
Construction Environmental Management Plan

Biodiversity

Guysfield Care Home, Letchworth Garden City

Sweco UK Limited
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24/04/2026

Project Reference: 65218368

Document Reference: 65218368-SWE-XX-XX-T-J-0001

Revision: C01

Prepared For: Guysfield House Limited

Status / Revisions

Rev.	Date	Reason for issue	Prepared	Reviewed	Approved
C01	24/04/26	For Information	EC	MRB	MCB

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This report and its findings should be considered in relation to the terms and conditions proposed and scope of works agreed between Sweco and the client.

Interpretations and recommendations contained in the report represent our professional opinions, which were arrived at in accordance with currently accepted industry practices at the time of reporting and based on current legislation in force at that time.

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This report is prepared and written in the context of the proposals stated in the introduction to this report and should not be used in a differing context. Furthermore, alterations to the initial proposals or changes in conditions on site over time may necessitate an alteration to the report in whole or in part after its submission. Therefore, in the event of any change in proposals or lapse of one year or more from the date of the report, the content of the report should not be relied upon unless referred to Sweco for validation and, if necessary, re-appraisal.

Scientific survey data will be shared with local biological records centre in accordance with the Chartered Institute of Ecology and Environmental Management (CIEEM) professional code of conduct.

This report was prepared only for our client and is not intended to be relied on by any other party. Third parties should not rely on the facts, matters or opinions set out in this report without the express written permission of Sweco.

Please note that Sweco does not purport to provide specialist legal advice.

Unless stated specifically, drawings and plans are indicative only. As such, the position of features marked on the plans or drawings should not be taken as 100% accurate.

Ecology reports are considered valid for 12 to 36 months after the survey date(s) depending on survey type and findings. Should the development not commence within the validity period, the survey(s) should be repeated, and the report updated.

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1 Introduction

1.1 Purpose

This Construction Environment Management Plan (CEMP) for Biodiversity has been prepared by Sweco UK Limited for Guysfield House Limited and relates to the proposed redevelopment at Guysfield Care Home, Letchworth Garden City, Hertfordshire, SG6 2AB.

This CEMP has been produced to detail mitigation measures and safeguards for biodiversity features on site during the construction process, as required to discharge Condition 12 of planning application 24/02758/FP [1], which states:

“No development shall take place (including ground works or vegetation clearance) until a construction environmental management plan (CEMP: Biodiversity) has been submitted to and approved in writing by the Local Planning Authority. The CEMP (Biodiversity) should be informed by the October 2024 Ecological Impact Assessment and include the following:

- a) Risk assessment of potentially damaging construction activities;*
- b) Identification of "biodiversity protection zones";*
- c) Practical measures to avoid or reduce impacts during construction;*
- d) The location and timing of sensitive works to harm to biodiversity features;*
- e) The times during construction when specialist ecologists need to be present on site to oversee works;*
- f) Responsible persons and lines of communication;*
- g) The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person in relation to amphibians, reptiles, birds, bats, badger and hedgehogs;*
- h) Use of protective fences, exclusion barriers and warning signs”*

This report has been produced with reference to the recommendations made in the Ecological Impact Assessment report (EclA) produced by Sweco in October 2024 [2]. Practical measures to avoid or reduce impacts to biodiversity features during construction are presented within this report as a method statement.

1.2 Site Description

The site occupies an area of approximately 0.87 ha and is located around national grid reference TL 22154 30721, in Letchworth Garden City, Hertfordshire. The site comprises the existing care home building and associated areas of hardstanding, modified grassland, mixed woodland, scrub, and ornamental planting areas.

The indicative site red line boundary is shown in Figure 1-1 below.



Figure 1-1 Indicative development boundary (red line).
Map data: © 2026 Airbus, Maxar Technologies

1.3 Description of Proposed Development

The proposals are for the redevelopment of the existing care home and erection of a detached 3 to 4 storey 70-bed residential nursing home with associated parking, landscaping and amenities, as shown on Oliver and Robb Architects drawing: 4870-ORA-ZZ-XX-DR-A-31004. The works will require the demolition of the existing extension of the care home, with the original building retained.

1.4 Responsibilities of Delivering This Plan

It is the responsibility of Guysfield House Limited, or the appointed contractor, to ensure that the actions described within this CEMP are delivered during the construction phase of the scheme. All site contractors and ecologists acting as Ecological Clerk of Works (ECoW) must sign the declaration record at Appendix A to say they have read and understand the contents of this CEMP.

The main personnel involved in the development project are listed in Table 1-1 below. This table should be updated prior to commencement of construction activities to include the names of the individuals and their specific roles and responsibilities in relation to this plan. The role and responsibilities of the ECoW are described in section 1.5 below.

Table 1-1. Key Personnel Contact Details

Name and Role	Company	Contact Details
<i>To be updated with Principal Contractor and Site Manager Details</i>		
Milly Brinsford Senior Ecologist Project Manager	Sweco UK Limited	milly.brinsford@sweco.co.uk 07785 402 790
James Wood Assistant Ecologist Ecological Clerk of Works	Sweco UK Limited	james.wood2@sweco.co.uk 07584 616 684

1.5 ECoW Role and Responsibilities

The ECoW will work cooperatively with site personnel to ensure all site clearance works are carried out in accordance with this plan to protect and safeguard the biodiversity features identified on site. The ECoW will provide advice and guidance on how the features may be protected during construction works to ensure works are carried out in compliance with environmental legislation.

Only experienced and suitably qualified ecologists capable of carrying out the ECoW role will be called upon to provide ecological support on site. The ECoW role may be carried out by suitably qualified and experienced Sweco ecologists, however, if, for any reason, a third party is employed, then Sweco cannot be held responsible or accountable for any potential breach of wildlife law that may occur. The ECoW will not take on any Principal Contractor duties.

1.6 Current UK Legislation

The main pieces of legislation relating to ecology within England and Wales are:

- The Conservation of Habitats and Species Regulations 2017 (as amended)
- The Wildlife and Countryside Act 1981 (as amended)
- The Natural Environment and Rural Communities Act 2006
- The Protection of Badgers Act 1992
- The Environment Act 2021
- The Wild Mammals (Protection) Act 1996

The reader is referred to the original legislation for definitive interpretation.

2 Ecological Baseline

2.1 Ecological Background

The recommendations and controls within this CEMP are based upon the recommendations within the EclA report produced by Sweco in 2024 [2]. The EclA report identified the following ecological features as constraints on site:

- Common amphibians;
- Reptiles;
- Nesting birds;
- Foraging and commuting bats;
- Roosting bats;
- Badgers (*Meles meles*);
- Hedgehogs (*Erinaceus europaeus*); and
- Mature trees.

The reader is referred to the EclA report [2] for full details on the ecological assessment of the site.

2.2 Biodiversity Protection Zones

The location of the Biodiversity Protection Zones (BPZs) for the above ecological constraints is shown on Sweco drawing 65218368-SWE-XX-XX-D-J-0001, which is appended to this report. Several different zones are shown on this plan, each of which require specific site controls which are explained in detail in the method statement section of this report. These are:

- Black polygon: Soft strip of features suitable for roosting bats under ecological supervision required if demolition of building is carried out between April to September inclusive (i.e. during the bat active period). ECoW to check for nesting birds if demolition is carried out between March to August inclusive
- Orange area: ECoW to supervise vegetation clearance works and removal of brush piles as risk of impacting nesting birds, amphibians, reptiles and hedgehogs.
- Pink area: ECoW to check for nesting birds prior to clearance works if carried out between March to August inclusive. ECoW to check for presence of hedgehogs.
- Blue dashed line: Indicative tree protection fencing location.
- Blue point: Location of mammal holes and historic badger activity.
- Red points: Brush piles suitable for amphibians and reptiles.

These zones are intended to clearly mark which areas are suitable for which notable / protected species, and whether any additional methods are required. T

2.3 Risk Assessment of Potential Impacts

In the absence of the mitigation measures included within this CEMP, the construction phase has potential to cause the following impacts on ecological features:

- Injury/killing of amphibians, reptiles, and hedgehogs through clearance of vegetation.
- Injury/death of nesting birds and/or damage or destruction of active nests and/or eggs through clearance of vegetation or demolition of buildings (if undertaken during the bird nesting season).
- Disturbance to foraging and commuting bats as a result of light spill.
- Injury/killing of bats and/or destruction/damage of bat roosts during demolition of building.
- Disturbance to or injury/killing of badgers using the site through site clearance and any groundworks.
- Damage or dieback of individual trees as a result of works within their root protection area.
- Impacts through pollution incidents (e.g. fuel spillages/ dust generation).

3 Method Statement

The methodology below details practical measures to avoid or reduce impacts on biodiversity features as identified within the EclA report [2].

3.1 General

In order to avoid committing an offence under wildlife law, and to minimise impacts on ecological receptors on site during the works, the detailed recommendations within this method statement should be adhered to by site personnel.

All demolition and vegetation clearance works and the use of plant or equipment should be carried out in accordance with this method statement.

3.2 Toolbox Talks

Prior to any vegetation clearance and demolition works, the ECoW will present a toolbox talk to all site personnel, which will include the following:

- A description of the species/species groups of concern.
- A description of what suitable habitat for those species looks like; and
- Details of how those species are legally protected.

The ECoW will give clear instruction to the workforce about the precautions necessary to avoid harm to these species. The ECoW will explain the purpose of this method statement and the protocols within to those present and all workers will be requested to sign the declaration record in Appendix A. A copy of this CEMP will be made available on site at all times.

3.3 Timing of Works

In order to minimise potential impacts to roosting bats, demolition of the existing building should be undertaken between November and March (inclusive). If this is not feasible, a soft-strip of potential roost features under observation of a suitably licensed bat ecologist or accredited agent must be undertaken (see section 3.5 below).

In order to minimise potential impacts to nesting birds, clearance of habitats suitable for nesting birds (vegetation and the existing building) should be undertaken between September and February inclusive, outside of the core nesting season (March to August inclusive). If this is not possible, a pre-commencement check for any active bird nests must be carried out by a suitably experienced ecologist.

In order to minimise potential impacts to reptiles, amphibians and hedgehogs, the breaking of ground within areas of long grassland and the removal of brash piles should be undertaken when temperatures are consistently above 5 degrees overnight and over 9 degrees during the day (generally between March and October), to avoid encountering hibernating animals. If any hibernating animals are encountered during the works, then works will need to stop immediately and may need to be postponed until all animals are fully active, at the discretion of the supervising ecologist.

3.4 Pre-commencement Walkover (Badger)

As badgers are known to be active on site and are a highly mobile species that can excavate new setts rapidly, a pre-commencement walkover of the site should be undertaken by a suitably experienced ecologist. This check should be undertaken at least six months prior to construction activities commencing on site.

The mammal holes identified on the eastern boundary in 2024 will be checked for fresh evidence of badger activity. If evidence of badger is recorded, or any newly excavated badger setts are identified on site, further mitigation measures and/or a licence from Natural England may be required to allow works to proceed lawfully. This method statement must be updated accordingly with any additional site controls required. The location of the mammal holes are shown on Sweco drawing 65218368-SWE-XX-XX-D-J-0001.

If any fresh excavations are recorded during the construction period, works within 30 m of the excavations should be immediately stopped and reported to an ecologist who will provide advice on further survey, mitigation and/or licences which may be required.

3.5 Demolition of Building

3.5.1 Bats

If the existing extension of Guysfield House is to be demolished between April to October, a pre-demolition inspection of any accessible roof voids by must be undertaken of the area to be worked that day by a licenced bat ecologist or their accredited agent who will act as ECoW and check for roosting bats. Due to the size of the building, the ECoW may need to attend site over several days as each section is worked on.

In the unlikely event a roosting bat is discovered in any of the roof voids by the ECoW, all works to the building must cease immediately and a licence must be obtained from Natural England to allow works to proceed lawfully.

Assuming no evidence of roosting bats is recorded by the ECoW, the roof tiles and any areas of lead flashing will then be removed by hand by contractors under the supervision of the ECoW. The ground-floor wrap-around timber and slate tile porch on the south elevation of the old-wing will also be dismantled by hand by contractors under ECoW supervision. Once all features have been removed the building can then be demolished normally.

If at any point roosting bat(s) are found, the roosting area will be re-covered for protection, and the bat will be left in situ. All works to the building must cease immediately and the supervising ecologist will provide advice on the best course of action. A licence may be required from Natural England in order to proceed with works.

3.5.2 Nesting Birds

A pre-demolition check for nesting birds by the ECoW must also be carried out if demolition is to take place between March to August inclusive. If any nesting birds are found works must cease in the area and a suitable no-works buffer will be erected until

the nest is confirmed by the ECoW to be no longer active or until all young have fledged and left the nest. The size of the no-works buffer will be at the discretion of the supervising ECoW.

Note: To avoid affecting both nesting birds and roosting bats, demolition of the building should occur between November and mid-February, inclusive.

3.6 Removal of Long Grassland and Brash Piles

Areas of longer (i.e. >150 mm) boundary vegetation, including marginal grassland and ruderal habitat, as well as existing brash piles should be left in situ and undisturbed. Should vegetation cutting or brash pile removal be necessary, the following method of works will be implemented:

- A hand search of the area to be cleared will be carried out by the ECoW, with any natural or artificial refugia found, such as logs, stones, rocks etc., lifted and checked for sheltering animals before being removed from the area. This includes during the dismantling of any brash piles.
- Vegetation will then be cut in a careful and phased approach, avoiding breaking ground. A mix of machinery will be used including hand-held trimmers/brush cutters/hedge trimmers and chainsaws (as necessary). The sward height will be reduced gradually with all arisings collected. The arisings will either be disposed of off-site or used to create habitat piles within the adjacent habitat.
- Once the material has been removed a further finger-tip search of the area will be carried out by the ecologist prior to any ground disturbance. The ECoW will carefully carry out a fingertip search of any roots, stones or clumps of earth, and watch for animals as the topsoil is removed.

If any reptiles, common amphibians or hedgehogs are found they will be caught by the ECoW, moved away from the works area and released in suitable habitat nearby.

As mentioned in section 3.3 above, if any hibernating animals are encountered during the works, then works will need to stop immediately and may need to be postponed until reptiles, amphibians and hedgehogs are fully active, at the discretion of the supervising ecologist. If any signs of great crested newt (*Triturus cristatus*) or badger are found on site, then works will need to be stopped and a licence may need to be obtained from Natural England.

All areas of short, maintained grassland to be cleared will not require ECoW supervision.

3.7 Tree Felling

Any trees that require felling or require trimming of branches will first be checked by the ECoW for their suitability to support roosting bats. If the ECoW identifies potential roosting features they will provide advice on whether the feature can be soft felled or whether further surveys are necessary. If a bat is unexpectedly found within a tree feature during felling works, the roosting feature will be re-covered for protection, and the bat will be left in situ. All works to the tree must cease immediately and the supervising ecologist will provide advice on the best course of action. A licence may be required from Natural England in order to proceed with works.

A check for nesting birds will also be carried out by the ECoW if felling activities are undertaken during the core nesting bird season (March to August inclusive). If any nesting birds are found a suitable no-works buffer will be erected until the nest is confirmed by the ECoW to be no longer active or until all young have fledged and left the nest. The size of the no-works buffer will be at the discretion of the supervising ECoW.

In order to avoid damaging mature trees and their roots, works will need to be carried out in accordance with British Standard 5837 Trees in Relation to Design, Demolition and Construction [3].

3.8 Protection of Retained Habitats

Habitats that will be retained (i.e. mature trees) will be fenced off prior to works commencing using temporary fencing i.e. Heras fencing. This fencing should be in place throughout the entirety of the works and must be subject to regular inspections by site personnel to ensure it is being maintained adequately. The placement of fencing will be determined by the diameter of the Root Protection Area of the trees and advice should be sought from a professional arboriculturist regarding this. A minimum clearance of 1 m from any woody plants to be retained is recommended.

3.9 Sensitive Lighting Strategy

If night works are planned, a sensitive lighting strategy must be implemented to ensure foraging and commuting bats on site are not impacted by the works. The lighting strategy should follow guidance within the Institute of Lighting Professionals' 'Bats and Artificial Lighting at Night Guidance Note 08/23' [4]. Lighting should not be directed towards any retained boundary vegetation or any bat boxes installed on site.

A sensitive lighting strategy should also be implemented during the operational phase of the works, as required by Condition 14 of planning application 24/02758/FP [1],

3.10 General Site Controls

The following site controls are considered best practice and should be adhered to throughout the works:

- Standard pollution prevention controls should be adhered to throughout the works to ensure the waterbodies and habitats on site are protected from pollution.
- Excavations/trenches on site should be covered overnight to prevent harm to animals. If this is not possible, any excavations/trenches that are to be left open overnight should include a means of escape for any animals that may fall in, using planks of wood to act as ramps.
- No pipework should remain open, with any exposed ends capped-off at the end of the working day to prevent badgers or other animals entering pipework.
- There should be no fires on the site. The site should be kept tidy with any litter picked up and disposed of appropriately.
- Works should be limited to the hours from dawn to one hour before sunset.
- Any stored material and spoil should be stored on hard standing or bare ground, to avoid animals seeking shelter underneath. If not possible, materials should be raised off the ground.

3.11 Record Keeping

The ECoW will keep a record of works undertaken on each day they are present on site and take photographs of all the works undertaken.

Following the completion of the works a completion report will be produced and issued to the client. The report will outline how this method statement was followed, and any deviations from this method statement will be described.

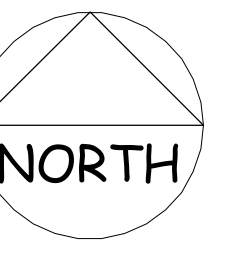
4 References

- [1] North Hertfordshire District Council, "Decision Notice Ref. No. 24/02758/FP, 3 December 2024," 2024.
- [2] Sweco UK Ltd, "Ecological Impact Assessment, document reference 65213299-SWE-XX-XX-T-J-0001," 2024.
- [3] BSI, BS 5837 (2012) – Trees in Relation to Design, Demolition and Construction, BSI Standards Limited 2012, 2021.
- [4] BCT and Institution of Lighting Professionals, "Guidance Note 08/23: Bats and Artificial Lighting at Night," Bat Conservation Trust, 2023.

Drawings

Oliver and Robb Architects drawing 4870-ORA-ZZ-XX-DR-A-31004 Proposed Site Layout

Sweco drawing 65218368-SWE-XX-XX-D-J-0001 Biodiversity Protection Zones



HEALTH AND SAFETY
RISK ASSESSMENT
CONSEQUENCE TABLE

	Minor	Major	Severe	Catastrophic
Almost Certain 5	5	4	3	2
Probable 4	4	3	2	1
Unlikely 3	3	2	1	0
Rare 2	2	1	0	0
Rare 1	1	0	0	0

AREA ANALYSIS

Site Area: 0.84Ha / 2.09Acres

Existing Footprint: 816.5m²
Proposed Footprint: 1060m²

Existing Building GIFA: 1858m²
Proposed GIFA: 3738m²

Total No of Bedrooms: 70 No.
Total GIFA: 350m²

Parking Provision:
In accordance with North Hertfordshire District Council parking standards:

Resident/Visitors: 18no. Spaces
0.25 spaces per resident bed space

Staff : 9no. spaces
Incl. 2no. Disabled Bays
Excl. 1no. Dedicated Ambulance Bay

Total: 27no. Spaces

Cycle Storage Provision:
In accordance with North Hertfordshire District Council parking standards:

Staff : 9no. spaces
circa. 1 space per 5 staff (non-resident)

For Specialist Landscape Design refer to
Fisher Tomlin & Boyer's
accompanying Planning Drawings

For New Care Home Proposals
Refer to Drawings:
4870-ORA-01-ZZ-DR-A-32100
4870-ORA-01-ZZ-DR-A-32101

For 'Guys House'
Refer to Drawing:
4870-ORA-02-ZZ-DR-A-32100

H	Replace 'Tropical Green Roof' (200m ²) with 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
I	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
J	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
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N	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
O	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
P	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
Q	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
R	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
S	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
T	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
U	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
V	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
W	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
X	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
Y	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21
Z	Update 'Green Roof' (200m ²) to 'Green Roof' (200m ²) and 'Green Wall' (200m ²)	SDC	12/09/21

REVISION

STAMP

PLANNING

PROJECT STATUS

Developed Design

DRAWING TITLE

Proposed Site Layout

PROJECT

Guysfield Care Home at
Willian Road, Willian, Letchworth for
Caring Homes Group Ltd

DATE CREATED

07/08/21

DESIGNER

GDC

SCALE @ A0

As indicated

ORIGINATOR PROJECT NUMBER

4870

ISO DOCUMENT REF:

4870-ORA-ZZ-XX-DR-A-31004

REV.

R

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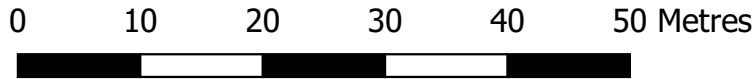


Legend

- Red Line Boundary
- Roosting Bats and Nesting Birds
- Nesting Birds, Amphibians, Reptiles and Hedgehogs
- Nesting Birds and Hedgehogs
- Tree Protective Fencing (Indicative only)
- Mammal Holes
- Brush Pile

Clearance and demolition works with the black, orange and pink polygons may require ecological supervision. Refer to Section 2.2 of the CEMP: Biodiversity for further information.

Location of Tree Protective Fencing is indicative only. Advice should be sought from a professional arboriculturist regarding root protection zones of trees to be retained.



C01	22.04.2026	For Information	MRB	EB	MCB
Rev.	Rev. Date	Drawing Suitability	Drawn	Checked	Appr'd
Sweco UK Limited North Kiln, Felaw Maltings, 46 Felaw Street Ipswich IP2 8PN Tel: +44 1473 231100 Web: www.sweco.co.uk					
Client					
Guysfield House Limited					
Project					
Guysfield House, Letchworth Garden City					
Drawing Title					
Biodiversity Protection Zones					
Status Desc.	For Information			Status	S2
Project No.	65218368			Scale	1:1,000.2
Drawing No.	65218368-SWE-XX-XX-D-J-0001			Sheet Size	A3
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Appendix A – Declaration Record

All personnel involved in the site clearance works must become familiar with this document. Before work commences the following declaration must be signed by all personnel carrying out and/or supervising site work, including contractors, to demonstrate they have read and understood this method statement.

[illegible]