

PROSPECT PARK

MANAGEMENT AND MAINTENANCE PLAN

**Reading Borough Council
April 2008 to March 2018**

Updated January 2009

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	STRATEGIC CONTEXT, POLICIES AND LEGAL ISSUES	2
2.1	Planning policy and designations	2
2.2	Strategic objectives	2
2.3	City 2020 Vision and Community Strategy	2
2.4	Cultural Strategy	3
2.5	Other relevant strategies	4
2.6	Leases and covenants	4
2.7	Byelaws	4
3.	SITE DESCRIPTION	5
3.1	Significance of the site	5
3.2	Location, size, access and context	5
3.3	Physical characteristics and landscape character	5
3.4	A brief history of the site	7
4.	VISION, OBJECTIVES AND GOALS	8
4.1	Vision	8
4.2	Objectives	8
4.3	Short-, medium- and long-term goals	11
5.	MANAGEMENT AND STAFFING	14
5.1	Management structure and responsibilities	14
5.2	Annual management programme	14
5.3	Staffing	14
5.4	Specialist work	15
5.5	Community consultation and information	15
6.	CHARACTER AREAS, MAINTENANCE SCHEDULES AND OTHER WORKS	19
7.	MAINTENANCE SPECIFICATION	36
7.1	Cleanliness	36
7.2	Grass maintenance	36
7.3	Beds and borders	43
7.4	Trees and hedges	53
7.5	Hard surfaces	56
7.6	Structures: buildings, walls, fences, railings and other structures	61
7.7	Furniture	64
7.8	Ponds	64
7.9	Sports facilities	64
7.10	Children's play areas	65
7.11	Grounds inspection checklist	65
8.	MONITORING AND PLAN REVIEW	68
	REFERENCES	69

APPENDICES 70

- Appendix A: Byelaws relating to Forbury Gardens
- Appendix B: Civic Trust Green Flag Award criteria
- Appendix C: Test methods for turf
- Appendix D: Recommended treatments for specific stains on hard surfaces
- Appendix E: Consultative group
- Appendix F: Minutes of meetings with user groups
- Appendix G: Monitoring and inspections

LIST OF TABLES

Table 5-1: Annual management programme	16
Table 6-1: Management and maintenance schedule	20
Table 6-2: Tree plan schedule	32
Table 7-1: Maintenance objectives: grass	37
Table 7-2: Maintenance operations: grass	38
Table 7-3: Maintenance operations: soft landscaping	42
Table 7-4: Operations in different seasons on various aspects of soft landscape	47
Table 7-5: Maintenance objectives: hard surfaces	58
Table 7-6: Maintenance operations: hard surfaces	59
Table 7-7: Maintenance operations: structures	62
Table 7-8: Checklist for inspecting landscape features	66

LIST OF FIGURES

Figure 3-1: Aerial photograph of Prospect Park	6
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1. INTRODUCTION

This document is a management and maintenance plan for Prospect Park, an area of public parkland of approximately 50 hectares, located on the Bath Road in West Reading. It has been prepared by the Parks and Open Spaces Team within the Environment, Culture and Sport Directorate of Reading Borough Council (RBC).

The park is the largest and most popular in Reading, used for formal and informal sport, children's play and teenage recreation, dog-walking, events and other general recreation, and as a through route between the Bath and Tilehurst Roads.

Prospect Park has been owned by RBC since 1902, and is Reading's largest open space. The open parkland of Prospect Park gets its name from the fine views across the Kennet Valley and beyond, which can be seen from the Mansion House. The Regency white stuccoed Grade II listed mansion, now a restaurant, is set on a hill at the highest point of the park. The park has broad sweeps of short cut grass, with areas of conservation grassland. An artificial pond, which attracts wildlife, was created to the south of the house, and to the north is 'The Rookery', a Wildlife Heritage Site, which is a small piece of mature oak woodland. A mini steam train, run by voluntary enthusiasts runs on summer weekends near the Bath Road entrance. There is a well-equipped children's play area, and use of the tennis courts is free. The park hosts a variety of annual events, including Reading Carnival a steam fair and a charity Santa jog, as well as regular car boot sales throughout the summer.

This management plan complies with best practice, and should be used together with the RBC Parks Maintenance Handbook, which is derived from British Standards guidelines, and the A3 maintenance maps. It is intended to provide a strategy for management for an initial period of ten years, from April 2008 to March 2018, but it should be viewed as a flexible tool to be updated in order to guide management of the park in the future.

2. STRATEGIC CONTEXT, POLICIES AND LEGAL ISSUES

2.1 Planning policy and designations

The relevant local authority planning policy document relating to the site is the Reading Borough Council Local Plan (1998; currently being revised). Within the Plan, Prospect Park is identified (i) as a major area of recreational open space, (ii) as a wildlife link, (iii) as a major landscape feature, and (iv) as an historic garden. *RBC Local Plan LE1 2, NE3, NE4 and CUD 10*: the Council will not normally allow any development or change of use on or adjacent to these sites which would affect their character, the use or enjoyment of them or change any part of them or their setting.

The Borough Council will encourage the conservation, maintenance and, as appropriate restoration of historic parks and gardens at Caversham Court, Forbury Gardens, Prospect Park, Caversham Park and elsewhere in the Borough, and will not normally permit any development which would adversely affect any part of them or their setting. (*CUD 10*)

The park is listed as Grade II in the English Heritage Register of Historic Parks and Gardens (No. GD 1579. The Council has an obligation to safeguard during ongoing management the features and qualities which make the landscape of national importance, and to obtain listed building consent if any change is being considered which could affect any of the structures.

There are no features designated for their archaeological importance in Prospect Park.

The park forms part of an identified wildlife link in the Local Plan. Policy NE3 seeks to consolidate, extend and enhance the network of wildlife links and to protect such links from anything that would threaten its integrity.

2.2 Strategic objectives

As a freely accessible showpiece urban park with historical interest and sport/play provision, Prospect Park contributes to all three of the Council's strategic objectives:

- To develop Reading as a green city with a sustainable environment and economy at the heart of the Thames Valley
- To promote equality, social inclusion and a safe and healthy environment for all
- To establish Reading as a learning city and a stimulating and rewarding place to live in and visit

Each of these objectives is given substance in the following RBC strategic plans.

2.3 City 2020 Vision and Community Strategy

One of the objectives of the Reading City 2020 Vision was to enhance and increase access to open space, as a key building block of a sustainable community. The Reading 2020 Community Strategy sets the broad vision for public open space:

Everyone will be able to enjoy high quality public open spaces that are clean, safe and well-maintained. Our rivers and canals will be the focus for an interconnected series of accessible and desirable public spaces, providing a range of natural and urban experiences. In addition there will be a choice of accessible, high quality public parks and open spaces that together will provide places for people to meet, play and relax. These open areas will incorporate a range of habitats that will help maintain and enhance the diversity of local wildlife, and provide for a better overall quality of life.

Seven key themes have been identified in the Community Strategy, to the achievement of all of which Prospect Park makes a contribution: accessible spaces, healthy people, an inclusive society, a learning community, quality environments, safe places, and a thriving economy. Safety is a major public concern, and the management plan is concerned to ensure that visitors to the park feel safe. This includes reintroducing site-based staff, installing new lighting when resources become available, and reducing spaces where antisocial behaviour occurs.

2.4 Cultural Strategy

The Cultural Strategy affirms the importance of Reading's parks, open space and waterways, and sets the objective of protecting and maximising the potential of the Thames and Kennet rivers. The strategy is set within the context of the City 2020 vision, and itself promotes a vision of Reading as a leisure city, with cultural facilities that reflect its identity as a growing regional capital. Prospect Park contributes to almost all of the objectives of the Cultural Strategy:

- **Access:** The park offers a very wide range of opportunities for recreation and children's play, both paid and free of charge, every day of the year. The park also provides a venue for community events.
- **Health:** The park is a place for sport, relaxation, walking and social interaction for local workers and residents, and are particularly well used for organised sport, children's play and dog-walking. Reading's varied Active Parks programme is based at Prospect Park.
- **Learning:** The park contributes to learning in a number of ways. It is used by ecological groups that organise natural history workshops for children; it is used for horticultural training by the Council's Parks Department; and the sports facilities are used for training by local schools and sports clubs. In addition, it is an historic site, freely accessible to visitors.
- **Creativity:** The park offers a space for a range of art opportunities, from performance art to art installations.
- **Social inclusion:** The park is a very accessible resource for people regardless of income, physical ability or ethnic origin. As a venue for community events, especially the annual Community Carnival, it brings different communities together in a way in which their cultures can be enjoyed.
- **Diversity:** The park is sufficiently large to include a range of different landscape types and different facilities. There are broad sweeps of short cut grass, with areas of conservation grassland, an artificial pond, mature oak woodland, a mini steam train, a well-equipped children's play area, teen facilities, a bowling green, tennis courts, and multi-use sports courts.
- **Environmental sustainability:** One of the objectives of the plan is to maintain the park using the best possible environmental practice. It is recognised that the park has diverse habitat types and a role to play as a wildlife corridor.
- **Economic sustainability:** Use of the sports facilities is charged, and there is a long-term business plan to ensure that the courts become self-financing.
- **Reading's image and identity:** The site is connected with some of Reading's most prominent families. It is one of the more significant heritage sites in public ownership, contributing to the town's sense of continuity between past and present.
- **Achievement of the City 2020 Vision:** City 2020 is a great opportunity to ensure that all parks and open spaces reflect Reading's higher profile. High quality public spaces are an essential part of the regeneration of any community, and nowhere can a sense of a city's civic pride be more easily demonstrated than in its parks.

2.5 Other relevant strategies

Prospect Park contributes to Reading's **Biodiversity Action Plan (BAP)**, which sets out the Council's policies to protect and enhance the town's wildlife diversity. Many of the sites of highest wildlife interest are owned by RBC, and the Council needs to protect and to manage to a high standard its own sites of high wildlife importance as an example for private landowners. The **Open Spaces Strategy** assesses open space provision in the Borough, and informs the Local Development Framework, so that development plans maximise the positive contribution which open spaces can make to urban areas in terms of recreational, nature conservation, and wider environmental and social benefits.

Apart from written and adopted strategies, the Parks Department is committed to the systematic upgrading of the sites that make up its estate - planting and infrastructure - as resources are found; enhanced maintenance in terms of cleanliness, repairs and horticulture; and, again as resources are found, the reintroduction of site-based staff. Planned improvements, their timetable, and the identification of resources to achieve them, will be included in a new **Parks Strategy** (in production).

2.6 Leases and covenants

The Mansion House is leased to the Harvester chain of restaurants for use as an eatery and public house. Under the terms of the lease the lease holder is responsible for the upkeep decorative and structural of the building.

The Bowls pavilion and associated green are hired from Reading Borough Council by Prospect Park Bowls Club. All green maintenance is undertaken by Council staff with an agreed figure paid annually to the Council by the Bowls Club for the seasonal use of the green. The bowls season runs from April to September with a programme of renovation works taking place during the closed season. The club provides to the Council annually a schedule of fixtures, and the Council tailors its maintenance schedule so as to accommodate this.

In the south-east corner of the park, an area is leased to the Reading Society of Model Engineers to run a model railway. Children's parties are held within the site most weekends with a general public open day on the first Sunday of each month. Club members meet on site to carry out required maintenance most Wednesdays. Seasonal activities are also held at the site; for example, there is an annual Christmas event with Santa making an appearance on his train.

2.7 Byelaws

A copy of the current byelaws (see Appendix A) will be displayed in the park. The byelaws protect all structures, planting and wildlife from removal or intentional damage. They prohibit (with exceptions) the use of vehicles and model aircraft, pollution, the creation of any obstruction, the erection of any structure, climbing, cycling, trading, fires, ball games, and nuisance caused by other games and noise.

The byelaws were last subjected to a thorough review in 1993/4 in response to a direction from the Home Office. There has been no subsequent review (as of December 2008).

There is limited formal enforcement, although the police use the byelaws as a means of tackling a number of problems in the parks. The byelaws are also used to add weight to attempts by the park keeper to tackle anti-social behaviour in the Park.

3. SITE DESCRIPTION

3.1 Significance of the site

Historical: The park is listed as Grade II in the English Heritage Register of Historic Parks and Gardens, and contains a Grade II listed mansion house.

Recreational: The park is the largest and most popular in Reading, used for formal and informal sport, children's play and teenage recreation, dog-walking, events and other general recreation, and as a through route between the Bath and Tilehurst Roads.

Landscape: The park makes a significant contribution to the character of west Reading as seen from the A4, as a large green space that slopes up towards a prominent mansion house. is unique amongst Reading's public parks for the diversity of its landscape types.

Ecological: The Rookery woodland is a Wildlife Heritage Site. The park supports wildlife in the woodlands, the conservation grassland, the brambles and hedgerows and the ponds. The park is part of the (fragmented) wildlife corridor connecting the West Reading woodlands with the Kennet Meadows to the south.

3.2 Location, size, access and context

The 50 ha Prospect Park is situated on the A4, which was the main route between London and Bath before the M4 motorway was constructed. The park is about one mile from the town centre. The park's Ordnance Survey reference is SU690728. The main vehicular access is on Liebenrood Road, which links the two main roads to the west from Reading town centre: the Tilehurst and Bath Roads. Bus routes operate along both major roads, and there are bus stops directly outside the park. There are numerous footpath entrances into the park at off Bath Road, Tilehurst Road, Liebenrood Road and Honey End Lane.

Prospect Park Hospital, Reading's mental health hospital, is located to the north-west of the park. The rest of the park is bounded by major roads, apart from small housing estates in the south-east corner and western edge.

Figure 3-1 is an aerial photograph of the park, showing its location, immediate context and characteristics.

3.3 Physical characteristics and landscape character

The park slopes upwards from the Bath Road to the mansion house, which has views across Reading to the Wellington estate at Stratfield Saye.

There are broad sweeps of close-mown grass dotted with mature trees, although the slope is maintained as conservation grassland. Some of the areas of close-mown grass are used for football and cricket. There are two ponds: a larger wildlife pond in the centre of the site, which is spring-fed, and a rainwater-fed pond near the Council's Parks office. The mature oak woodland behind the mansion house, called The Rookery, is a Wildlife Heritage Site. There are the remnants of an old pear orchard to the west of the mansion house. An avenue of horse chestnuts line the main drive, and new oak and beech avenues are being created along well-used pedestrian routes between the driveway and the Tilehurst Road.



Figure 3-1: Aerial photograph of Prospect Park (scale 1:3500 @ A3)

3.4 A brief history of the site

In 1586 Elizabeth I granted a forty-year lease of the Manor of Tilehurst to Humphrey Foster and George Fitten. In 1604 Tilehurst was given to Peter Vanlore, a Dutchman from Utrecht, who built a house. The house was subsequently occupied by his daughter Jacoba, who married Henry Zinzan. In the succeeding century, the manor passed into other hands, including James and Jane Dickenson (1685). At some stage, the Vanlore house was demolished, and Calcot House became the manor house of Tilehurst. The manor came into the possession of Benjamin Child in about 1706 through his marriage to Frances Kendrick. Frances was the eldest daughter of Sir William Kendrick, the last baronet of his line, and co-heiress to his estate with her sisters. Child built a relatively small house in the woodland on top of Prospect Hill. After Frances's death, Benjamin Child sold the manor (c. 1759) to John Blagrave of Southcote. However, part of Sir William Kendrick's estate, known then as Diles or Dirles, was not sold to Blagrave as part of the manor. It was inherited by Benjamin Child's grandson, James Hill, and is the area known today as Prospect Park. In the early 19th century, Prospect Park was sold to John Englebert Liebenrood. Liebenrood and his wife, Lucy Hancock, enlarged and improved Child's house, turning it into an impressive mansion, set in landscaped parkland. The estate remained in the possession of the Liebenrood family (sometimes rented out), until it was sold to the Reading Corporation in 1902 for use as a public park.

The park was laid out in the early to mid 19th century around the 18th century house, which was remodelled for John Liebenrood by James Wright Sanderson some time before 1813. It was then that the park was laid out, probably when the public roads were diverted and the lodge (now 76 Bath Road) was built (1813 - 28).

To the north of the mansion is the Rookery, oak woodland on the site of earlier woodland on the plateau behind the house. The woodland is crossed by a network of informal C19 paths that may have been designed to provide views out from the hilltop.

There are fragmentary remains of a C19 hedge line running south from the house and of another line of trees 350m east of the house running NNW-SSE across the park.

The former kitchen garden was located on the site currently occupied by Prospect Park Hospital. There were extensive glasshouses, arranged in an unusual concentric design with an almost circular outer wall enclosing a further walled hexagonal enclosure (similar to that of Buscot Park, Oxfordshire).

There is a commentary on Prospect Park by John Claudius Loudon in the Gardner's Magazine of 1833. Loudon travelled periodically around the country commenting on the state of country parks, gardens and estates, and publishing his views in the magazine.

Prospect Hill, Stephens, Esq., is finely situated on the side of a hill backed and flanked by rising woods. All that it requires is that finishing to the lawn which can be only given by the exercise of ornamental gardening: that is, the judicious disposal of groups and baskets of flowers, and vases and other architectural ornaments. A terrace, as a basement to the house, would also be a great improvement. Some young plantations by the road side are judiciously thinned, so as to allow the trees to be clothed with branches from the ground upwards; a circumstance rarely to be met with in any other part of this country. A narrow belt becomes thus productive of great variety of form and outline, and is a more effective scene than if it were broader, and the trees standing closer together.

4. VISION, OBJECTIVES AND GOALS

4.1 Vision

The aim is to maintain Prospect Park in a manner which protects its assets and allows the people of Reading to enjoy a wide range of leisure facilities and historic features in a tranquil setting near the town centre. This enjoyment includes maintaining high-quality sports facilities, raising public awareness of the heritage, cultivating the park to encourage urban wildlife, and providing a sense of safety.

Delivery of such a broad aim requires a set of management objectives that direct maintenance and give guidance to future development. These are set out below.

4.2 Objectives

Management and maintenance

Improved long-term management and maintenance arrangements for all the structures and other landscape elements will be put into place.

Improvements will be achieved through:

- implementation of this 10-year management plan
- regular monitoring and forward-planning inspections
- monitoring and review of objectives and outcomes
- updating of the management plan on a 5-year cycle

Details of the management and maintenance regimes are in Sections 6 and 7 below.

Landscape character

The character of the park is defined by the diversity of landscape features, some of which have their origin when the estate was in private ownership, and some of which are related to its function as the prime sports and play facility in public ownership.

The preservation of the landscape character will be achieved by:

- ensuring that the on-site staff understand this objective
- maintaining the tree and shrub structure through a programme of rejuvenation and replacement
- preserving the characters of different areas of the park
- maintaining the range of wildlife habitats present in the park
- maintaining views across and out of the park, especially to the south

Details of the maintenance regime are in Section 7 below.

Conservation

The heritage assets of the site will be protected for future generations.

The protection of the heritage assets will be achieved through:

- close monitoring of the condition of the structures so as to be proactive in protecting them from the elements and from vandalism
- installing appropriate interpretation to increase public awareness of the heritage value of the site

- working with local interest groups to ensure community ownership of the site

Details of the maintenance regime and community involvement programme are in Sections 7 and 8 below.

Ecology

The park has high ecological value, including a designated Wildlife Heritage Site, and this function will be enhanced in accordance with the Biodiversity Action Plan.

Enhancement of ecological value will be achieved by:

- supplying relevant interpretation material on the Parks website
- respecting areas of managed and unmanaged habitat
- installing more bird and bat boxes
- retaining piles of dead wood
- sympathetic management with respect to clearing vegetation, especially during the nesting season

Details of the maintenance regime and community involvement programme are in Sections 7 and 8 below.

Standards of care

High standards will be maintained in all areas of service delivery.

High standards of care will be achieved by:

- an improved grounds maintenance specification
- proactive maintenance of hard landscape areas, buildings, sports facilities, seating and bins
- a programme of tree works
- increased staff presence
- monitoring of standards of care
- rapid response to complaints and suggestions

Details of the maintenance regime are in Section 7 below.

Staffing

Every effort will be made to employ sufficient staff to maintain the park, to interact with users at peak times, and to provide training.

An increase in staffing will be pursued by:

- maintaining a full-time on-site head gardener/site manager
- adjusting staff schedules to ensure that someone is on site during weekend peak use

Details of staffing are in Section 6 below.

Skills enhancement and staff development

Staff will be given training, and encouraged to attend courses to enhance their skills.

Staff development will be accomplished by:

- employing a full-time gardener who will be trained to the level of NVQ3 in Horticulture

- providing on-site supervision of trainees
- providing internal training on customer care and personal safety
- providing Health and Safety training to RBC's Level 2 (manager's) standard or an equivalent
- providing support for staff to attend other courses of relevance to their personal development and work experience

Details of staffing are in Section 6 below.

Health and safety

High standards will be maintained in health and safety procedures for staff and visitors.

High H&S standards will be achieved by:

- implementation of RBC H&S guidelines
- implementation of an inspection system
- implementation of a system for dealing with complaints
- updating risk assessments for Prospect Park and operations by the Parks staff
- periodic review of standards and procedures
- annual site audit inspections

Details of H&S responsibilities are in Section 6 below.

Security

Perceptions of safety will be increased, and vandalism and other anti-social behaviour discouraged.

Improvements will be achieved through:

- increased staff presence
- additional natural surveillance by increasing visitor numbers
- maintaining open views across the park
- a review of lighting in and around the park, with a view to increased lighting when funding is available
- continuing to work with the police and street wardens

Relevant details relating to security are in the sections which follow.

Accessibility

Recent improvements incorporate access improvements for people with disabilities. The Park is open at all hours and is free to all, so that no person is excluded because of a low income. Accessible spaces remains a primary objective of RBC.

Further improvements in accessibility will be achieved by:

- reviewing regularly compliance of the area with the Disability Discrimination Act
- targeting events at the whole community, including minority groups, and negotiating charges for specific events in advance to include discounts for disadvantaged groups

Details of the inspection regime and community involvement programme are in Sections 6 and 8 below.

Promotion and marketing

Promotion and marketing of the Park will be improved.

This will be achieved by:

- developing new publicity to be made available on the RBC Parks website
- running a sports programme
- running an events programme
- increasing the range and number of activities

Details of the communications programme are in Section 8 below.

Community involvement and information

The provision of information and of opportunities for community involvement will be achieved through:

- Active Parks engagement forum
- Direct contact with relevant partners
- Targeted distribution of printed material to community
- Prospect Park page of web site to
- Recruitment of volunteers through sports programme
- Provision of learning/qualification opportunities through volunteering
- Annual survey of park users for feedback on existing provision and their desires for changed/additional provision.

Details of the community involvement programme are in Section 8 below.

Green Flag Award

Application will be made for a Civic Trust Green Flag Award.

- Compliance with the key criteria (Appendix B) will be specifically addressed in the implementation of this management plan.
- Once achieved, annual re-applications for the award will be made as one measure of the quality of maintenance in the Park

4.3 Short-, medium- and long-term goals

4.3.1 Short-term goals

Grass-cutting regimes

- Strip along Tilehurst Road (nr toilet layby) needs care: set regular mowing regime, which will improve the appearance and make litter picking easier

Banks along drive

- Need planning and correct preparation:
Sunny areas: wildflower mix
Shady areas: experiment with shade tolerant flower mix; if unsuccessful, plant shaded sections with bulbs to flower in succession and then mow all summer
Autumn Parks Team project: bank preparation for sowing wildflower mix on time

Playing pitches/bowling green

- Maintain
- Raise standards of maintenance even higher over time
- Provide on-site information, requesting that no football practice occurs during the resting season

Ornamental areas around Environment Centre

- Prepare for external hire (get necessary permissions)
- Remove one bed in old putting area and turf
- Grass in front of Environment Centre: scarify and seed
- Beds: weed, prune, gap up

Children's play/tennis area

- Redevelopment as part of re-provision of MUGA
- Resurface/renovate CPGs
- Landscape plan for this area

Woodlands

- Maintain through-routes and woodland structure

Disused toilet blocks

- Demolish and remove

Ecology

- South east corner: conflict between cricket and brambles; propose resolution

Redesign of formal sports area

- Landscape plan to accompany construction i.o.t. enhance the area and mitigate negative effects on the landscape

Branding and furniture

- Design of logo; furniture; signs
- Identification of location of signs, benches and bins

Paths

- Resurface path between Tilehurst Road and Environment Centre as part of new sports facilities
- Other priority is the path between Honey End Lane and the bowling club: realign and surface

Website

- Set up web page for communication with users

4.3.2 Medium-term goals

Paths

- Complete resurfacing

Signage and furniture

- Leaflets; self-guided trails; signs

Ecology

- Commission wildlife survey
- Outline of 'opportunities' within existing resources
- Produce biodiversity plan

Fences

- Hedge along Bath Road: assess and maintain
- Fence along Bath Road: replace/renew; maintain between hedge
- Create new entrance opposite school in Honey End Lane

Audience development plan

- Produce access audit and audience development plan

HLF application

- Focus on historic elements (including horticultural features)
- Commence application process

Landscape plan

- Produce full landscape plan
- Consider redesign or renovation of shrubberies, orchard and conservation grassland

Ornamental areas

- Redesign
- Fencing and gating
- Remove conifers
- Plant yew or beech hedge
- Shrubberies in old putting area: clean, prune, gap up

Main pond

- Paths, fencing
- Dredging
- Marginal flora

Specimen trees

- Inventory, condition survey, replacement programme

4.4.3 Long-term goals (or long-term aspiration)

Car parks

- Surfacing
- Lighting
- Trees

Views and vistas

- Opening up and/or framing views across and out of the park

Paths

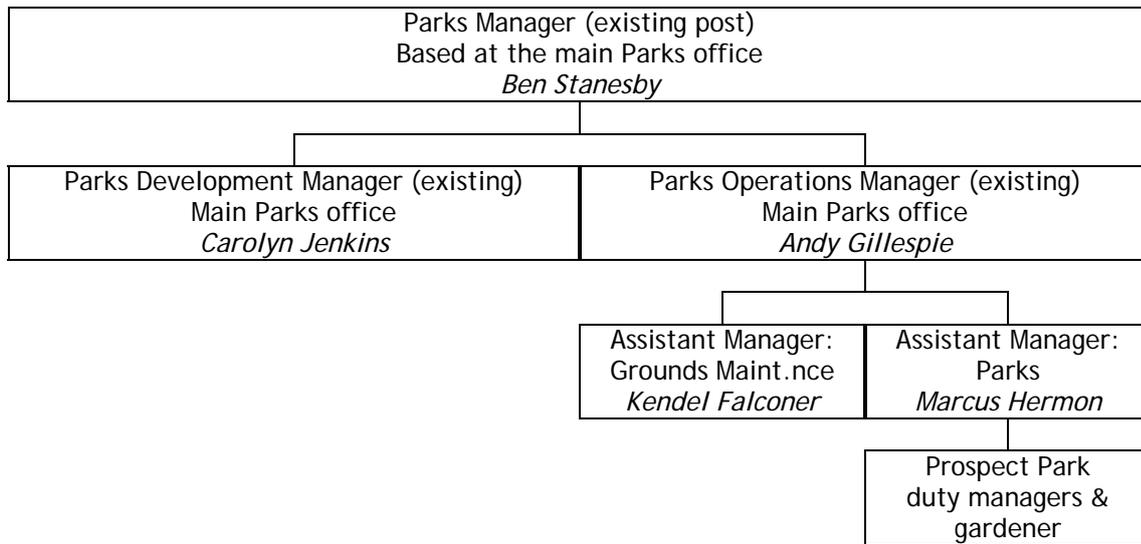
- New paths

5. MANAGEMENT AND STAFFING

In this section, the management structure and responsibilities are identified that will allow the plan for the park to be delivered.

5.1 Management structure and responsibilities

The day-to-day management of the park is the responsibility of the Parks Department. The management structure of the Park is as follows:



One of the primary management tasks is to inspect and ensure compliance with the performance specification set out in detail below. The structure is intended to ensure that:

- the quality of hands-on maintenance work is consistently high
- difficulties are reported and resolved early
- vandalism and other antisocial behaviour is reduced
- the interface with park users is more friendly and more responsive to comments or complaints

5.2 Annual management programme

Table 5-1 (below, end of section) indicates, for every year of the Plan, targets for each heading in 'Vision and Objectives' (Section 4 above) and management responsibilities for ensuring that each target is met (in line with the job descriptions summarised in the following section). This table will be used to generate the template for the annual working review.

5.3 Staffing

The following staff are involved in maintenance of the park and administration of the facilities:

5.4 Specialist work

Some operations will be outside the experience, skills or ability of the staff based in the park and the Parks mobile teams. In these cases, support will be sought from elsewhere.

Specialist maintenance of trees will be requisitioned as required from the Council's arboricultural team.

Regular inspection of built structures will be undertaken by the RBC Environment Directorate. All building maintenance work - electrical, plumbing and carpentry - affecting the Gardens, are undertaken by internal contract, and orders must be placed for this work.

The RBC Highways Section is sub-contracted to undertake repairs to paths and manhole covers, and installation or removal of road signs and furniture.

5.5 Community consultation and information

Formal community consultation occurs through the active parks community engagement forum, formal survey of park users and other interested parties and targeted mailing of local community regarding specific issues. A list of member groups is attached in Appendix E. Minutes of user group meetings are filed under Appendix F.

Information is available to visitors from the Parks Department office, which is located in the park, and on permanent information boards at different locations on the site.

Day-to-day contact with park users is the responsibility of the duty managers. Management of issues arising from complaints is the task of the Assistant Manager: Parks or the Parks Operations Manager.

Table 5-1: Annual management programme

Targets and responsible member of staff	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Management and maintenance										
Carry out monitoring and forward-planning inspections of the site twice a year <i>Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Monitor and review objectives and outcomes of Management and Maintenance Plan (MMP) <i>Operations Manager in consultation with the Assistant Manager: Parks and Parks Manager</i>	•	•	•	•	•	•	•	•	•	•
Update MMP on a 5-year cycle <i>Assistant Manager: Parks or member of staff appointed by him</i>					•					•
Landscape character										
Ensure that on-site staff understand the historical design and structure of the garden <i>Assistant Manager: Parks</i>	•									
Ensure regular monitoring and maintenance of all landscape features (hard and soft) and the preservation of the character of different parts of the site <i>Gardener, reporting to the Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Conservation										
Ensure close monitoring of the condition of historic features and proactive protection <i>Assistant Manager: Parks; Gardener</i>	•	•	•	•	•	•	•	•	•	•
Work with local interest groups <i>Gardener, reporting to the Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Ecology										
Ensure that maintenance staff understand that the site forms a wildlife corridor across town <i>Assistant Manager: Parks</i>	•									
Keep staff informed about relevant legislation <i>Assistant Manager: Parks (ad hoc)</i>										
Standards of care										
Ensure regular monitoring and maintenance of all aspects of the site and of customer care, implementing the BS guidelines embodied in the MMP <i>Gardener and duty managers, reporting to the Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Provide a staff presence on site during the day, including cover in case of illness <i>Operations Manager, Assistant Manager: Parks, duty managers</i>	•	•	•	•	•	•	•	•	•	•
Create and monitor a system of rapid response to complaints and suggestions <i>Assistant Manager: Parks, duty managers</i>	•	•	•	•	•	•	•	•	•	•
Monitor standards of care <i>Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•

Staffing and staff development										
Employ full-time staff to level NVO2 and NVO3 in Horticulture <i>Parks Manager, Operations Manager, Assistant Manager: Parks</i>										
Oversee a traineeship scheme in the Park <i>Gardener, reporting to the Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Provide on-site supervision of maintenance and service staff <i>Gardener and duty managers, reporting to the Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Inform staff of and encourage participation in internal courses on customer care and personal safety, and H&S training to Level 2 <i>Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Provide support for staff to attend other relevant courses <i>Operations Manager, Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Health and safety										
Ensure implementation of RBC H&S guidelines and of the most recent H&S report for Prospect Park <i>Parks Manager, Operations Manager, Assistant Manager: Parks, Gardener and duty managers</i>	•	•	•	•	•	•	•	•	•	•
Update risk assessments for Prospect Park and operations by maintenance staff <i>Gardener and duty managers, reporting to the Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Implement a H&S inspection system <i>Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Review H&S standards and procedures <i>Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Security										
Provide a staff presence on site during the day, including cover in case of illness <i>Operations Manager, Assistant Manager: Parks, duty managers</i>	•	•	•	•	•	•	•	•	•	•
Ensure that open views are maintained across the park <i>Gardener</i>	•	•	•	•	•	•	•	•	•	•
Liaise with police and street wardens <i>Gardener, reporting to the Assistant Manager: Parks (ad hoc)</i>										
Accessibility										
Review compliance of the site with the Disability Discrimination Act <i>Parks Manager, Operations Manager, Assistant Manager: Parks, Gardener</i>	•				•					•

<i>Promotion and marketing</i>										
Establish and implement a programme of events in the Park; promote the park as a venue <i>Duty managers, Administrative Officer, RBC Marketing and PR</i>	•	•	•	•	•	•	•	•	•	•
Update the Parks website regularly <i>Administrative Officer, duty managers</i>	•	•	•	•	•	•	•	•	•	•
<i>Community involvement, consultation and communication</i>										
Ensure that communication occurs with interested parties <i>Gardener and duty managers, reporting to the Assistant Manager: Parks</i>	•	•	•	•	•	•	•	•	•	•
Provide opportunities for a restorative justice scheme in the Park <i>Gardener, reporting to the Assistant Manager: Parks and Parks Manager</i>	•	•	•	•	•	•	•	•	•	•
<i>Green Flag Award</i>										
Apply for a Green Flag Award, and ensure annual re-application <i>Parks Manager, Assistant Manager: Parks</i>		•	•	•	•	•	•	•	•	•

6. CHARACTER AREAS, MAINTENANCE SCHEDULES AND OTHER WORKS

A detailed programme of works at Prospect Park was developed in 2007 and updated at the beginning of 2008. This takes into account regular maintenance, and the achievement of the short-, medium- and long-term goals explained in Section 4 above.

The schedules relate to a series of annotated A3 plans of the site, on which the main character/maintenance areas are colour-coded. All Parks staff have access to the plans and related schedules. Tree maintenance and planning is highlighted separately.

In the plans which follow, the main character areas are:

Short-mown grass (bright green)
Conservation grass (light green)
Managed woodland (forest green)
Undisturbed woodland (olive green)
Pond (light blue)
RBC maintained buildings (dark brown)
Children's play area (yellow)
Multi-use games area (red)
Tarmac (grey)

Detailed objectives and specifications for maintenance operations are set out in the following section.

Table 6-1: PROSPECT PARK MANAGEMENT AND MAINTENANCE SCHEDULE

April 2008

(i) Maintenance Plan

Action	Reason	Timing	Notes
General grassland: as per C2 turf (Maintenance handbook) Sports pitches	Recreational turf; used for sport Needs to be hard wearing, with good quality and coverage	Ongoing	Bulb areas: delay mowing until 6 weeks after flowering of the bulbs; then as C2 turf Strip along Tilehurst Road (nr toilet layby) needs care: set regular mowing regime, which will improve the appearance and make litter picking easier Sports pitches: raise standards of maintenance even higher over time Provide on-site information, requesting that no football practice occurs during the resting season
Conservation grassland	Annual mowing in June/July	Annual, ongoing maintenance	Contractor to mow and remove arisings
Undisturbed woodland	This will allow undisturbed cover for wildlife, with intervention only for H&S	Ad hoc	
Managed woodland and woodland edge	Paths should be kept open for dog walkers. Regular biennial clearance of undergrowth is necessary to allow the bluebells to flourish. Woodland edge needs regular maintenance to (i) keep the shape 'natural' and (ii) prevent encroachment on the lawn	Regular, ongoing maintenance	
Mow banks: as per C2 grassland	Keep road edge tidy with regular mowing	Ongoing	Increase bulb planting on the banks, increasing the range of plants
Shrubberies	Ornamental shrubberies need to be kept relatively open so as not to afford cover for anti-social behaviour	Clearance every two years, ongoing maintenance	

Action	Reason	Timing	Notes
Ornamental garden: weeding; feeding; irrigation; pruning	This area needs to be manicured; it is the interface between staff and users	Ongoing	
Pond: autumn clearance	Viewing of wildlife/pond requires some clearance of undergrowth each year	Annual, ongoing maintenance	
Selective drip lines around trees/no drip lines around trees	Selective drip lines are important for wildlife; annual clearance in September Epicormic growth from under lime trees to be reduced annually The area to the east of the path to be kept free of drip lines to allow people to picnic under trees in the summer	Ongoing	



(ii) Short-term works

Refer to the annotated plan that follows, clockwise from the north-west corner.

Action	Reason	Timing	Notes
Top up bulbs	Previous daffodil plantings need renovation	Regular, ongoing maintenance	Consultation results included improvement of the bank on the Tilehurst Road
Thin saplings	Oak saplings are too close together (less than a metre apart); probably 'planted' by squirrels. Thinning is necessary to ensure good form and development of remaining trees.	Autumn/winter 2006 and thereafter as required	Ongoing
Thin saplings /cont. Lift canopy Mow paths through conservation grass	Poplar saplings make the Tilehurst Road entrance look untidy and uncared for, and screen the interesting feature of the fallen lime. They also make the area impenetrable. Hornbeams need crown lifting to increase visibility for pedestrians, and to allow mowers access to the area This area is favoured by dog-walkers, but is difficult to use in wet weather because of the long grass	Autumn/winter 2006 and thereafter as required Autumn/winter 2006 and as required Regular, ongoing maintenance	Ongoing Clear drain to see if this relieves waterlogging. Done; still very boggy. Complete Ongoing
Demolish toilet blocks; install new public toilets near the Parks office	Used for anti-social behaviour; graffiti is unsightly near the entrance	When budget is identified	Replace - and make suitable for disabled use - near the MUGA. (Done) Consultation results included re-provision of toilets
Thin trees near Tilehurst Road roundabout	Potentially large specimen trees have been planted 2-3m apart, in anticipation that some might fail. None have failed, and the resulting row is too close together. This could make the mature trees unstable, unless they are thinned.	Autumn 2009	

Action	Reason	Timing	Notes
Top up bulbs	Previous daffodil plantings need renovation	Regular, ongoing maintenance	
Replace main avenue	Two horse chestnuts are infected with <i>Phytophthora</i> , and will die within 1-2 years; there is potential that the pathogen could spread to neighbouring trees. There are missing trees in the avenue, and some plane trees have been interplanted near the entrance too close to new horse chestnuts. The best solution in landscape terms is to replace the entire avenue with an alternative, more drought-tolerant variety of tree.	Autumn 2009	Potential varieties: sweet chestnut; red oak. Interplant between the current trees, and then prune existing trees to favour new ones as they develop.
Signage	New sports facilities will need a new sign at the main parking area	Spring 2009	
Ornamental garden: Install bike rack	More staff and users at Prospect Park requires better facilities for bicycles	Spring 2008	Complete
Gap up plants Renovate lawn	Lawn is full of weeds, and needs to be manicured Mow as C2 turf once the winter bulbs have died down	Regular, ongoing maintenance	

Action	Reason	Timing	Notes
Former putting area: Remove bed Remove hedge	The bed breaks up the lawn, and the planting is not sufficiently interesting The Leyland cypress hedge around the ornamental garden is now higher than the veteran oaks. The effectiveness of the hedge as a screen means that the area is seldom visited, because it does not feel safe. Removal of the hedge would re-integrate this part of the park into the main park. The surrounding area has several large, veteran oaks, and replacements should be planted for posterity.	Winter 2008/09 Winter 2008/09	Use contractor. Replace the Leyland cypress hedge between the putting lawn and the yard with beech, but not the hedge that separates the putting area from the rest of the park.
Clear shrubberies; selectively replant	Ornamental shrubberies need to be kept relatively open so as not to afford cover for anti-social behaviour	Clearance every two years. Replant spring 2010	
Mow banks: as per C2 grassland	Keep road edge tidy with regular mowing	Ongoing	Increase bulb planting on the banks, increasing the range of plants
Introduce more wild flowers	Wildflower-rich conservation grassland is good for insects, and increases public acceptance of 'unkempt' areas	Spring 2009	
Push back brambles	This area offers cover for anti-social behaviour; and there is conflict between cricket and brambles encroaching Turn it into undisturbed woodland, by removing some of the brambles and planting trees	Autumn/winter 2007	Complete
Establish hedge behind the fence; create access points	A hedge is more wildlife friendly, and cheaper to maintain in the long run; The creation of access points from the Bath Road will protect the hedge	Autumn/winter 2009/10	

Action	Reason	Timing	Notes
Complete line of planes	The line of trees along the Bath Road defines the character of this part of the park. Gaps should be filled, and new trees planted as replacements when the existing trees reach the end of their lives.	Over time commencing immediately	London plane. New plantings as memorial trees.
Undisturbed: selective clearance; plant elm	Stretches of undisturbed woodland are important for wildlife. Disease-resistant elm should be planted. Clear for H&S only.	Over time commencing immediately	New plantings as memorial trees.
Tidy Replant	The entrance area is untidy and overgrown This area should be replanted appropriate to its function as a well-used entrance area	Spring 2007 Begun Autumn 2007	Consultation results included improvement of Honey End Lane entrance
Re-lay path	The path is uneven, and used by elderly members of the Bowls Club	As soon as funding permits	Lighting of the path is also urgent The path may need some realignment Consultation results improvement of this path
Demolish toilets	Used for anti-social behaviour; graffiti is unsightly	As soon as budget is identified	Replace - and make suitable for disabled use - near the MUGA Consultation results included reprovision of toilets Not yet done
Hedge around bowling green	Vandalism needs to be curbed by making access more difficult	Autumn/winter 2008	Plant hawthorns; done



(ii) Long-term works

Refer to the annotated plan that follows, clockwise from the north-west corner.

Action	Reason	Timing	Notes
Entrance signage	New branded signage needed to make the park more welcoming		Consultation results included improved signage
Furniture			100 new benches; 50 new bins; 20 new dog bins
Lighting	Install lighting along paths Move current control from Mansion House to Environment Centre		Honey End Lane path most urgent 48 posts (standard); 48 posts (white light, downward focused) Consultation results included request for lighting
Green car park Extend parking	Plant trees in the main car park to provide shade for cars and to screen car park Increase amount of parking space available to reduce parking on the driveway/banks		
Pond: Create partial access Dredge	The pond is currently completely cut off from users The pond silts up and traps litter		
Complete hedge	Fill in remnants of old hawthorn hedge		
Replant orchard	The remnants of the old orchard should be replaced, as they provide another area of interest in the park. The old pear varieties, planted by the Friends of Prospect Park in the 1980s, need replacing.		New plantings as memorial trees. Consult Friends group Include in HLF application?



Other (Projects for Developer Funding):

Action	Reason	Timing	Notes
<i>Path surfacing</i> Resurface existing Bath Rd - Tilehurst Rd Relay existing Honey End Land - driveway			
<i>New paths</i> New bound gravel surface through orchard/woodland to CPG Joggers' track around park, with distance markers			
<i>Interpretation</i> <i>Leaflets; self-guided trails</i>			
Fences Twin rail metal fencing along Bath Road, painted High-quality railing around CPG, painted Knee-rail fencing (replacement of existing)			
<i>Ecology</i> Commission wildlife survey Outline of 'opportunities' within existing resources Produce biodiversity plan			
<i>Audience development plan</i> Produce access audit and audience development plan			
<i>HLF application</i> Focus on historic elements			

Table 6-2: PROSPECT PARK TREE PLAN SCHEDULE

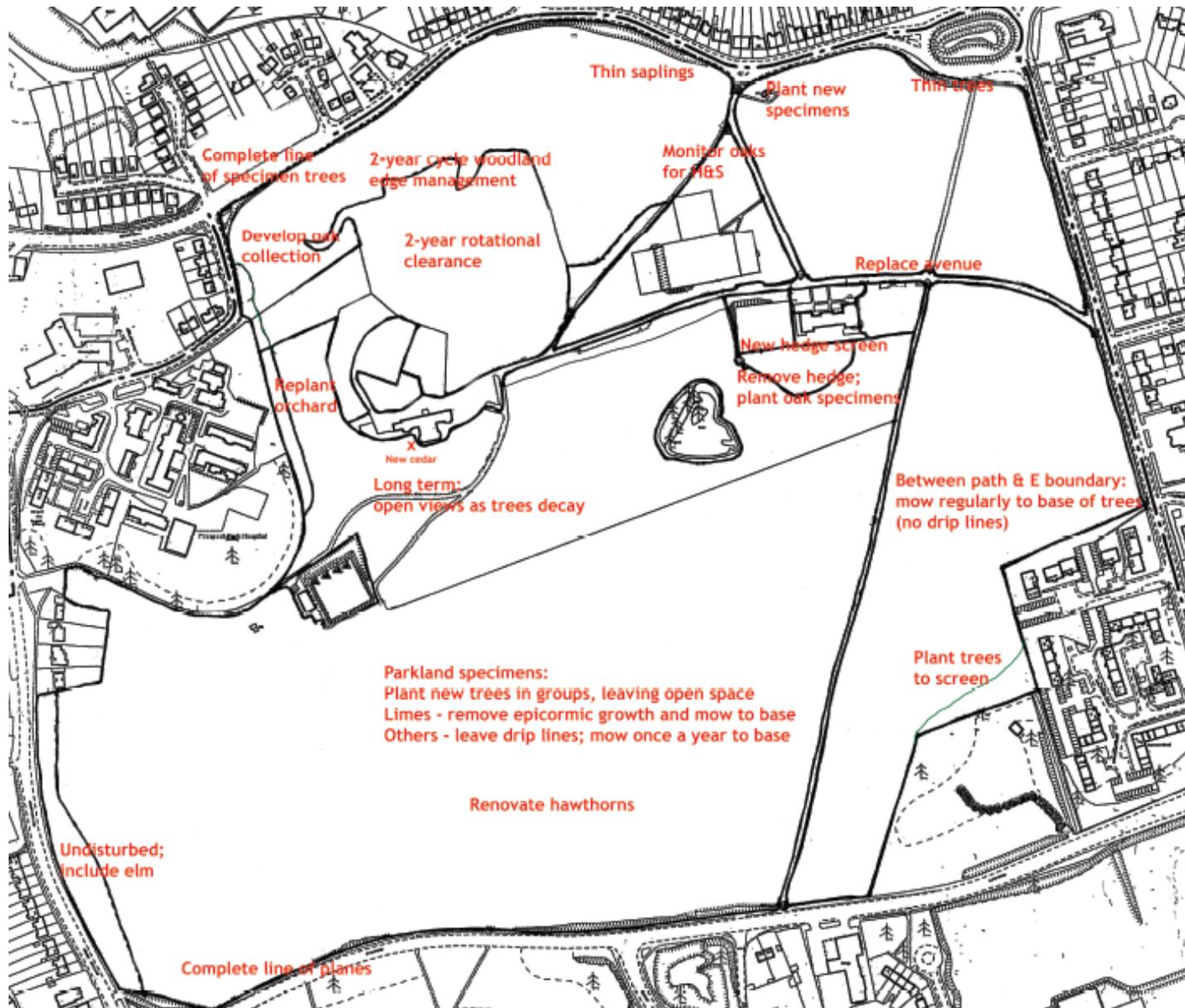
Refer to the annotated plan, clockwise from the north-west corner:

Action	Reason	Timing	Notes
Complete line of specimen trees	The line of trees along the road defines the character of this part of the park. Gaps should be filled, and new trees planted as replacements when the existing trees reach the end of their lives.	Over time commencing immediately	English oak, beech and lime. New plantings as memorial trees.
Develop oak collection	An interesting collection of different oak cultivars has been started; it would add to the interest of this section of the park to add different species	Over time commencing immediately	Extend the range of cultivars planted. New plantings as memorial trees.
Managed woodland and woodland edge	Paths should be kept open for dog walkers. Regular clearance of undergrowth is necessary to allow the bluebells to flourish. Woodland edge needs regular maintenance to (i) keep the shape 'natural' and (ii) prevent encroachment on the lawn	Regular, ongoing maintenance	
Thin saplings	Oak saplings are too close together (less than a metre apart); probably 'planted' by squirrels. Thinning is necessary to ensure good form and development of remaining trees.	Autumn/winter 2006 and thereafter as required	Complete
Thin saplings /cont. Crown-lift hornbeams. Mow paths through conservation grass.	Poplar saplings make the Tilehurst Road entrance look untidy and uncared for, and screen the interesting feature of the fallen lime. They also make the area impenetrable.	Autumn/winter 2006 and thereafter as required	Clear drain to see if this relieves waterlogging. Complete; some waterlogging still occurs.

Action	Reason	Timing	Notes
Monitor oaks for H&S	These veteran oaks overshadow the children's playground. Their age and beautiful form will make it difficult to prune and eventually fell them, but they are a potentially serious hazard.	Regular and ongoing	Inspections of these trees needs to be formalised, because of the risk.
Plant new specimens	Large trees in grass define the character of this part of the park. New trees need to be planted as replacements when the existing trees reach the end of their lives.	Over time	English oak, sweet chestnut, lime. New plantings as memorial trees.
Thin trees near Tilehurst Road roundabout	Potentially large specimen trees have been planted 2-3m apart, in anticipation that some might fail. None have failed, and the resulting row is too close together. This could make the mature trees unstable, unless they are thinned.	Autumn 2009	
Replace main avenue	Two horse chestnuts are infected with <i>Phytophthora</i> , and will die within 1-2 years; there is potential that the pathogen could spread to neighbouring trees. There are missing trees in the avenue, and some plane trees have been interplanted near the entrance too close to new horse chestnuts. The best solution in landscape terms is to replace the entire avenue with an alternative, more drought-tolerant variety of tree.	Autumn 2009	Potential varieties: sweet chestnut; red oak. Interplant between the current trees, and then prune existing trees to favour new ones as they develop.
Beech avenue	Complete	Over time	New plantings as memorial trees.
New hedge screen	A planted screen between the yard and the park will reduce the impact of storing and driving maintenance equipment after the Parks Dept move to Prospect Park.	Winter 2009	Done; failed Fell Leyland cypress first

Action	Reason	Timing	Notes
Remove hedge; plant oak specimens	The Leyland cypress hedge around the ornamental garden is now higher than the veteran oaks. The effectiveness of the hedge as a screen means that the area is seldom visited, because it does not feel safe. Removal of the hedge would re-integrate this part of the park into the main park. The surrounding area has several large, veteran oaks, and replacements should be planted for posterity.	Autumn/winter 2008/09	Use contractor?
Plant trees to screen	The housing estate in the south-east corner impinges on the park; groupings of specimen trees will help to mitigate this.	Winter 2009	
Parkland specimens	There needs to be periodic planting to ensure that there are mature trees in good health for the next generation. Annual mowing under trees - drip lines - is good for wildlife; part of the park should have this facility, and part should have clear mowing under trees to allow visitors to sit underneath.	Winter 2007; ongoing Ongoing	
Renovate hawthorns	The mature hawthorns are the remnants of an old hedge, and require maintenance.	Autumn 2008	Include in HLF application?
Complete line of planes	The line of trees along the Bath Road defines the character of this part of the park. Gaps should be filled, and new trees planted as replacements when the existing trees reach the end of their lives.	Over time commencing immediately	London plane. New plantings as memorial trees.
Undisturbed; elm	Stretches of undisturbed woodland are important for wildlife. Disease-resistant elm should be planted.	Over time commencing immediately	New plantings as memorial trees.

Action	Reason	Timing	Notes
Long-term; open views as trees decay	The original landscape design has been lost with ill-considered planting; in particular, the 'prospect' has been all but obliterated.	Long-term (50-100 year) plan	Felling is outside the lifetime of this plan, but new planting must consider identified views.
New cedar	It is obvious, when standing in front of the mansion house, that the mature cedar to the left of the stairs would have been one of a pair. Its opposite number needs to be planted. This will also provide a semi-mature cedar at the point at which the existing specimen needs replacement.	Winter 2008	Cedar of Lebanon
Replant orchard	The remnants of the old orchard should be replaced, as they provide another area of interest in the park. The old pear varieties, planted by the Friends of Prospect Park in the 1980s, need replacing.	Autumn 2008/09?	New plantings as memorial trees. Consult Friends group Include in HLF application?



7. MAINTENANCE SPECIFICATION

This section describes the maintenance objectives and operations. Good management practice, developed from British Standards Grounds Maintenance (BS 7370), has been applied. For ease of reference, the section is organised by landscape components, so that all operations relating to each component can be found together. In each sub-section, the objectives and operations are detailed. An inspection checklist is included at the end of the section.

7.1 Cleanliness

7.1.1 Objectives

The entire site will be cleaned of litter, dogs' mess and graffiti.

7.1.2 Operations

All areas of the park will be litter-picked daily. It is a byelaw that owners clean up after dogs. Graffiti will be cleaned as quickly as possible after being reported: graffiti involving racial or sexual abuse or obscenities will be completely removed within 24 hours; all other types of graffiti will be removed within 5 working days.

7.2 Grass maintenance

7.2.1 Objectives

The overarching objective is to produce a smooth, even and hard-wearing sward, with the appropriate ground cover of acceptable species, and adequate control of weeds, pests and diseases, as defined in the BS 7370 for each type of grass area. The lawn is to be maintained to the British Standard for close-mown recreational turf (category C2). The objectives for each category of turf are detailed in Table 7-1. The associated tests are described in Appendix C, and their clause number incorporated in the table.

7.2.2 Operations

Recreational turf (category C2): Grass will be cut weekly in the growing season, with a cylinder mower set to 15mm and arisings removed immediately. Other operations, performed at the frequency specified in the maintenance table, are scarification; aeration; fertilisation; irrigation; weed, pest and disease control; switching/brushing; maintenance of turf edges; light rolling; top dressing; and overseeding.

Naturalised bulb areas: Mowing of these areas will be delayed until 6 weeks after flowering of the bulbs has finished. After this, the grass will be maintained as recreational turf (category C2).

Operations, season and frequency are described in Table 7-2.

Table 7-1 Maintenance objectives: grass

Objective	C2 turf	Appendix C test reference.
Minimum height setting of mower	20	C.1
Maximum recommended height of growth	50	
1. <i>Evenness</i> A smooth even surface, over the area generally, and on a smaller scale in order to avoid scalping by a mower set at the required rate of cut.		C.2
2. <i>Ground cover</i> (a) the total ground cover should be at least ... (b) the ground cover of sown species should be at least ... (c) the ground cover of weed species (excluding moss, lichen and periwort) should not exceed ... (d) the ground cover of moss, lichen and periwort should not exceed ...	85% 75% 15% 10%	C.3
3. <i>Bare patches</i> Bare patches of ... mm diameter or more should not exceed ... % of the total sward area	25 mm 4%	C.3
4. <i>Thickness of thatch</i> When an extracted core is measured with a ruler, one minute after extraction the uncompressed thickness of thatch should be no more than ...	25 mm	C.4
5. <i>Hard litter</i> There should be no stones or hard protrusions or alien bodies on the surface with a diameter greater in any direction than ...	10 mm	
6. <i>Disease patches</i> The proportion by area of the sward seriously damaged by fungal diseases should not exceed ...	5%	C.3
7. <i>Wormcasts</i> The number of wormcasts per sq. metre should never exceed ...	20	C.3
8. <i>Infiltration rate</i> The infiltration rate of the sward should be ... mm/day	25	C.5
9. <i>pH and nutrient status</i> A soil sample should be taken at least once every 5 years. The values obtained in tests should be considered satisfactory if they lie within the following limits: (a) pH (in distilled water) (b) Phosphorus expressed as P ₂ O ₅ (extractable in acetic acid), c (CH ₃ COOH) = 0.5 mol/L (c) Potassium expressed as K ₂ O (extractable in acetic acid), c (CH ₃ COOH) = 0.5 mol/L	4.5-7.5 16-105 36-300	C.6

Table 7-2 Maintenance operations: grass

Maintenance operation	Season	B1 turf	C2 turf
<i>Mowing</i>	In general, grass cutting will be done in weeks 48 to 31, with cuts carried out to achieve the standards set out here. Should winter weather conditions stimulate grass growth to the extent that additional cuts are required to maintain these standards, it will be necessary to undertake additional winter cuts.	Managed between 15mm and 25mm	Managed between 20mm and 50mm
<i>Preparation for mowing</i>	All seasons Before main growing season Main growing season After main growing season	Remove all surface debris Roll lightly after frost to re-firm surface; Rake to lift grass blades Firm surface if it is disturbed and may cause scalping; Brush or switch grass when wet (e.g., after dew) Remove leaves and other debris in autumn; Brush or switch grass when wet; allow any frost to disperse first	Remove all surface debris Rake to lift grass blades Firm surface if it is disturbed and may cause scalping; Brush or switch grass when wet (e.g., after dew) Remove leaves and other debris in autumn; Brush or switch grass when wet; allow any frost to disperse first
<i>Method of mowing</i>	All seasons Before main growing season Main growing season	Use rotary or cylinder mower with rear roller; Refuel mowers away from grass to avoid damage to the turf; Remove clippings; Sweep clippings off paths; Mow in opposite/cross directions at each alternate cut; Mow headlands first Set minimum height of mower to 20mm Mow weekly; Set minimum height of mower to 15mm; During drought, reduce the number of cuts and raise the height of cut by 5-10mm;	Use cylinder (min 50 cuts/m) or rotary mower; Refuel mowers away from grass to avoid damage to the turf; Sweep clippings off paths; Mow in opposite/cross directions at each alternate cut; Mow headlands first Set minimum height of mower to 25mm Mow every 7-10 days; Set minimum height of mower to 20mm; During drought, increase the interval between cuts

	After main growing season	When very wet, do not cut if the grass surface may be damaged Set minimum height of mower to 20mm	Set minimum height of mower to 25mm
<i>Matching up</i>	All seasons	Strimming up to boundaries and other obstacles must be done at the same frequency as the main area.	Strimming up to boundaries and other obstacles must be done at the same frequency as the main area.
<i>Edge trimming</i>	All seasons Before main growing season Main growing season After main growing season	When the grass abuts gullies/ hard areas/ shrub beds with a dropped edge, cut back grass fringe to the turf cleanly and evenly with shears; Remove arisings Trim edges once Trim edges weekly Trim edges as necessary	When the grass abuts gullies/ hard areas/ shrub beds with a dropped edge, cut back grass fringe to the turf cleanly and evenly with shears; Remove arisings Trim edges once Trim edges every other cut Trim edges as necessary
<i>Edge re-forming</i>	After main growing season	Where the grass abuts paths/ hard areas/ shrub beds, the turf should be re-formed with a half-moon, plus board/tight string to a clean finish with straight lines/ smooth curves at an angle sloping back to slightly less than vertical; where there is extensive damage repair by reurfing	Where the grass abuts paths/ hard areas/ shrub beds, the turf should be re-formed with a half-moon, plus board/tight string to a clean finish with straight lines/ smooth curves at an angle sloping back to slightly less than vertical; where there is extensive damage repair by reurfing
<i>Thatch removal</i>	Main growing season After main growing season	Carry out light de-thatching as required using a vertical mower When necessary, scarify using a spring-tined rake (or suitable machine with revolving tines), penetrating the surface soil to 5mm; Scarify when dry and frost-free; Collect and remove all arisings as work progresses	Carry out light de-thatching as required using a vertical mower When necessary, scarify using a spring-tined rake (or suitable machine with revolving tines), penetrating the surface soil to 5mm; Scarify when dry and frost-free; Collect and remove all arisings as work progresses
<i>Firming</i>	Before main growing season	Roll lightly once when the soil is moist but not wet 2 weeks before the first mowing; Striping may be done;	Roll lightly once when the soil is moist but not wet 2 weeks before the first mowing; Striping may be done;

	Main growing season	Avoid sharp turning on headlands There should be no need to roll during the mowing season; Use other methods to treat disturbed surfaces	Avoid sharp turning on headlands There should be no need to roll during the mowing season; Use other methods to treat disturbed surfaces
	After main growing season	Avoid rolling	Avoid rolling
<i>Aeration</i>	Main growing season	Routinely spike with a roller with tines at least 25mm long; Aerate exceptionally compacted areas with a solid-tine machine or hand fork to 100mm depth at 100mm centres	Routinely spike with a roller with tines at least 25mm long; Aerate exceptionally compacted areas with a solid-tine machine or hand fork to 100mm depth at 100mm centres
	After main growing season	Aerate once during frost-free periods when the ground is moist enough to allow penetration; Solid-tine to 100mm depth at 100mm centres to relieve compaction and deter the formation of thatch; If thatch has developed to 15mm, hollow-tine and remove cores (unless the soil quality is good, in which case break up the cores with a rotary rake); If top-dressing is needed to improve the soil, hollow-tine, remove cores and brush in dressing	Aerate once during frost-free periods when the ground is moist enough to allow penetration; Solid-tine to 100mm depth at 100mm centres to relieve compaction and deter the formation of thatch; If thatch has developed to 15mm, hollow-tine and remove cores (unless the soil quality is good, in which case break up the cores with a rotary rake); If top-dressing is needed to improve the soil, hollow-tine, remove cores and brush in dressing
<i>Top dressing</i>	All seasons	Top dressing should be fine and dry, and of a similar texture to soil; Where depressions occur, apply top dressing several times to low areas to raise the level gradually; Apply evenly after mowing and work into the sward; Mow after top dressing, not before; Apply when dry and frost-free; Work in immediately with lutes, brushes, etc Apply before the end of December to allow absorption before the mowing season	Top dressing should be fine and dry, and of a similar texture to soil; Where depressions occur, apply top dressing several times to low areas to raise the level gradually; Apply evenly after mowing and work into the sward; Mow after top dressing, not before; Apply when dry and frost-free; Work in immediately with lutes, brushes, etc Apply before the end of December to allow absorption before the mowing season

<i>Feeding</i>	<p>All seasons</p> <p>Before main growing season</p> <p>Main growing season</p> <p>After main growing season</p>	<p>Determine phosphate and potash requirements by soil analysis; Apply fertiliser diluted in water or mixed with vermiculite/ peat/sand (used at 50-70g/m²); Distribute evenly to avoid patchiness; Fill distributors away from the working area or lay protective sheeting on the turf</p> <p>If needed, apply potash or phosphate</p> <p>Monitor nitrogen levels throughout the season; Apply as needed (usually up to 100k N/ha); Do not apply after August, unless really needed</p> <p>Generally, do not apply fertilisers</p>	<p>Determine phosphate and potash requirements by soil analysis; Apply fertiliser diluted in water or mixed with vermiculite/ peat/sand (used at 50-70g/m²); Distribute evenly to avoid patchiness; Fill distributors away from the working area or lay protective sheeting on the turf</p> <p>If needed, apply potash or phosphate</p> <p>Monitor nitrogen levels throughout the season; Apply as needed (usually up to 100k N/ha); Do not apply after August, unless really needed</p> <p>Generally, do not apply fertilisers</p>
<i>Control of weeds, moss, diseases and insect pests</i>	All seasons	Examine turf for weeds, moss, diseases and insect pests and take measures to control them.	Examine turf for weeds, moss, diseases and insect pests and take measures to control them.
<i>Repairs and renewal</i>	<p>Returfing worn/damaged areas</p> <p>Reforming broken edges</p>	<p>Remove old turf to a max depth of 25mm; Prepare surface by lightly forking, mixing in fertiliser, raking to consolidate, and, if necessary, building up the soil level; Lay new turf to stretcher bond, working from boards, and tamp down; Top dress with fine soil; Water generously after relaying turf</p> <p>Lift turf 60mm deep; Prepare surface by lightly forking, mixing in fertiliser, raking to consolidate, and, if necessary, building up the soil level; Re-lay lifted turves with good edges outwards on the correct line, and tamp down; Replace damaged parts of the turned turves with sound turf;</p>	<p>Remove old turf to a max depth of 25mm; Prepare surface by lightly forking, mixing in fertiliser, raking to consolidate, and, if necessary, building up the soil level; Lay new turf to stretcher bond, working from boards, and tamp down; Top dress with fine soil; Water generously after relaying turf</p> <p>Lift turf 60mm deep; Prepare surface by lightly forking, mixing in fertiliser, raking to consolidate, and, if necessary, building up the soil level; Re-lay lifted turves with good edges outwards on the correct line, and tamp down; Top dress damaged parts with a suitable soil and seed mixture;</p>

		Water; Support edges temporarily with board if possible	Water; Support edges temporarily with board if possible
	Lifting hollows	Lift turf to a depth of 20mm; Spread new matching soil over the area and fork in; Tread lightly to consolidate, apply fertiliser and rake to a new level 20mm below surrounding turf; Re-lay removed turf and tamp down, removing any excess; Top dress and water	
	Lowering bumps	Lift turf to a depth of 20mm; Fork the base to a depth of 100mm, and remove all stones; Remove excess soil; Tread lightly to consolidate, apply fertiliser and rake to a new level 20mm below surrounding turf; Re-lay removed turf and tamp down, removing any excess; Top dress and water	
	Relieving surface compaction	Either: Spike, and apply an appropriate sand (most effective when soil is moist); or Vibrate using suitable machinery; or Slit the surface, and apply an appropriate sand; re-cutting may be needed as slit systems decrease in effectiveness over time	Either: Spike, and apply an appropriate sand (most effective when soil is moist); or Vibrate using suitable machinery; or Slit the surface, and apply an appropriate sand; re-cutting may be needed as slit systems decrease in effectiveness over time
	Reinstating mole hills	Where damage to turf occurs as a result of mole activity, the damaged areas shall be reinstated immediately as described above. Moles shall not be deliberately killed without the agreement of the responsible officer.	Where damage to turf occurs as a result of mole activity, the damaged areas shall be reinstated immediately as described above. Moles shall not be deliberately killed without the agreement of the responsible officer.
Source: BS 7370, Part 3, pp.36-49			

7.3 Beds and borders

Generally during the growing season, work on planted areas must mesh with the unavoidably rigid programme of grass mowing. Nevertheless, the quality of the flower beds and borders is that most noticed by the public, and it is important for the overall appearance of the Park that these areas are in good condition.

7.3.1 Objectives

The overarching objective is to provide visual interest and variety, and to maintain beds and borders to a high standard of horticultural excellence. The garden as a whole must display a seasonal succession of interest, although this does not necessarily apply to each individual bed or border.

In addition, maintenance is not simply a matter of keeping the Park clean and tidy and the plants healthy; it is retaining and developing the intended character and 'sense of place'.

7.3.2 Planning routine

Woody plants: estimates, lists and plans for replanting (for improvement, replacement and maintenance) should be made towards the end of winter and again in early autumn when it can be seen which plants have died during the season. Enough time should be left for preparatory work, receipt of quotations, etc. and for delivery before the end of the late planting season or in time for the early winter season.

Seasonal bedding: lists and plans should be prepared a whole year in advance, so that seeds, bulbs, herbaceous plants and standards can be ordered. Bulbs should be specified for contract purposes by cultivar name and minimum dimensions. Herbaceous plants may be described by approximate size of roots and aerial parts, and sometimes by the size and number of buds or fully developed leaves; length and girth of stem; size, type or absence of container; and whether in flower or flower bud.

For all orders, the earliest day on which plants can be received on site and the latest day that will not attract penalties should be specified. The method of transport on to site should be specified, the quality of plants on arrival, and that delivery should not occur on weekends or at other named periods when staff are not on site. It should also be made clear that all plants necessary to complete a particular scheme be received in one batch and be of good and uniform condition. Plants should be stored until planted in a secure, cool, frost-free place, and should be watered if necessary.

7.3.3 Operations

The recommended maintenance programme for each category of soft landscape (BS, Part 4, pp. 64-83, 87) follows. In order to save repetition, only in the cases of exceptions are plant species or categories singled out. More detailed notes on general operations appear after the summary tables.

Table 7-3 sets out a description of each operation; Table 7-4 provides a summary of the operations recommended during different seasons on various aspects of soft landscape. Tree inspections and operations are dealt with separately in the following sub-section.

Table 7-3 Maintenance operations: soft landscaping

Maintenance target	Operation
<i>General</i>	
Inspection	See below for inspection schedules and frequencies
Litter removal	Daily Litter receptacles should be emptied daily.
Materials reserve	At any time, sufficient accessories - e.g., tree ties, pesticides - which it can be anticipated will be needed quickly in order to make good after storms, in emergencies, or through normal dilapidation, should be kept in store.
Wildlife protection	Care must be taken not to prune or remove plants during the bird nesting season, unless it is positively established that no birds are nesting in the affected area.
Animal population control	Where squirrels, pigeons or rabbits are a problem, it may be necessary to arrange for qualified persons to control them when the public are excluded.
Action after storms	Inspection after storms, exceptional rainfall etc. should mark and record damage. Arrangements should be made with the Parks Operations Manager for immediate action and the relaying of relevant information to all interested parties.
Action after snow	Snow should not normally be removed from low-growing plants, as it protects them from wind and ice formation. Large shrubs and trees that may collapse under the weight should be cleared using lightweight poles with rake heads fitted to knock the snow slowly off the canopy.
<i>Preseason preparation</i>	
Inspection	Check the health of plants. Remove dead or diseased tissues, and apply pesticide where necessary. Remove and replace dead specimens immediately if stocks exist, or include in a note for replacement as soon as possible. Inspect supports, stakes, ties and straining wires, and repair or replace as necessary; remove those no longer needed.
Weed removal	Remove all winter weed cover from intensively cultivated areas, and dispose of off-site. Methods of control include: (i) organic mulch (ii) plastics sheeting mulch (iii) cultivation (iv) hand weeding (v) chemical control
Application of herbicide	Apply herbicide, where appropriate, of a type compatible with the planting (except where replantings may be necessary).
Aeration	Where soil is compacted, prick to aerate, avoiding underground perennating organs.
Winter leaf dispersal	Distribute windrows of leaves over the soil surface of appropriate plantings (i.e., large and woody or robust herbaceous plants that will not be smothered) to suppress weeds and build up soil humus and fertility.
Nutrition	If there are signs of nutrient deficiency, apply general fertiliser. Apply compost to plants requiring early nutrition, like hellebores.
Refirming or restaking	Where plants have been loosened by wind or frost, refirm by heel or trowel. Where staked, unite the plant before firming, and retie in a slightly different place.
Mulching	Apply mulch where practicable, so that any remaining mulch plus the new layer is approximately 75mm deep.
Monitoring pH	Test the pH value of the soil amongst calcifuge plantings.

H&S routines	Inspect plants and surroundings in relation to the H&S of the public and maintenance staff.
Pruning	See notes below
<i>Growing season</i>	
Weed removal	Remove all weed cover from intensively cultivated areas, and dispose of off-site.
Application of herbicide	Weed colonies in close plantings should be sprayed with selective herbicide appropriate to the weed species (at the time of its maximum growth, usually late May or June) and harmless to the plantings. The chemical should be applied strictly according to both the manufacturer's instructions and H&S regulations.
Aeration	Where soil is subject to treading and becomes compacted, prick to aerate over root areas, on average 4 times per season.
Nutrition	If there are signs of nutrient deficiency, apply a general fertiliser or single element fertiliser as appropriate and hoe in.
Refirming or restaking	Where plants have been loosened by wind or frost, refirm by heel or trowel. Where staked, untie the plant before firming, and retie in a slightly different place.
Mulching	Make up the mulch depth in July to the original depth. Check that the breaking down of mulch is not depleting the soil of nitrogen.
Dead-heading	Flowering plants with persistent panicles/flowers should be routinely dead-headed. Roses should be checked and dead-headed every few days.
Control of unsuitable vegetation	Suckers, atypical growths and 'feathers' on stems should be removed at the point of origin with a sharp knife, and arisings disposed of off-site.
Watering	In drought conditions sufficient water should be applied to plantings, according to what management deems is appropriate, to maintain the plants in good condition. Conventionally, this is the equivalent of 25mm of rain per application. Vulnerable plants, like ferns and hellebores, as well as summer bedding schemes, should be watered daily unless it rains.
Pest and disease control	Staff should routinely check plants for symptoms of pests and diseases, and take immediate remedial action where necessary.
Thinning	This should be done as necessary.
H&S routines	Inspect plants and surroundings in relation to the H&S of the public and maintenance staff.
Pruning	See notes below
<i>Approach to dormant season</i>	
Preparation of winter programmes	Inspect plantings and prepare the programme of winter work, i.e., thinning, replacement, modifications, development, etc.
Control of unsuitable vegetation	In October, while leaves are still present, inspect for suckers, atypical growths and 'feathers' on stems. These should be removed at the point of origin with a sharp knife, and arisings disposed of off-site.
Plant shelters and lifting	Provide protection for tender or wet-sensitive plants, especially those in the 'Sub-tropical border' and fernery. Lift dahlia tubers once the foliage is blackened, clean and store.
Cleaning and clearing up	Cut down dead stems almost to soil level, clean and clear up from all plantings, and remove all arisings from site.
Inspection of major fixtures	Inspect drainage, hedges, the fountain, fences, notices, services (cables, pipes, ducts, switches, gullies, hydrants), fire precautions, buildings, etc, and take action to repair or replace as necessary.
Storing summer equipment	Take growing-season equipment out of service, inspect, and, where necessary, send equipment for overhaul. Empty hoses, reel them up, and put everything into the store.

Pruning	See notes below
<i>Dormant season</i>	
Leaf fall	Where the habit of the plantings is such that leaf fall can be left to filter down through plant growth to form a natural mulch and humus layer, this should be encouraged. Where leaves would smother plants, leaves should be cleared if possible as regularly as possible.
Pest control	Spray or bait against over-wintering forms of pests observed on plantings during the growing season, e.g., tar-oil against winter moth, poison against slugs and snails.
Winter programme	Carry out the winter programme of thinning, replacement, modifications, development, etc.
Snow clearance	Clear snow off vulnerable plants and paths.
Renewal planting	Where plantings become decrepit after several years or where they have succumbed to environmental damage or vandalism, replan and/or replace the plantings totally.
H&S routines	Inspect plants and surroundings in relation to the H&S of the public and maintenance staff.
Pruning	See notes below
Source: BS, Part 4, pp.27-38, 64-67	

Table 7.4: Operations recommended in different seasons on various aspects of soft landscape

	Trees		Hedges	Shrubs			Climbers	Herbaceous			Ferns	Bulbs		Annuals
	New	Mature		Orna- mental	Ground cover	Roses		Perma- nent	Formal	Wet- land		Natura- lised	Formal	Bedding
All seasons														
Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Litter removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Materials reserve	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wildlife protection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Animal population control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Action after storms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preseason preparation														
Inspections	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Weed removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application of weedkiller	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aeration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Winter leaf disposal		✓	✓	✓	✓	✓		✓	✓		✓	✓		
Nutrition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refirming and restaking	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Mulching	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monitoring pH status				✓										
H&S routines	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pruning	✓	✓	✓	✓	✓	✓	✓	✓						
Growing season														
Weed removal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application of weedkiller	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		
Aeration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Nutrition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Refirming and restaking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓

Prospect Park Management and Maintenance Plan

	Trees		Hedges	Shrubs			Climbers	Herbaceous			Ferns	Bulbs		Annuals
	New	Mature		Orna- mental	Ground cover	Roses		Perma- nent	Formal	Wet- land		Natura- lised	Formal	Bedding
Growing season <i>continued</i>														
Mulching	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Dead-heading				✓		✓	✓	✓	✓				✓	✓
Control of unsuitable growth	✓	✓	✓	✓	✓	✓	✓							
Watering	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pest and disease control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Thinning				✓	✓	✓	✓	✓	✓	✓	✓			
H&S routines	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pruning	✓	✓	✓	✓	✓	✓	✓							
Approach to dormant season														
Preparation of winter prog.s	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Control of unsuitable growth	✓	✓	✓	✓	✓	✓	✓							
Provision of plant shelters				✓							✓			✓
Cleaning and clearing up	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inspection of major fixtures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Storing summer equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pruning	✓	✓	✓	✓	✓	✓	✓			✓	✓			
Dormant season														
Leaf fall a) natural mulch	✓	✓		✓	✓		✓	✓			✓	✓		
Leaf fall b) clearance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
Pest control	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Winter programme	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Snow clearance	✓		✓							✓				
Renewal planting		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
H&S routines	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pruning	✓	✓		✓	✓	✓	✓				✓			

Source: BS 7370, Part 4, p.87

The following notes explain many of the operations included in Tables 7-3 and 7-4.

Cultivations

- Digging and forking

Digging should normally be preparatory to planting. The soil should be broken up to a depth of a single spade (250mm; single digging) or two spade (500mm; double digging). A spade is the normal tool for the cultivation of soil, but a fork maybe used in clay and stony soils that are intractable. Mechanical rotary cultivators are often the quickest method of cultivation on large open sites, as they break up the soil into a finely divided state - although only to a depth of about 150mm. The quality of finish to the soil varies between the equipment. Mechanical rotary cultivators leave a fine crumb to the full depth suitable for planting or seed sowing. A spade or fork achieves a soil suitable for planting, but further work with a fork or rake is needed before seed sowing. When using a spade to cultivate, it can either be rough-dug where the soil falls off the spade or fine-dug where it is chopped with a spade to achieve a finer finish. It is best to carryout digging during the autumn as the winter frosts reduce the lumps into a fine crumb. If applying a manure, fertilizer, or lime to the soil, it should either be spread out over the surface before being turned in, or be buried in the soil during the course of digging.

- Pricking up

To prevent soils with a large clay fraction from capping over, a border fork should be inserted 75mm deep and flicked to break the surface crust. This should be repeated at about 50mm centres over the whole surface and a fork should be used in a sweeping action to reduce the size of the lumps to crumb and to level off.

- Hoeing

In addition to weed control, hoes break the soil's crust and aerate the soil. Hoes fall into two main classes: draw-hoes, with a blade fixed at 90° to a 2m pole, used on dry ground with large weeds in a chopping action walking forwards over the weeded ground; Dutch-hoes, with a blade fixed to the end of the pole at a slight angle to the longitudinal axis, which is pushed over the surface with the operator walking backwards. The Dutch-hoe is more efficient at removing weeds, as it severs the stems just underground and weeds are not replanted by the operator's feet. A small hand draw-hoe is useful among delicate plants. (See weed control below.)

- Harrowing and ploughing

Used to re-instate large sites

- Raking

To rake to a tilth soil in flower borders and to rake out larger areas: most commonly used is a forged steel 12-tine (75mm) rake, with a head of 300m across, fixed at 90° to the longitudinal axis of a handle up to 2m long. Spring tine rakes should only be used for leaf clearance. When raking to a tilth, the soil is raked backwards and forwards to a crumb, after which it is raked level, and debris and large stones removed. Crumb size should not exceed 12mm diameter to a depth of 50mm.

A rake should also be used to define the edge of a flowerbed after pricking up and edging, by tapping the soil at the edge of the bed with the head of the rake held at an angle of 45° to give a piecrust edge.

Firming

Plants should be firmed after loosening by either frost, wind or vandalism. The plant should be inspected and then a heel should be used to re-firm the soil around the roots of the plant. Some degree of loosening during the winter is inevitable and therefore this operation is required every spring. Inspection at the end of winter is necessary for staked and tied trees, but if these are properly supported it may not be necessary to heel and firm. Inspection and refirming should also take place after summer gales.

Irrigation

Seasonal bedding, ferns, hellebores, and newly-planted and specimen trees and shrubs will require irrigation. Water should be applied before plant distress occurs, in sufficient quantity to penetrate to the full depth of the root system of the plants concerned and at a rate, which avoids run-off (this cannot apply to mature trees).

Nutrition

A good horticultural soil will have about 10-15% humus content, and the application of bulky manure helps to maintain the humus fraction, which would otherwise gradually oxidize and disperse. Woody plants and long-lived permanent herbaceous plants do not normally require any supplement to maintain fertility. The application of fertilisers and incorporation of bulky organic manures should be made routinely to seasonal bedding and similar plantings. Modern compound fertilizers are normally in granulated form, suitable for application by mechanical distributor, and can be obtained in mixtures varying in proportions of the major elements according to the particular nutrient needs of the plants concerned. There is some danger of plant damage if granulated or powder fertilizers are applied in too great a quantity, and it may be necessary to bulk up with sand or other neutral material to reduce the likelihood of leaf scorch, etc.

Mulching

Mulching is one of the most neglected but most valuable operations in amenity horticulture. Many species with profuse flowers have shallow root systems, which are easily damaged by hoeing and other surface cultivations. A mulch of strawy manure, granulated tree bark or weed-free compost can be applied to protect root systems, to prevent surface crust and to suppress weeds. It is important that the mulch does not deplete the nitrogen content of the soil: bacteria that degrade organic materials in the soil take nitrogen from the clay-humus complex. Signs of nitrogen deficiency are yellowing foliage and stunted or no growth. If the materials used are likely to cause nitrogen deficiency, a precautionary application of a high-nitrogen fertiliser, preferably of the slow-release type, should be made to the soil when the mulch is spread, and a further application made if deficiency signs appear. Shallow mulch can rapidly become ineffective as the material decays. Materials such as processed bark (75mm grade), coarse peat or spent hops must have a thickness of at least 75mm. Materials like decayed manure and compost should not be allowed to decrease in thickness below 150mm, except when used as overwintering mulches to be dug in at the end of the winter season.

Weed control

- Organic mulch: the application of a layer of organic material to a freshly cultivated weed-free soil will prevent weeds from germinating. The mulch layer should be at least 50mm thick.

- Plastics sheeting mulch: not for amenity use as its appearance is unattractive.
- Cultivation: mechanical or hand-operated hoes of various types (see above), are used to sever roots of weeds. Hoeing is most effective when the ground is dry.
- Hand weeding is expensive and tedious but in some situations it remains the best option. Hand weeding is often effected with a hand fork, daisy grubber or similar hand-held implement.
- Chemical control: various formulations of herbicides are used to eradicate weeds in a variety of situations. Residual herbicides persist in the soil and act on emergent growth. Selective herbicides differentiate between plants. Contact herbicides act on contact with foliage. Total herbicides may be contact or residual or both, and destroy all plants. Typical uses of chemical herbicides are the control of weeds in shrub beds by use of selective/residual herbicides, or the use of contact herbicides either by spot treatment, swabbing or wiping. Translocation will occur only when the chemical contact is with green foliage or stems, and not with wood stems.

Thinning

When planting up a new site, it is recommended that sowing or planting should not be at final spacing owing to (i) the possibility of some failure, (ii) too great exposure to weed invasion with the consequent expense of weed control, or (iii) the mutual shelter effect of closer planting. Thinning should start when the plants just start to touch, to avoid excessive root disturbance. Where successive thinnings are necessary, the group of plants should be regularly monitored; thinning should be logically scheduled; and care should be taken to select the specimens that will form the mature planting.

Small-scale young annual or biennial plants may be thinned by finger and thumb, with a garden knife or onion hoe inserted just under the soil to loosen and lift larger plants. More mature plants, up to the size of medium-sized shrubs, can be eased from the soil with an appropriate size of fork. The fork should be inserted at an angle under the plant and gently levered to release the root ball. Larger woody plants need arboricultural methods to grub or fell thinnings, and removal of roots is important to avoid introducing honey fungus.

Harvesting bulbs

When bulbs used in seasonal bedding have finished flowering, the whole plant should be lifted and arrangements made for appropriate disposal.

Dahlias should, if possible, be left in the soil until the tops have been shrivelled by frost. They can then be lifted, cleaned of soil and have their stems cut down to about 75mm above the tops of the bulbs. After old tissues, fragments of soil, remnants of the old bulb, etc. have been cleaned off, the bulbs should be dipped in a fungicide, and then dried off and stored in a frost-free, cool, airy store. The bulbs should never be stored more than one layer deep.

Supporting small plants

- Formal staking

Standard roses and large decorative dahlias are usually supported on 25mm square-section preservative-impregnated softwood stakes, pointed at one end for driving 450mm into the soil. Canes for supporting early-flowering chrysanthemums, annual climbers in the mixed border, or dot plants in seasonal bedding need a range of sizes. Small plants should be supported on split cane 600-1200mm in length and larger plants on whole cane 600-3000mm in length. All can be stained green.

- Informal supports

Twiggy branches of trees like birch or sycamore are often used to support herbaceous plants for a more informal appearance. The end of the branchlet is sharpened and thrust into the soil as the plants start to emerge to give support until the end of the flowering season. The stakes should support the entire plant but especially the flower heads.

Pruning

1. Leave shrubs alone unless there is an obvious reason for pruning them.
2. Pruning should be regarded as skilled work, to be carried out by someone appropriately trained who knows the individual requirements of different shrubs and plants and who is fully aware of the objective to be achieved.
3. In public spaces, to keep costs down, plant shrubs that require little or no pruning.

The primary distinction between shrubs is between those which are evergreen and those which are deciduous. Evergreen shrubs in particular should be pruned only as frequently as required to keep them of dense habit and to prevent them growing out and opening up. In general they should present a solid and impenetrable shape with leaf growth down to the ground. Deciduous shrubs may require more attention.

The natural shape of a plant is a guide to pruning: bushy plants should be cut to an outward-facing bud; upright plants generally to a bud which faces inwards.

In general, those characteristics which vary between plant groups influence *when* to prune:

- the timing and location of flowering: the optimum time to prune an established shrub nearly always depends on its flowering habit:
plants flowering on the current year's growth - in early spring;
plants flowering on shoots on last year's wood - immediately after flowering (or in winter)
- proneness to infection: *Prunus* species are susceptible to infection by the silver leaf fungal parasite, the airborne spores of which are released in autumn and early winter, and should therefore be pruned in summer, when risk of infection is lowest.
- proneness to excessive bleeding: plants that bleed profusely when cut because of water pressure in the xylem - like shrubby *Cornus*, birches and many *Euphorbia* - are best pruned in midwinter, when the plants are fully dormant, or in midsummer, when high evaporation reduces pressure in the xylem.

Additional considerations: one advantage of winter pruning of deciduous trees or shrubs is that the lack of leaves allows a better appreciation of the shape of the plant. Pruning in late winter reduces the likelihood of frost damage, and provides less opportunity for the entry of disease as healing will be rapid in spring.

The specific objective to be achieved influences *how* pruning is done. Most plants probably need no regular pruning, although there are some good reasons to cut:

- for health: remove feeble, dead, diseased and damaged branches; remove atypical growth; remove entire branches in overcrowded bushes to create an open framework; cut back branches to stimulate vigorous growth;
- for performance: encourage bigger crops of flowers and/or fruit by light pruning of shoot tips, or a second flowering in some species - like *Helianthemum* and *Nepeta* - by cutting back after flowering;

- for shape/special effects: remove lateral stems to produce a straight central stem; coppice to stimulate long straight stems for ornament or harvesting; creative pruning will produce cordons, espaliers, fans, hedges and topiary.

7.4 Trees and hedges

7.4.1 Objectives

Trees must be maintained in a manner conducive to their active growth consistent with safety, visual attractiveness and sufficient light penetration.

7.4.2 Operations

General: mature trees

It is important that vehicles and storage of materials are never allowed to intrude on the root-plate of trees - this is generally taken to be equal in size to the spread of the canopy - to avoid soil- and root-compaction. The first event is as significant as repeated compaction events in terms of the damage that occurs to the soil and the tree.

The most important operation in the maintenance of mature trees is inspection for disease and tree safety, for indications as to tree longevity, to establish the need for crown reduction or other surgical operations, and for the relationship between tree roots and buildings or services. Recorded inspections of mature trees should be done every six months, once when they are in leaf (preferably late in the growing season, when fungal fructifications are evident) and once in the dormant season. Additional inspections should be carried out after severe storms. If anything appears wrong with a tree, an arboricultural expert must be called in to assess the extent of the problem and to recommend appropriate action.

Trees recently planted should be inspected regularly. Small trees should be inspected at least monthly and preferably weekly during the growing season; forest nursery-size transplants require only quarterly inspection.

Prepare a plan of the site, and indicate the positions of the trees and their dimensions. Number each tree. On a schedule, record next to each tree number its species. Inspect each tree methodically (BS 7370, Part 4, pp.23, 25):

- Stand well back and form a general impression of the vigour and condition of the tree from its overall appearance, including the foliage (which may show parasite attack or environmental stress). If necessary, remove ivy or other climbers and dead or loose bark to allow inspection.
- Inspect the bark and roots at ground level. Make a small excavation to expose the condition of the roots and lower stem, and look for traces of 'bootlaces' of honey fungus (*Armillariella mellea*) or other signs of fungal attack, strangling roots, etc.
- It is usual to work upwards from this point. Closely examine the trunk for possible sources of decay, timber damage and previous surgery. Examine for cavities. Note any sign of decayed timber, water cups, borer or fungal attack, decaying snags, cracks or loss of bark. If any of these are present, call in an arborist to undertake tests.
- Inspect the crown and crotches, with binoculars if necessary, ending with the condition of the fine shoots and buds, especially the thin bark on young shoots. Estimate the amount of dead wood present, and assess whether expert opinion is needed to evaluate whether or not this is normal for the species.

- Inspect the leaves, flowers and fruits for signs of pests and diseases, and note whether treatment is necessary.
- Inspect the leaves, flowers and fruits for signs of nutrient deficiency, and note whether feeding is necessary.
- Inspect the surroundings for signs of interference with the root system (e.g., underground services and leaks, recent trenching or changes in level).
- Examine the environment in relation to the tree: exposure, likely pollution, ground surface character (including compaction around the base of trees), soil, etc. Note where remedial action is required.
- Consider the tree's effect on its environment: whether it is obstructing pedestrian traffic or shading out new planting. Pruning trees should be done as a last resort. Generally, trees are both more structurally sound and visually attractive if left to grow naturally. Obtain expert opinion before pruning.
- Inspect underplanting in mid-June to estimate the degree of thinning of the canopy that might be required to ensure the health of the understorey. Obtain expert opinion before pruning.
- If any tree is sickly, obtain expert opinion.
- Where doubt exists regarding the safety of the upper crown, make arrangements for a visit by a climber to make a report based on direct observation.
- Consider the likely longevity of old specimen trees, so that plans for replacement can be made several years in advance, paying special attention to its location and the immediate and future impact it will have on views, sight-lines and the landscape character of the site.
- Record the visit, observations made and whether expert advice is required. File records of the inspection, and of follow-up visits.

Maintenance programmes should aim at providing conditions conducive to active growth and to minimising wounding of the bark (which admits parasitic fungi). Maintenance of trees which form a part of groups needs to take account of implications for the whole group, either its appearance or its function in 'supporting' other trees. Professional advice may be necessary.

After inspection, all items requiring remedial action or further investigations must be listed and acted upon.

Pruning of trees (BS 7370, Part 4, p.39) should, ideally, be confined to training or shaping when immature to removal of dead or diseased material in mature trees, and should be done by suitably qualified staff. For all grafted plants, suckers should be detached from the rootstock to their point of origin with a clean knife-cut in June and again in October. Epicormic growth must be removed at least once a year, in June.

General: hedges

Hedges should be cut annually in summer (checking first that there are no nesting birds). The aspect of hedge maintenance most often neglected is mulching and feeding. Most middle-aged hedges are malnourished. If old hedge plants are suffering from malnutrition, apply a general fertiliser or a formulation for tree nutrition. The fertiliser should be pricked in and then watered in with a fine spray. The most common cause of sudden death of hedges is honey fungus, and regular inspections should be carried out by making a small excavation to expose the condition of the roots and lower stem, and looking for traces of 'bootlaces' of *Armillariella mellea*.

Recently planted hedges should be cut hard back in June and September, so that bushy growth down to ground level is encouraged, and the hedge should be allowed to reach its

planned dimensions only be degrees. Exceptions are those plants having a leading shoot which will give better results if left to attain their full planned height, notably beech (*Fagus sylvatica*) and yew (*Taxus baccata*). Lateral branches of these species should be cut back moderately to ensure a dense habit. The ideal shape for hedges is A-shaped (with a flat top) - ie wider at the base than at the top - this encourages strong fresh growth up the entire face of the hedge. Perpendicular-faced hedges suffer from shading and increasingly sparse growth low down.

Mature hedges should be pruned as follows: box once in August; yew twice, in June and September or October.

General: new trees

New trees should only be planted to a well-defined plan which details species, variety and exact location. Ad hoc tree planting has had a deleterious effect on many parks and it can be difficult winning public support for the removal of the wrong trees in the wrong places. A mature tree can easily have as great an impact on a landscape as a building but it is rare for the same level of thought to be applied to their locations. If a member of the public wishes to donate memorial trees, these should be identified and selected from the tree plan.

Planting of new trees (BS, Part 4, p.34) should be done between mid-November and mid-March. It is possible to plant containerised trees at other times of the year, but this places a heavy burden of watering on maintenance staff. Trees should be inspected in the nursery before purchase. The pit for a new or replacement tree should be made sufficiently large to accommodate the root system spread out with 100mm free space on all sides. Where a dead tree is felled and replaced, it must be grubbed to remove as much of the root system as possible. The sides and bottom of the excavation should have all roots, debris and rubbish removed and the surfaces broken up with a fork. Clean, friable medium-loam topsoil mixed with a tree-planting medium should be provided to surround the roots.

When planting, all packaging must be removed, and the tree must be placed on a layer of topsoil sufficient to bring the undisturbed surface of the root ball, or the point on the tree to which it has been planted in the nursery, 50mm below the consolidated level of the topsoil in the tree space after planting.

If a clear stemmed tree with a strong leader is required (the classic tree shape) it is necessary to either plant in a group with companions which must be thinned out over time or to carry out formative pruning - nearly all trees grown in the open will become multi-stemmed as they take advantage of the available light without the expense of growing a tall and strong trunk. The result, if not formed, is a wide bushy tree lacking the elegance usually required in parkland.

If possible, the tree should be well firmed in the ground rather than staked. Where staking is necessary, and vandalism is not a problem, a vertical stake or one inserted at 45° supporting the lower stem is sufficient. Stakes should be no more than a third of the overall height of the tree. Where vandals regularly snap the tops off appropriate tree guards will be considered. Where used, stakes should be driven 600-750mm into the ground (depending on the size of the tree) using a post-driver or by boring a hole with a post-hole borer and ramming in the stake until it is firm (p.50). Plastics-impregnated fabric ties with a purpose made spacer are commercially available, and these can be secured to the stake by two large-headed galvanised 25mm nails. Trees should be fixed as close as possible to the stake so that bark damage does not occur. Once the tree is no

longer in need of support, the ties should be taken off, the stake *wholly removed*, and the resultant hole filled in with clean topsoil. Stakes should be removed as early as possible.

In dry weather, root areas around newly planted trees should be thoroughly watered at a rate of 25l/m² sufficiently often to maintain turgidity and growth. Regular weeding to a radius of 500mm from the trunk is crucial to protect new trees from competition. Where necessary, young trees must be protected from gnawing or grazing animals with tree guards or fences, and from wind and (sometimes) frost exposure. Young trees should also be protected from pest attack, nutrient deficiency, soil pollutants, and root disturbance.

All tree surgery must be carried out by qualified staff.

Branch support of older trees can be achieved by bolts and cables or by props. The point of support must be checked regularly for chafing, especially after storms, and action taken as soon as damage is observed or suspected (p.52). Crotch supports need to be checked for slow sinkage into the ground.

Specific trees

The yew family requires sensitive maintenance to allow for a 'natural' shape while preserving views of and out of the gazebo and keeping paths from being overgrown. Light pruning that removes dead wood and, only where absolutely necessary, overhanging branches should be sufficient. The ground under the tree should be kept clear of weeds.

The old copper beech shows signs of senescence. The tree must be inspected regularly to monitor any further deterioration. A replacement copper beech has been planted alongside it. The young tree must be preferred in maintenance terms, to ensure the best possible mature shape. For this reason, the old tree will need periodic pruning to allow the light to reach the small tree.

The mulberry should be monitored, and the crown thinned if it appears in danger of splitting.

Work on mature trees should take account of guidelines on veteran trees (English Nature) as the presence of decay and fungal infection in old trees is normal and it is important that a new generation of veteran trees is allowed to arise. English Nature guidance shows exactly how to treat distressed old trees to stabilise them and how to extend their lives.

7.5 Hard surfaces

7.5.1 Objectives

The overarching objective is to maintain clean, even, consistent surfaces, safe for use by normal traffic in all conditions.

Areas that have been designed for light traffic should be prohibited to heavy vehicles in order to avoid damage to driveways, paths, road verges and planting.

Hard surface areas should be kept free from the following:

- (i) litter, including autumn leaf fall
- (ii) dust and accumulated grit
- (iii) stains, e.g., oil or paint spillage
- (iv) graffiti

- (v) weeds, moss and algae
- (vi) standing water

Aims and objectives are in Table 7-5.

7.5.2 Operations

Table 7-6 should be regarded as a checklist for inspection and maintenance of hard areas. All 'general' operations apply to all types of hard surface; only modifications to the general procedures are listed in subsequent rows.

Defects should be reported and dealt with as they arise.

Cleanliness is important. Recommended treatments for specific stains on hard surfaces are tabulated in Appendix D.

Gullies in areas of loose gravel must be checked monthly. Other gullies must be checked every six months, and kept open. Operations involved in maintaining a drainage system include the following:

1. Inspection at least twice a year (or more frequently in areas of loose gravel)
2. Immediate action to rod drains when blockages occur
3. Removal of silt and grease as often as necessary
4. Weeding the banks of open ditches at the end of the growing season
5. Clearing outfalls of weeds and debris at the start of the winter season
6. Periodic renewal, as all drainage systems eventually wear out.

Attention should be paid to drains that come into contact with trees, as leaf litter is prone to blocking drains and tree roots often penetrate them.

The RBC Highways Section is responsible for repairs to paths and manhole covers, and installation or removal of road signs and road furniture.

Note: where paved areas drain into tree pits or planted areas, high concentrations of salt, detergent or soil-acting herbicides should not be used (BS Part 2, p.8; also, BS, Part 4, p. 30).

Table 7-5 Maintenance objectives: hard surfaces

Maintenance objective	
Litter picking	Daily Litter receptacles should be emptied daily.
Sweeping	Daily around catering establishments; twice per week elsewhere.
Stain removal, e.g., oil or paint	Complete removal within 2 days of being reported
Graffiti removal	Complete removal of racial or sexual abuse or obscenities within 24 hours; complete removal of all other types of graffiti within 5 working days of being reported
Weed and moss growth	Should not exceed 1% of paved area and 20% of joints within it. This can be tested using the method described in Appendix C, paragraph C.3.
Integrity of material	Materials used in repairs should match the existing surface material specification, and be laid to a similar depth and, where applicable, to a similar degree of compaction.
Evenness	Where a risk of slipping exists, warning notices or handrails should be installed. All paving should be maintained to original levels and falls. Movement of adjacent units should not produce a differential greater than 6mm.
Breakage	Generally, footpath paving should not show more than 10% broken units overall. Concentrated damage, e.g., by vehicles tracking across or at the edges of pavements, should be repaired, upgraded or rebuilt even if less than 10% of the area is affected. All cracks wider than 6mm should be raked out and repaired, as should spalling and weathering at the edges.
Gullies	Surface water drains, channels, gullies, traps, outlets and grids should be kept clear of accumulated grit, leaves, grass and weeds. Gullies and inspection chambers with sumps should be emptied and outlets to all surface water drains should be inspected monthly in gravelled areas, twice a year elsewhere.
Permeability and drainage	Where paved areas drain into tree pits or planted areas, high concentrations of salt or soil-acting herbicides should not be used.
Safety	Any surface, wet or dry, should be safe for use by normal traffic. Loose materials should not present a hazard underfoot, for wheelchair users or for those using a walking aid.
Appearance and durability	The original colour and texture of surfaces should be maintained as far as possible, with due allowance for natural weathering. Surfaces should not be allowed to degrade under wear, frost or settlement. Re-dressing of loose-finish surfaces should be done so as to maintain the desired extent of cover.
Source: BS 7370, Part 2, pp.7-9	

Table 7-6 Maintenance operations: hard surfaces

Element	Procedures
General: all hard surfaces	<p>Areas that have been designed for light traffic should be prohibited to heavy vehicles in order to avoid damage to driveways, paths, verges and planting.</p> <p>Inspection to ensure conformity to objectives should be done daily.</p> <p>Litter receptacles should be emptied daily. The grounds should be litter-picked daily. All areas near catering establishments should be swept once or twice a day. Sweeping should be by hand or using pedestrian controlled motorised suction cleansers. On large open areas, mechanical sweepers may be used. Paving adjacent to buildings should be scrubbed with water and detergent, and hosed with clean water. Chemicals, detergents and oil-based materials should not be hosed into planted areas, sewers or watercourses, but suctioned by a vacuum cleaner.</p> <p>Stains should be removed within two days of being reported, and chemicals, detergents and oil-based materials should not be hosed into planted areas, sewers or watercourses, but suctioned by a vacuum cleaner. Before treatment is attempted, as much as possible of the spillage should be mopped up or scraped off. Chemicals should only be used under appropriate supervision. Recommended treatments for specific stains are recorded in Appendix D.</p> <p>Puddles of water should not be allowed to stand for extended periods. Depressions in hard surfaces should be repaired where possible.</p> <p>Snow clearance should be treated as a priority, to provide safe routes for pedestrians, especially where there are steps, ramps and steep cross falls. During the thaw, all surface water drainage channels, gully gratings and outlets must be kept cleared. Salt should be spread mechanically, at the following rates: - precautionary: 10g/m² - ice and light snow (20 mm): 20-40g/m² - snow 20-40mm: plough then salt 20g/m² - snow 40mm+: plough then salt 20-40g/m² Salt should not be used in close proximity to trees and other plants. Salt will not be stored on site, but brought in from the depot as required.</p> <p>A programme of weedkilling for roads, hardstandings, pavements, paths and fencelines should be arranged to ensure effective control all year. If work can be undertaken in early spring, mid-February to mid-April, control should be effected by the use of a compound containing one or more residual chemicals; one application at the correct rate is usually sufficient. If satisfactory control is achieved in the first year, smaller maintenance doses in subsequent years is usually adequate. Annual weeds should be treated with a contact herbicide while they are growing strongly. Where there are concerns about the use of residual herbicides, or where a residual treatment is ineffective, a non-residual contact herbicide should be applied, generally more than once during the growing season. Treatment on paving should be targeted at the cracks where weeds grow and not applied over the whole surface. Losses through evaporation should be minimised by spraying in the early morning or late evening (also times when insect activity and pedestrian/vehicular traffic is lower). Where moss and algae are removed with phenol-based mosskillers, extreme care should be taken to avoid damage by spillage of corrosive concentrate</p>

	<p>and by run-off to adjoining planted areas.</p> <p>Where settlement or disturbance causes broken surfaces, paving should be taken up, a firm bed prepared and a new surface laid to match the original. Where normal wear and weathering cause the pointing between units to deteriorate, joints should be raked out and repointed in a similar style.</p> <p><i>Where paved areas drain into tree pits or planted areas, high concentrations of salt or soil-acting herbicides should not be used.</i></p>
Self-binding gravels/hoggin	<p>If litter accumulates, remove by picking or sweeping.</p> <p>If the surface is stained, replace it.</p> <p>Where weeds colonise, treat with chemicals (contact and residual).</p> <p>Surfaces should be raked/rolled at least once a year in winter when wet. Where the surface becomes uneven or there is a drainage problem, rake and roll when wet, and make up levels to falls.</p> <p>Surfaces should be repaired by loosening, raking and making up with similar material to maintain profiles, levels and gradients, followed by rolling.</p>
Loose gravel or crushed rock	<p>If litter accumulates, pick or spike only.</p> <p>If the stone is stained or polluted, replace it.</p> <p>Where weeds colonise, treat with chemicals (contact and residual). Certain chemicals available in granular form for use on gravel surfaces are most effective in cold moist weather, and should be applied in February.</p> <p>Uncoated flexible pavings, like gravel, should be periodically raked and swept, to contain the material, retain a uniform thickness and remove extraneous matter.</p> <p>Paths must be dressed before events to achieve a pristine appearance.</p>
Bituminous surfacing	<p>If litter accumulates, increase the frequency of sweeping.</p> <p>If dust or grit accumulates, remove with detergent/proprietary chemical.</p> <p>Where weeds colonise cracks and joints, treat with chemicals and repair. If moss and algae grow, treat with chemicals or scrape or sweep.</p> <p>Where the surface becomes uneven or there is a drainage problem, patch or replace to falls.</p> <p>Repair cracking and frost damage by raking out and repairing or replacing the surface.</p> <p>Potholes to be reinstated should be cut back to sound material, the sides cut vertically to a square/rectangular shape, painted with bitumen emulsion, and filled with new bitumen.</p>
Natural stone paving	<p>If litter accumulates, increase the frequency of sweeping.</p> <p>If dust or grit accumulates, sweep or hose down.</p> <p>Where weeds colonise cracks and joints, treat with chemicals and repoint. If moss and algae grow, treat with chemicals or scrape or sweep. On susceptible stone, treatment should be regular.</p> <p>Where the surface becomes uneven or there is a drainage problem, replace as necessary.</p> <p>Repair cracking and frost damage by replacing the surface. If the problem represents a severe tripping hazard, replace with an alternative.</p>

Source: BS 7370, Part 2, pp.10-18, 25-27

7.6 Structures: buildings, walls, fences, railings and other structures

7.6.1 Objectives

The objectives of maintenance are to:

- Ensure that the structure fulfils the functions for which it is provided
- Extend the life of the structure
- Maintain it in a safe condition
- Keep it clean, free of graffiti and clear of vegetative growth

7.6.2 Operations

Table 7-7 describes general maintenance operations for structures made of different materials. Most of these operations will be carried out by the Park'S staff.

Regular inspection of built structures will be undertaken by the RBC Environment Directorate. All buildings maintenance - electrical, plumbing and carpentry - affecting the Park, are undertaken under internal contract, and orders must be placed for this work. Inspection checklists are filed in Appendix G.

Anti-graffiti measures

For all painted surfaces, pots of matching paint should be stored on site, so that graffiti can be painted over quickly.

Toilets and kiosk

Daily cleaning of toilets will be undertaken by on-site staff. Toilet block maintenance will be contracted out via RBC Property Services.

Table 7-7 Maintenance operations: structures

Material	Procedures
Timber	<p>Timber structures should be inspected regularly to ensure that they are free from defects, especially rot.</p> <p>All damaged or defective timber should be removed and replaced with sound and, if necessary, treated timber. If replacement is not immediately possible, the timber should be fixed in a safe condition pending permanent repairs.</p> <p>Hardwoods should be used in preference to most softwoods, which are more susceptible to decay. BS 5589 recommends suitable timbers and their treatment for use in different environments for different functions. Wood preservatives may be tar oils (e.g., creosote), water-borne (e.g., copper/chromium/arsenic formulations) or organic solvents (preservatives are dissolved in light petroleum distillate like white spirits). Details are in BS 1282. Most proprietary wood preservatives are generally available and intended for brush application to outdoor timber surfaces. Organic-solvent based solutions provide a measure of protection, but water-based preparations should be considered as suitable for surface protection only. A maintenance programme of periodic reapplication of preservatives, to the manufacturer's specifications, should be followed. Particular attention should be paid to the treatment of vulnerable zones by, for example, immersion or flooding of cut ends and joints.</p> <p>Paints and varnishes must be selected for resistance to external weathering, and applied in accordance with manufacturers' instructions. Priming coats and undercoats must be applied unless the paint underneath the top coat is sound. Where paint coats are very decayed, they should be scraped or burned off, and a completely new paint system applied. Protective coatings should be applied to external woodwork at 3- to 5-year intervals.</p> <p>Stains must be removed within 2 days of being reported. Graffiti involving racial or sexual abuse or obscenities will be completely removed within 24 hours; all other types of graffiti will be removed within 5 working days. Recommended treatments for specific stains are in Appendix D Figure 3-1: Aerial photograph of Prospect Park.</p>
Metal	<p>Metal, including wire fencing, is susceptible to corrosion, and must be inspected regularly. A thorough inspection is essential, and dust, earth and scale must be scraped away in order to determine the extent of corrosion. Attention should be paid to hinges and bolts, which are particularly susceptible to wear and seizure.</p> <p>Corroded parts must be scraped and wire-brushed, then cleaned with a bristle brush, particularly at ground level. All corroded parts should be treated with a rust preventative, taking care both in handling and to ensure that adjoining surfaces or plant materials are not discoloured or burnt. All slack wires should be retensioned, and missing wire clips or ties replaced. Damaged chain link fencing should be unlaced and new sections laced in.</p>
Brickwork and rendering	<p>Periodic inspection of brickwork and rendering by a competent person should be carried out, especially at ground level, and at points subject to maximum damp or exposure, like joints or throatings of copings, and damp coursing.</p> <p>Rendering to walls should be carefully inspected for spalling or cracks, which indicate that it is deteriorating or has lost its adherence to the brickwork.</p>

	<p>Prior to applying new render, joints to existing brickwork should be raked out, and the surface treated with an approved fungicide suitable for the coating to be applied. The remedial coat should be brought to a wood float finish and allowed to dry before applying the final finish.</p> <p>When the mortar has become defective, brickwork should be repointed. Joints should be raked out to a depth of 12mm and brushed to clean out loose material. Joints should be wetted before repointing to ensure good adhesion, and new work should match existing work.</p> <p>Any new brickwork should be built to the same bond as existing brickwork. The mortar strength should be appropriate to the brick being used.</p> <p>Stains must be removed within 2 days of being reported.</p> <p>Graffiti involving racial or sexual abuse or obscenities must be completely removed within 24 hours; all other types of graffiti will be removed within 5 working days.</p> <p>Recommended treatments for specific stains are in Appendix D.</p>
Concrete	<p>Concrete structures should be inspected periodically, especially in April or May, to enable any remedial work to be carried out in the early summer. Particular attention needs to be paid to cracking or spalling of concrete near joints.</p> <p>Cracks should be sealed. They should be raked out, widened as necessary in order to allow the free flow of sealing compound, wire brushed, and then cleaned of dust and dried by compressed air, before applying sealer. The crack should be filled to the surface of the slab and surplus removed. Epoxy mortar and resin-based cement treatments should be used for small areas. If corrosion of the reinforcement or sulphate attack is suspected, the advice of a structural engineer should be sought.</p> <p>Stains must be removed within 2 days of being reported.</p> <p>Graffiti involving racial or sexual abuse or obscenities must be completely removed within 24 hours; all other types of graffiti will be removed within 5 working days.</p> <p>Recommended treatments for specific stains are in Appendix D.</p>
Stone	<p>Stone walls should generally be treated as concrete structures.</p> <p>On inspection, particular attention should be paid to defective sections of either dry or mortared stone wall, and these should be repaired using sympathetic materials and working practices.</p>
Retaining walls	<p>Weep holes should be inspected and any blockages removed.</p> <p>If retaining walls show signs of movement, seek advice from a structural engineer to ensure that they do not constitute a safety hazard.</p>
Source: BS 7370, Part 2, pp.19-21	

7.7 Furniture

7.7.1 Objectives

The objectives of maintenance are to:

- Ensure that the furniture fulfils the functions for which it is provided
- Extend the life of the furniture
- Maintain it in a safe condition
- Keep it clean, free of graffiti and clear of vegetative growth

7.7.2 Operations

Furniture should be cleaned by washing with water and weak detergent, unless the suppliers' instructions recommend otherwise (BS 7370, Part 2, p.10). The cleaning of seats, plant containers, signs and noticeboards should be included in the overall cleaning programme for the area.

Broken seats and bins should be repaired as soon as possible, or, if necessary, removed.

All furniture should be inspected annually during the winter, so that repairs and general refurbishment can be done at a time that will cause least inconvenience to the public.

Information boards

In addition to checking for cleanliness, the section of the interpretation boards containing information on events in the park and horticultural highlights in the Park must be updated monthly: on the first of each month (or the nearest working day), the changeable board relating to the month just passed must be exchanged for that for the current month.

7.8 Ponds

The pond is protected as a wildlife sanctuary. Where needed, undergrowth is reduced on a three-year cycle; otherwise ponds are undisturbed.

7.9 Sports facilities

Prospect Park has the following formal sports provision:

- 6 senior football pitches
- 3 junior football pitches
- 1 rugby pitch
- 5 third generation rubber crumb (floodlit) 5-a-side courts
- 3 tennis courts (floodlit) carpet surface that also convert to 2 additional 5-a-side courts.
- 2 junior cricket wickets
- 2 basketball courts
- A sports pavilion providing adequate changing and shower facilities for twelve senior football teams (six fixtures). Facilities have been audited and meet the requirements specified by the Football Association.

The above facilities are hired by sports clubs (senior and junior) the general public and are also used by neighbouring schools which have no sports ground provision.

The fee charged for use is agreed annually by Council and made available to the general public.

Reading Borough Council operates a 'Your Reading Passport', discount scheme for residents of the borough. Your Reading Passport is a combined discount and library card, available exclusively to residents of the Borough of Reading, and offering discounts at Council leisure facilities, theatres, parks, libraries and events, and with Your Reading Passport Partners. Concession passport holders can participate free of charge in the following sporting activities at Prospect Park:

- Tennis
- All Active Parks coaching sessions with a standard fee of £1
- Kick around for £1 (5-a-side off peak promotion)

The parks service has regular meetings with representatives of the senior football leagues. The level and quality of provision is discussed at these meetings so as to ensure that the service provides facilities that meet the needs of its users.

7.10 Children's play areas

Prospect Park has Reading's largest adventure play area. The play area, with sand play, climbing frames, tube slides and cradle swings, provides a wide range of activities for children aged 1-14 years. Inspections and maintenance are carried out to European standards by the Council's Playgrounds Technician.

7.11 Grounds inspection checklist

There should be a hierarchy of inspections (BS, Part 4, p.23):

- Forward-planning inspections carried out by managerial staff twice a year in order to plan development, staffing and budgets
- Routine casual inspections carried out weekly by supervisory staff with the object of reporting the success or otherwise of management objectives
- Informal inspections carried out by maintenance staff who should be trained to note and report all matters necessary to report to management

In addition, regular formal written inspections need to be carried out, although frequency depends on the element and the season. During the growing season, regular recorded inspections of all growing elements except trees should be carried out every month. Tree inspections should be undertaken twice a year, once when trees are in leaf and once when (deciduous) trees have no foliage. Twice annual recorded inspections of all hard landscaping features and furniture must be undertaken by suitably qualified staff.

The checklist for all features of the Park is given in Table 7-10 below. This will be used as a template in drawing up weekly inspection sheets.

Table 7-8 Checklist for inspecting landscape features

Element	Inspection points
Close mown grass	<p>Suitability of present maintenance system, taking account of evenness, gradient and other factors</p> <p>Height of cut</p> <p>Edges</p> <p>Ground cover of desirable and undesirable sward components</p> <p>Bare patches, diseases, and insect pests</p> <p>pH</p> <p>Lack of nutrients</p> <p>Compaction, poor drainage and infiltration</p> <p>Heavy wear</p> <p>Thatch</p> <p>Inadequate or badly sited footpaths</p> <p>Obstructions</p> <p>Junctions with kerbs and manhole covers</p>
Banks	<p>Suitability of present maintenance system</p> <p>Height of cut</p> <p>Ground cover of desirable and undesirable sward components</p> <p>Bare patches, diseases, and insect pests</p> <p>Angle of slope, obstruction at the foot or top of slope</p>
Flower and shrub borders	<p>Is the overall effect a pleasing element in the landscape?</p> <p>Consult design intentions before making changes</p> <p>Litter</p> <p>Site shape and size of shrubs: consider altering/pruning in order to improve landscape effect and simplify maintenance</p> <p>Consider additional ground cover, consulting design intentions before making changes</p> <p>Need for correct pruning</p> <p>Suitability of present maintenance</p> <p>Weed control</p> <p>Pest and disease control</p> <p>Autumn leaf removal</p> <p>Supports and stakes, where appropriate</p> <p>Watering</p>
Trees: young	<p>Firmness and soundness of stakes; adjustment and positions of ties</p> <p>Tree guards</p> <p>Damage to stem and branches (from ties, stakes, cross members, mowing equipment, etc.)</p> <p>Weed control</p> <p>Formative pruning</p> <p>Pruning of die-back</p> <p>Evidence of wind-rock</p> <p>Mulch?</p> <p>Feeding</p> <p>Watering</p>
Trees: mature	<p>Proximity to buildings and services (overhead and underground)</p> <p>Pests and diseases</p> <p>Condition of stem and branches</p> <p>Ponderous branches</p> <p>Pruning and tree surgery needed?: dead wood, crown raising or thinning, wounds</p> <p>Soundness of root system</p> <p>Soil compaction</p> <p>Soil pollution</p> <p>Feeding</p> <p>Replacement</p>

Hedges	Suitability of present maintenance system (including number of cuts p.a.) Litter Pests and diseases
Hard surfaces	Cleanliness: dirt, stains, etc Weeds Moss, algae and lichens Cracking: settlement, wear, weathering Spalling Drainage
Structures, fences and gates	Cleanliness: litter, dirt, stains, graffiti, etc Rot Corrosion Condition of protective coatings: paint, varnishes, sealants, etc. Vegetative growth Moss, algae and lichens Cracking, spalling, etc. Joints Ducts and switches
Furniture	Cleanliness: litter, dirt, stains, graffiti, etc Rot and corrosion Condition of protective coatings: paint, varnishes, sealants, etc. Moss, algae and lichens Public notices and noticeboards: legibility and up-to-date information
Drainage	Gullies Soakaways Fountain
Other	Straining wires Supports, stakes and ties Hydrants Cables Pipes Fire precautions
Adapted from BS 7370, Part 1, pp.38-42	

8. MONITORING AND PLAN REVIEW

The management plan should be continually reviewed, updated and rewritten.

A formal annual review of the management and maintenance regimes applying in Prospect Park will be undertaken by managers.

A review by management of objectives and outcomes is scheduled in Year 2 (2006). The purpose is to iron out problems with both the specification and delivery of the MMP (see Table 6-1). Subsequent reviews are planned for Years 4, 7 and 10.

If required, the text of the management plan itself will be updated on a five-year cycle, either by the Operations Manager or by a member of staff appointed by him.

In addition to major reviews, site inspections by a senior manager will be carried out twice a year. The purpose is both to monitor performance and to assist with forward planning.

The desired cycle is to Plan - Operate - Monitor - Review - Plan.

The performance specification detailed in Section 7.1 is the basis for monitoring:

- Internally: deficiencies in performance will be addressed by altering the management and/or maintenance regime in order to achieve the necessary improvement.
- Externally: the performance specification may also be regarded as a 'contract' for delivery of an objectively measurable standard of management and maintenance between the local authority and the community of users. To this end, the performance specification can be used by external bodies, such as user or interest groups, to monitor the performance of the local authority and by the HLF, together with the review of the MMP at Year 5 and Year 10, to monitor contract compliance.

Annual satisfaction of the criteria required in order to achieve a Green Flag Award will serve as an additional check on maintenance standards in the Park.

REFERENCES

- British Standards, *Grounds Maintenance*, BS 7370:
- Part 1. Recommendations for establishing and managing grounds maintenance organizations and for design considerations related to maintenance, 1991
 - Part 2. Recommendations for the maintenance of hard areas (excluding sports surfaces), 1994
 - Part 3. Recommendations for maintenance of amenity and functional turf (other than sports turf), 1991
 - Part 4. Recommendations for maintenance of soft landscape (other than amenity turf), 1993
 - Part 5. Recommendations for the maintenance of water areas, 1998
- CABE Space (2004), *A Guide to Producing Park and Green Space Management Plans*, London: CABESpace
- Countryside Commission (1998), *Site Management Planning: a guide*, Countryside Commission
- Institute of Leisure and Amenity Management (ILAM) (1991), *A Guide to Management Plans for Parks and Open Spaces*, ILAM: The Open Spaces Information Unit
- Office of the Deputy Prime Minister (ODPM) (2002a) *Planning for open space, sport and recreation*
- (2002b), *Assessing needs and opportunities: a companion guide to PPG17*
- Reading Borough Council (1998a), *Reading Borough Local Plan (1991-2006)*
- (1998b), *Forbury Gardens and Abbey Ruins, Reading: Historical Restoration Management Plan*

APPENDIX A: BYELAWS RELATING TO PROSPECT PARK

Made by Reading Borough Council under section 164 of the Public Health Act 1875, section 15 of the Open Spaces Act 1906 and sections 12 and 15 of the Open Spaces Act 1906, with respect to pleasure grounds.

Interpretation

1. In these byelaws:
 - 'the Council' means the Reading Borough Council
 - 'the pleasure ground' means Prospect Park

Opening times

2. On any day on which the pleasure ground is open to the public, no person shall enter it before the time, or enter or remain in it after the time, indicated by a notice placed in a conspicuous position at the entrance to the pleasure ground.

Climbing

3. No person shall, without reasonable excuse, climb any wall or fence in or enclosing the pleasure ground, or any tree, or any barrier, railing, post or other structure.

Removal of structures

4. No person shall, without reasonable excuse, remove from or displace in the pleasure ground any barrier, railing, post or seat, or any part of any structure or ornament, or any implement provided for use in the laying out or maintenance of the pleasure ground.

Grazing and foraging

5. No person shall, without the consent of the Council, bring into or cause to be brought into the pleasure ground any animal to graze or forage.

Protection of wildlife

6. (1) No person shall in the pleasure ground intentionally kill, injure, take or disturb an animal, or engage in hunting or shooting, or the setting of traps or nets, or the laying of snares.
(2) No person shall in the pleasure ground intentionally kill, injure, take or disturb any fish, or engage in fishing, in any area designated as not for fishing and identified by means of a notice placed in a conspicuous position.

Vehicles

7. (1) No person shall, without reasonable excuse, ride or drive a motor cycle, motor vehicle or any other mechanically propelled vehicle (other than a cycle) in the pleasure ground, or bring or cause to be brought into the pleasure ground a motor cycle, motor vehicle, trailer or any other mechanically propelled vehicle (other than a cycle), except in any part of the pleasure ground where there is a right of way for that class of vehicle.
(2) No person shall, without reasonable excuse, ride a cycle in any of the pleasure grounds named in Schedule 2 to these byelaws.
(3) If the Council has set apart a space in the pleasure ground for use by vehicles of any class, this byelaw shall not prevent the riding or driving of those vehicles in the space so set apart, or on a route, indicated by signs placed in conspicuous positions, between it and the entrance to the pleasure ground.
(4) This byelaw shall not extend to invalid carriages.

(5) In this byelaw:

'cycle' means a bicycle, a tricycle, or a cycle having four or more wheels, not being in any case a motor cycle or motor vehicle;

'invalid carriage' means a vehicle, whether mechanically propelled or not, the unladen weight of which does not exceed 150 kilograms, the width of which does not exceed 0.85 metres and which has been constructed or adapted for use for the carriage of one person, being a person suffering from some physical defect or disability and is used solely by such a person;

'motor cycle' means a mechanically propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which unladen does not exceed 410 kilograms;

'motor vehicle' means a mechanically propelled vehicle, not being an invalid carriage, intended or adapted for use on roads;

'trailer' means a vehicle drawn by a motor vehicle, and includes a caravan.

Model aircraft

8. (1) (a) No person shall in the pleasure ground release any power-driven model aircraft for flight or control the flight of such an aircraft.

(b) No person shall cause any power-driven model aircraft to take off or land in the pleasure ground.

(2) In this byelaw:

'model aircraft' means an aircraft which either weighs not more than 7 kilograms without its fuel or is for the time being exempted (as a model aircraft) from the provisions of the Air Navigation Order;

"power-driven" means driven by the combustion of petrol vapour or other combustible vapour or other combustible substances.

Protection of flower beds, trees, grass, etc

9. No person who brings or causes to be brought into the pleasure ground a vehicle shall wheel or park it over or upon:

(a) any flower bed, shrub or plant, or any ground in the course of preparation as a flower bed, or for the growth of any tree, shrub or plant; or

(b) any part of the pleasure ground where the Council, by a notice placed in a conspicuous position in the pleasure ground, prohibits its being wheeled or parked.

10. No person shall in the pleasure ground enter upon:

(a) any flower bed, shrub or plant, or any ground in the course of preparation as a flower bed, or for the growth of any tree, shrub or plant; or

(b) any part of the pleasure ground set aside for the renovation of grass or turf, where adequate notice to keep off such grass or turf is exhibited.

Bathing and pollution of water

11. No person shall in the pleasure ground:

(a) bathe, wade or wash in any ornamental lake, pond, stream or other water; or

(b) intentionally, carelessly or negligently foul or pollute any such water.

Games

12. Where the Council has, by a notice placed in a conspicuous position in the pleasure ground, set apart an area in the pleasure ground for the playing of such games as may be specified in the notice, no person shall:

(a) play in such an area any game other than the game for which it has been set apart;

(b) use any such area so as to give reasonable grounds for annoyance to any person already using that area for any purpose for which it has been set apart; or

(c) play any game so specified in any other part of the pleasure ground in such "a manner as to exclude any person not playing the game from the use of that part.

13. No person shall, in any area of the pleasure ground which may have been set apart by the Council for any game, play any game when the state of the ground or other cause makes it unfit for use and a notice is placed in a conspicuous position prohibiting play in that area of the pleasure ground.
14. (1) No person shall in the pleasure ground play any game:
 - (a) so as to give reasonable grounds for annoyance to any other person in the pleasure ground;
 - (b) which is likely to cause damage to any tree, shrub or plant in the pleasure ground.(2) This byelaw shall not extend to any area set apart by the Council for the playing of any game.

Erection of structures

15. No person shall in the pleasure ground, without the consent of the Council, erect any post, rail, fence, pole, tent, booth, stand, building or other structure.

Trading

16. No person shall in the pleasure ground, without the consent of the Council, distribute or sell, or offer or expose for sale, or let to hire, or offer or expose for letting to hire, any commodity, service or article.

Removal of substances

17. No person shall remove from or displace in the pleasure ground any stone, soil or turf, or the whole or any part of any plant or tree.

Fires

18. No person shall in the pleasure ground, without the consent of the Council, intentionally light a fire, or place, throw or let fall a lighted match or any other thing so as to be likely to cause a fire.

Golf

19. No person shall in the pleasure ground drive, chip, putt or pitch a golf ball, except in any area which, by a notice placed by the Council in a conspicuous position, has been set apart for use as a golf course, golf driving range, golf practice area or putting course.

Ball games

20. No person shall play or take part in any ball game in any of the pleasure grounds named in Schedule 2 to these byelaws.

Children's play areas

21. (1) No person who has attained the age of 16 years shall enter or remain in a children's play area in any of the pleasure grounds named in Schedule 3 to these byelaws.
 - (2) This byelaw shall not apply to any person who is *bona fide* in charge of a child under the age of 16 years.
 - (3) This byelaw shall not apply to any children's play area identified by means of a notice placed in a conspicuous position.

Children's play apparatus

22. No person who has attained the age of 16 years shall use any apparatus in the pleasure ground, unless it has been specifically set apart by the Council, and identified by means of a notice placed on or near thereto, for the use of persons over the age of 16 years.

Noise

23. (1) No person in the pleasure ground shall, after being requested to desist by an officer of the Council, or by any person annoyed or disturbed, or by any person acting on his behalf:
- (a) by shouting or singing;
 - (b) by playing on a musical instrument; or
 - (c) by operating or permitting to be operated any radio, gramophone, amplifier, tape recorder or similar instrument;
 - (d) cause or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the pleasure ground.
- (2) This byelaw shall not apply to religious services held with the consent of the Council.
- (3) This byelaw shall not apply to any person holding or taking part in any entertainment or event held with the consent of the Council.

Obstruction

24. No person shall in the pleasure ground:
- (a) intentionally obstruct any officer of the Council in the proper execution of his duties;
 - (b) intentionally obstruct any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
 - (c) intentionally obstruct any other person in the proper use of the pleasure ground, or behave so as to give reasonable grounds for annoyance to other persons in the pleasure ground.

Savings

25. (1) An act necessary to the proper execution of his duty in the pleasure ground by an officer of the Council, or any act which is necessary to the proper execution of any contract with the Council, shall not be an offence under these byelaws.
- (2) Nothing in or done under any of the provisions of these byelaws shall in any respect prejudice or injuriously affect any public right of way through the pleasure ground, or the rights of any person acting legally by virtue of some estate, right or interest in, over or affecting the pleasure ground or any part thereof.

Removal of offenders

26. Any person offending against any of these byelaws may be removed from the pleasure ground by an officer of the Council or a constable.

Penalty

27. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Revocation

28. Byelaws 2-17, 19-27 and 30 of the byelaws made by the Mayor, Aldermen and Burgesses of the Borough of Reading, acting by the Council of the said Borough, on 20 October 1970 and confirmed by the Secretary of State for the Home Department on 14 January 1971 relating to pleasure grounds are hereby revoked.

APPENDIX B: CIVIC TRUST GREEN FLAG AWARD CRITERIA

The Green Flag Award scheme was set up in 1996 by the Civic Trust to give recognition to Britain's best parks and other green spaces, and to encourage other places to reach the same high standards. To achieve an Award, the park must attain the following key criteria:

B.1 A welcoming place

The park should look welcoming, inviting and friendly on first impressions, and should appeal to a wide range of the community. This can be done through clear and appropriate signage, good and safe access, and equal access for all.

B.2 A healthy, safe and secure place

The park and its equipment and facilities should comply with national H&S standards. Regular inspections must be done. Toilets, drinking water, first aid, public telephones and relevant emergency equipment (e.g., life belts near water) should be available in or near the park, and should be clearly signed. Dog fouling must be adequately addressed.

B.3 A clean and well-maintained place

This criterion has two dimensions: aesthetic, and health and safety. Litter must be cleared, and grounds, buildings, equipment and other features must be well maintained. There must be a clear and regularly reviewed policy on litter, vandalism and maintenance.

B.4 Sustainability

Methods of maintenance should be environmentally sound. This can be demonstrated through justified and minimised use of pesticides and horticultural peat, and measures to conserve energy and other resources, to reduce pollution, and to recycle all waste generated. An environmental policy should be in place and continually reviewed.

B.5 Conservation and heritage

Attention should be paid to conservation and heritage issues related to the site, and unnecessary pressure should not be placed on the surrounding environment. Features to consider include wildlife and flora, landscape features, and buildings and other structures.

B.6 Community involvement

This should include both park users and the wider community, and should be evident in aspects of management, and in developments and results achieved in the park.

B.7 Marketing

The park needs to have a marketing strategy, which is continually reviewed. It should be promoted as a community resource, and information needs to be communicated to users, for example, about management strategies, activities, features and ways to be involved.

B.8 Management

The park must have a management plan, which covers all of the above points. The plan must be implemented and regularly reviewed. Sound financial management must also be demonstrated.

APPENDIX C: TEST METHODS FOR TURF

Sampling should be repeated across the whole area at points both random and evenly spaced.

C.1 Measuring the height of grass

C.1.1 Direct measurement

Purpose: Measurements are made to check whether the sward needs to be mown; they are not needed immediately after mowing. Measurements relate to the depth of sward as found, and not to leaves pulled erect for assessment.

Apparatus: Ruler calibrated in millimetres (mm) and cut off to read zero at one end.

Method: Hold zero end firmly against the soil or thatch (but not pressing into it), and read the height in mm of the nearest adjacent erect leaf blade, or, where flattened, the height of the leaf canopy where it is pierced by the ruler.

Take repeated random but evenly spaced samples (+/- 10 readings on areas less than 100m², 10-40 readings on areas 100-5000m², and 40 readings on areas of 5000m²).

Take average of all readings to represent grass height.

C.1.2 Measurement by disc or rising plate

Do not use on swards of less than 10mm or more than 150mm in height, as the leaves are generally too weak to support the disc.

Purpose: As above.

Apparatus: A polystyrene disc approximately 500mm in diameter and 15mm thick with a central reinforcing sleeve is allowed to slide up and down a stick calibrated in millimetres (mm) and cut off to read zero at one end.

Method: Hold zero end of the stick firmly against the soil or thatch (but not pressing into it), lower the disc to the tips of the grass leaves and read the height off the stick, discounting the thickness of the disc and reinforcing sleeve.

Take repeated random but evenly spaced samples (+/- 5 readings on areas less than 100m², 5-20 readings on areas 100-5000m², and 20 readings on areas of 5000m²).

Take average of all readings to represent grass height.

C.2 Assessment of evenness

Purpose: To check for depressions and bumps.

Apparatus: 2000mm straightedge, with wooden extensions 100mm deep at right angles at each end such that the end points of the extensions are 2000mm apart; ruler calibrated in millimetres (mm) and cut off to read zero at one end.

Method to measure a depression: Lay the straightedge to span the depression with the wooden extensions pointing upwards (i.e., out of the way), and read the distance between the bottom of the straightedge and the lowest part of the depression.

Method to measure a bump: Lay the straightedge to span the bump with the wooden extensions pointing downwards (i.e., tips on the ground), and read the distance between

the bottom of the straightedge and the top of the bump. Subtract this reading from the length of the extensions (100mm).

C.3 Methods of estimating the percentage of ground cover, weeds, etc

Apparatus: Wooden frame 750mm x 750mm internally divided into 100 squares of 75mm x 75mm with string/cord. (Each square is 1% of total area covered by the grid.) (Grids of other dimensions may be used, divided into squares in the same way.)

Sampling: Take repeated random but evenly spaced samples (+/- 5 readings on areas less than 100m², 5-20 readings on areas 100-5000m², and 20 readings on areas of 5000m²).

Method to estimate % cover of areas less than the grid subdivision size: Estimate how many components (weeds, etc) would be required to fill a subdivision (1% of the area within the frame) and then count the actual number within the frame. Calculate the % cover over the area covered by the frame as follows:

$$\frac{\text{Actual count} \times 100}{\text{Estimate} \times 100} = \frac{\text{Actual count}}{\text{Estimate}} = \% \text{ cover}$$

Method to estimate % cover of areas less than the grid subdivision size: Count how many subdivisions in the frame are wholly or more than half filled by the component being assessed (weeds, bare patches, etc). Subdivisions less than half full should be considered as empty.

The number of 'full' subdivisions = % cover.

Method to calculate spread of items: Count the number of casts or other items within the frame and divide by the internal frame area (in square metres). This gives no./m².

Take average of readings to represent the figure that needs to be assessed for the relevant maintenance objective.

C.4 Method for assessing the thickness of thatch

Apparatus: Small hollow corer, approximately 50mm diameter; ruler graduated in millimetres (mm).

Method: Remove a core from the ground approximately 50mm in depth. One minute after removal (to allow the compressed thatch to recover its original state), measure the depth of thatch in mm using the ruler. (Upper limit of thatch: continuous horizontal surface immediately below any distinct and separate green leaves; lower limit of thatch: where a layer of interconnected fibrous material gives way to distinct particles of soil.)

Measure each core at four points around its circumference, and calculate the average.

Take repeated random but evenly spaced samples (+/- 5 readings on areas less than 100m², 5-20 readings on areas 100-5000m², and 20 readings on areas of 5000m²).

Take average of all readings to represent the thickness of thatch.

C.5 Determination of infiltration rate

This is usually done by soil scientists, using double ring infiltrometers.

C.6 Soil sampling for pH and nutrient status

The chemical analysis of soil is usually done by soil chemists in laboratories. The taking of the samples, however, is important in determining the accuracy of the results.

Sampling frequency: Nutrient levels do not change rapidly, and it is not necessary to sample every area every year. The desired frequency of sampling depends on the intensity of management. For example, ornamental lawns may be sampled every 3-4 years; other categories of turf every 5-7 years.

Sampling procedure for relatively small areas:

Use a cheese-type corer, tubular corer or pot augur (to avoid losing the top 10mm of soil).

Do not sample immediately after applications of fertiliser or top dressing.

Do not sample close to trees, or flower or shrub borders receiving fertiliser, or other untypical parts of the area.

Ensure that the area to be sampled is reasonably uniform; areas that are markedly different should be sampled separately.

Sample, if possible, to a depth of 75mm.

Ensure that the core is of uniform diameter and includes all surface plant material.

Take repeated random but evenly spaced samples (+/- 5 readings on areas less than 100m², 5-20 readings on areas 100-5000m², and 20 readings on areas of 5000m²).

Collect soil samples in clean bags, and label individually and immediately with the area identification both on the inside and outside of the bag. (Spillage in transit must be avoided, but drying out does not matter.)

Prompt despatch is important to avoid chemical changes due to live organisms in the soil.

Make arrangements for tests to be undertaken by laboratories that can provide results in the following terms:

pH (in distilled water) → pH value

Available P₂O₅ (extractable in acetic acid), c(CH₃ COOH) = 0.5 mol/L → mg/L soil

Available K₂O (extractable in acetic acid), c(CH₃ COOH) = 0.5 mol/L → mg/L soil

APPENDIX D: RECOMMENDED TREATMENTS FOR SPECIFIC STAINS ON HARD SURFACES

Stain	Treatment
Algal and fungal growth	Proprietary quaternary ammonium compound, following the manufacturer's instructions
Beverages or ink	Calcium or sodium hypochlorite (e.g., household bleach); rinse with clean water
Bitumen and asphalt	Petrol
Creosote	Powdered talc
Darkening of wood	Oxalic acid may be used to lighten wood darkened by environmental effects
Efflorescence (lime staining)	Dilute hydrochloric acid
Oil and grease	Scouring powder to remove free oil, followed by white spirit to remove the stain Alternatively, industrial detergent/degreaser based on emulsifiers
Streaking arising from the use of copper/bronze	Powdered talc/ammonium chloride and ammonia solution
Paint: oil-based	Proprietary paint remover, following the manufacturer's instructions
Paint: bitumen-based	Acetone, petrol or methylated spirit
Rust	Lightly etch the surface with 5% (V/V) hydrochloric acid (spirits of salts), and wash with water Alternatively, proprietary rust remover, following the manufacturer's instructions
Smoke	Hot, soapy water, or scouring powder and water, followed by bleaching agent (e.g., sodium hypochlorite solution)
Source: BS 7370, Part 2, p.15	

APPENDIX E: CONSULTATIVE GROUP

Active Parks:

In order to keep in touch with the wants and demands of the local community, an engagement forum consisting of representatives from a variety of organisations meet up at Prospect Park. Proposals for future activities are put forward, to ensure that the needs of each of the organisation's target audience are met. The forum also provides an opportunity for groups with similar objectives to meet and develop long-term partnerships. Groups currently consulted as part of the current engagement forum:

- Reading Day Services
- Tilehurst Residents Association
- Reading Federation of Tenants and Residents Association
- RBC Play Development
- RBC Extended Schools Service
- RBC Youth Team (West)
- RBC Community Safety
- RBC Neighbourhood Regeneration
- RBC Traveller Liaison Officer
- Friends of Prospect Park
- Prospect Park Hospital
- RBC Sports Development
- RBC inclusion and Intervention Team
- Reading Running Clubs
- Youth Football Teams - Kennet Valley, Meadway Youth etc.
- RBC Early Years
- RBC Integrated Youth Development Service
- Local Schools
- School Sports Partnership
- Reading Senior Football Leagues
- Southcote Children's Centre
- Community/Street Wardens
- Walking Group/s
- Y.M.C.A.
- Youth offending team
- Local Children's Centres/Nurseries
- Prospect Bowls Club

Prospect Park / Active Parks Project - Links to local Schools

The Prospect Park based Active Parks Project has numerous activities and sessions targeted at young people who are still in full time education. The links made with schools have enabled our sessions to prosper, as well as aiding in the quest to get children participating in five hours of physical activity a week.

In order to raise the profile of the project and attract young people into sport, instructors running some of the sessions at Prospect Park have delivered taster sessions into the local schools. Lacrosse is one of these sessions that have been heavily promoted around schools in the local area, as the activity offers an alternative to mainstream sports that some young people may have little interest in. The project has delivered four taster sessions into the following local primary schools; Park Lane, Westwood Farm, St. Michaels, and Southcote.

As well as delivering taster sessions into schools, the project has also put on events and activities in conjunction with schools. In July of last year the project hosted an orienteering event at Prospect Park in partnership with Oxford Road Community School, and the Dolphin Adventure Centre. The Oxford Road Community School and Battle Primary School attended the orienteering day, in which participants used map-reading skills to locate and complete various tasks around the park. The day proved a success with young people learning new skills, enjoying being physically active, and experiencing the attractions of the park.

The attendance of assemblies has been another commitment the project has made towards building links with schools. Members of the Active Parks team have spoken to young people during these assemblies about the project and the activities available at Prospect Park. Group games and individual tasks are put on during the assemblies, to engage the audience and promote some of the activities available.

Future Projects (if required)

More taster lacrosse sessions are to be delivered throughout 2009, to promote the activity further. In addition we are also proposing to provide tennis sessions to local schools in the area, to develop the tennis programme planned for the summer. These sessions in conjunction with more assemblies will also aid in promoting the 'Summer Sports Camps' that are planned at Prospect Park during the summer holidays.

The Active Parks Team are also planning a follow up orienteering event, in which we aim to attract additional schools to take part in the day. The objective of the event is to act as a catalyst for orienteering around Prospect Park. The proposal is to develop a map of the park which schools would be able to download or collect from the park, and could then utilise the facilities for themselves.

School use of facilities at Prospect Park

The parks department have a number of agreements in place with neighbouring schools for the use of facilities.

St. Edwards (Preparatory School) - This school has no playing field so conduct all of their games sessions within Prospect Park. The School make use of the sites two junior cricket wickets as well as grass football pitches and synthetic 5-a-side courts. Sessions are held Monday, Tuesday, Wednesday & Friday with full use of associated changing rooms being made.

Holybrook School (Junior Special needs school) - This school hire regularly 5-a-side football courts on site, as they do not have suitable playing fields available to them. The school hire two courts once a week for one hour.

Elvian School (Public School) - This school hire synthetic sports courts for the coaching of football and hockey. The School have their own recreation ground but it does not provide a suitably safe environment in order to conduct these sessions.

APPENDIX F: MINUTES OF MEETINGS WITH USER GROUPS

Active Parks Engagement Forum

Date – 20/08/2008

Time – 6:30 – 8:30

Venue – Prospect Park Pavilion

Attendance – Kayleigh Hodges (Physical Activity)

Jon Wood (Active Parks Duty Manager)

Ian St Ledger (Prospect Hospital)

June Clifton (West Berkshire Heart Support Group)

Peter Clifton (Walking Group Leader)

Eleanor McNee (Rounders Instructor & Secondary School Teacher)

Steve Large (Tai Chi Instructor)

Lisa Davies (Disability Sports Development Officer & Football Coach)

Marie Groucott (Yoga Instructor)

Apologies – Clare Westall (Adventure Dolphin Centre)

Clare McMillan (Buggyfit Instructor)

Rob Mckim (Jogging Instructor)

The Agenda

1.0 Updates on current sessions held at the Park

- Rounders – has managed to reach numbers of 20 – 30 participants on numerous weeks, and whilst no league has been set up from the sessions, there is a fun family feel around the activity with both children and adults involved.
- Yoga – has had a core base of 1 – 6 participants a week, with the majority being women in their mid 20's to early 30's.
- Tai Chi – has been achieving similar numbers to Yoga. The only concern is only two new participants have been attracted to the activity, the others are participants in Steve's other classes.
- Football – the community football sessions have been consistently averaging 30 participants a week, and occasionally exceeding 40. We have also been holding a football session targeted at people in the Dee Road area, in an attempt to reduce youth crime in the area. For both sessions we have used volunteers, and have funded two of them to undertake a FA Level 1 Coaching Course as a result of their reliability and progress.
- Walking – the activity has been established in the park for a number of years now, with a group size of 50 attending weekly. The group have three walks of varying difficulty, and attract a wide range of groups starting at mid-40's right through to mid-80's.
- Buggyfit – has seen a consistent group of 4 – 6 attending the class, with numbers occasionally reaching double figures.
- Basketball – has been largely disappointing with extremely low numbers considering the size of the sport, and that some of the coaches are affiliated

to Reading Rockets. However, numbers are beginning to grow with 6 –8 participants attending the session.

- StreetGames – have been running since March in 8 week blocks, with the sports of football, cricket and hockey all having their own sessions. Football was the most popular sport, but following this even the sports of cricket and hockey were able to attract between 8 – 12 participants.

2.0 Active Parks Achievements

- Active Parks Bonanza – the event was designed to host taster sessions for the summer activities, and promote the Active Parks project. Over two hundred participants took part in the day, and we are hoping to make it an annual event.
- 5 a-side League – the park has successfully hosted two 5 a-side Leagues for two seasons consecutively, with 16 teams participating in each league.
- Press Interest – the press coverage has been fairly regular, but it appears to not be ‘eye-catching’ enough.

3.0 Moving Forward – Winter Activities

- Football – along with the community football session, we are hoping to develop a junior football session for young people aged 4 – 7. The session will teach participants the basic skills required to play the game.
- Tai Chi & Yoga – the sessions will be going inside in the winter, with the Phoenix Day Centre the most likely venue. As space may be restricted, a maximum limit will need to be put on the class.
- Lacrosse – new session of Lacrosse will be introduced at the park. The activity should be promoted as a family-based session, encouraging parents to participate alongside their children.
- Rugby – a provision for rugby will be made up the park, with a new rugby pitch being introduced. Starting with taster sessions it is hoped the Active Parks Project can help develop rugby in the area.

4.0 Volunteers

- Currently have a number of volunteers on the Active Parks Project helping out in activities such as; community football, streetgames, and tennis.
- There are also people volunteering to help develop and maintain green spaces in the area.
- Ambition is to create a volunteer pathway, so volunteers can have a clear idea of what they want to achieve, whether this be coaching badges, CSLA, or just enjoy helping to deliver the sessions.
- This may also offer an opportunity for the project to reproduce its own coaches, if volunteers are interested in developing into coaches.

5.0 Marketing & Advertising

- Leaflets and a timetable have been produced for the summer activities, along with the attendance of assemblies and other scheduled meetings.

- Age Concern and community nursing were put forward as other possible avenues that could be looked into, particularly for promoting the Tai Chi and Yoga sessions.
- Closer co-operation between Active Parks managers and instructors, should result in greater resources being utilised.

6.0 Date of next meeting

- Wednesday evening 26th November 2008.

Active Parks – Steering Group Meeting 30/1/08

Attendees

Chair: Sarah Troke - Active Lifestyles Manager, Sport Reading
Penny Kurowski – Regional Development Manager, Sport England
Jonathan Campbell – Active Parks Duty Manager
Lee Marcham – Active Parks Duty Manager
Ben Stanesby – Parks and Open Spaces Manager
Marcus Hermon – Assistant Parks Manager
Stacey Pickett – Community Sports Manager, Sport Reading

Introductions and Apologies

Apologies from Lisa Pearce

The project to date and the achievements/learning so far - period for December and January

5-a-side leagues

Lee explained the project to date giving the amount of teams participating, 27 in total, and explaining the advertising methods used and the describing the different teams participating. He noted the inclusion of local businesses such as a local car dealership and local teams. He said that the mail shot was the most successful method of advertising for the league.

Stacey pointed out that it might be an idea to advertise to West Berkshire for the 5-a-side league as it is not far away from Prospect Park

Jonathan described the difficulties of collecting statistics for the project but realised it had been an important learning curve for himself and Lee. The 5-a-side league now has developing procedures for collecting statistics, which will greatly impact, on future projects. He also reported that they had managed to capture the majority of participants but not all of them.

Action: Need to put in place a Standard Operating Procedure for collecting statistics at the beginning of a 5-a-side season (1/3/08, Jonathan)

Ben suggested a sample head count as a method of collecting the throughput.

We discussed and were both presented with questions regarding the development of a women's 5-a-side league and a youth 5-a-side league. Penny presented us with a question on this and we had established a contact with the 5-a-side league in Rivermead.

Action: Investigate the possibility of a summer/pre-season tournament/league to encourage women's teams into a 5-a-side league (JUNE 08, Lee)

Stacey offered suggestions on how to get to advertise and contact women's football teams in Reading. She suggested trying to contact the 4 11-a-side teams that exist in Reading to gauge interest for a league. She also suggested looking on the F.A.

website for information on Women's leagues. It was also recommended we speak to the integrated youth service in order to try and facilitate a youth 5-a-side league as they should be in a position to provide activities for young people.

Ben also raised the point about travel for youth groups and the use of a minibus.

Santa Jog

Jonathan began by explaining the Santa Jog and the details of the event itself. 450 people attended the event and the BHF have provided statistics and assisted with promotion for the event and subsequent event after. He then went on to explain the new beginners jogging class to the group and how it is part of a long-term sustainability plan for jogging on the project.

Actions: Set-up and promote a beginners jogging class to start in February and continue to run 6 week programs throughout the year (FEB 08, Jonathan)

The group discussed the approach to a local running group and Sarah suggested it might be best to approach them again with a phone call. This is to see if they would be interested in being involved on the project.

Stacey highlighted that we might like to advertise to certain groups such as slimming clubs and British Military Fitness who currently run sessions in the park.

StreetGames

Stacey gave a brief overview of the StreetGames project and how it will fit in with Active Parks. She described the sports that will be on the current StreetGames season and we agreed on a day for the Prospect Park StreetGames centre and how Lee and Jonathan would be area representatives.

Actions: Launch Prospect StreetGames (March 08, Lee and Jonathan)

Walking Groups

Sarah explained the walking program for Reading and the involvement of Prospect Park in GP referral schemes and Pathway. She also described the walking group that currently exists here and the links developed between us them and Sport Reading.

Active Parks Engagement Forum

The engagement forum will be on the 6th of February at the YMCA Reading.

Actions: Establish the Community Engagement Forum for Active Parks and arrange a schedule of meetings for the year (February 08, Jonathan)

Volunteers

Lee explained we have engaged our first volunteer for the project to assist him with football coaching of a local youth team.

Jonathan discussed the possible use of local volunteers from the local school who may qualify from a CSLA to come and volunteer on the project. He also discussed methods of gaining volunteers after meeting with the Volunteers co-ordinator at Sport Reading.

Actions: Engage more volunteers onto the Active Parks project and use StreetGames as another opportunity to engage them (Mar 08, Lee and Jonathan with assistance from Adam, Sport Reading).

Actions: Develop an agreed volunteer mentorship and development scheme with Adam to develop opportunities for volunteers on Active Parks and to also discuss marketing these to the local community.

Statistics

Jonathan explained that we had developed a statistical collection form and a database for holding statistics. We were also designing and evolving Standard Operating Procedures for the collection and monitoring of Statistics.

Actions: Develop a set of Standard Operating Procedures for collection of statistics and registration processes for activities on the Active Parks project (1/3/08)

Sarah talked about the baselines and if we can add them to the website to which Penny asked us to now input them on the website. Also that it was ok to only include 11-a-side football as throughput.

Actions: Upload statistics onto the Sport England website (April 08, Jonathan)

Key areas for development and discussion for the next reporting period

Active Parks Bonanza

The date was now set for the Active Parks Bonanza. The day will comprise of taster sessions and will hopefully involve different sports on the day. The event will be held during Reading Children's Festival and will be run alongside a sponsored run called Run for the Children. It will also hopefully involve the Play Development team.

Actions: Start to consider and plan activities for the Active Parks Bonanza (March 08, Jonathan and Lee)

Tai Chi

Jonathan and Sarah discussed Tai Chi and it's link to Active Ageing. They discussed possibly expanding an existing class located at the Dee Park retirement group.

The group also discussed linking Tai Chi in with GP referral schemes and the local hospital for people with mental disabilities.

Actions: Contact a Tai Chi instructor regarding classes within the park and also to participate within the Active Parks Bonanza taster day and complete plan template by April 08 (April 08, Jonathan)

Eat Fit Keep Fit and Buggyfit

Jonathan explained both projects. Discussed the logistical problems of Eat Fit Keep Fit such as body image and being conscious of working outdoors, supervision for children and needing a link to a nursery.

Actions: Need to find a new instructor for Eat Fit Keep Fit and reconsider the contingencies for the project and the details of the activities (April 08, Jonathan)

Buggyfit was in the stages of planning and Jonathan was going to have a meeting with Claire McMillan. The idea was to run taster sessions to begin the class within the park.

Actions: Arrange meeting with Claire McMillan regarding Buggyfit and her availability as an instructor (March 08, Jonathan)

Action: Complete Buggyfit plan for summer Buggyfit sessions in the park (April 08, Jonathan)

Actions: Establish contact with children's centres regarding subsidies and promotion of Buggyfit (March 08, Jonathan)

After-school courses and holiday club

Lee spoke about the meeting he had with people from the play development teams and extended schools teams. He explained there interest in having a after-schools sessions or club to facilitate activities for young people after school. The main problem was naming the program and the standards by which it would have to be measured i.e. OFSTED inspected.

Healthy Workplace Challenge Link

It has been proposed that in order to link in with the Healthy Workplace Challenge it is proposed that we try to organise a rounders event to try to develop to a league. We discussed the existing links made with the NRA and how it may be possible to develop specified sports leaders for rounders.

Actions: Re-establish contact with NRA regarding the Active Parks Bonanza and establishing a rounder's league/tournament that can be marketed to the HWPC teams (April 08, Jonathan).

Planning for 5as tournament

Lee explained that we were planning to host a 5as tournament to compliment Reading 5's. He discussed his conversation with Reading 5's and that we would host a tournament after theirs and try to promote the tournament within Reading 5's. The steering group also discussed the development of women's and a masters/seniors league.

Actions: Lee to discuss with Spencer Fanstone (Palmer Park) regarding Reading 5's and the possibility of us hosting a tournament (Mar 08, Lee)

Any other business

- Dee Park youth group will be training at Prospect Park with 1 volunteer engaged.
- Re-surfacing for tennis courts and introducing clubs.
- Possibility of a basketball tournament in the summer.
- NSPCC it's a Knockout event in August
- Table Tennis tables being installed within the park.

MEETING BETWEEN READING BOROUGH COUNCIL AND READING SATURDAY LEAGUE 28TH
NOVEMBER 2008

Minutes of last meeting agreed

Administration

Invoices now being sent with breakdown attached

CHRISTCHURCH MEADOWS

Not used

CINTRA

Happy that pitch has been moved round

CLAYFIELD

Not used

Coley

Door to refs changing room needs to be fixed. Cricket pitch now done.

Emmer Green

Not used anymore

KINGS MEADOW

Not used

MAPLEDURHAM

MR said the handover is not very good but not being used by them at the moment due to no hot water

AG says the plans for the building are that it should be knocked down and rebuilt and there is money put aside for basic changing facilities. The boiler has been condemned and we have received quotes to change but no money in budget. AG states we will be getting other companies in to see if it can be repaired. AG says we can offer this site at reduced rates due to no hot water.

PALMER

No problems

PROSPECT

Not used at the moment but may in future due to problems with boiler at Whitley Wood

SOUTH READING

Previous problems with children stealing flags but no problems at the moment

VICTORIA

No problems

WHITLEY WOOD

EVENTS

No games 27/12/08 Games as usual 3/1/09 Though due to binmen having to work to catch up we will have to arrange football cover **ACTION AG**

HEALTH AND SAFETY

Goal posts...nets hanging very tight **ACTION AG**

ANY OTHER BUSINESS

DJ says that Unity want to take over Whitley Wood, AG states he has heard nothing officially

It was asked whether RBC had any plans to replace nets. AG states that he will arrange for an audit of each site and damaged ones replaced. **ACTION AG**

AG stated that the council has to make further savings in all areas. One option to make savings is how we use attendants to cover football sites and the costs. With the Saturday league not booking many games AG says either we could reduce the number of sites used and request the teams play on sites that are attended already or the leagues take responsibility for sites and do maintenance (one club responsible per site) MR says that Wokingham have one site attended and others are the responsibility of the home team. AG says it would be dependent on how much was saved by giving responsibility to teams for keys, marking up etc.

Prospect Park was stated as being an ideal site for the teams to play as duty managers/leisure attendants cover it.

AG says this will not be put in place till next season. MR says that if both sides put proposals together by 1st February and MR said they would have a meeting with teams in March.

NEXT MEETING FRIDAY 16TH JANUARY 2009

APPENDIX G: MONITORING AND INSPECTIONS

Leisure staff regularly inspect and record the condition of office/pavilion. These checks include Fire - means of escape, Fire Alarm tests, Fire extinguisher checks, security checks etc. There is also a scheduled cleaning rota that is required to be signed by attendant and duty manager. In addition to this the Council's property service team carry out the following programmed maintenance checks.

DESCRIPTION	FREQUENCY	TRADE
Bus bar chamber	ANNUAL	ELECTRICAL
Distribution boards	ANNUAL	ELECTRICAL
water heater	ANNUAL	MECHANICAL
Showers	QUATERLY	GENERAL
Fittings, etc	MONTHLY	MECHANICAL
Shower Pumps H&C water 1	ANNUAL	ELECTRICAL
Valves & pipes	ANNUAL	MECHANICAL
Frost protection heaters Maint	ANNUAL	ELECTRICAL
Tubular heaters Maint	ANNUAL	ELECTRICAL
Roof extract fan	ANNUAL	ELECTRICAL
Shower extract 1	ANNUAL	ELECTRICAL
Lighting, Fluorescent	ANNUAL	ELECTRICAL
Cold water storage tank	BI-ANNUAL	MECHANICAL
Electric controls	ANNUAL	ELECTRICAL
Shower extract 2	ANNUAL	ELECTRICAL
Shower extract 3	ANNUAL	ELECTRICAL
In line water heater 2	ANNUAL	ELECTRICAL
In line water heater 3	ANNUAL	MECHANICAL
In line water heater 4	ANNUAL	MECHANICAL
In line water heater 5	ANNUAL	MECHANICAL
Water system monitoring (M)	MONTHLY	GENERAL

A record of the programmed maintenance visits is kept centrally by the Council. Sample Leisure attendant check sheets attached for info.

Prospect Park

Daily Car Park Check

- Walk around car park and thoroughly check whole area, ensuring area is safe and litter free.

Week Beginning.....

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Lines & Markings							
Lamp Posts							
Bins							
Bike Park							
Recycling Area							
Signage							
Staff Sign							
Dm Sign							

Additional Comments/Action Points

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Prospect Park

Weekly First Aid Equipment Check

Ensure that each first aid box contains the following items

- Guidance Card
- 30 x Individually wrapped sterile adhesive dressing (plasters)
- 4 x Sterile eye pads, with attachment
- 4 x Triangular bandage
- 12 x Safety pins
- 8 x Medium-size sterile unmedicated dressings
- 4 x Large sterile unmedicated dressings
- 4 x Extra large unmedicated dressings

Week Beginning.....

Month..... Year.....

	Wk 1 - Date -	Wk - 2 Date -	Wk - 3 Date -	Wk - 4 Date -	Wk - 5 Date
OFFICE					
GARAGE					

Additional Comments/Action Points

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Prospect Park

Weekly Fire Alarm Check

- Test a call point weekly on a rotational basis using the two pronged key in the Fire Alarm panel in the main office

Call Points	Date	Faults	Staff Sign	DM Sign
Entrance by grounsman door				
Garage left hand shutter				
Meeting Room by shutter				
Office main entrance door				
Main public entrance door				
Outside change 9 by fire exit				
Fire exit by electrical store				
Boiler room By main toilet area				

Additional Comments/Action Points

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Prospect Park

Weekly Fire Fighting Equipment Check

Check all Fire extinguisher points, ensuring that

- All extinguishers are tagged
- Extinguishers have not been tampered with or used
- Yearly service details are clearly visible

Month..... Year.....

	Wk 1 - Date -	Wk - 2 Date -	Wk - 3 Date -	Wk - 4 Date -	Wk - 5 Date
Kitchen 1 x Co2					
Garage 1 x foam 2 x powder 1 x Co2 1 x Water					
Meeting room 1 x Co2 1 x Water					
Disabled Toilet 1 x water					
Main Office 2 x Co2					
Public entrance 1 x Water					
Change corridor 2 x Water					
By electrical room 1 x water					
No. 7 change 1 x water					
Boiler room 1 x powder					
Electrical room 1 x Co2					
Fire exit change 9 1 x water					

Prospect Park

Daily Astro Pitch Check

- Walk around astro pitch and thoroughly check whole area, ensuring area is safe and litter free.

Week Beginning.....

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Lines & Markings							
Lights							
Bins							
Entrance & walkways							
Goals							
Signage							
Staff Sign							
Dm Sign							

Additional Comments/Action Points

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Prospect Park

Daily Means Of Escape Check

Means Of Escape

When opening the building ensure that all walkways to and from exits are clear and free from obstruction and that walkways are not being used as storage areas.

Door/Extinguishers

When opening up first thing in the morning, all doors should be opened fully to ensure that they are all fully working and not blocked from outside or sticking.

Daily Inspections

<i>Date</i>	Checked By	Area	Faults Found	Action
		Fire exits		
		Extinguishers		
		Radios		

<i>Date</i>	Checked By	Area	Faults Found	Action
		Fire exits		
		Extinguishers		
		Radios		

<i>Date</i>	Checked By	Area	Faults Found	Action
		Fire exits		
		Extinguishers		
		Radios		

<i>Date</i>	Checked By	Area	Faults Found	Action
		Fire exits		
		Extinguishers		
		Radios		

<i>Date</i>	Checked By	Area Inspected	Faults Found	Action
		Fire exits		
		Extinguishers		
		Radios		

<i>Date</i>	Checked By	Area	Faults Found	Action
		Fire exits		
		Extinguishers		
		Radios		

<i>Date</i>	Checked By	Area	Faults Found	Action
		Fire exits		
		Extinguishers		
		Radios		

CLEANING ROTA

Monday

- Sweep outside entrance of front door
- Check/litter pick all courts
- Hoover office and meeting room/clean windows
- Mop kitchen and staff toilet floor
- Clean toilets and sinks throughout building
- clean shower walls
- Emergency lighting check
- Check toilets/changing rooms/showers every 30 mins
- Sweep Path around football courts
- sweep/mop corridor
- Extinguisher check
- Empty bins through out building

Tuesday

- Sweep outside entrance of front door
- Check/litter pick all courts
- Hoover office and meeting room/clean windows
- Mop kitchen and staff toilet floor
- Clean toilets and sinks throughout building
- sweep/rake football court 1 (am)
- sweep/mop corridor
- lost property check
- Sweep Path around football courts
- Check toilets/changing rooms/showers every 30 mins
- First aid stock check
- Empty bins through out building

Wednesday

- Sweep outside entrance of front door
- check/litter pick all courts
- Hoover office and meeting room/clean windows
- Mop kitchen and staff toilet floor
- Clean toilets and sinks throughout building
- clean shower walls
- Check toilets/changing rooms/showers every 30 mins
- sweep/mop corridor
- Sweep Path around football courts
- Empty bins through out building

Att sign	D.M sign

Thursday

- Sweep outside entrance of front door
- check/litter pick all courts
- Hoover office and meeting room
- Mop kitchen and staff toilet floor
- Clean toilets and sinks throughout building
- Sweep/rake football court 2 (am)
- sweep/mop corridor
- Chemical stock check
- Check toilets/changing area/showers every 30 mins
- Smoke detector check
- Fire alarm check
- Empty bins through out building

Friday

- Sweep outside entrance of front door
- check/litter pick all courts
- Hoover office and meeting room/clean windows
- Mop kitchen and staff toilet floor
- Clean toilets and sinks throughout building
- sweep/rake football court 3 (am)
- Check toilets/changing area/showers every 30 mins
- sweep mop corridor
- Drinks stock check 9am job email to admin officer
- Sweep path around football courts
- Empty bins through out building

Saturday

- Sweep outside entrance of front door am/pm
- check/litter pick all courts
- Hoover office and meeting room/clean windows
- Mop kitchen and staff toilet floor
- Scrub toilets and clean sinks throughout building
- sweep/rake football court 4
- Sweep tennis courts and use blower
- Check toilets/changing rooms/showers every 30 mins
- sweep/scrub corridor
- Empty bins through out building

Att sign	D.M sign

Sunday

Sweep outside entrance of front door am/pm

check/litter pick all courts

Hoover office and meeting room/clean windows

Mop kitchen and staff toilet floor

Scrub toilets and clean sinks throughout building

sweep/rake football court 5 (am)

Check toilets/changing rooms/showers every 30 mins

sweep/scrub corridor

Att sign

D.M sign