
Landscape and Drainage Management Plan

land at Berry Hill,
Coleford

prepared by Greenbelt Ltd.
July 2020

FN 3928



1. INTRODUCTION

The role of Greenbelt Group (Greenbelt) is as landowner with a long term interest, in not only managing the open space but also working with the community by encouraging people of all ages, to take an active part in the environment in which they have chosen to live.

Greenbelt will implement its Environmental Policy (Appendix1) as the minimum standard required from employees, agents and contractors who will work on the site. The purpose of this is to protect the environment, add value to the open spaces, drainage and hard standing on the Berry Hill, Coleford.

The purpose of this Management Plan is to ensure that the open space provides an attractive mixed use environment. Specific objectives are as follows:

- To establish the long term design objectives of the landscaped areas
- Provide a financially sustainable income for funding the management works
- Create a safe environment which adults and children of all ages can enjoy
- Maintain a high standard of maintenance and care using the best horticultural, drainage and engineering practises.

Management and maintenance programmes will be reviewed at five yearly intervals by Greenbelt's Operations Teams to ensure that compliance with approved Landscape/Engineering Layouts are established, maintained and renewed as efficiently as possible.

Most on-site management operations are contracted out to local contractors using a service level agreement which sets out how the work will be carried out and to an agreed standard. Except where otherwise specified, all materials and workmanship shall be in accordance with the appropriate British Standards current at the time. BS 4428 1989 Code of Practice for General Landscape Operations (excluding hard surfaces) will apply for general landscape operations.

Greenbelt is delighted to be involved in the future ownership of the open space, roads and surface water facilities at the Barratt Homes development on Berry Hill, Coleford.

2. GENERAL PROVISIONS

- 2.1 The standards of service set out in 4.0 - 15.0 are deemed to be the minimum acceptable standards. Greenbelt requires its contractor to carry out all operations necessary to maintain these standards at each visit.
- 2.2 Specialist operations such as the maintenance of SUDS structures and their monitoring will be overseen by Greenbelt's Operations Supervisors. Annual audits of these structures are mandatory under Greenbelt/Statutory procedures.

- 2.3 Remedial operations shall be strictly limited to those directly instructed by Greenbelt.
- 2.4 Nursery stock which has died, stolen, or vandalised will be replaced during the next planting season. The replacement plants will be the same species or a similar species approved by the planning authority. All nursery stock will comply with British Standard BS 3936-1 1992. If areas of planting repeatedly fail or are repeatedly vandalised, Greenbelt may approach the Local Planning Authority to seek consent to vary the approved Landscape Layout.
- 2.5 Areas of grass which become worn, or damaged due to miss-use to will be cultivated to prepare a suitable tilth ready for seeding between April and August. Temporary fencing may be erected to protect newly seeded areas.

3. CONTRACTED LABOUR

Greenbelt will endeavour to source locally based landscape contractors to the site subject to the following:

- 3.1 The contractor must comply with all statutory requirements concerning the employment of labour whether those provisions affect the execution of the service or otherwise.
- 3.2 All operatives will at all times be employees of the contractor or be sub-contracted to the principle contractor.
- 3.3 The contractor will provide all skilled and qualified labour necessary for the expeditious carrying out of the services
- 3.4 The contractor will ensure that the standards of maintenance are brought to the attention of each operative in relation to the provision of the services.
- 3.5 At all times a competent person authorised by the contractor will be present on site to receive instructions from Greenbelt.
- 3.6 The contractor will comply with Greenbelt Group's Code of Conduct and Site Behaviour Appendix 2
- 3.7 The contractor will comply with all statutory requirements concerning health, safety and welfare.
- 3.8 The contractor is responsible for ensuring that all the work equipment supplied for use in connection with the open space complies with all relevant statutory requirements.

4.00 LANDSCAPE ESTABLISHMENT WORKS

- 4.01 **SUPPLY OF TOP SOIL:** Imported topsoil shall be sourced from grassland or cultivated land, within the range of light to medium texture, and with an organic content of not less than 4%. Stone content shall be less than 35% dry weight, with no stone of greater than 50mm in any dimension, and not more than 20% within the 20 - 50mm fraction. It shall be free from clay lumps, pernicious weeds such as couch grass, ground elder, bindweed, Japanese Knotweed *etc.*, brick or other building material, and any chemical contamination.

Topsoil shall contain appropriate levels of macro- and micronutrients required to sustain healthy plant growth, and shall be in the pH range 5.5 - 7.0.

The Contractor is required to ensure that supply of topsoil conforms to the foregoing, and should allow for soil analysis where deemed necessary.

- 4.02 **SUPPLY OF BARK MULCH:** Bark mulch for general horticultural use shall consist of mature composted conifer bark, containing an even particle size distribution between 15mm and 75mm, with a minimum of 50% falling within the 25-50mm fraction.

- 4.03 **PREPARATION, SOWING AND AFTERCARE OF GRASS SEEDINGS:** Seed mixtures and sowing rates shall be detailed in the Schedule of Works which forms part of the contract documents.

Prior to cultivation the Contractor may be required to apply a non-residual herbicide to control existing weed growth.

Areas to be sown shall be cultivated to a depth of 100mm. All litter, stones or other items exceeding 25mm in any dimension shall be removed from site. The area shall be raked, leveled and lightly firmed to provide a suitable seed bed. Seed should normally be broadcast sown in two passes in transverse directions. The Contractor should allow for watering as necessary to ensure satisfactory establishment of the sward.

The Contractor will allow for reseeding any areas, which fail to establish due to incorrect preparation, seeding or aftercare. Where the cause of establishment failure cannot be identified the Contractor will refer the matter to the Operations Manager who may seek specialist advice before issuing any instructions for remedial treatment.

During the establishment period grass will be cut at appropriate intervals during the season to maintain the sward at a height of between 50mm and 75mm.

The Contractor should allow for the application of post-seeding fertilizer in the ratio 6:9:6 at a rate of 30 grams per square meter.

- 4.04 **WILD FLOWER SEED PREPERATION, SOWING AND AFTERCARE:** Wild flower seed shall normally be sown in Autumn. Seed mixtures and sowing rates shall be detailed in the Schedule of Works, which form part of the contract documents.

At least 14 days prior to sowing the site shall be treated with a non-residual total herbicide and all resultant dying vegetation shall be removed from site.

Prior to sowing, the seed shall be thoroughly mixed to avoid settlement of finer seeds. Seed shall be mixed with dry silica sand to aid even sowing distribution. During the first year of establishment the sward will be rolled and cut on reaching a height of 100mm. The sward will be cut back to 50mm and the cuttings removed. No cutting shall take place during the months of June and July to allow flowering and setting of seed.

- 4.05 **SUPPLY OF TREES AND SHRUBS:** All plants shall be nursery grown, obtained from a supplier approved by the Operations Manager and shall be supplied from a nursery within the United Kingdom or European Union.

All plants shall comply with the requirements of BS 3936, Parts 1, 4 and 10.

No substitution to the plant Schedule of Work shall be made without the written approval of the Operations Manager. Any material not complying fully with this specification shall be rejected.

Plants shall be handled strictly in accordance with the Horticultural Trades Association Code of Practice for Plant Handling.

Roots of all plants shall be protected at all times with suitable covering materials until the actual time of planting. Care shall be taken to avoid damage by frost, and roots shall be kept moist to avoid dehydration. Polythene wrappings shall not be exposed to direct sunlight.

Container grown plants shall not be removed from their containers until the planting position has been prepared. Maximum care shall be taken to ensure as little disturbance as possible to the root system of containerized plants.

All bare root plants to be planted between December and March.

All plant material shall be carefully stored and packed during loading, transit and unloading. Under no account shall plants be dropped or thrown. Container grown plants should be removed from packing cases/boxes immediately after delivery and placed in a manageable situation.

- 4.06 **SITE PREPERATION AND SETTING OUT:** Sites shall be cultivated depending on the nature of the planting to be carried out, as specified in the Schedule of Work. This may include:

- ripping with winged tine to a depth of 700mm, in either one or two directions, to relieve compaction;
- forestry ploughing, with furrows at 2 meter centers;
- agricultural ploughing with furrows at 2.0, 1.5, or 1.0 meter centers as specified;
- rotovating to a fine tilth.

Unless otherwise specified all plants shall be evenly spaced. All planting shall be set out by the Contractor, in accordance with any drawings, planting plans, or verbal instructions issued by the Operations Manager prior to work commencing.

- 4.07 **PLANTING:** All planting operations shall be in accordance with good horticultural practice, and shall comply with the appropriate requirements of BS 4428 and BS 4043.

Planting shall normally be carried out between October and April under favorable weather conditions, unless otherwise instructed in writing by the Operations Manager.

Plants shall be planted to the depth of the nursery soil mark on the stem, or to the depth at which they grew in their container, as appropriate.

Plants shall be pit planted as specified in the Schedule of Work.

Where container grown or cell grown plants are specified the container, regardless of type, shall be removed immediately prior to planting and removed from site by the Contractor.

The cost of firming in after planting shall be deemed to have been included in the planting rates.

Following planting the Contractor will carry out any necessary formative pruning to remove any damaged growth.

- 4.08 **PLANT PROTECTION:** Where specified, tree shelters or spiral rabbit guards of a size and type approved by the Operations Manager shall be erected around trees in accordance with the manufacturer's instructions.

- 4.09 **PLANTING STANDARD TREES:** The exact specification of standard planting material shall be specified in the Schedule of Work.

Standard trees shall be planted in prepared planting pits of sufficient size to accommodate the root spread without distortion, or root ball as appropriate.

Bare root trees shall be supported by a single tree stake of 75mm diameter, with the tree secured by a single proprietary tree tie complete with spacer, positioned not more than 25mm from the top of the stake. Trees shall be secured in such a manner as to ensure that no abrasion, constriction or looseness occurs.

Rootballed trees shall be supported by a double stake and crossbar, with the tree secured to the crossbar with single proprietary tree tie complete with spacer.

Where specified in the schedule of work, rootballed trees shall be underground guyed in accordance with BS 4043, or by the use of a proprietary underground anchoring kit.

- 4.10 **REPLACEMENT PLANTING:** Rates submitted by the Contractor shall be deemed to include for the replacement of dead and dying plants planted by him during the previous planting season. All dead plants shall be removed at the earliest opportunity.

The Contractor shall, during November/December of the planting season following planting, carry out a full beat-up, replacing all dead and dying plants. Plants and planting shall comply in every respect with the original specification.

- 4.11 **WATERING:** The contractor shall carry out follow-up watering of new planting as required. The Contractor is expected to monitor the condition of new planting during periods of high transpiration and carry out irrigation as necessary.

In drought conditions where water restrictions are imposed the contractor shall obtain water from a second class supply source (e.g. sewage works, private loch), transport to site by bowser, and distribute by hand.

- 4.12 **FERTILIZER APPLICATION:** Where specified, fertilizers approved by the Operations Manager shall be applied in accordance with the manufacturer's instructions.

5.00 FENCING

- 5.01 All fencing shall be erected in accordance with BS 1722, and the following general requirements.

Straining posts and turning posts shall be a minimum of 130mm top diameter round timber, pressure impregnated with an approved preservative, 2.3m long and positioned at changes of direction or gradient, or at center's not exceeding 200m. Holes for posts shall be excavated with vertical sides, and the soil shall be thoroughly rammed back around the post in 150mm layers incorporating 300mm of stabilizing rubble at the base of the hole. Posts shall be set at a minimum depth of 1050mm.

Struts shall be 80mm diameter round timber or 100mm x 100mm sawn timber, 2.0m long, pressure impregnated with an approved preservative. Intermediate posts shall be 80mm top diameter round timber or 100mm x 100mm sawn timber, pressure impregnated with an approved preservative. They shall be a minimum of 1.8m long, pointed, and driven in to a depth of not less than 600mm.

Line wires shall be properly strained and fastened to posts with galvanized staples driven in obliquely for future adjustment.

The number of line wires, the use of barbed wire, and the use of mesh shall be as specified in the Schedule of Work.

LANDSCAPE AND DRAINAGE MAINTENANCE SPECIFICATION

6. LITTER PICKING

- Litter- means paper, bottles, cans and sweet wrappers and other small paper, glass or plastic based products.
- Debris- means stones, bricks, twigs and any storm damaged material.
- Fly tipping- means any material purposely dumped without authority on any part of the site, including but not limited to household rubbish, household appliances, furniture or garden waste.
- On no less than 23 occasions each year the whole site will be walked and litter collected and removed to an off site tipping, or recycling facility. Debris and fly-tipping will be removed by Greenbelt; this may occur separate from the routine maintenance visit.
- Litter bins will be inspected every two weeks throughout the year, the contents removed and disposed at a licenced tip. If the use of the bins requires an increase in visits, the level of visits will adjusted to suit.
- Bin sleeves will be cleaned annually with water and detergent.

7. AMENITY GRASS MANAGEMENT

- Prior to all grass cutting operations litter and debris shall be collected and removed off site.
- All arisings on roads, pathways and hard-standing in general shall be removed before leaving site.
- All growth at, and around obstacles, fence lines, shrub beds shall be cut at the same time as the mowing operation.
- Where there are bulbs, cutting will not commence until at least 6 weeks after flowering.
- Cutting frequency will be sufficient to ensure that the height does not exceed 75mm and that it is cut to a height of 25mm. If ground conditions or inclement weather prevent cutting operations and grass length threshold is exceeded, the contractor must notify Greenbelt Group.
- All amenity grassed areas will have a combined spring application of grass herbicide and fertiliser.
- All mowing and cutting operatives will exercise care when operating machinery close to trees or shrubs. Where trees are vulnerable to damage a 600mm diameter circle at the base of the tree will be maintained free of vegetation by an application of a contact herbicide at the beginning of the grass cutting season.
- Grass edging will include keeping the turf edge adjacent to shrub beds, tree bases and path edges (if required) evenly trimmed. All arisings will be collected and removed off site. All edges will be re-formed and using an appropriate edging tool every two years. All edges will be maintained from grass growth using long handled sheers every time the amenity grass sward is cut.

8. LONG/MEADOW GRASS AREAS

- Prior to all grass cutting operations litter and debris shall be collected and removed off site.
- All arisings on roads, pathways and hard-standing in general shall be removed before leaving site.
- All growth at, and around obstacles, fence lines, shrub beds shall be cut at the same time as the mowing operation.
- Cut areas of longer grass twice per year in March/April and again in September/October. In each case, all arisings will need to be removed from site
- All long grassed areas will have all broadleaved weeds spot sprayed throughout the growing season.
- All mowing and cutting operatives will exercise care when operating machinery close to trees or shrubs. Where trees are vulnerable to damage a 600mm diameter circle at the base of the tree will be maintained free of vegetation by an application of a contact herbicide at the beginning of the grass cutting season.
- Reference to Soft Landscape Drawings by The Urbanists Dwg.Nos 1821-01 to 02.

9. SHRUB BEDS

- Where there is no covering of bark mulch beds will be forked once annually to ensure effective aeration of soil.
- Where there is bark mulch covering, they will be topped up to a depth of 20mm, to maintain a 50 -75mm depth.
- Where there is mulch matting, all matting must be securely fixed to the soil. Any ripped matting must be trimmed to form a clean edge and re-fixed to soil. If shrub planting is established and matting becomes redundant, the matting can be carefully removed and taken to a licensed tip.
- Weeds will be controlled by chemical or mechanical means at each visit and all dead vegetation to be removed.
- Formative pruning will be carried out for each species at the appropriate time of the year.
- Perimeter growth will be pruned as and when required.
- All dead diseased dying or damaged plants will be removed at each visit and replaced with the same species and size during the next available planting season (October-March). All nursery stock will comply with British Standard BS 3936 -1 1992 Nursery Stock part 1 Specification for Trees and Shrubs.
- All amenity grass edges to shrub planting shall be re-formed and maintained, using a half moon edging iron or similar to ensure a distinct edge. Soil edges shall be banked up to approx 45 degrees and residual edgings shall be removed off site.

10. EXISTING HEDGEROW

- The existing hedgerow will be pruned once per annum between the months of November and January and maintained at a height of between 1.5-2m. All clippings will be removed off site.
- The base of the hedgerow will be kept litter free.
- All grass growth at the base of the hedge line will be strimmed once per annum during the months of September/October.
- Any broadleaf weeds that appear e.g thistle, docken will be spot sprayed using a translocated herbicide.

11. HEAVY STANDARD AND STANDARD TREES

- Standard trees will be checked and stakes and ties adjusted on a monthly basis for firmness, vertical positioning, rot or damage. All redundant stakes will be removed not sawn off at ground level. Epicormic growth will be removed as and when required.
- Any dead or damaged trees (including any associated stakes) will be replaced with a similar size and species within the next available planting season. The replanting will comply with British Standard BS 4043 1989 Transplanting Root Balled Trees.

12. YOUNG WOODLAND

- An application of herbicide around the base of each young plant to one 1 meter diameter twice per annum. The first application to be in April and the second one in July/August. This process is to be repeated for first four years until plants become established.
- If residual herbicide granules are used in winter months, one contact herbicide application will be required in July/August.
- Ground cover grasses and herbs to remain in between sprayed plant bases. If height of remaining grass/herbs exceed 500mm, strimming of vegetation will be required. Strimmer guards to be used at all times to avoid damage to young plants. Arisings can be left unless their removal has been instructed by GGL.
- If noxious broad leafed weeds appear in the young woodland floor e.g thistle, ragwort, docken, these will be spot sprayed with selective herbicide.
- If after defects period has expired, the survival rate of woodland plants falls below 80%, re-planting will be instructed by GGL.
- All redundant tree tubes/spiral guards will be removed.
- Perimeter growth will be pruned as and when required.
- All protective fencing will be repaired while the woodland is establishing. Once young woodland is semi-mature, redundant fencing can be removed under instruction by GGL.
- All dead diseased dying or damaged plants will be removed at each visit and replaced with the same species and size during the next available planting season (October-March). All nursery stock will comply with British Standard BS 3936 -1 1992 Nursery Stock part 1 Specification for Trees and Shrubs.

13. FENCE LINES

- All edges shall receive applications of herbicide at intervals sufficient to prevent encroachment.
- Post and wire fencing will be inspected and repaired or tensioned as necessary.
- Timber posts will be assessed annually for any 'rocking' and rot. Replacement programme for runs of fencing should be allowed for every ten years.
- Rabbit proof fencing to be inspected for breaks and repaired during each maintenance visit.

14. FOOTPATHS AND HARDSTANDING (CAR PARK)

- Footpaths and areas of hard standing will be inspected during every visit for damage wearing course or pc kerbing. If a repair is required, the Operations Supervisor must be notified immediately. GGL will notify residents of the repair required and cost to undertake the work. The work will be instructed based on best value to GGL and residents. If the repair site is deemed a health and safety risk, the site will be made safe and fenced off from public use until the repair works can be completed.
- The surface of the footpaths and hard standing will be kept free of weed, moss and algae growth by applying a suitable contact herbicide during favourable conditions to avoid herbicide drifting onto the surrounding grass and shrubs
- Gullies will be inspected for blockages and any excessive silt build up will be vacuum pumped as required.
- Following grass cutting operations the footpath and hard standing will be swept for grass cuttings and debris and the arisings taken off site to a licenced tip.

15. PLAY AREAS

- All works carried out in accordance with current BS EN 1176/1177. The health and safety of children utilising the play equipment is the paramount concern in relation to maintenance associated with play areas.
- At each visit all items of play equipment to be visually and physically inspected. If any equipment is damaged, the equipment must be rendered inoperable and all findings reported and logged by Greenbelt immediately.
- At each visit all surfaces to be cleared of litter and debris.
- At each visit any litter bins will be emptied.
- At each visit all loose play surfacing shall be checked and spread to ensure an even depth.
- Any graffiti shall be removed. Graffiti of an offensive nature must be removed by solvent cleaner or painted over as soon as practically possible.
- All play area surfaces and equipment will be independently inspected by an RPII Operationally Qualified Inspector on a quarterly basis and all

recommendations and repairs reported be acted upon by Greenbelt before the next quarterly inspection.

- An annual audit of all equipment and surfacing shall be carried by an independent RPII Qualified Annual Inspector. All reports shall be recorded for Health and Safety Audit purposes and all recommended actions will be acted upon by Greenbelt before the due date of the next quarterly inspection.

15. SUDS – INFILTRATION BASINS

- Below are extracts from Greenbelt Group Ltd.'s overall document for SUDS management and maintenance specifications
- There are four infiltration basins on site. Please see Drainage Plans Dwg.Nos 10261-100-01 to 03 by Pheonix Design.

7. Infiltration Basins

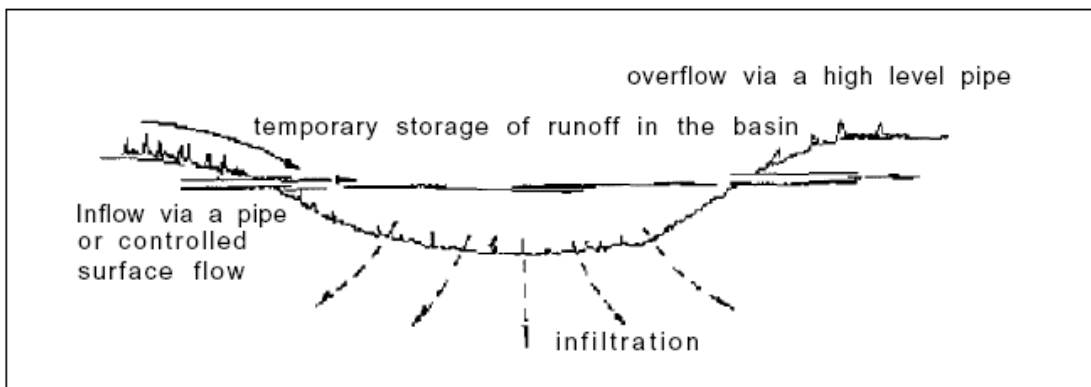


Figure 8. Infiltration basin schematic. Source: CIRIA (2000).

7.1 Description

Infiltration basins are used for small catchments (or areas within larger catchments) in areas where suitable soils are present and there is no risk to groundwater. They are similar in appearance to detention basins in that they are “scooped” depressions for the storage of runoff, with gradual side slopes (maximum 1:4). They are predominantly grassed structures, although additional vegetation (shrubs & trees) may be used to enhance the aesthetic and slow flows into the basin to increase infiltration rates.

Infiltration basins should be sized to ensure half drain down in a 24 hour period.

Infiltration basins are frequently designed with only one hard engineered headwall (inlet) and a soft engineered grass spillway (for exceedence of design level), although some are designed with a hard engineered outlet structure. Erosion control and flow spreading techniques are essential for the inlet structure to reduce scour.

Pre-treatment is essential to limit sediment influx to the structure, minimising the risk of surface “blinding”.

7.2 Infiltration Basin Maintenance Activities & Frequency

| Maintenance Category | Maintenance Activity | Comments | Frequency |
|------------------------|---|---|---|
| Routine Maintenance | Litter and debris removal. | Litter & debris to be removed prior to any grass cutting activity to minimise risk of shredding litter. Particular attention should be paid to inlet/outlet pipes and grilles (if in place). | Monthly. |
| | Grass cutting: landscaped areas & access routes. | All cuttings to be removed from SUDS component. | Monthly (during growing season) or as required. |
| | Grass cutting: base & side slopes. | Manage as meadow grass. All cuttings to be removed from SUDS component. | Half yearly (Spring before nesting season, and Autumn). |
| | Manage other vegetation and remove nuisance plants. | Weeding should be conducted by hand or use non-toxic and biodegradable weedkiller. Invasive species should be removed in accordance with best practice. | Monthly (at implementation) then as required. |
| Infrequent Maintenance | Re-seed areas of poor vegetation growth. | | As required. |
| | Prune & trim trees and remove cuttings. | Where vegetation is planted as a barrier management of upward growth to encourage outward growth is necessary (after shrub seedlings are established). | As required. |
| | Remove sediment from pre-treatment system. | When 50% full. | As required. |
| Corrective Maintenance | Repair erosion or other damage by re-turfing or re-seeding. | | As required. |
| | Re-alignment of rip-rap. | | As required. |
| | Remove sediment from basin. | Sediment removal should be conducted in a manner that will minimise compaction of the basin surface; this may include such methods as removal by hand or use of long arm excavators. Re-instatement of basin surface to design level is necessary following sediment removal. | |

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| | Scarify and spike topsoil layer to improve infiltration. | | As required. |
|--|--|--|--------------|

7.3 Infiltration Basin Inspection & Frequency

| Inspection Activity | Comments | Frequency |
|--|---|--------------|
| Inspect inlets and outlets for blockages. | | Monthly. |
| Inspect banksides, structures, pipework etc for evidence of physical damage. | | Monthly. |
| Inspect infiltration surfaces for compaction and ponding. | | Monthly. |
| Inspect inlets and pre-treatment components for silt accumulation. | Includes visual inspection of chamber (where present) & inspection of flow control. | Half yearly. |

APPENDIX 1

ENVIRONMENTAL POLICY

The aim of the Greenbelt's environmental policy is to raise the standards of environmental management while protecting your environment. We will:

1. Add value to the Open Space environment

- Maintenance specifications will be agreed before GGL prior to access
- All work will be carried out using a formal Service Level Agreement with each contractor
- Regular inspections will be carried out to ensure compliance with the SLA, legal requirements, and best practice guidance. A procedure for remedying non-compliance is in place
- We will work with local contractors and build partnerships through training
- We will work with a developer's landscape design team, and strive for greater use of native species
- Our staff will hold appropriate qualifications, be experienced, and undergo continuous training.

2. Pollution plan

- In the occurrence of a fuel spill on one of the roads or driveways which drain to the soakaways/underground storm cell storage features, site occupiers/site supervisors are encouraged to contact Greenbelt on the Emergency phone line on 0800 028 1749 immediately. All homeowners are provided with emergency contact numbers if a 'pollution' event arises.
- A Site Supervisor will visit the site within 48hrs to assess the extent of the spill. If the spill is significant, the Natural Resources Wales (NRW) will be contacted and advice sought with regards to containment and clean up.
- If the spill is beyond the application of detergents, the soakaway will be taken off line. Consultation with the Local Authority and Greenbelt's consulting engineer will be required to ascertain the best course of action to remedy the compromised drainage system.
- In the occurrence of a fuel spill directly on to the surface of open space, then again on notification from site by either the homeowners or a site supervisor, then the scale of the spill needs to be established immediately.
- If the spill is significant then Natural Resource Wales must be contacted for advice on containment and clean up.
- If the soils are required to be removed, fresh soils will be imported to replace the removed soils and the surface treatment reinstated.

3. Where possible, exceed legal compliance

- The GGL Health & Safety policy contains statements on personal protective equipment and when this is to be worn
- GGL carry full insurance and have public liability cover for £10M
- Only approved contractors and whose employees have valid Certificates of Competence for appropriate machinery and equipment will be used. GGL will demand sight of these prior to work commencing; and will check compliance
- GGL will use only contractors which are appropriately licensed for the work they undertake; and use licensed facilities for disposing of waste material
- Contractors' machinery and equipment is to be well-maintained. GGL will carry out spot checks
- GGL has a waste minimisation programme in place
- Play areas are independently inspected every two weeks with full reports prepared every quarter. We will immediately carry out minor repairs that are needed or make any equipment safe
- Work on site will be carried out within agreed hours of operation to minimise intrusion on people's lives
- Training will be provided to staff to keep up to date with changing legislation and practices.

4. Support and promote sustainable land management

- Only approved chemicals will be sanctioned for use as herbicides, fungicides, and plant food; and excessive use of chemicals is discouraged
- Weather conditions etc. will be taken into consideration when spraying
- Best horticulture and arboriculture practices will be employed
- GGL actively supports the principle of Sustainable Urban Drainage Systems (SUDS) and aims to be a leading champion of these schemes
- Grass cuttings are left on-site (except in high amenity grassed areas) as the cuttings provide useful mulch and a source of Nitrogen, which in turn reduces the need to use fertiliser. The costs of maintenance are also considerably reduced by leaving the cuttings on-site
- Continuous cover with forestry is practiced. GGL does not clear fell; where felling is required this is kept to the death/damage of individual trees. Regeneration is encouraged to assist the ecology of the woodland
- Contractors are encouraged to mulch, chip, compost or recycle material; but it is recognised that this may not be practical in all circumstances
- GGL will take action against fly-tipping, litter, and hazardous waste; dog fouling; burning rubbish and bonfires; graffiti; anti-social behaviour; pollution. This will include liaising closely with the local authority, police, dog wardens, litter wardens, community groups, etc.

5. Encourage biodiversity on our sites

- Be aware of, and support, the Local Biodiversity Action Plan
- Assess the impact products and practice have on the environment, e.g.
- Cut a 1 meter strip either side of footpaths and 1 meter back from kerbs (enhances habitat, improves visual appearance, reduces maintenance costs)
- Meadow grass cut once per year (allows wild flowers to grow and seed)
- Leave 10% of amenity grass uncut (enhances habitat)
- Encourage local biodiversity action groups
- Liaise with local wildlife groups
- Use an ISO 14000 company to carry out insect and rodent control.

6. Value clients, customers and the wider community

- Provide a high standard of service
- Be open and transparent, including liaising with and meeting residents' groups, third parties, etc
- GGL promotes Customer Care, with training provided to (appropriate) staff
- A Freephone number and an email address are provided to promote accessibility
- A website is available and updated on a regular basis, to provide information
- A Home Owners' Pack is produced for each new household and is updated regularly. This gives considerable information on GGL and maintenance issues
- Information leaflets (free of charge) are produced on a variety of subjects
- Meet and discuss developers' needs.

APPENDIX 2

CODE OF CONDUCT- SITE BEHAVIOUR

As the UK experts in creating and managing residential and commercial landscapes, Greenbelt is determined to be at the forefront of best practice and is committed to exceeding customers' expectations in the quality of our work and services.

To do this, the standards of workmanship and the behaviour of anyone representing our company have to be exemplary.

This **Code of Conduct** sets base-line requirements in practice and behaviour for contractors and their staff so that we can achieve the highest standards of service.

CUSTOMERS

Customers have a right to expect high quality of work, so

- All contractors' staff must be familiar with site maintenance schedules
- Staff must have access to and be familiar with current site plans
- All contractual and site-specific obligations must be met
- Maintenance work must not be rushed; schedules are not time-based

Contractor's Staff must be polite, considerate and knowledgeable about their tasks.

If unable to answer a query, staff should

- Direct customers to the site supervisor or team leader *or*
- Offer a Supervisor or Contractor card with Greenbelt's Customer Free phone number 0800 028 1749

Supervisors and team leaders should be available to talk to or walk the site with customers who have concerns or complaints

BEHAVIOUR ON SITE

Tools for the job

All hand or vehicle mounted tools must be fit for purpose

All tools and equipment needed for routine maintenance must be available on all site visits so that all required maintenance can be done during that visit

Vehicle or machinery engines must be turned off when not in use

Dressing for work

Safety and protective clothing, appropriate for weather and site conditions, must be worn at all times

Supervising work

A Supervisor and/or Team Leader must be available and visible on site

Young staff and trainees must be supervised by a senior member of staff at all times

Taking a break

Staff are entitled to scheduled breaks during site maintenance visits.

However, unless on a scheduled break, all members of maintenance teams should be actively engaged on site at all times.

Leaving a site

Contractors should always look over the site before packing away tools and ensure ***all*** maintenance operations are completed to specification. Check that

- *Nothing* has been missed
- The site looks better after the visit
- Supervisor or Contractor cards have been completed and delivered correctly if required

APPENDIX 3

PLAN 1

Plan indicating location of open spaces at Berry Hill, Coleford.

Berry Hill

21/07/20 - 3928

Care has been taken to ensure the accuracy of all of the information in this brochure at the time of going to press. The contents are not, however, intended to form any part, or constitute any representation of any warranty or contract. Please note that architectural details, specifications and plot and amenity layouts shown are for guidance only and may be subject to variations.

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