Battle Town Council Environment Committee

Estate Management Programme

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

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

In accordance with Battle Town Council's 2019 'Statement on the Protection of our Environment', the Committee will endeavour to manage the estate in a way that is as **efficient, effective, economical and environmentally friendly** as practical.
For example, seeking to:

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

Management Programme for BTC Allotments

Boundaries

Hedges - cut back between November and February, then trim as required for Health and Safety purposes

Trees - trim if necessary between October and February.

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

Brambles – remove or cut back monthly during the growing season except in wild

Paths

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

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

Untended areas

Un-let plots – strim and cover

Grassed areas – mow when required between March and September, except in May.

Water supplies

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

Notice boards

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

Allotment notice boards – inspect annually between October and April and repair if necessary. Remove out-of-date notices.

Cherry Gardens Amenity Garden

Grass – mow when required between March and September, including during May.

Boundaries – maintain as above.

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

Seating - **i**nspect annually between October and April and undertake maintenance as necessary.

Management Programme for Mansers Shaw

Fences and Gates

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

Pathways

Inspect annually between October and April and undertake routine maintenance.

Walk paths weekly and inspect for damage and signs of improper activity within the shaw.

Repair any pathways deemed dangerous or which pose a potential hazard.

Cut back any brambles etc. as necessary.

Trees

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

Undertake non-urgent tree surgery between October and February.

Undertake coppicing between October and February.

Leave logs and branches in vicinity to provide habitat.

Check for swings monthly and remove as necessary.

Play Equipment

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

Notice board

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

Management Programme for Guild Shaw

Trees

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

Undertake non-urgent tree surgery between October and February.

Leave logs and branches in vicinity to provide habitat.

Provide a one meter mulched base around young trees

Boundary

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

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

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

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

Grass

Mow when required between April and September, except in May when only access paths should be mown.

'Bridge'

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

Seating

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

Notice board

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

Management Programme for the Amenity Field

Trees

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

Undertake non-urgent tree surgery between October and February.

Leave logs and branches in vicinity to provide habitat.

Provide a one meter mulched base around young trees

Boundary

Hedges - cut back as required between November and February.

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

Grass

Mow footpath (public ROW) as required between April and September and at other times if directed by the Town Clerk.

Mow in spring and remove arisings

Mow the field in mid September and remove arisings*. A second cut in October or November may be undertaken.

Mow a different informal, meandering path(s) across the field each September and maintain it as if grazed.

* deposit arisings in different areas each year (may be deposited on brambles along entrance or field edge to contain their growth)

Entrance path
Mow a different scalloped edge along length of path each year to provide diverse habitats.

Management Programme for NTR Recreation Ground

Boundaries

Hedges - cut back between November and February, then trim as required for Health and Safety Purposes

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

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

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

Sensory and Taste gardens

Edges – to be kept tidy

Weeds – to be removed, once a month

Trees

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

Undertake non-urgent tree surgery between October and February.

Leave logs and branches in vicinity to provide habitat.

Provide a one meter mulched base around young trees

Pathways

Inspect annually between October and April and undertake routine maintenance.

Repair or report any pathways deemed dangerous or which pose a potential hazard.

Seating

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

Notice boards

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

Notice boards and signs – inspect annually between October and April and repair as required. Replace damaged signs/notices.

Remove out of date notices as necessary.

MUGA

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

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

Surface - power-wash as required.

Surface – repaint court markings as required.

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

Tennis Courts

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

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

Surface - power-wash as required.

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

Surface – repaint court markings as required.

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

Sheds

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

Pavilion

Alarm and fire equipment – facilitate professional annual check.

Building – report works requiring attention by contractor. Damage and maintenance needs. Undertake any repairs/decoration as directed by the Town Clerk.

Car Park

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

Grass – strim/mow when required between April and September, except in May when only access path should be cut if required.

Adventure Play Area

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

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

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

Swings and Teenage/Adult Play Area

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

Ground surfaces – inspect fortnightly (weekly during school holidays) and repair as required.

De-weed surface and wash all in March and at other times as necessary.

Table Tennis Table

Ground surface – monitor surrounding grassed and rubber reinforcement surface weekly.

Table surface – wash monthly.

Play Castle

Inspect daily for graffiti and remove rude and offensive graffiti as soon as possible

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

Ground surface – monitor surrounding grassed area and extend rubber reinforcement if necessary.

De-weed surface and wash all in March and at other times as necessary.

Pétanque Terrain

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

Rake surface when required.

Health Pathway

Surface – inspect fortnightly and report condition regarding repair or re-marking required.

Cycle Skills Area

Surface – inspect fortnightly and report condition regarding repair required

Grass - mow in early spring and remove arisings, then mow again in late summer.

Grass

Mow when required between April and September, except in May when only the edges adjacent to paths should be mown.

Banks - strim/mow banks in early spring and remove arisings, then strim/mow again in late summer, remove arisings and when appropriate, distribute any wildflower seed to banks with fewer flowers.

Football pitches

Inspect and mow weekly during football season; mark/repair as required.

Undertake post-season refurbishment in May

Senior football pitch – vertidrain in October.

Management Programme for Telham Recreation Ground

Boundaries

Hedges - cut back between November and February, then trim as required for Health and Safety purposes

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

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

Brambles – remove or cut back monthly during the growing season except in wildlife meadow area

Trees

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

Undertake non-urgent tree surgery between October and February.

Leave logs and branches in vicinity to provide habitat.

Provide a one meter mulched base around young trees

Seating

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

Play Equipment

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

Wash in March and at other times as necessary.

Grass

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

Mow wildflower meadow area (all grass except play area and footpath) in early spring and remove arisings and again in July or August as weather permits and remove arisings. Mow creative access paths within meadow area.

Notice board

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

Management Programme for Cemetery

Boundaries and pathways

Hedges - cut back between November and February, then trim as required for Health and Safety reasons

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

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

Paths - inspect annually between October and April and undertake routine maintenance. Repair any pathways deemed dangerous or which pose a potential hazard.

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

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

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

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

Trees and shrubs

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

Undertake non-urgent tree surgery between October and February.

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

Leave logs and branches in vicinity to provide habitat.

Provide a one meter mulched base around young trees

Shrubs – trim as required throughout growing season for health and safety reasons.

Gardens of Remembrance

Gravel – weed as required during growing season. Apply weed-killer as required.

Plots – remove dead flowers and non-regulation objects whenever noticed.

Glass vases – remove whenever noticed.

Lights - remove whenever noticed.

Graves

Grass – mow/strim when required between April and September.

Plots – remove dead flowers and non-regulation objects whenever noticed.

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

Glass vases – remove whenever noticed.

Lights - remove whenever noticed.

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

Cremated Remains Area in Lower Cemetery

Grass – mow/strim when required between April and September.

Mow/strim bank in July or August after flower seed has set.

Monuments

Conduct annual safety inspection in July

Chapel

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

Wildflower areas in Old Cemetery and Lower Cemetery

Mow in early March if weather permits

Mow again in July or August as weather permits, remove arisings if relocating some of the wildflower seed to top up the Natural Burial Area (when appropriate) or otherwise leave in place for seed to drop before removal.

Mow in September and whenever possible until spring to simulate grazing, remove arisings.

Mow edges adjacent to driveways and paths between April and September, depending on weather conditions.

Mow access paths as required.

Saplings etc – remove whenever time permits.

Do not use herbicide in or near wildflower areas.

Natural Burial Area

Mow in early March if weather permits, remove arisings.

Mow in July or August as weather permits, remove arisings.

Mow again in September and whenever possible until spring to simulate grazing, remove arisings.

Mow edges adjacent to driveways and paths fortnightly between April and September, depending on weather conditions.

Mow access paths as required.

Saplings etc – remove whenever time permits.

Do not use herbicide in or near wildflower areas.

Seating

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

Composting areas

Compost as much plant material as possible, adding cardboard and other suitable compostable materials to the compost areas.

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

Tree Trail

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

Notice boards

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

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

Request replacement information sheets when required.

Management Programme for other areas

Area opposite The Chequers PH

Grass – mow as required between April and September, depending on weather conditions.

Flowerbeds – cared for by Beautiful Battle.

Hedge - cut back between November and February, then trim as required for Health and Safety purposes.

Roundabout and oak tree area by Fire Station

Tree - trim if required between October and February.

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

Sign - wash in March and at other times as required (also ten-sixty-six statue information board by kebab shop).

Roundabout - mow 'wildflower meadow' in mid-September and remove arisings. A second cut in October or November may be undertaken. The grass may need to be mown in early Spring.

Town gates

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

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

Abbey Green area

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

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

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

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

Bus shelters

Inspect fortnightly and maintain as necessary. Remove out of date notices and fly posting. Report any issues to the Planning & Transport Committee.

Market Square

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

Tree – trim if required between October and February.

Fingerposts

Check direction of fingers weekly and correct if necessary.

St Mary's Churchyard

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

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

Grass – Mow when required between April and September, except in May.

Wildflower Meadow areas - mow in early spring and remove arisings, then mow again in late summer. Mow informal access paths and the edges adjacent to the formal paths as required.

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

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

Grass cutting contract

Areas are not the direct responsibility of the Town Council but are on contract with East Sussex Highways for urban verge cutting

Verges cut a minimum of once a month between April and September, except during May where agreed.