the size and setting of the park, to provide a multi-functional park for all members of the local community with areas for recreation and play as well as sport;
- 4 To improve links with the adjacent Donkey Lane Plantation;
- 5 To, with the agreement of the owners and parties to the covenant, create an agreed longer term vision for the site;
- 6 To, with the agreement of the owners and parties to the covenant, implement improvements in the areas outside of Brentwood Borough Council's ownership.



NB This plan is indicative only. The boundaries shown should not be used to determine ownership; the primary documentation should be referred to.

Plan 2: Warley Playing Fields – Current Features and Site Layout



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## A Welcoming Place

### Signing

An assessment of the current signing and the actions required is shown in Table 1.

Table 1: Warley Playing Fields - Signing Assessment

	Assessment	Actions Required
Entrance Signs	<p>There are no signs at any entrance. (The main entrances are listed here and shown on Plan 4. There are several other informal entrances through the hedge on The Drive and through Donkey Lane Plantation, not listed).</p> <p>There is a sign at the The Drive entrance near the Pavillion stating 'no golf' and that the site is a 'Drinking Control Area'.</p> <p>There is a Brentwood Centre sign near the main entrance by the play area which is redundant.</p>	<ul style="list-style-type: none"> <li>Remove Brentwood Centre sign and install new sign at main entrance off The Drive (by play area). To contain information on: <ul style="list-style-type: none"> <li>Opening times;</li> <li>That BBC manage the site and contact details;</li> <li>Where dogs are permitted/prohibited, need to be kept on leads and areas fouling not permitted;</li> <li>Map of site showing facilities and routes, also including links to Donkey Lane Plantation;</li> <li>That cycling is /not permitted.</li> </ul> </li> <li>A sign is also required at the Chindits Lane entrance. This is in Essex County Council ownership therefore agreement required;</li> <li>Install smaller welcome signs at pedestrian entrances from The Drive (Pavillion) and small field near Warley Depot;</li> <li>Welcome signs at entrance from Donkey Lane Plantation. Double sided boards to inform of entrance and exit from the two BBC sites. Inform of no fouling as visitors enter the playing fields.</li> </ul>
Dog Signing	<p>There is no signing on site indicating where dogs are permitted or prohibited, where dogs must be on leads and where fouling is not permitted.</p> <p>Existing signs at play areas (see below) prohibit dogs.</p>	<ul style="list-style-type: none"> <li>Include information at all entrances that dog fouling is not permitted in new corporate dog signing.</li> </ul>
Play Area Signing	<p>There is no signing at play areas.</p>	<ul style="list-style-type: none"> <li>Install sign at play area. To contain information on: <ul style="list-style-type: none"> <li>That BBC manage the site and contact details;</li> <li>That dogs are not permitted;</li> <li>Permitted ages;</li> </ul> </li> </ul>
Style, Clarity and Maintenance	<p>No signing in place.</p>	<ul style="list-style-type: none"> <li>Ensure all new signing fits with BBC corporate style across all the park;</li> <li>Ensure messages on new signing are welcoming and friendly.</li> </ul>
Signing around the area	<p>There is no signing on surrounding roads.</p> <p>Weekend visitors using the sports pitches park at the Warley Depot.</p>	<ul style="list-style-type: none"> <li>Entrance sign at the Warley Depot entrance as detailed will assist sport visitors.</li> </ul>



## Physical Access

This assessment is based on the suitability of the park for all sectors of the community.

Table 2: Warley Playing Fields – Physical Access Assessment

	Assessment	Actions Required
Access to the site	<p><u>Public Transport:</u> Bus stop on The Drive.</p> <p><u>Cycle Routes:</u> No cycle routes to the park. No cycling allowed in the park.</p> <p><u>Road Crossings:</u> Pelican crossing of The Drive at main entrance near playground. Just to the south of this crossing is another direct entrance to the playground, with no Pelican crossing. This entrance presents safety issues and, as it is close to the main entrance, is not required.</p>	<ul style="list-style-type: none"> <li>• Close second entrance from playground which exits directly onto The Drive.</li> </ul>
Benches and Resting Places	<p><u>Benches:</u> There benches in and around the play area. There are two broken benches by the hedge adjacent to pitches 1 and 2.</p> <p><u>Picnic Benches:</u> There are no picnic benches on site.</p>	<ul style="list-style-type: none"> <li>• Replace broken benches adjacent to pitches 1 and 2;</li> <li>• The addition of picnic benches in the woodland area would provide facilities for school children and families. However this requires consent from the other parties.</li> </ul>
Car Parking	<p>There is no car parking for visitors. Previously parking was available off Chindits Lane but this is on land owned by Essex County Council and is now leased to LA Fitness.</p> <p>Sports visitors use parking outside Warley Depot at weekends. This parking is not available during the week.</p>	<ul style="list-style-type: none"> <li>• No action required. There is no opportunity to provide additional parking, to extend parking hours at the Warley Depot or to provide parking space outside LA Fitness.</li> </ul>
Paths and Access Routes	<p>A surfaced path links the Chindits Lane entrance to the playground entrance on The Drive.</p> <p>There is a short section of surfaced path from the Chindits Lane entrance to the entrance of former floodlit area.</p> <p>Due to levels of traffic during the week Warley Depot entrance should not be promoted as a main pedestrian access. However, this is a parking and access point for weekend sport. It would be beneficial to improve the path from Depot car park to the playing fields.</p>	<ul style="list-style-type: none"> <li>• The surfaced paths around the Chindits Lane entrance requires surfacing, but this is within the Essex County Council owned part;</li> <li>• The surfaced path from the floodlit area could be extended to Donkey Lane Plantation but this is in the Brentwood County High School area.</li> <li>• Create path from Warley Depot to the Playing Fields. This will require consent from Brentwood County High as it crosses their land. Replace bridge across ditch.</li> </ul>

## Good Design and Infrastructure Improvements

The park is primarily a sports area, with play facilities located near to The Drive and nearby residential areas. A surfaced path links Chindits Lane with the play area and this path is well used.

The eastern side of the site, with four pitches and no surfaced paths, is less well used for general recreation. However, there are walking routes throughout Donkey Lane Plantation which follow the edge of the Playing Fields and offer routes to the woodlands beyond.

The main improvements required within the **Brentwood Borough Council owned** part of the site are:

- Trees around play area: lift low branches of tree to enable mowing underneath. Thin group of birch trees to favour best specimens;
- The hedge between pitches and surfaced path: this hedge is in poor condition and is gappy in places. Gap up along length;
- Hedge on northern boundary adjacent to office buildings: This hedge is over-mature and is becoming sparse in places. However, it provides beneficial screening of the office building and car park beyond, therefore coppicing is not a suitable option. It is also not possible to thicken the hedge through planting as there is insufficient room between the hedge and the pitches. There are some larger sycamores close to the main office building which should be checked regularly.
- Hedge along The Drive: There are some gaps which need to be replanted. Control ivy. Fence is broken near to the hard court and needs to be replaced.
- Replace wooden play area fence with metal fencing;
- The entrance from the Warley Depot is in poor condition. Improvement works could include:
  - Planting a few screening trees;
  - Formalising entrance, tidying and fencing either side.

In addition, in agreement with the other site owners, the following areas owned by **Essex County Council** and **Brentwood High School** require improvement:

- The surfaced path through the site is an important link and it is important to keep this clear of overhanging trees both for safety and to keep sight lines clear. It would be beneficial to push back the woodland adjacent to the path to open the aspect of the path, as well as lifting overhanging branches (Essex County Council area);
- The entrance area at Chindits Lane and around the changing rooms is in poor condition and could be greatly improved as a main entrance to the park (Essex County Council area):
  - Remove scaffolding poles;
  - Remove redundant surfaced path which crosses grass and reseed;
  - Remove redundant chain link fencing;
  - Coppice over-mature hedge to north of changing rooms and remove broken fence inside the hedge;
  - Plant bulbs to enhance the entrance to the playing fields;

- There is a rustic Trim Trail in woodland. This requires removal as several pieces are broken (Essex County Council area)
- The central woodland offers great potential to enhance public amenity. If agreement could be reached, the central part of the woodland could accommodate picnic benches and a small rustic play area. This would benefit children, especially from the school. However, the area is owned by Essex County Council and Warley County Primary School has a covenant in place restricting use to the school only, which unless the school is in agreement, would prohibit such attempts to widen use;

## A Safe and Secure Place

The following table provides an assessment of safety and security.

Table 3: Warley Playing Fields - Safe and Secure Place Assessment

	Assessment	Actions Required
A Safer Park	<p>There is low incidence of anti-social behaviour. The Pavillion and changing room building have been targets for break-ins and metal theft.</p> <p>Safety inspections are carried on and <i>ad hoc</i> basis when required.</p>	<ul style="list-style-type: none"> <li>• Introduce a method of annual inspections with computer generated reports.</li> </ul>
Safe Design	<p>The play areas and equipment are mainly of good quality.</p> <p>Sight lines throughout most of the park are good as the fields are clear, open spaces.</p> <p>The surfaced path is generally of good quality.</p> <p>Sight lines along the surfaced path should be maintained through trimming back overhanging trees and taking woodland edge back.</p>	<ul style="list-style-type: none"> <li>• Cut back woodland and lift overhanging branches.</li> </ul>
Dogs	<p>Play areas dog free and ample greenspace within the fencing which provides a large dog-free area.</p> <p>There is no signing to indicate acceptable behaviour of dogs.</p>	<ul style="list-style-type: none"> <li>• Include information that dog fouling is not permitted on all entrance signs, in new corporate dog signing style. Ensure visitors entering from Donkey Lane Plantation are aware of change to no-fouling area.</li> </ul>



## A Clean and Well-Maintained Place

The maintenance and inspection programme for this park is shown in Table 4.

Table 4: Regular Maintenance, Warley Playing Fields

Area	Maintenance
Amenity grass	Cut every fortnight with tractor.
Play Area	Cut every 3 weeks.
Sports pitches	Marking weekly in winter. Occasional weeding. General repair at the end of the season. Weed and feed in summer.
Headlands	Flail annually.
Hedge along The Drive	Clipped twice a year.
Ditches	There are several ditches around the site. The ditch between Donkey Lane Plantation and the Playing Fields requires particular attention and regular maintenance. There may be a requirement for all ditches to be cleared in the future to aid drainage of the pitches. This could increase income as the pitches would have a longer playable season.

## Sustainability

Management of this park is low intensity, with no planted beds and little requirement for chemical input.

Some dual purpose litter and recycling bins have been installed and existing litter bins should be replaced with these over time.

## Nature Conservation and Heritage

In maps dating from the late 19<sup>th</sup> Century, the area is shown as part of the wider Warley Barracks, located to the north of the Drill Ground. What is now the central woodland is clearly distinguishable, but it is not clear what this feature was when the site was a Barracks.

The site is intensively used for pitches and there is little space for additional tree planting or wildflowers. There is potential to increase the biodiversity interest of the site in the central woodland area, but at present this cannot be developed as this section is owned by Essex County Council.

## Action Table

A spreadsheet of all the required actions has been provided alongside this document. This spreadsheet is intended to be a live, working document to be updated by Brentwood Borough Council staff. Provided here is a summary of actions at the time this plan was produced.

The actions are show in Plan 3.

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 1 2014/2015</b>							
Trees near play area	Lift branches of beech tree, Thin group of birch to favour best specimens.	External	✓				
Hedge between pitches and surfaced path	Gap up along length.	External	✓				
Seating adjacent to pitches	Replace broken benches adjacent to pitches.	External	✓				
Main entrance from The Drive	Remove Brentwood Centre sign and replace with new main entrance sign.	External	✓				
Other pedestrian entrances	Install smaller signs at other pedestrian entrances (Pavilion and from small field from Warley Depot).	External	✓				
Play Area	Install sign at play area indicating BBC management, contact details, ages etc.	External	✓				
Play Area/Main Entrance	Install dog bin near main entrance.	External	✓				

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 2 2015/2016</b>							
Play area	Close second entrance onto road.	External		✓			
Hedge along The Drive	Gap up where necessary. Replace broken fence behind MUGA.	External		✓			
Ditches	Clear ditch and culverts between Playing Fields and Donkey Lane Plantation.	External		✓			
Play Area	Replace wooden fence surrounding play area with metal fence.	External		✓			
Play Area	Replace old style bins with dual recycling bins.	External		✓			
<b>Year 3 2016/2017</b>							
Access from Warley Depot	Install access path to link Warley Depot with Playing Fields (requires consent from Brentwood County High). Replace bridge.	External			✓		
Access from Warley Depot	Plant screening shrubs, fence area, generally tidy.	External			✓		

### Actions for Areas Owned by Essex County Council and Brentwood County High School

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
Main entrance from Chindits Lane	Install main entrance sign.						
Pedestrian entrance from Donkey Lane Plantation	Install smaller double sided sign at entrance from Donkey Lane Plantation near former floodlit area.						
Access track by floodlit area	Extent surfaced path from floodlit area to entrance to Donkey Lane Plantation.						
Woodland Area	Install picnic benches for school children.						
Chindits Lane entrance	Remove scaffolding poles, remove redundant surfaced path which crosses grass and reseed, remove redundant chain link fencing, coppice over-mature hedge to north of changing rooms and remove broken fence inside the hedge, plant bulbs to enhance the entrance to the playing fields.						
Central Woodland	Remove Trim Trail						

Requires agreement from landowner.

Plan 3: Warley Playing Fields – Actions, Brentwood Borough Council Owned Land



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# **Bishop's Hall Park Hatch Road Country Park**

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**Management Plan  
2014 - 2019**

**Prepared for Brentwood Borough Council**



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# Introduction

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## About these Plans

These plans are part of a series of management plans produced for Brentwood's urban parks and cemeteries.

The plans cover the period 2014 – 2019. This plan is for Bishop's Hall Park and also includes Hatch Road Country Park. Hatch Road Country Park is a more recent addition to Brentwood Borough Council's estate and is adjacent to Bishop's Hall Park. Plans have also been produced for King George's Playing Fields, Hutton Recreation Grounds, Warley Playing Fields and the two cemeteries; Woodman Road Cemetery and London Road Cemetery.

The aim of these plans is to provide direction for the parks so that the provision of high quality open spaces for the residents of Brentwood is assured. This is done both in terms of presenting a strategic direction, or 'Vision', for each site and through detailing the capital and maintenance actions required to achieve this.

Set against a backdrop of limited funding, these plans will help to prioritise actions to those which meet the overall, long-term aim for the site. In order to ensure long term quality and to reduce ongoing maintenance costs it is important to adopt a principle of 'invest to save'. Aging infrastructure becomes a liability, incurring ongoing repair cost, whereas timely replacement with well-specified, long lasting infrastructure will reduce this ongoing maintenance liability. However, such investment requires an evaluated and targeted approach to ensure investment takes place in the areas of highest priority where the need, and the potential return on investment, is greatest. These plans provide this, and form the basis for the future asset management of the parks and forward capital planning.

## Strategic Objectives for Quality Spaces

All of the parks in this report serve many functions including, amongst many others, play, sport, walking, events and access to nature. In all of these parks several of these functions need to be provided at the same time and a balance struck between competing needs.

In order to help assess each park and to organise proposed actions, five management categories have been used, against which the sites have been evaluated:

- A welcoming place;
- A safe and secure place;
- A clean and well-maintained place;
- Sustainability;
- Conservation and heritage;

Taken together, ensuring attainment against all of these five management categories (at a level appropriate to each individual park) will ensure high quality service delivery to meet the needs of all users to the park.

### A Welcoming Place

**Objective:** That the overall impression of visitors is positive and that the park is inviting.

People visit parks for many reasons. A welcoming site draws people and makes them feel welcome through its appearance, facilities and maintenance. This includes location of paths, provision of information, entrances and signing.

#### Signing

Signing should have the following features:

- Signs should be easy to read;
- Signs should be well-maintained and clear of graffiti;
- Ideally should have a coherent design rather than a mixture of styles;
- Should serve a purpose – avoid over-signing a park and remove redundant signing;
- Messages should be friendly and welcoming. It is necessary to tell visitors clearly what can and can't be done, but avoid too much signing 'forbidding' activities;
- Information provided on opening and closing times;
- Information provided on who owns and manages the park;
- Up to date contact details, including 'helpline' telephone number, web and email as appropriate;

## Physical Access

Considering physical access around the site and links to it can greatly improve the experience of visitors. Elements can include:

- Links with public transport;
- Safe access from surrounding roads including, for example, pelican crossings;
- Links with cycle routes;
- Safe and secure car parking with facilities for those with disabilities;
- Limited access by vehicles to ensure safety (including maintenance vehicles);
- Attractive entrances, clear sightlines;
- Benches and seating around the site, also in quieter areas and overlooking views;
- Adequate control of dogs and dog fouling.

## Good Design

Good design can make people feel welcome, can encourage them to explore and can visit more. Poor design can dissuade people from staying, visit less often or even compromise safety.

The adoption of a standardised form of design and style, for example in litter bins, benches and other furniture, can help to ensure that all Brentwood Borough Council sites belong to a 'family' and reach an adequate standard. However, individual features of some sites should also be respected in the design, for example heritage or natural features, which may require adjustment of this approach. A design standard is currently being developed.

A selection of some of the many elements which can be considered in design are:

- Choosing fixtures and furniture which are durable and have a low environmental impact;
- Screening working and storage areas;
- Creating interest and intimacy with tree planting, breaking up 'bleak' landscapes (for example sports pitches);
- Providing footpaths on the routes people wish to use;
- Choosing planting which can be maintained within available budgets, so that it remains attractive.

## A Safe and Secure Place

Objective: To ensure that the parks are safe and secure places for all visitors to use.

People can be dissuaded from using greenspaces by safety fears. There are also a range of legal requirements which relate to the management of greenspaces, including the Health and Safety at Work Act 1974, which encompasses those affected by what you do as well as those working for the organisation.

Some of the elements which can be considered include:

- Information on who to contact in an emergency on information boards;
- Tree planting to provide shade, especially around play areas;
- Consideration of sight lines and safe movement around the site;
- Emergency equipment where appropriate, e.g. lifebelts;
- High design standard for equipment and furniture;
- Child protection issues address in play policies and strategies;
- Risk assessments in place for staff and use of facilities;
- Encourage visitors to report problems and provide information on how to do this.

In addition, the control of dogs is an important issue in its own right. Fouling is unpleasant and can cause disease (toxocariasis) and dog aggression, or even simply dogs jumping up at visitors, can be off-putting to visitors. Brentwood's Open Space Strategy highlights dog fouling as a particular concern for park users.

Work across the country has successfully created behaviour change amongst dog owners without the need for confrontational or enforcement, but rather through understanding why dog owners make the decision to allow their dog to behave in an anti-social way or to not pick up after their dog.

A key part of this is social pressure; will others judge me or how will they react if I do (or don't) behave in a particular way? It is important to create an atmosphere of acceptable and unacceptable behaviour in the park.

The main factors influencing behaviour are, with the most effective first:

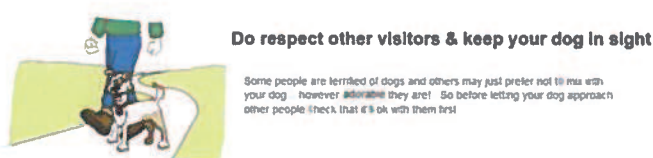
- Signing providing clear explanation for restrictions;
- Good behaviour by other dog walkers;
- Being seen by wardens/rangers/parks staff.

Signing and information provision therefore needs to be:

- Clear about what behaviour is expected of the owner and dog;
- Clear about why this behaviour is expected;
- Presented in an understandable and friendly way.

An example of such an approach has been developed in Dorset, where a 'Doggy Do' Code of Conduct has been produced.<sup>1</sup> It is proposed that a similar approach is adopted for Brentwood Borough Council sites.

The main Code of Conduct should be displayed on or near all main orientation boards. Smaller 'reminder' boards or waymarkers can then be installed around the park to reinforce the main message.



It is not considered feasible to implement a requirement for dogs to be kept on leads at the park. However, good behaviour should be expected and dog faeces picked up. All play areas should be dog-free zones.

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department has in place the following policies and operational guides:

- Risk assessments;
- Inspections programmes for play areas.

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<sup>1</sup> <http://www.dorsetdogs.org.uk/>

## A Clean and Well-Maintained Place

**Objective: To ensure high standards of maintenance and cleanliness.**

A clean and well-maintained park is obviously important for visitors, and reflects well on the Council. A poorly maintained park can lead to misuse and will deter visitors.

The elements to be considered include:

- Well maintained litter bins, thoughtfully positioned to encourage use and regularly emptied;
- Regular litter picks;
- High standard of horticultural maintenance;
- Consideration of ongoing maintenance requirements in the design of beds and planting to ensure that maintenance of a high standard can be implemented;
- Furniture and fixings should be maintained and repaired if broken or damaged;
- Buildings and structures should be well maintained;
- Graffiti, flyposting etc. removed;
- Paths and car parks swept and edges maintained;
- Regular inspections.

## Sustainability

**Objective: To ensure that environmentally sound maintenance practices are implemented.**

Managing green spaces in an environmentally sound way includes elements such as the choice of materials, use of chemicals, energy conservation and waste recycling.

Brentwood Borough Council Parks, Countryside, Cemeteries and Open Spaces Department will develop an Environmental Policy which will cover areas including:

- Limiting use of pesticides and chemicals to that which is essential;
- Avoid using peat and tropical hardwoods;
- Timber certified by the Forest Stewardship Council;
- Use recycled materials where possible;
- Reduce waste;
- Provide bins to enable visitors to recycle
- Consider the future watering, chemical and replacement input when designing beds and planting;
- Reduce pollution, for example through proper handling of fuels and chemicals and reducing nuisance from noise or smoke from bonfires;
- Implement water efficiency measures in park maintenance;
- Implement energy efficiency measures

## Conservation and Heritage

**Objective:** To increase biodiversity in the parks and to protect, conserve and enhance the heritage components.

As well as often having a rich history themselves, all parks sit within a surrounding landscape which has particular cultural, ecological and landscape features. It is important when considering the design and management of a park to respect and incorporate these elements.

There are many benefits to enhancing biodiversity in parks. Maintenance of biodiversity habitats can be more cost-effective, for example through reducing the frequency of grass cutting. The wildlife which is attracted is not only beneficial in its own right, but will add interest to a park and enable visitors to experience nature. Moreover, local authorities also have a legal duty to have regard to the conservation of biodiversity in their functions through Section 40 of the Natural Environment and Rural Communities Act (2006).

Elements to consider include:

- Improving biodiversity through linking with surrounding habitats, diversifying habitats on site and providing for species (e.g. through bird and bat boxes);
- Create new habitats where appropriate, for example wild flower meadows;
- Respecting and considering the historic character in design of the park;
- Where parks have specific and, in some cases, protected heritage features, ensure that management plans are in place to conserve these;
- Identify, protect and maintain elements of the built environment which are of historical or design importance.

## Policy Context

These plans link with several Brentwood Borough Council policy and strategy documents.

Brentwood Borough Council's **Corporate Plan** (2013-2019) recognises the importance of the environment and greenspace to the Borough. The environment is included in the first theme, 'Street Scene and Environment', with a medium term priority for a parks and playground strategy.

The Council's **Open Space Strategy** provides a thorough analysis of provision and actions across all of the open spaces in the Borough. The supporting consultant's report highlighted the need for review of maintenance and the adoption of quality criteria, both of which are being taken forward through these management plans.

**Brentwood Play Strategy** (2007-2010) sets out how the Council will address the play needs of children and young people in the Borough. In addition, Brentwood Council's **Children and Young People's Strategy** (2007-2011) set out to work with young people to develop a range of facilities that will benefit their leisure and play time.

Chapters 1, Leisure and Culture, and 11, Sustainable Development and the Local Environment, of the **Brentwood Community Strategy** (2004-2009) are both relevant to the delivery of parks. The first prioritises the provision of high quality and accessible leisure for all residents and the second highlights the importance of the environment, countryside and greenspace of Borough for local residents.

Brentwood's **Environmental Policy** (2009) sets out the actions that the Council will take in its operation to manage environmental impacts.



# Bishop's Hall Park

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## Site Description

### Site Summary

Description	<ul style="list-style-type: none"> <li>• Approximately 4.4 hectares;</li> <li>• Four grass fields separated by mature trees and hedges;</li> <li>• Two ditches run east-west across the site;</li> <li>• Play equipment and car park at southern end;</li> <li>• Adjacent to Bishop's Hall Community Centre in the south;</li> <li>• Adjacent to Hatch Road Country Park in the north.</li> </ul>
Rights of Way and Access	<ul style="list-style-type: none"> <li>• There are no public rights of way across the site but access is permitted throughout.</li> <li>• Green Lane which runs along western boundary is a byway.</li> </ul>
Access Points – Pedestrian and Vehicle	<ul style="list-style-type: none"> <li>• Car park and main entrance off Elizabeth Road/Green Lane, TQ 590 953.</li> <li>• Pedestrian access at various points: Green Lane, Doddinghurst Road and from the adjacent Hatch Road Country Park, see Plan 1.</li> </ul>
Bylaws	<ul style="list-style-type: none"> <li>• There are no bylaws for this site.</li> </ul>
Tree Preservation Order	<ul style="list-style-type: none"> <li>•</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• Junior play area: up to 8 years of age, cradle and junior swings, sand play table, roundabout;</li> <li>• Senior play area: 8 years and above, Mobil's, swings, basket swing, cable runway, climbing frame;</li> <li>• Enclosed hard court area;</li> <li>• Two open fields (mown);</li> <li>• Surfaced access paths;</li> <li>• Car park;</li> <li>• Adjacent and links to Hatch Road Country Park to the north.</li> </ul>
Non-statutory designations	<ul style="list-style-type: none"> <li>• Green Belt.</li> </ul>

## Site Assessment and Actions

### General Overview

This medium-sized park provides open green space for general recreation alongside senior and junior play facilities and a hard court area. It is surrounded by trees and hedges, which shield it from the Doddinghurst Road and surrounding housing and create a mature and attractive setting for the park. The current features of the park are shown in Plan 1.

The park is on the north-eastern outskirts of Brentwood and, although it primarily serves the local population of Pilgrim's Hatch, as one of Brentwood's larger parks and with substantial play facilities it potentially has a catchment for visitors beyond this local area. It is also located close to the Brentwood Centre, a potential source of visitors.

This park received investment over the last 10 years, with the play areas, path and hard court upgraded in 2011, which has greatly improved the facilities of the park.

To the north and linking to the site is Hatch Road Country Park, also owned and managed by Brentwood Borough Council. This park is also around 4 hectares, almost doubling the size of the green space. Taken together these two sites provide a substantial green area. However, links between the two sites could be greatly improved, both in terms of providing information for visitors, for improving access and for linking habitats.

### Vision and Objectives

#### VISION

For Bishop's Hall Park to be a high quality, inviting, family-friendly park of sufficient quality and providing a sufficient range of facilities to serve a wide catchment across the whole of north Brentwood.

Over-arching objectives for this park are:

- 1 To provide a range of good quality play facilities for all ages, from young children to young adults;
- 2 To maximise the benefits of the size and setting of the park, to provide a multi-functional park for all members of the local community with areas for quiet recreation and walking as well as play;
- 3 To improve links with the adjacent Hatch Road Country Park, both for increasing recreational space and to improve nature conservation value;

The play areas, hard court and car park are all located together in the south of the park (in the field marked as 'Community Field' in Plan 1). This gives a natural focus to the park for recreational activities in this area.

The Middle Field is an open, regularly mown, grass field, with no play equipment, but crossed by a surfaced path with links with Green Lane. This extensive field is under-utilised as, apart from dog walkers who circuit the field, visitors generally cross the field using the path.

The Top Field is again a mown field, which abuts Hatch Road Country Park, and is mainly used as a cut through to the Country Park.

The Country Park Field was once part of Bishop's Hall Park rather than the Country Park, but was not regularly mown and since Brentwood Council has adopted the Country Park has now been incorporated into the Country Park.

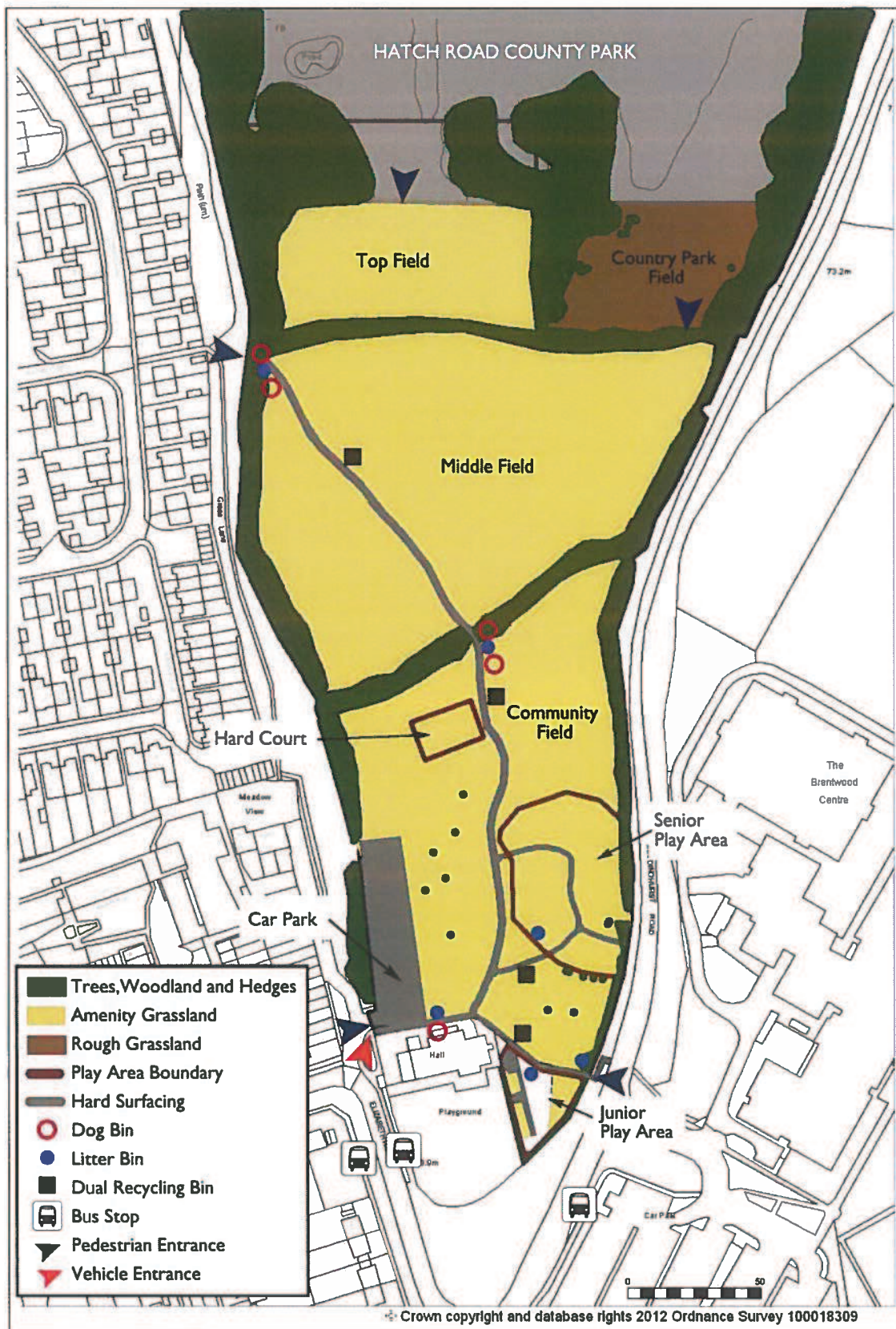
From south to north there is, therefore, a natural transition for the park, with a concentration of recreational activity in the south within a 'formal' park, leading to a quieter open space and links to the semi-natural habitats of Hatch Road Country Park in the north. As both parks are under the management of Brentwood Borough Council, the management plans for both are contained in this document. They should be viewed as a whole with a continuum of habitats, rather than two parks for two separate uses.

This broader vision for the park and its relationship with Hatch Road Country Park leads to more specific objectives for each field of the park:

- To concentrate play and recreational activity around the Community Field, with areas for seating, picnicking and family fun. Provide picnic benches for families and shade trees. Dogs on leads and all fouling picked up;
- Utilise and enhance the Middle Field more fully for quiet recreation. Enhance nature conservation and enhance landscape setting and provide a transition to the semi-natural habitats of Hatch Road Country Park;
- Top Field enhanced to provide a transition to the semi-natural habitats of Hatch Road Country Park (Country Park Field continue to be managed as part of the Country Park).



Plan 1: Bishop's Hall Park – Current Features and Site Layout



## A Welcoming Place

### Signing

An assessment of the current signing and the actions required is shown in Table 1.

Table 1: Bishops Hall Park - Signing Assessment

	Assessment	Actions Required
Entrance Signs	There are no signs at any entrance.	<ul style="list-style-type: none"> <li>• Install sign at main entrance off Green Lane. To contain information on:               <ul style="list-style-type: none"> <li>• Opening times;</li> <li>• That BBC manage the site and contact details;</li> <li>• Where dogs are permitted/prohibited, need to be kept on leads and areas fouling not permitted;</li> <li>• Map of site showing facilities and routes, also including Hatch Road Country Park.</li> </ul> </li> <li>• Install smaller welcome signs at pedestrian entrances at Doddinghurst Road and Green Lane. Green Lane sign to include information on Hatch Road Country Park;</li> <li>• Welcome signs at two entrances from Hatch Road Country Park. Double sided boards to inform of entrance and exit from the two parks. Inform that dog fouling is not permitted.</li> </ul>
Dog Signing	<p>There is no signing on site indicating where dogs are permitted or prohibited, where dogs must be on leads and where fouling is not permitted.</p> <p>Existing signs at play areas (see below) prohibit dogs.</p>	<ul style="list-style-type: none"> <li>• Include information at all entrances that dog fouling is not permitted in new corporate dog signing;</li> <li>• Ensure visitors are clear on the distinction between Hatch Road Country Park and Bishop's Hall Park in terms of dog restrictions and acceptable behaviours.</li> </ul>
Play Area Signing	There are signs at both play areas. The signs have out of date information and are in poor condition.	<ul style="list-style-type: none"> <li>• Replace signs at both play areas.</li> </ul>
Style, Clarity and Maintenance	Only signing currently in place is at the play areas, which should be replaced (see previous).	<ul style="list-style-type: none"> <li>• Ensure all new signing fits with BBC corporate style across all the park;</li> <li>• Ensure messages on new signing are welcoming and friendly.</li> </ul>
Signing around the area	Signed from the Doddinghurst Road (to adjacent Bishops Hall Park Social Centre).	<ul style="list-style-type: none"> <li>• Signing adequate, no action required.</li> </ul>



## Physical Access

This assessment is based on the suitability of the park for all sectors of the community.

Table 2: Bishop's Hall Park – Physical Access Assessment

	Assessment	Actions Required
Access to the site	<p><u>Public Transport:</u> Bus stop outside of Brentwood Centre (Route 261 Brentwood to Blackmore) and on Green Lane (Route 73 Warley to Bishops Hall Estate).</p> <p><u>Cycle Routes:</u> No cycle routes to the park. Green Lane is a byway therefore cycles permitted. Cycling is informally permitted in the park as the surfaced path provides a useful traffic-free through route.</p> <p><u>Road Crossings:</u> Path from Brentwood Centre crosses Doddinghurst Road. Island in centre of road, no Pelican crossing. Close to entrance to Brentwood Centre. Safety rails on Bishop's Hall Park side of the road.</p>	<ul style="list-style-type: none"> <li>• Continue to permit cycling on an informal basis.</li> </ul>
Benches and Resting Places	<p><u>Benches:</u> There are no benches on site.</p> <p><u>Picnic Benches:</u> There is a picnic bench in the junior play area but none elsewhere on site.</p>	<ul style="list-style-type: none"> <li>• Provide benches in play areas and in Middle Field as part of enhancements;</li> <li>• Provide picnic benches around play areas to increase family use.</li> </ul>
Car Parking	<p><u>Condition:</u> The car park surface is in good condition. Low railing was installed in 2012-13 and is also in good condition. Trees overhang car park adjacent to Green Lane. There is fencing along this tree line which is in poor condition.</p> <p><u>Disabled Parking:</u> There are no marked bays in the car park and therefore there is no designated disabled parking.</p>	<ul style="list-style-type: none"> <li>• Lift trees on Green Lane boundary of car park to 2.5m;</li> <li>• Replace fence along Green Lane boundary with car park. Block up informal entrance at north of car park for safety reasons;</li> <li>• Mark parking bays and include disabled parking.</li> </ul>
Paths and Access Routes	<p>Surfaced path constructed in 2010-11 links Community Field with Green Lane, through Middle Field.</p> <p>Main path continues into and around senior play area.</p> <p>Lit, surfaced path from Doddinghurst Road to car park.</p> <p>Surfaced paths provide good all weather access to the main through routes.</p> <p>Poor access links to Hatch Road Country Park. In particular poor bridge at north-eastern entrance and both entrance points overgrown.</p> <p>Limited route choice around Middle Field and between Middle Field and Hatch Road Country Park.</p> <p>Access around Bishop's Hall Park and Hatch Road Country Park should be viewed as a whole. A surfaced path around both sites would enable more people to access the Country Park. Within the Country Park this should be of self-binding gravel rather than tarmac.</p>	<ul style="list-style-type: none"> <li>• Improve entrance points between Country Park and Bishop's Hall Park, in particular improving bridge access, cutting back vegetation, signing and surfacing;</li> <li>• Opening a second access route between Hatch Road Country Park and Middle Field as part of landscaping improvements;</li> <li>• Extend surfaced path into Hatch Road Country Park to provide a continuous circuit.</li> </ul>

## Good Design

The park has a rational layout, with all play facilities near to the car park and together in the Community Field. The play facilities fit well within this field, with ample surrounding space for informal recreation. Of all the play facilities, the hard court area is the most isolated in it's surroundings.

Some tree planting (Silver birch) has been carried out, between the car park and the senior play area and to the south of the senior play area. It would be beneficial to add to the tree planting in these areas, potentially with trees which will grow to be more substantial than Silver birch, to strengthen the landscape setting of the park and provide shaded seating areas. The north-eastern corner of the field should remain open to provide area for informal play (see Plan 2).

The Middle Field is under-utilised and in landscape and design terms has little interest. It could be enhanced through tree planting, habitat improvement and seating, see Plan 2.

The infrastructure of the park is relatively new which helps to produce a coherent design. There still remain some older, poor condition, bins alongside newer recycling bins. Over time these should be replaced.

In the northern section, the design of the park should reflect the transition between formal recreational park and the Country Park. The Middle Field at present is under-utilised and is a rather barren, mown open space. An extensive wildflower meadow would complement the semi-natural habitats of the Country Park but could be managed in a more 'formal' way befitting Bishop's Hall. Along with parkland tree planting and seating, this would create an attractive space for quiet recreation.

The Top Field is adjacent to the Country Park. The hedgerows in this field should be planted, a path installed and further wildflowers sown.

Table 3: Bishop's Hall Park – Summary of Design Actions

Area	Actions
Community Field	<ul style="list-style-type: none"><li>• Plant parkland trees for shade, retaining clear site lines;</li><li>• Provide seating and picnic benches.</li></ul>
Middle Field	<ul style="list-style-type: none"><li>• Parkland tree planting;</li><li>• Wildflower meadow creation with mown paths;</li><li>• Seating.</li></ul>
Top Field	<ul style="list-style-type: none"><li>• Hedge and tree planting;</li><li>• Surfaced path;</li><li>• Sow wildflowers.</li></ul>



## A Safe and Secure Place

The following table provides an assessment of safety and security.

Table 4: Bishop's Hall Park - Safe and Secure Place Assessment

	Assessment	Actions Required
A Safer Park	<p>There have historically been moderate to high levels of anti-social behaviour at this park, but problems have decreased in recent years as more people have used the park following improvements to facilities.</p> <p>Safety inspections are carried on and <i>ad hoc</i> basis when required.</p> <p>There is no CCTV at the park, but this would be considered if required, for both the park and Community Hall.</p> <p>There is lighting along the path between the Doddinghurst Road and the Community Hall. This could be extended along the surfaced path across the site if required.</p>	<ul style="list-style-type: none"> <li>• None at present. Future actions which could be considered if the need arises: <ul style="list-style-type: none"> <li>• CCTV.</li> <li>• Lighting along surfaced path.</li> </ul> </li> <li>• Introduce a method of annual inspections with computer generated reports.</li> </ul>
Safe Design	<p>The play areas and equipment are mainly of recent construction and of good quality. Some improvements are required which are detailed in the Action Table.</p> <p>Sight lines throughout most of the park are good as the fields are clear, open spaces. It is important to retain these sight lines, especially between the Community Centre and ball court.</p> <p>The entrances to Hatch Road Country Park are overgrown and have poor sight lines, as well as a poor quality access bridge.</p> <p>The relatively new surfaced path is of good quality. The path leading from Doddinghurst Road to Green Lane is lit.</p>	<ul style="list-style-type: none"> <li>• Implement improvements to play equipment as detailed in Action Table;</li> <li>• Clear vegetation around entrances to Hatch Road Country Park;</li> <li>• Ensure that good sight lines are maintained in any tree planting or other habitat improvements;</li> <li>• Any trees planted would need to be fairly mature to withstand vandalism.</li> </ul>
Dogs	<p>Play areas are dog free and ample greenspace within the fencing provides a large dog-free area.</p> <p>There is no signing to indicate acceptable behaviour of dogs.</p> <p>No dog fouling should be permitted within Bishop's Hall Park. The distinction in acceptable dog behaviour between Hatch Road Country Park should be made clear to visitors.</p>	<ul style="list-style-type: none"> <li>• Implement dog zoning,</li> <li>• Include information on dogs at entrances and clearly distinguish dog zones.</li> </ul>

## A Clean and Well-Maintained Place

The maintenance and inspection programme for this park is shown in Table 5.

Table 5: Regular Maintenance, Bishop's Hall Park

Area	Maintenance
Amenity grass	Cut every fortnight with tractor.
Play Area	Senior play area cut every three weeks on ride on mower. Junior play area cut by hand every fortnight.
Headlands	Flail annually.
Hedges	Doddinghurst Road - cut on road side twice a year. Hedge around junior play area – cut twice a year. Hedge next to Community Hall – cut once a year.
Ditches	These require regular maintenance: <ul style="list-style-type: none"><li>• Lift overhanging trees over ditches;</li><li>• Clear culverts;</li><li>• Clear silt from ditches.</li></ul>

There are no horticultural beds within the park itself, but there are two located at the park entrance on Green Lane (one outside the Community Hall and the other on the left hand side of Green Lane). These are in poor condition and should be replanted with low maintenance perennials.

### Sustainability

Management of this park is low intensity, with no planted beds and little requirement for chemical input.

Some dual purpose litter and recycling bins have been installed and existing litter bins should be replaced with these over time.

### Nature Conservation and Heritage

The park is located in a landscape of mature trees and hedgerows, which add maturity, seclusion and aesthetic appeal. These hedgerows and the current field structure has been in existence since at least the middle of the 19<sup>th</sup> Century and as such is a historic component of the site.

It would be beneficial to enhance the site through wildflower meadows and tree planting in the Middle and Top Fields as previously outlined.

This site has slightly acid loamy and clayey soils with impeded drainage, with moderate to high fertility. Ideally, wildflower meadows should have low fertility soils, so this needs to be incorporated in the design.

## Action Table

A spreadsheet of all the required actions has been provided alongside this document. This spreadsheet is intended to be a live, working document to be updated by Brentwood Borough Council staff. Provided here is a summary of actions at the time this plan was produced.

The actions are show in Plan 2.

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 1 2014/15</b>							
Boundary to front of site (Green Lane)	BH1 Install concrete mowing strip under length of railings.	External	✓				
Main Entrance (Green Lane)	BH2 Install new entrance name board and showing - Opening times; That BBC manage the site and contact details; Where dogs are permitted/prohibited, need to be kept on leads and fouling not permitted; Map of site showing facilities and routes, also including Hatch Road Country Park; That cycling is /not permitted.	External	✓				
Secondary Entrances (Doddinghurst Road, Green Lane north)	BH3 Install site name and welcome signs. Green Lane sign to include information on Hatch Road Country Park.	External	✓				
Entrances from Hatch Road Country Park	BH4 Welcome signs at two entrances from Hatch Road Country Park. Double sided boards to inform of entrance and exit from the two parks. Inform of no dog fouling on entry to Bishop's Hall.	External	✓				
Car Park Boundary	BH5 Lift trees to 2.5 metres and clear vegetation from underneath.	External	✓				
Various locations through site	BH11 Remove old redundant bins from site	Internal	✓				

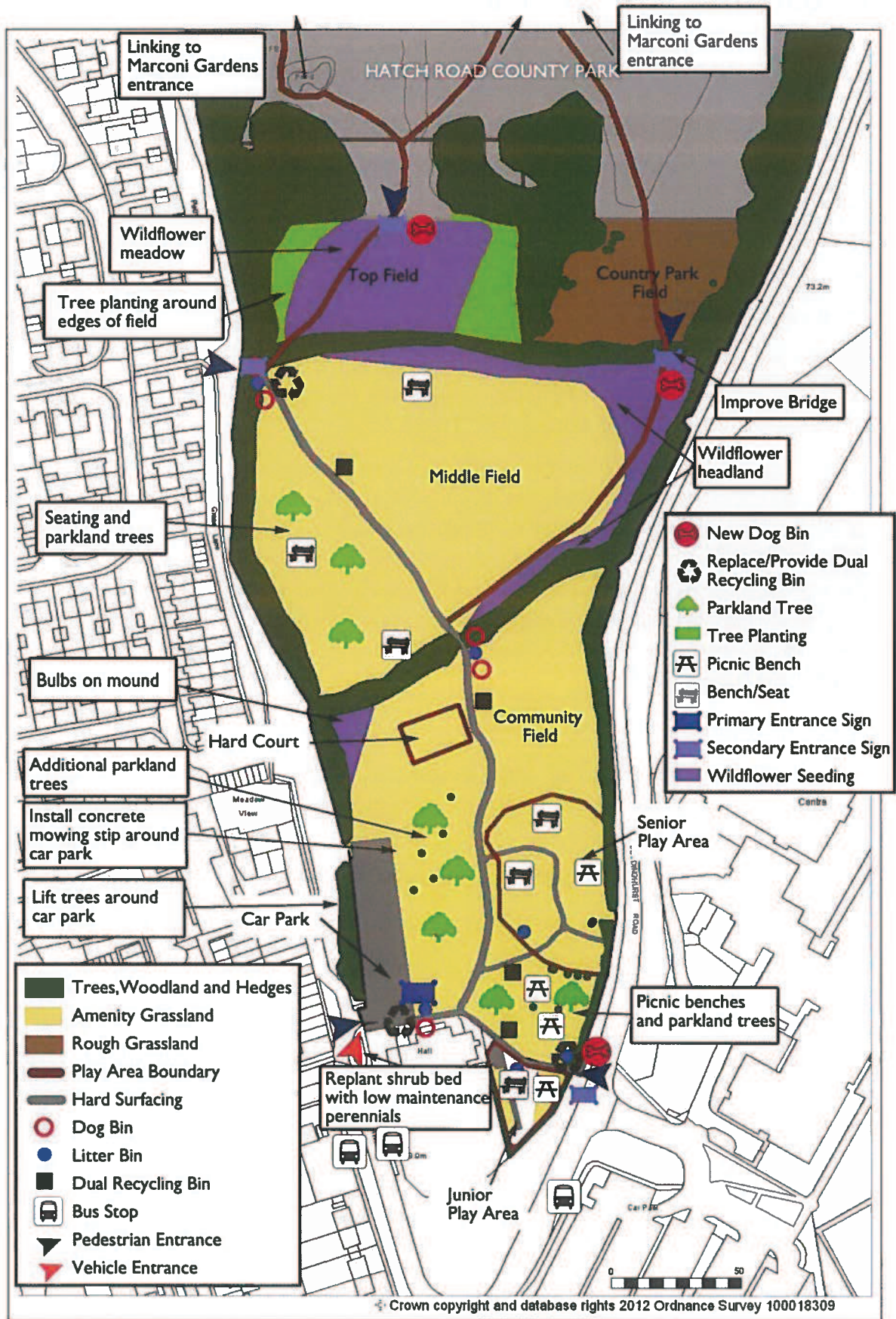


Compartment/ Area of Site	BH	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
Junior Play Area	BH12	Remove redundant signage from entrance and replace with new corporate compliant style.	External	✓				
Junior Play Area (Railings)	BH13	Install mowing strip under railings in junior play area.	External	✓				
Junior Play Area (Climbing Frame)	BH15	Replace rotting platforms of climbing frame.	External	✓				
Junior Play Area (Sand & Bark pit)	BH17	Top up with sand and bark.	Internal	✓				
Entrance from Brentwood Centre	BH18	Install dog waste bin adjacent to litter bin.	Internal	✓				
Entrances from Hatch Road Country Park	BH19	Install dog waste bins at both entrances.	Internal	✓				
Senior Play Area	BH20	Remove redundant signage from entrance and replace with new corporate compliant style.	External	✓				
Senior Play Area (Railings)	BH21	Install mowing strip under railings in junior play area.	External	✓				
Senior Play Area (Embankment Slide)	BH22	Replace rotting steps either side of embankment slide.	External	✓				
Second Field (Middle Field)	BH28	Lift trees around headland to 4m to allow tractor to pass underneath.	External	✓				
Green Lane Boundary	BH32	Clear all fly tipped vegetation and clear sycamore.	Internal	✓				

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 2 2015/16</b>							
Car Park Boundary	BH6 Remove dilapidated wooden post and rail fence and replace with railings to match existing with concrete mowing strip.	External		✓			
Car Park	BH7 Sweep and white line with parking spaces. Include disabled parking bays.	External		✓			
Senior Play Area (Log Retaining Wall)	BH23 Stain retaining log wall by embankment slide.	Internal		✓			
Central ditch line	BH24 Lift trees to 2.5 metres and clear vegetation from underneath.	External		✓			
Central ditch line	BH25 Clear out ditch.	External		✓			
<b>Year 3 2016/17</b>							
Shrub beds to front of community centre	BH8 Strip out expired shrubs beds and replant with low maintenance grasses and mulch.	Internal			✓		
Along headlands of site	BH9 Undertake bulb planting to provide seasonal variety in floral displays.	Internal			✓		
Various locations through site	BH10 Under take planting of specimen trees	Internal			✓		
Third Field (Top Field)	BH30 Install all weather self-binding gravel footpath through to Hatch Road Country Park.	External			✓		
Country Park Field	BH31 Clear back vegetation and replace bridge to Hatch Road Country Park.	Internal			✓		

Compartment/ Area of Site	Description	Internal or External Contractor	Financial Year 2014/15	Financial Year 2015/16	Financial Year 2016/17	Financial Year 2017/18	Financial Year 2018/19
<b>Year 4 2017/18</b>							
Junior Play Area (Footpath)	BH14 Remove cracking tarmac and resurface where sinking	External				✓	
Junior Play Area (Furniture)	BH16 Replace existing corroded furniture and replace with recycled plastic examples, 2 x picnic tables and 1 x bench.	External				✓	
Second Field (Middle Field)	BH27 Sow headland with wildflower mix to promote biodiversity.	External				✓	
Third Field (Top Field)	BH29 Sow entire field with wild flower mix to promote biodiversity.	Internal				✓	
<b>Year 4 2017/18</b>							
Central ditch line	BH26 Reinforce banks of ditch with a form of shoring to aid in clearing yearly and prevent erosion.	External					✓





# Hatch Road Country Park

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## Site Description

Ownership / Management	Owned by Brentwood Borough Council.
Size	Approx 3.8 hectares.
Rights of Way and Access	No rights of way across site. Byway 155 and 165 (Brentwood), also known as Green Lane, adjoins western boundary. Informal public access permitted across whole site.
Access Points – Pedestrian and Vehicle	Vehicle access point towards north of the site grid ref: TQ 591 958 Formal pedestrian access points from Marconi Gardens, grid refs: TQ 591 958 and TQ 590 957 Informal access point from the south across Bishops Hall playing fields, grid ref: TQ 592 956
Byelaws	None
Tree Preservation Order	25/96 lists 28 preserved trees on the site and in the adjacent Marconi Gardens, see Appendix.
Statutory Designations	None.
Non-statutory designations	Local Wildlife Site: Brentwood Radio Station Grassland G14, designated 1992.
Planning Designations	C3 County Wildlife Sites. GB1 GB2 GB3 H10 Metropolitan Green Belt.

## About This Plan

This management plan covers the site of Hatch Road Country Park. The site is located to the north western side of Brentwood town, at the junction of Hatch Road (Pilgrims Hatch) and Doddinghurst Road.

The boundary of the site is shown in Plan 3, along with key locations and features.

The plan evaluates the habitats and biodiversity of the site, and sets out the actions required to manage the site.

Detailed management actions are set out for the next 10 years.

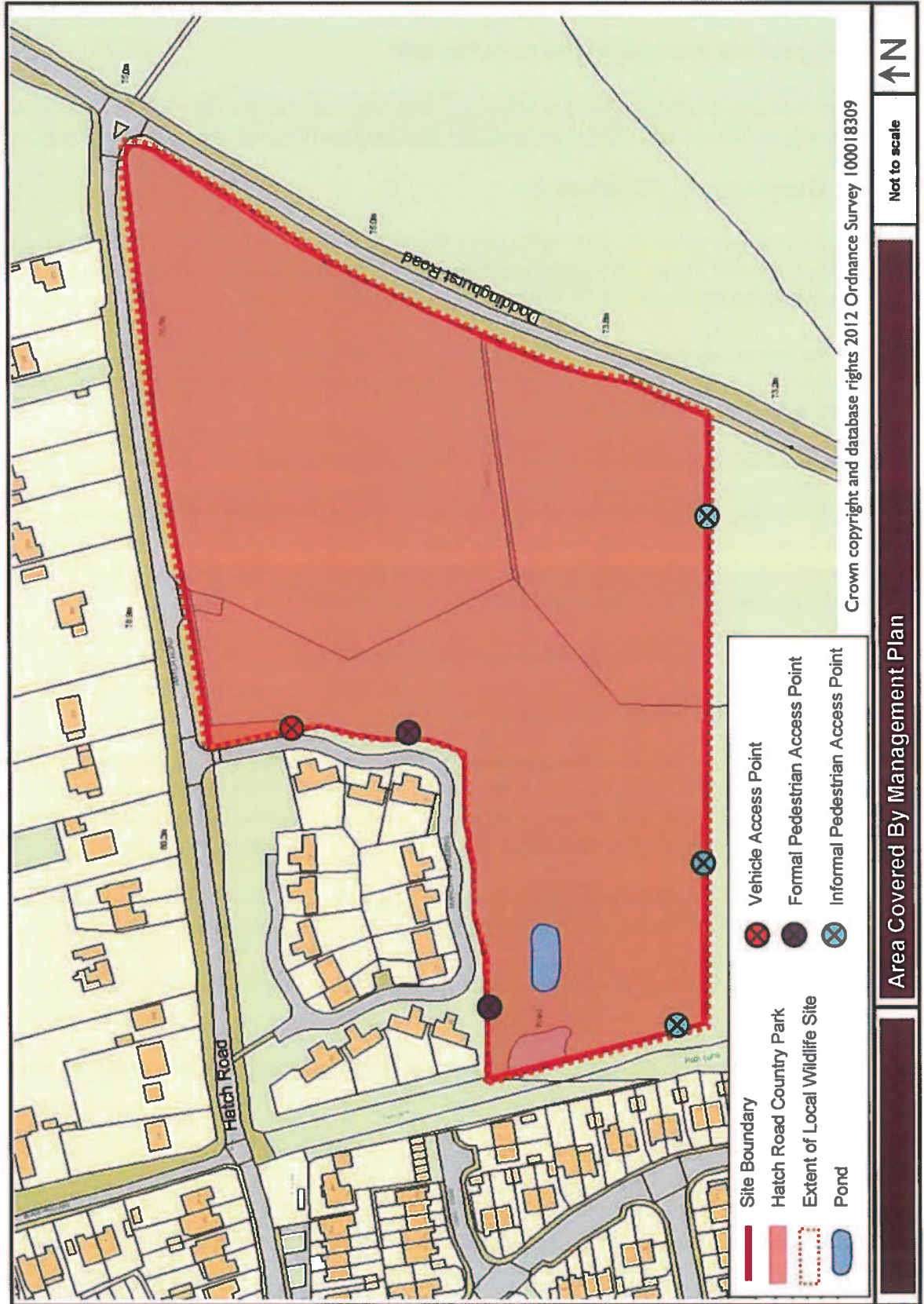
The formulation of this plan did not include detailed surveys of the site, but used previously documented surveys, supplemented by several walk-over evaluations of the site at different times of the year. It is accepted that there is benefit in updating the records for the site but this was beyond the scope of this document at this time.

## Geology and Soils

The site located on Boulder Clays, overlain with seasonally wet, clayey soils of the Windsor Association.



Plan 3: Hatch Road Country Park - Area Covered by Management Plan



## Landform

The site rises slightly from east to west, from around 75m above Ordnance datum (MSL) to 80m above Ordnance datum (MSL).

A pond on the western boundary is shown on Ordnance Survey maps. This pond is no longer present and the location is now covered with scrub.

A new pond was constructed on the site in May 2008.

There is an area of wetter ground on the south-eastern part of the site. There is no evidence of a watercourse, but the woodland in this area and adjacent grassland have species of damp habitats.

## Site Designations and Constraints

The site is designated as a Local Wildlife Site.<sup>2</sup> It is unclear whether the designated area was altered to reflect the loss of the north-western corner to residential development. If this has not been carried out this would need to be rectified by the Essex Wildlife Trust.

The site was designed due to its value as a grassland site with botanical interest. Species listed in the citation include lady's bedstraw (*Galium verum*), burnet saxifrage (*Pimpinella saxifraga*) and sweet vernal-grass (*Anthoxanthum odoratum*)."

## Previous Management Plans, Surveys and Other Documents

A botanical assessment of the site was carried out by EECOS Ltd in 2006.<sup>3</sup> This survey lists the flora on site and records relative abundance of each species. It does not classify the areas into National Vegetation Classification vegetation types, but groups the area into four general areas of grassland which can distinguished due to differences in species composition.

It makes some general recommendations for future management.

## History and Past Management of the Site

The Country Park is the site of a former British Telecom depot which was constructed in the early 20<sup>th</sup> century (marked on OS maps of 1936). The buildings, hardstanding compound and access track associated with this were located in the centre of the site. This area is currently not within the boundary of the designated Local Wildlife Site. The extent of the compound is shown in Plan 4.

In 2001 planning permission was granted for the construction of 16 dwellings in the north-western portion of the site.<sup>4</sup> The construction of the housing estate was completed in 2004.

The building works caused disturbance to some areas of the site, although all areas have now re-vegetated.

The location of the former depot was regraded with soil and a portion of this site now lies within the boundary of the country park.

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<sup>2</sup> Local Wildlife Site: Brentwood Radio Station Grassland G14, designated 1992.

<sup>3</sup> Essex Ecology Services Ltd (January 2007); BT Hatch Road Brentwood Botanical Survey.

<sup>4</sup> BRW/222/2001.

The site was transferred to the ownership of Brentwood Borough Council in 2005 as part of a s106 agreement. A dowry of £30,000 was also transferred to the Council in 2007 to carry out essential short term management.

In 2007 the site suffered from traveller incursions. Following this, improvements were made to prevent unauthorised vehicle access. This included the installation of the vehicle gate and the digging of a ditch around the Marconi Road boundary of the site. Since this work was implemented no further incursions have occurred.

Since taking ownership of the site Brentwood Borough Council has implemented a range of management works.

Since the summer of 2008 the grassland sections of the site have been cut in spring and late summer and the cut grass removed. A pond was constructed in May 2008. Access bridges have been constructed into the site from Marconi Gardens.

The 1992 Phase 1 habitat survey of Brentwood Borough mentions that the site was at the time partially grazed by tethered animals. There are no records of grazing or other management of the site prior to Brentwood Borough Council taking ownership of the site.







## Ecological Evaluation

### Management Compartments

The habitat types on the site are shown in Plan 5.

Due to the small size of the site it has not been compartmentalised into traditional management compartments, but areas of note are labelled and listed. Features of interest and management proposals are shown on the relevant plans.

### Woodland and Trees

There are several areas of woodland on the site, along with mature hedgerows and shaws and trees planted as part of the planning conditions of the construction of Marconi Gardens, see Plan 6.

On the northern and eastern boundaries of the site is a narrow shaw of trees (marked as **W1**). This row of trees creates a visual screen and buffer from the adjacent roads. The shaw is comprised of mature trees of oak, ash and hornbeam and is a valuable habitat as well as a key landscape feature. Many of the trees are subject to a Tree Preservation Order (number 25/96, see Appendix).

In the north-eastern corner of the site scrub and tree cover is developing in the corner formed by the two boundary shaws.

New tree planting of native species was carried out in 2007-8 along the eastern boundary (**W2**) to extend this hedgerow. Part of this planting has taken place in the north-eastern corner of the grassland which was highlighted as an area of floristic diversity in the 2007 survey. However, as the survey did not specifically identify the location of species of particular interest it is not known whether trees have been planted on the site of any of the key species.

In 2009 the establishment of this new planting could be assessed as variable across the area of planting. Some areas have a high establishment of trees; in other areas there is a high failure rate. This planting will require further maintenance if the woodland is to establish successfully.

In the central area of the site are the remnants of hedgerows.

There are two small groups of trees plus a stretch of high 'hedgerow' which are the remnants of the trees surrounding the BT depot (**W3**). These are comprised of native species including hawthorn and willow.

On maps dating from the 1800's a hedge is shown running from the north to the south of the site hedgerow. The only remaining section of this older hedgerow is adjacent to the southern boundary of the site and it has expanded to form a small area of woodland (**W4**). The central area of this woodland is wetter than the rest of the site, although there is no evidence of a distinct stream or ditch. There is a large dead tree in the centre of this area of woodland.

On the western boundary of the site is Green Lane, an ancient trackway bordered by mature trees. This tree cover is expanding into the site (**W5**).

On the boundary between the country park and Marconi Gardens is a hedge, planted at the time of the construction of the houses (**W6**).

Plan 5: Hatch Road Country Park - Habitats



Plan 6: Hatch Road Country Park - Woodland and Trees





As part of the planning conditions several individual standard trees (mainly ash, *Fraxinus excelsior*) were planted (**W7**). These were planted on the disturbed area of land to the east of Marconi Gardens and as such do not impinge on the more grassland habitat of the wider LoWS. Some of these trees adjacent to the eastern side of Marconi Gardens have not survived.

There are numerous individual self-seeded trees and scrub across the whole site. It is clear from the examination of aerial photographs that the cover of scrub and woodland has increased. The presence of a mix of mature trees, young trees and scrub adds to the diversity of the site, but this increase in tree cover is detrimental if it reduces significantly the amount of grassland. It is important that a balance is struck between a level of tree cover which adds to the biodiversity of the site and that which would be detrimental to the grassland habitat, for which the site has been designated a LoWS.

There are also opportunities for some tree planting around the edge of the site bordering Marconi Gardens. This area still retains evidence of disturbance and this edge of the site is not screened as fully as the other site boundaries. It is still very apparent that the residential area is an intrusion on the site. The attempts at landscape planting as part of the development of Marconi Gardens has assisted, but the planting is disjointed and does not adequately set the site in its new landscape. This could be improved through some further tree planting.

There is an area of land between the mature existing hedgerow and the newly planted hedgerow which could be planted, which would improve screening and would also help to visually improve this entrance. The addition of hedgerow trees in the stretch of hedgerow W3 and the extension of this planting to meet the ash trees planted as part of the landscaping works would help to create a more coherent and intact landscape setting for the site boundaries adjacent to the residential area.

## Grassland

The main habitat of the site is grassland. The species are typical of semi-natural lowland grassland on a neutral to slightly acidic soil (mesotrophic grassland). The mix of species suggests that the grassland has not been significantly improved with chemicals and there is no evidence of reseeding with agricultural leys.

It is for the grassland habitat that the site was designated as a Site of Nature Conservation Importance (now termed Local Wildlife Site) in 1992.

The citation lists that the site contains “a good range of species including Lady’s bedstraw (*Galium verum*), Burnet saxifrage (*Pimpinella saxifraga*) and Sweet Vernal-grass (*Anthoxanthum odoratum*).”

The grassland still maintains features of being unimproved and as such is a key habitat of nature conservation value. Such unimproved grasslands are valuable lowland habitats which have historically has high levels of loss. However, the grassland has reached the stage of a tall grass community, where grasses that grow aggressively have out-competed finer grasses and flowers, resulting in a loss of diversity.

The ecological survey of 2007<sup>5</sup> compartmentalises the grassland habitat into four areas between which there is some difference in species composition. These areas are shown in Plan 7.

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<sup>5</sup> Essex Ecology Services Ltd (January 2007); BT Hatch Road Brentwood Botanical Survey.

**Area A** is the western most field to the south of the residential area. In the 2007 survey it is described as a grassland with a wide range of species. The most frequent grass species are *Agrostis* spp, with sweet vernal-grass (*Anthoxanthum odoratum*), Yorkshire-fog (*Holcus lanatus*), rough meadow grass (*Poa trivialis*) and tufted hair-grass (*Deschampsia cespitosa*) also present. Also of botanical interest is lady's bedstraw (*Galium verum*) and the grassland also contains other species including black knapweed (*Centaurea nigra*), meadow vetchling (*Lathyrus pratensis*) and bird's foot trefoil (*Lotus corniculatus*).

**Area B** is the area directly to the east of Marconi Gardens. It partly covers the former site of the BT depot and the area was disturbed during the construction of Marconi Gardens. The 2007 survey records that the area reflects this past disturbance, with species such as creeping thistle (*Cirsium arvense*), bristly oxtongue (*Picris ecgioides*), horse-radish (*Armoracia rusticana*) and teasel (*Dipsacus fullomum*) forming a greater component of the grassland than the other areas of the site.

**Area C** This area of grassland is described in the 2007 survey as being dominated by false oat-grass (*Arrhenatherum elatius*), but with localised areas of botanical interest in the north-east corner including lady's bedstraw and burnet saxifrage (*Pimpinella saxifraga*) and a localised patch of betony (*Stachys officinalis*).

**Area D** in the south eastern most corner of the site is characterised by damper conditions, as does the adjacent woodland area W4. Species recorded here in 2007 include marsh thistle (*Cirsium palustre*), wild angelica (*Anglelica sylvestris*) and localised meadowsweet (*Filipendula ulmaria*).

**Area E** is outside of the boundary of Hatch Road Country Park. It is a small area of rough grassland (approximately 0.4 hectares) between the Country Park and the Bishops Hall Playing Field and is also owned by Brentwood Borough Council. This area was not included in the 2007 survey but it is rank grassland, dominated by false oat-grass (*Arrhenatherum elatius*), hogweed (*Heracleum sphondylium*) and creeping thistle (*Cirsium arvense*). Scrub is encroaching across the area. This area of grassland has not been cut for many years and was not included in the haycutting of the Country Park site in 2008 and 2009. If this area remains uncut it will continue to be an area from which thistles and other weed species will re-infect the wildlife site, therefore hindering efforts to restore the biodiversity value of the site.

Cutting of the grassland, with the cutting being removed, started in 2008, with the implementation of both a mid summer (June) and late summer (September) cut.

The sward in 2009 was still vigorous and dense and dominated by false oat-grass. However, comparison with Area E, which has received no management in recent years, highlights that the management is already having a positive effect, with a lower level of creeping thistle, hogweed and other weed species.

Human activity created grasslands habitats and therefore annual management is required in order to prevent degradation of the habitat, and ultimately reversion to a scrub habitat. Management is also key to maintaining and increasing floristic diversity.

This management is either through cutting and removing the cut grass or through grazing. The aim of both forms of management in biodiversity terms is to remove nutrients from the site to provide more favourable conditions for 'finer' grass species and flowers and create less favourable conditions for coarse grasses, to break up any thatched grass in the sward and to create seeding places for the establishment of flower species.

Grazing produces a diverse structure with areas of short and long grass and the stocking levels of animals on each field can be controlled to give the desired result. This must be balanced with the initial costs of fencing and water provision and potential problems with sourcing graziers and public access. Cutting requires intervention only once a year and avoids possible conflict but incurs an annual cost

As there has not been any past monitoring of the site and management during the time of ownership by BT is unclear, it is not possible to definitively determine that there has been decrease in floristic diversity. However, it is possible to infer through the limited occurrences of those species of floristic interest recorded in the 2007 survey, along with the predominance of a 'rank' grassland sward and vigorous sward growth, that the floristic diversity of the site has decreased since its designation in 1992.

Therefore management in the form of cutting or grazing is essential on this site to halt decline in floristic diversity and to work to increase the floristic diversity. Due to the vigorous growth of the sward still evident after two seasons of cutting in the spring and summer, intensive cutting could be required for several seasons. The long term aim will be to revert to an annual hay-cut.

Grazing is unlikely to be a practical option due to the small scale of the site and lack of proximity of nearby grazing land and capital outlay will be required to fence and install water on the site. Due to public access on the site, cattle would be the most appropriate grazing animals.

At present the entire site is cut, apart from some areas around the scrub margins. This extensive cutting removes all hibernation areas for invertebrates, although to date this has been addressed to some extent through the area of land directly to the south of the site remaining unmanaged. However, if this area is brought into management to enhance the biodiversity value of this area of land and to help prevent the spread of thistles and other undesirable species back onto the main Country Park site, this refuge area will be lost.

## Pond

There is a created pond in the field to the south of Marconi Gardens. This was constructed in May 2008. It is approximately 13m by 20m and lined with puddled clay. Wetland plants were planted and wildflower seed sown around the edge of the pond.

The creation of the pond has not been entirely successful and the pond does not hold water throughout the year. There is no water inlet to the pond and therefore it relies on the pond filling entirely through precipitation.

## Mammals

There is a possible badger sett on the western boundary just south of the south-western most property of Marconi Gardens and roughly on the location shown on Ordnance survey maps as a pond.

There were signs of activity at the time of the formulation of this plan (2009).

If this is indeed a badger sett this will need to be taken into account before carrying out management works in the vicinity which could result in disturbance to the sett (see paragraph 0).



It is possible that there are bats present in the pill boxes and in mature trees surrounding the site.

## Access and Interpretation Evaluation

### Access

There is full public access across the site.

There are two formal pedestrian access points from Marconi Gardens, along with a vehicle access point from Marconi Gardens close to Hatch Road. Access is also gained from the south through both fields adjacent to the Bishops Hall Playing Fields. See Plan 3 for current access points.

There are several informal paths across the site. None of these paths are surfaced.

There are two pill boxes on the site. One is close to the southern site boundary within woodland W4, the other is close to the eastern boundary (Doddinghurst Road). The structure close to the eastern has attracted some anti-social behaviour and is due to be removed in 2010.

From October 2004, under Part III of the Disability Discrimination Act 1995 (DDA), service providers have been expected to take reasonable steps to remove, alter or provide reasonable means of avoiding physical features which make it impossible or unreasonably difficult for a disabled person to make use of a service. It requires that provision for disabled people is considered equally with that of all other visitors when determining the management of access to the countryside.

The level of access that is reasonable to provide at Hatch Road Country Park needs to be assessed on a number of parameters:

- Current physical access around the site and the natural physical features of the site (eg topography) which may enhance or limit access;
- Ability of the public to reach the site;
- Provision of access across the range of countryside sites in the area.

To determine current standards an accessibility assessment was carried out using 'BT Countryside for All' and a checklist adapted from the Sensory Trust. Table 6 provides a brief evaluation of the main issues relating to accessibility on the site.

Weald Country Park within the vicinity of Hatch Road Country Park already provides high standards of 'access for all' provision, especially for wheelchairs. However, this site is a useful local and community site and access to some parts could be improved.

There are few resting places in the park which limits comfortable enjoyment by a range of people, including the elderly.

It would be appropriate to make access improvements. This would not have to be across the entire site as the site is already fully accessible to a wide section of the population due to the flat topography and easy to use grass paths. Improvements in key areas of interest close to an entrance way could be achieved with low resource input and would open up the site for a wider range of the people. A key location for this would be in the south-western part of the site around the pond, which can be accessed both from Marconi Gardens and would be accessible to the wider population of Pilgrims Hatch using Green Lane.

The areas around the entrances are key to the site being welcoming to visitors. There are opportunities to keep these entrances clearer of vegetation.

Table 6: Hatch Road Country Park - Access Assessment

<b>Access/Routes</b>		
Are all parts of the site accessible to people with limited mobility, including wheelchairs	No	The site is flat and level with well-trodden grass paths which are easy to use for people with a range of mobility abilities but not manual wheelchairs
Are the most popular features/areas accessible? Are the areas nearest to main point of entry accessible?	No	As above, access is easily gained but not suitable for wheelchair access
Are there compensatory routes around difficult areas, offering an equivalent quality of experience?	No	
Are path surfaces firm, even and non-slip?	Partly	Grassy paths are broadly accessible to pedestrians in summer, but are not wheelchair accessible and could become muddy during the winter.
Are entrances accessible?	No	Bridge structure from one entrance from Marconi Gardens and grass path entrance from other Marconi Gardens entrance
No car park is available, is there a drop off point close to the entrance?	Yes	Marconi Gardens offers a quiet drop off point
<b>Comfort</b>		
Is there adequate resting/seating provision on walks/trails?	Partly	Limited benches or seating on site.
Are there pleasant seating areas close to entrances(s) for people with limited mobility?	Partly	Bench close to pond.
<b>Safety</b>		
Does the site have waymarking, maps (tactile or otherwise) or other orientation devices?	No	Interpretation commissioned and will be installed in 2010.
Are there clear sightlines from pathways, particularly curves or gradients?	Yes	Mainly good due to landform of the site giving good views.
Has the creation of dead-ends and 'entrapment zones' been avoided?	Yes	
<b>Accessibility in Context of Other Countryside Sites</b>		
Are there other nearby countryside sites that provide access for all?	Yes	Weald Country Park offers high levels of access and extensive Country Park facilities. This site is a valuable site for the local community which live in close proximity but is not promoted for visitors from further afield.
<b>Capacity of Site</b>		
Are there limits placed on providing reasonable access, for example through the landform of the site?	No	

## Community and Educational Use

Brentwood Conservation Volunteers, a group of volunteers from the local community, carry out periodic management of the site under the guidance of Brentwood Borough council staff.

There is currently no educational use of the site. Pilgrims Hatch Primary School is within a mile walking distance of the site and therefore the site offers potential for use by the school. The site should be promoted to the school for such use. Notwithstanding the limited staff resources from Brentwood Borough Council to organise school visits, the school may wish to use the site independently which would help to foster local interest in the site amongst families.

Due to the close proximity of Pilgrims Hatch there is great potential to increase community engagement in the site. The formation of a 'Friends' Group or volunteer wardens to help manage the site could be beneficial in the long term. Real community interest in a site can help to prevent and manage problems such as flytipping and vandalism. However, this approach does require considerable staff resources in the short-term. Within the current staff structure there is likely to be insufficient staff time available to undertake substantial community involvement in this site.

It is possible that interested local individuals could assist with monitoring and checking the site for the key floristic species which management is trying to increase.

There is potential to raise awareness of the nature conservation value of the site with local residents. This could be done utilising existing community newsletters, on site notice boards and through the local school.

## Interpretation Provision

Interpretation boards have been commissioned and are due to be installed in 2010.

There is currently no entrance signing naming the site or stating that it is available for public access and owned and management by Brentwood Council. Such signage would help to create a sense of identity for the site.

## Summary of Evaluation

This section serves to summarise the main points of the evaluation section.

Table 7: Hatch Road Country Park - Ecological Evaluation of Habitats

Criteria	Grassland	Woodland and Scrub	Pond
<b>Diversity</b>	<ul style="list-style-type: none"> <li>Overall low species diversity apart from localised areas of greater botanical interest</li> <li>The grassland retains some characteristics of unimproved grassland which is of higher biodiversity value than improved grassland habitats</li> <li>Grassland is formed and maintained through human management practices. As the grassland communities have been unimproved they retain some botanical interest</li> <li>The centre of the site has been heavily disturbed</li> </ul>	<p><u>Species Diversity</u></p> <ul style="list-style-type: none"> <li>Limited diversity of tree species in most areas of woodland</li> </ul> <p><u>Structural Diversity</u></p> <ul style="list-style-type: none"> <li>Range of ages in the woodland and scrub from mature trees in the hedgerow/shaws surrounding the site to younger trees and scrub developing</li> <li>The scrub and shaws have developed through self-seeding</li> <li>The hedgerow bounding Beads Hall Lane which also forms the western boundary of the site is likely to be ancient, following the course of this ancient trackway</li> <li>There are some limited remnants of the old hedgerow pattern</li> <li>There are few non-native tree species on the site</li> </ul>	<ul style="list-style-type: none"> <li>Low diversity of plants</li> <li>Pond sparsely vegetated</li> </ul>
<b>Naturalness</b>	<ul style="list-style-type: none"> <li>Unimproved grassland is uncommon</li> <li>The site supports some locally uncommon species including lady's bedstraw (<i>Galium verum</i>) burnet saxifrage (<i>Pimpinella saxifraga</i>) and sweet vernal-grass (<i>Anthoxanthum odoratum</i>)</li> </ul>		<ul style="list-style-type: none"> <li>Created pond with no natural water inlet</li> </ul>
<b>Rarity</b>	<ul style="list-style-type: none"> <li>The grassland will decrease in biodiversity value unless management is continued in the form of cutting or grazing</li> <li>The grassland is at risk from scrub encroachment</li> </ul>	<ul style="list-style-type: none"> <li>No rare species and not a rare habitat</li> </ul>	<ul style="list-style-type: none"> <li>No rare species recorded</li> </ul>
<b>Fragility</b>		<ul style="list-style-type: none"> <li>Robust habitat which is readily regenerating</li> </ul>	<ul style="list-style-type: none"> <li>The pond dries out in the summer</li> <li>It is therefore currently not a robust habitat</li> </ul>



Criteria	Grassland	Woodland and Scrub	Pond
<p><b>Position in the Ecological Unit</b></p>	<ul style="list-style-type: none"> <li>▪ Unimproved grassland is becoming uncommon in Essex and forms only a small proportion of the land cover in the Borough</li> <li>▪ Since 1930, nationally 95% of flower-rich neutral grasslands have been lost. The sites owned by Brentwood Borough Council would form a very significant semi-natural grassland habitat in Essex with appropriate management.</li> <li>▪ This habitat exists only in isolated sites and this site is not linked to any other unimproved grassland sites</li> </ul>	<ul style="list-style-type: none"> <li>▪ In the surrounding landscape are mature hedgerows and isolated small woodlands. This mature shaws on this site forms an important landscape and ecological link in this network</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not connected or close to any other wetland habitat</li> <li>▪ Useful biodiversity addition to the site if the issue of water retention can be solved</li> </ul>

## SWOT Analysis

Strengths	Weaknesses
<p>Mature trees and shaws surrounding site grounds the site in the surrounding landscape, provides valuable habitat and links to other nearby mature hedgerows and small woodlands</p>	<p>Disturbance of area to the east of Marconi Gardens during construction works has altered the vegetation community structure and introduced non-native species</p>
<p>Some uncommon grassland species remain despite lack of management during previous ownership and disturbance of some areas of the site during construction works</p>	<p>Lack of management has resulted in the grassland developing into a rank grassland with a dense sward, threatening the viability of the more uncommon flora</p>
<p>Diversity of age structure of woodland and scrub provides a range of habitats</p>	<p>Recent tree planting has taken place in an area identified as having botanical interest (north eastern corner)</p>
<p>Inclusion of the pond has the potential to add a valuable habitat</p>	<p>Presence of Marconi Gardens residential area remains intrusive in the landscape</p>
<p>In close proximity to residential area creating a locally important public access site</p>	
<p>The mosaic of trees, scrub and grassland adds to the biodiversity value of the site</p>	
Opportunities	Threats
<p>Enhancement of the pond would add a valuable wetland habitat</p>	<p>Further reduction in the area of grassland due to encroachment of scrub</p>
<p>Further tree planting to continue to reduce the impact of Marconi Gardens</p>	<p>Due to proximity to urban areas there is a possibility of anti-social use, eg fly-tipping, travellers, motorbike use</p>
<p>Establishment of refuge strips in the grassland which are cut on rotation</p>	<p>Cessation of management of the grassland would result in loss of species of interest</p>
<p>Instate management of adjacent area of land to increase biodiversity value and to limit spread of thistles and other weeds species back onto the main site</p>	<p>Re-colonisation of site with thistles and other weed species from the adjacent Brentwood Borough Council owned land and from the area of disturbed land to the east of Marconi Gardens</p>
<p>Proximity of Marconi Gardens and extensive residential area nearby offers the potential of community engagement</p>	
<p>Promote access links from the south from Beads Hall Lane and Bishops Hall Playing fields</p>	
<p>Create a greater sense of identity, eg with entrance signage, and promote understanding of the value of the site</p>	
<p>Improvement of standard of access and 'access for all'</p>	
<p>Monitoring of the presence and extent of key species would help to guide future management</p>	



## Factors Influencing Management Objectives

### General Factors Influencing Management Objectives

The needs of nature conservation need to be balanced with the public amenity role of the site. This influences, for example, the choice of hay-cutting to manage the grassland versus grazing.

### Management Structure and Resources

The site is currently managed by staff and volunteers working under the auspices of Brentwood Borough Council.

There is a current budget available for the management of the site (£19,746) which is the remaining amount of the dowry associated with the transfer of the site to Brentwood Borough Council.

Due to current and future public spending constraints it is likely that ongoing budget resources available from Brentwood Borough Council for management will be limited.

As there is public access the site may qualify for grants from some lottery sources. It may be necessary to apply for these through a site based community group, which at present does not exist for the site.

The site is not in the Essex target area for Higher Level Stewardship.

Although the site has some biodiversity value it is unlikely to be sufficiently attractive to funders giving grants for biodiversity management.

Management through the volunteer work parties of the Brentwood Conservation Volunteers could continue if sufficient supervisory staff time is allocated by Brentwood Borough Council. This would be the most cost-effective form of management.

### Designation and Legal Constraints

A Tree Preservation Order is in place for some of the mature trees on the northern and eastern boundary of the site.

## Wider Influencing Factors

### Climate Change

Climate change is a factor which needs to be taken into account when formulating management objectives, especially for woodland habitats for which management actions have a long timescale.

Although the exact effects of climate change on this site cannot be predicted, some general principles which can be applied to habitat management should be considered in formulating management objectives:

- Reduce habitat fragmentation and increasing the connectivity of the landscape so that species can move in response to changing climate;
- Enhance populations of species and maintain favourable habitat conditions for them.

This requires that habitat management creates a robust habitat. It also requires that the site is not viewed in isolation, but as a key habitat within the wider landscape.

## Management Aims and Objectives

The management aims are:

### **Aim 1 To manage the site to conserve and enhance the habitats, in particular the grassland habitat for which the site is designated a LoWS**

#### Objectives

- 1 To implement management to halt the further decline in floristic diversity of the grassland and to aim to increase the diversity, especially of key species as identified within the LoWS citation;
- 2 To reduce scrub coverage of grassland areas where this scrub is compromising the grassland habitat;
- 3 To retain a mosaic of shrub, wetland and sub-shrub habitats;
- 4 To improve biodiversity of the pond/wetland area;
- 5 To gain further understanding of the populations of key species and the effects of management, setting limits of acceptable change;

### **Aim 2 To provide a publicly accessible site**

#### Objectives

- 6 To improve access for people with a range of abilities, at a level appropriate to the status of the park as a site for local people;

### **Aim 3 To improve the landscape setting of the site**

#### Objectives

- 7 To carry out further landscaping around Marconi gardens to embed the residential area in the landscape and to further screen the development from the Country Park;

### **Aim 4 To extend understanding and involvement from the local community and schools**

#### Objectives

- 8 To install interpretation and entrance boards to increase site identity;
- 9 To promote awareness of the nature conservation value of the site with adjacent residents and the local community of Pilgrims Hatch;
- 10 To promote the site as an education resource.

## Management Actions

### Grassland Management Actions

Grassland management areas are shown in Plan 7.

Two hay-cuts during the growing season should continue for two or possibly three more seasons. The first spring cut should be brought forward from June to April, with later summer hay-cut remaining in August/early September. Monitor the effect of this cutting regime on the sward and move to an annual late summer haycut when grass growth has become less vigorous.

The thistles on the site and in the adjacent Area E should be topped in June until the amount of this species has reduced.

Continue to leave margins of longer grass around woodland and scrub edges. In addition, leave refuge strips of uncut grass in each of fields. Cut these refuge strips and grass margins on rotation to improve diversity of the refuge areas and to control creeping thistle and other weed species. Leave some refuge areas intact at all times.

It is imperative that the field of rank grassland adjacent to the south-eastern corner of the site (**Area E**), also owned by Brentwood Borough Council, is brought into management as soon possible to prevent re-infestation of the LoWS grassland, and to improve the extent of grassland habitat. Whilst this remains uncut it is hindering the efforts to restore the biodiversity value of the grassland.

The disturbed areas of grassland (**Area B**) requires more intensive cutting for two or possible three seasons in order to control species such as nettle and horse-radish and prevent spread of these species into the wider grassland. Consider spot treatment of undesired species if necessary if cutting is not sufficiently effective. Small areas of teasel can remain as a seed source for birds but this species should also be cut to prevent further spread.

Also consider more regular cutting of the area around the pond if this area becomes a more easily accessible area of the site. It would be appropriate to implement more intensive management in this area.

Although the presence of key species of floristic interest was confirmed through the 2007 survey and the approximate locations of these species, further detail is required to determine the extent of these species. The grassland should be monitored, with a first action plotting those areas of higher botanical interest. At a minimum a simple walk-over survey should be conducted each year before the late summer hay cut.

Management should be adjusted depending on the levels of key species recorded annually, which includes species of floristic interest and importantly undesirable species such as creeping thistle and the spread of undesirable species from the disturbed grassland in Area B. This survey should extend to the area of recent planting in the north eastern corner.

Keep entrances more clear of vegetation to maintain a welcoming aspect to the site.

## Woodland, Scrub and Landscape Enhancement Management Actions

Woodland, scrub and landscape enhancement actions are shown in Plan 8.

Remove scrub from areas of the site in order to prevent further loss of grassland habitat:

- Remove satellite scrub in Areas A, C and D;
- Reduce extent of scrub in Areas A, C and D;
- Monitor extent of scrub around woodland edges and prevent further spread, cutting edge scrub on rotation if necessary.

Further planting around the Marconi Gardens boundary be beneficial to strengthen the landscape setting of this site edge and would be sited on the area of previously disturbed grassland and therefore would not impinge on the more floristically diverse grassland:

- The area between the hedge planted as part of the landscaping works and the existing boundary hedge (marked P1 on Plan 8) to produce a more cohesive landscape edge
- Implement a larger area of planting to join the existing hedgerow W3 with the standard trees planted as landscaping (W7) (marked P2 on Plan 8). Incorporate hedgerow trees within the hedgerow W3. This would provide an area of planting which is more blended into the landscape and would enhance the setting of the entrances

An outline plan for this planting is shown in Plan 9.

The pond should be monitored during the next few seasons as the lack of water may be due to the low levels of rainfall in 2008 and 2009 and the pond may fill during the coming years. However, if there is sufficient rainfall but the pond does not fill it is likely that the lining of the pond is compromised. The options to remedy the situation are limited as there is no natural source of water on site to fill the pond and filling through non-natural means is not sustainable. The possible options are:

- Take no action and accept the pond will remain as it is, albeit as an unattractive feature of the site;
- Regrade the pond into a marshy area, filling it halfway with soil and consider using a liner to assist water retention;
- Fill the pond in.

It is suggested that in order to determine which course of action is taken a community consultation exercise is carried out with adjacent residents and users of the site, presenting the three options. This will raise awareness of the issues and will provide a mandate for the decision and acceptance by users.

## Access and Community

Formalise the entrance from Green Lane, tidying and clearing the entrance and installing low key entrance signage. This would open up the site to residents from Pilgrims Hatch and would avoid the requirement to walk along Hatch Road which does not have pavements.



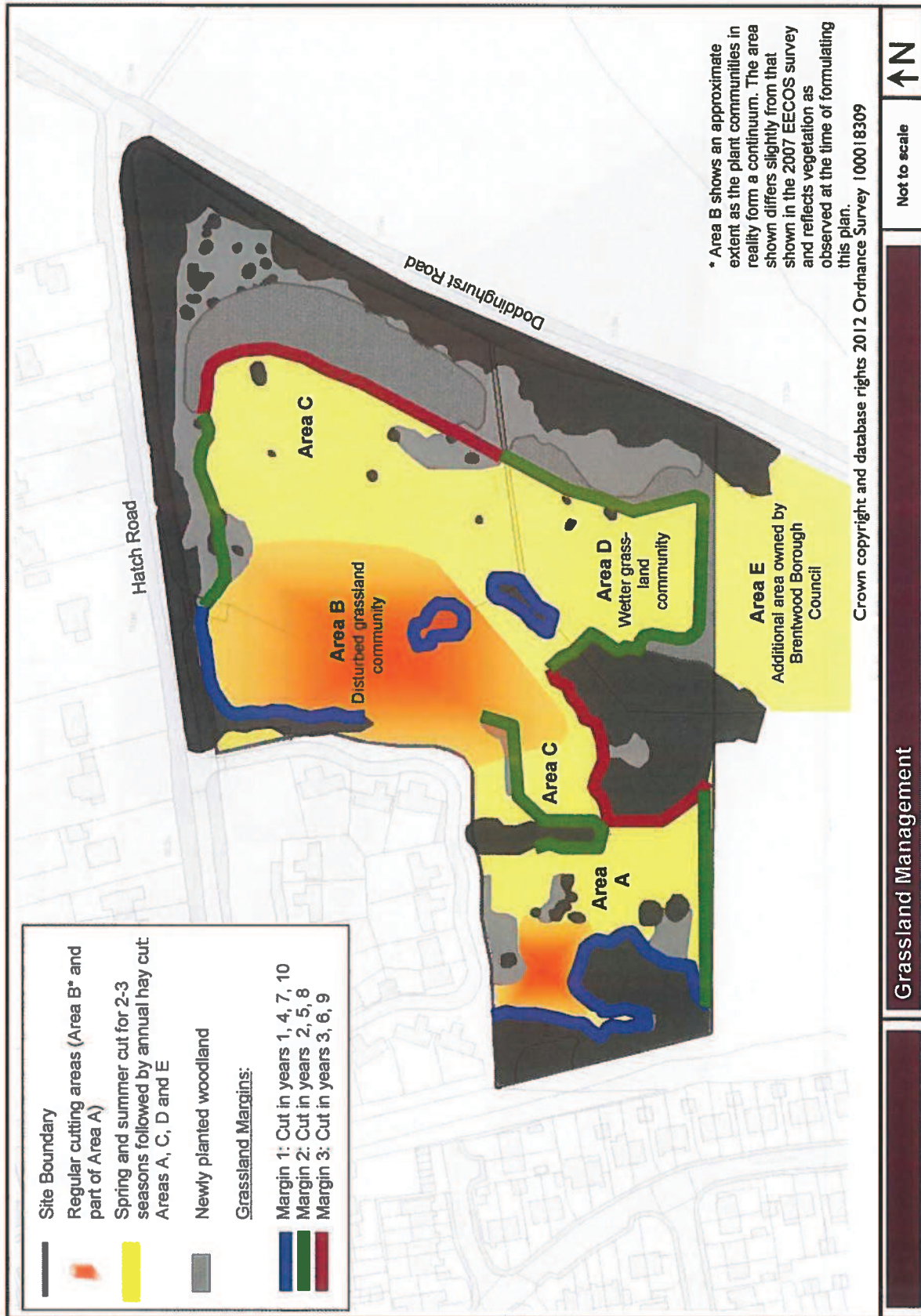
Zone the area around the pond as an easy access area, keeping the grass in the area more regularly cut. Consider surfacing a path from Marconi entrance to this area.

More benches would make the site more useable for those with mobility impairments. A key area should be around the pond.

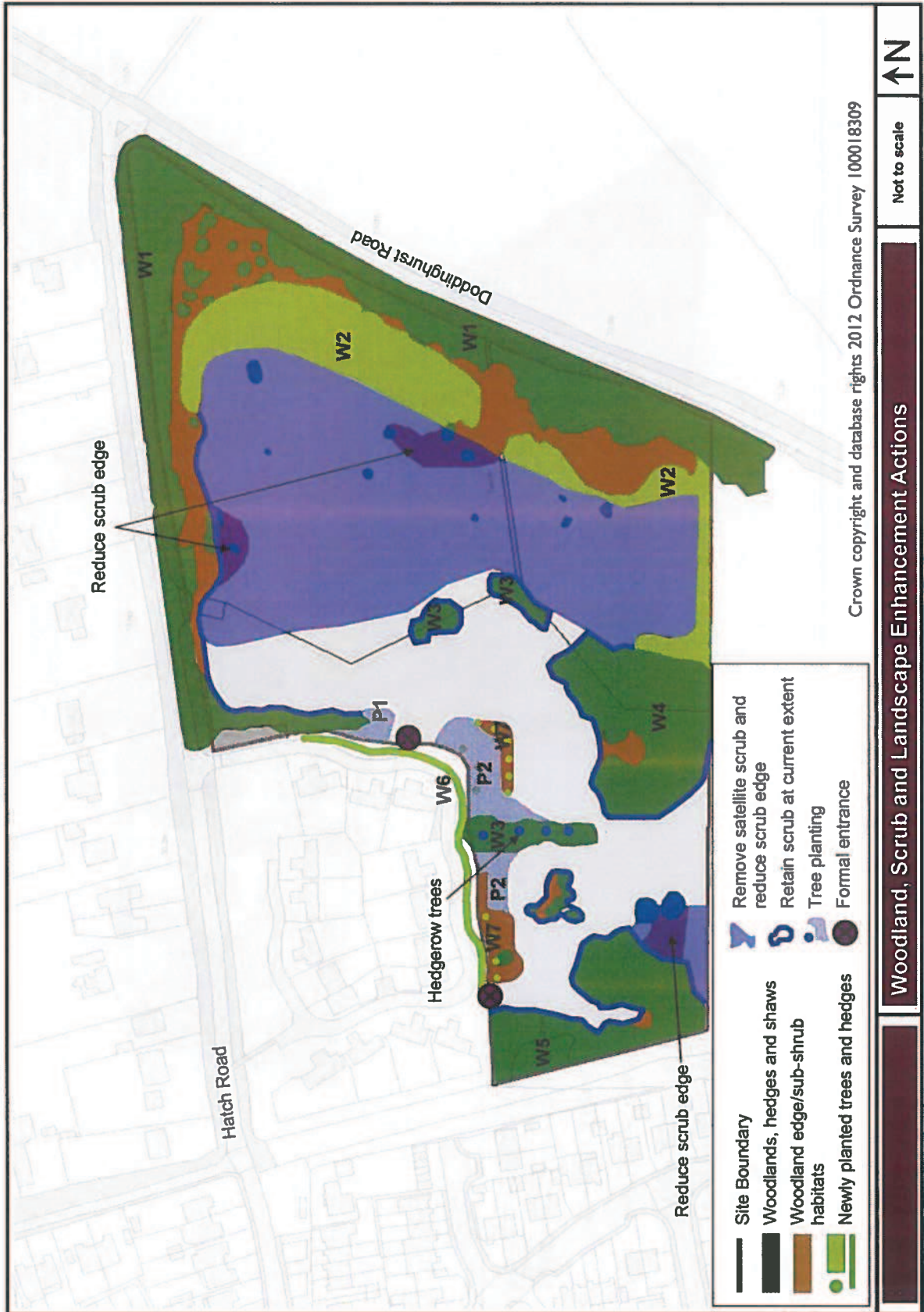
Install entrance signage, including low key entrance signage at the informal Bishops Hall entrance.

Make the entrances more welcoming through preventing them becoming overgrown with vegetation.

Plan 7: Hatch Road Country Park - Grassland Management

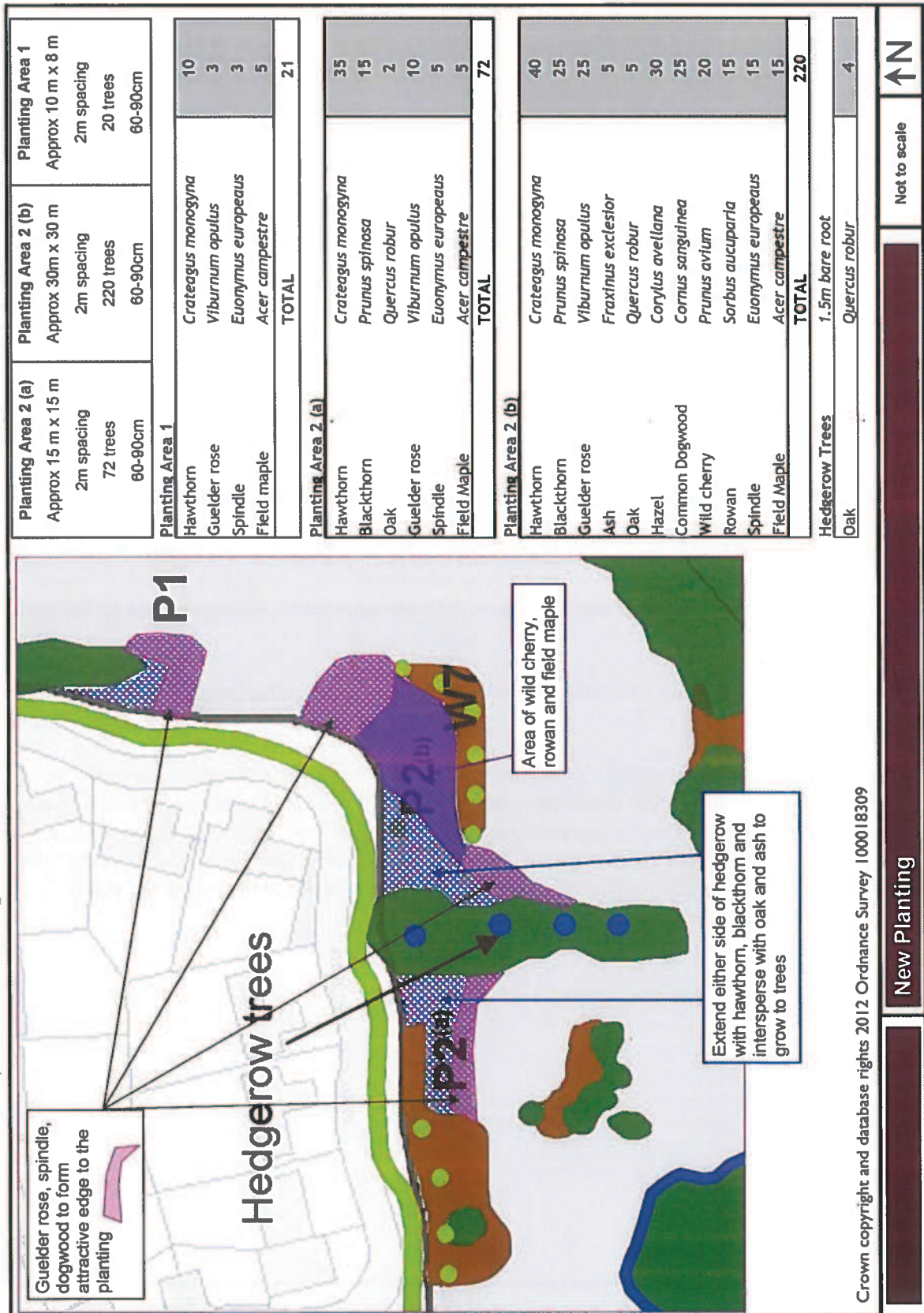


Plan 8: Hatch Road Country Park – Woodland, Scrub and Landscape Enhancement Actions





Plan 9: Hatch Road Country Park - New Planting



## Protected Wildlife

There are a number of animals protected under law which are either known to be present or believed to be present on the site.

Under Schedule 5 of the Wildlife and Countryside Act 1981 an offence would constitute:

- intentional killing, injuring, taking;
- possession or control (live or dead animal, part or derivative);
- damage to, destruction of, obstruction of access to any structure or place used by a scheduled animal for shelter or protection;
- disturbance of animal occupying such a structure or place;
- selling, offering for sale, possessing or transporting for the purpose of sale (live or dead animal, part or derivative);
- advertising for buying or selling such things.

Species which may inhabit the site which are given full protection under Schedule 5 are:

- All bats (in pill boxes and mature trees);
- Great crested newt (*Triturus cristatus*).

Bats and their roosts and great crested newts are also included in Schedule 2 of the Conservation (Natural Habitats) Regulations 1994, which defines them as "European protected species of animals". This makes it an offence deliberately to kill, capture, or disturb a European Protected Species, or to damage or destroy the breeding site or resting place of such an animal. If a management action is likely to result in breach of these regulations a licence must be applied for to Natural England.

For any works which may affect these species Natural England must be consulted and consent obtained.

Badgers are protected under the Protection of Badgers Act 1992, which makes it an offence to damage or obstruct a badger sett which shows signs of current use by badgers, or to disturb a badger within a sett. Different agencies are responsible for issuing licences for disturbing a sett depending on the purpose of the work, ie for conservation, forestry or for works to a Scheduled Monument. It is therefore advisable to consult with these agencies to determine the correct procedure for any given management action.



## Action Table

Actions for Hatch Road Country Park are shown in Table .

Table 8: Hatch Road Country Park – Management Actions

Code	Description	Year of Management Plan	Actual Year	Q1	Q2	Q3	Q4	Priority	Suitable for Volunteers?	Type of Work
HR4	Cut refuge margins 3; leave uncut margins 1 and 2.	1	2014			x		1	No	Grass/vegetation cutting - summer
HR16	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	1	2014			x		1	No	Grass/vegetation cutting - summer
HR7	Cut refuge margins 1; leave uncut margins 2 and 3	2	2015			x		1	No	Grass/vegetation cutting - summer
HR17	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	2	2015			x		1	No	Grass/vegetation cutting - summer
HR10	Cut refuge margins 2; leave uncut margins 1 and 3	3	2016			x		1	No	Grass/vegetation cutting - summer
HR18	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	3	2016			x		1	No	Grass/vegetation cutting - summer
HR11	Cut refuge margins 3; leave uncut margins 1 and 2.	4	2017			x		1	No	Grass/vegetation cutting - summer
HR19	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	4	2017			x		1	No	Grass/vegetation cutting - summer
HR12	Cut refuge margins 1; leave uncut margins 2 and 3	5	2018			x		1	No	Grass/vegetation cutting - summer

Code	Description	Year of Management Plan	Actual Year	Q1	Q2	Q3	Q4	Priority	Suitable for Volunteers?	Type of Work
HR20	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	5	2018			x		1	No	Grass/vegetation cutting - summer
HR13	Cut refuge margins 2; leave uncut margins 1 and 3	6	2019			x		1	No	Grass/vegetation cutting - summer
HR21	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	6	2019			x		1	No	Grass/vegetation cutting - summer
HR14	Cut refuge margins 3; leave uncut margins 1 and 2	7	2020			x		1	No	Grass/vegetation cutting - summer
HR22	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	7	2020			x		1	No	Grass/vegetation cutting - summer
HR15	Cut refuge margins 1; leave uncut margins 2 and 3	8	2021			x		1	No	Grass/vegetation cutting - summer
HR23	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	8	2021			x		1	No	Grass/vegetation cutting - summer
HR24	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	9	2022			x		1	No	Grass/vegetation cutting - summer
HR25	Hay cut, late summer. Cut and remove arisings. Leave some refuge areas uncut; see relevant year for details.	10	2023			x		1	No	Grass/vegetation cutting - summer

**18<sup>th</sup> March 2015**

**Environment Committee**

**Recycling Contract**

**Report of:** *Roy Ormsby – Head of Street Scene*

**Wards Affected:** *All*

**This report is:** *Public*

## **1. Executive Summary**

- 1.1 The current recycling contract with Basildon is due to end in May 2015, and currently provides the Council with an income of approximately £250,000 per annum.
- 1.2 Over the past six months there has been a joint procurement undertaken with Basildon, Rochford and Uttlesford Councils, which offered the best opportunity to secure maximum value, due to the increased tonnage. The Council is now at the final stage of this procurement, which will extend over the next four years, and it is apparent that the market for the sale of the dry recyclate is very depressed.
- 1.3 The final stage of the procurement process is for Member approval, and shows that as opposed to the income the Council currently receives, there will now be a payment to the contractor. The Council also tips their recyclate at the Basildon depot, who will charge a nominal fee of £5.00 per tonne as a gate fee.
- 1.4 The new contract will mean a net increase of over £85.00 per tonne for the Council, and will mean a net loss of approximately £540,000. This will mean a pressure on the 2015/16 budget of £300,000.

## **2. Recommendation(s)**

- 2.1 That Members approve the introduction of the new recycling contract, which will commence in May 2015.**

### **3. Introduction and Background**

- 3.1 The current contract has been in place for five years, and was the first time in a many years that there had been such a large income achieved from recycle, which is traditionally a volatile market in terms of waste. Unfortunately this was seen as a saving by the Council, and included in the base budget as a reduction in the overall cost of waste collection, although this was never sustainable in the long-term.
- 3.2 There are a number of reasons for the dramatic fall in the market price of the materials collected by this Council:-
- i) The fall in paper prices
  - ii) The percentage of paper in the mix has fallen, due to less newspapers being read and increasing use of digital media. A number of paper mills have closed due to the reduction in need for paper.
  - iii) The reduction in the use of aluminium in cans, this is now being replaced with light steel in cans.
  - iv) The fall in oil prices means it is cheaper to use oil rather than recycled plastics in the production of new plastics. This has reduced the price for recycled bottles.
  - v) The fall in the export market to China means that prices are low; this market has underpinned the UK price.
  - vi) There is over capacity in MRFs and a number of UK plants have closed.
  - vii) New legislation has increased costs. The MRF Code of Practice has meant that MRF must operate to a high standard and produce an end product comparable to that collected and sorted at kerbside. The cost of processing has gone up.
  - viii) The new EU Regulations have meant that it is quality rather than quantity which is the driving factor.
- 3.3 These factors have driven up the costs at material recovery facilities and decreased the prices that the operator can receive from the materials, such that there is now a net increase in cost to this Authority.
- 3.4 At the beginning of the procurement process it was thought by the consultants employed by the Councils to manage this that the price would be at zero or at the worst a slight negative cost.

#### **4. Issue, Options and Analysis of Options**

- 4.1 The Council has been through a robust procurement process in partnership with other Local Authorities, therefore it is felt there are no other options at this stage.

#### **5. Reasons for Recommendation**

- 5.1 This has been through a robust procurement process, and the price outlined in the report is the best price achieved.

#### **6. Consultation**

- 6.1 The consultation process was through the procurement process in partnership with other Local Authorities.

#### **7. References to Corporate Plan**

- 7.1 The Council are committed to increasing recycling.

#### **8. Implications**

##### **Financial Implications**

**Name & Title:** Chris Leslie – Financial Services Manager (S151 Officer)

**Tel & Email:** 01277 312542 / christopher.leslie@brentwood.gov.uk

- 8.1 The budget for 2015/16 was set on the knowledge that the income from the existing recycling contract would come to end and this was removed from the base budget.
- 8.2 Following the setting of the budget the final figures from the procurement process have been made available and showed the market for dry recycle is far more depressed than anticipated.
- 8.3 These factors combine to give an additional pressure on the 2015/16 budget of £300,000. Measures to address this pressure are already being considered and include utilisation of grant income and invest to save initiatives.

##### **Legal Implications**

**Name & Title:** Chris Potter – Monitoring Officer and Head of Support Services

**Tel & Email:** 01277 312860 / Christopher.potter@brentwood.gov.uk



- 8.4 The Committee needs to decide whether or not to award a contract in accordance with the procurement exercise, and should it so decide it must be accordance with the terms of that procurement exercise.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 8.5 None

9. **Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None

10. **Appendices to this report**

None

**Report Author Contact Details:**

**Name:** Roy Ormsby, Head of Street Scene  
**Telephone:** 01277 312554  
**E-mail:** roy.ormsby@brentwood.gov.uk

## **Members Interests**

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

## **Environment Committee Terms of Reference**

### **General Powers of Committees**

This scheme of delegation sets out the functions of the Council to be discharged by its Committees and Sub- Committees and includes the terms of reference of statutory and non statutory bodies set up by the Council.

Each committee or sub committee will have the following general powers and duties:

- (a) To carry out the duties and powers of the Council within current legislation;
- (b) To comply with the Council's standing orders and financial regulations;
- (c) To operate within the budget allocated to the committee by the Council.
- (d) To guide the Council in setting its policy objectives and priorities including new initiatives, and where appropriate make recommendations to Council
- (e) To develop, approve and monitor the relevant policies and strategies relating to the Terms of Reference of the Committee;
- (f) To secure satisfactory standards of service provision and improvement, including monitoring of contracts, Service Level Agreements and partnership arrangements;
- (g) To consider and approve relevant service plans;
- (h) To determine fees and charges relevant to the Committee;

### **Environment Committee**

The functions within the remit of the Environment Committee are set out below:

- 1) Waste management, refuse collection and recycling
- 2) Environmental improvement schemes
- 3) The quality of the public realm, including street services and grounds maintenance
- 4) Highway matters that are the responsibility of the Borough Council and drainage
- 5) Public conveniences

6) Cemeteries and closed churchyards

7) Unlawful incursions