



LAND AT TALBOT WAY, LETCHWORTH Landscape Management Plan

BARRAT DAVID WILSON HOMES (NORTH THAMES).
11.06.2026 | P25-0636_EN_0010

Environment



Revision	Date	Initials	Checked	Revision Note
–	10/06/2026	FS/SW	SW	First Issue
A	11/06/2026	SW	–	Para 1.16 updated as per client request



Pegasus Group
 Victory House
 Vision Park
 Histon
 Cambridge
 CB24 9ZR
www.pegasusgroup.co.uk | T 01223 202100

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DESIGN | ECONOMICS | ENVIRONMENT | HERITAGE | LAND & PROPERTY | PLANNING | TRANSPORT & INFRASTRUCTURE

1 Introduction

- 1.1 The objective of this Landscape Management Plan (LMP) is to set out the management and maintenance procedures for the public open space (POS) and communal areas within and around the residential development at Talbot Way, Letchworth.
- 1.2 This LMP is designed for the operational phase of the development and will commence from the handover date from the landscape contractor to the management company.
- 1.3 This document has been prepared to address the planning obligation relating to the preparation of an Open Space Management Scheme and relevant planning condition as appropriate. The purpose of this document is to set out how the landscape proposals will be implemented, managed and maintained in accordance with the submitted detailed landscape scheme.
- 1.4 This document is supported by:
 - Management Areas Plan [ref P25-O636_EN_0011, Pegasus Group] – see appendix 1; and
 - Schedule of Drawings – see appendix 2.
- 1.5 The purpose of this report is:
 - To ensure the design intent and vision for POS and communal areas is realised and maintained;
 - To ensure clear long term objectives for POS and communal areas are agreed and laid down;
 - To provide detailed management prescriptions for habitat features within the site to ensure that the ecological interest is protected and biodiversity is improved where possible;
 - To set clear standards for the performance of landscape maintenance work following handover from the landscape contractor at the beginning of the operational phase;
 - To provide detailed maintenance schedules for landscape maintenance staff;
 - To provide details of the body or organisations responsible for the implementation of the plan and help in the allocation of financial resources for landscape maintenance; and

- To help monitor success and progress against management targets including vegetation establishment and LMP.

Landscape Management Objectives

- 1.6 The aims for the LMP are:
 - To present an attractive and safe environment for home owners, residents and visitors;
 - To ensure proposed landscape elements successfully establish, and present a high quality visual appearance of new planting and areas of grassland within POS and public streetscape;
 - To keep POS and communal spaces in good condition, suitable for amenity and informal recreation;
 - To ensure existing site features (existing trees and hedgerows) are appropriately managed in relation to dwellings and existing habitats;
 - To maintain the health, visual amenity and species diversity of new planting;
 - To ensure newly planted trees and areas of soft landscaping become successfully established;
 - To protect canopies and rooting environments of retained trees during construction and maintenance operations according to guidelines set out in BS 5837:2012 “Trees in relation to design, demolition and construction.”
 - To help prolong life and enhance wildlife value of the existing trees within the site, and retain their function within the landscape framework;
 - To successfully establish new trees and maintain a diverse environment;
 - To keep the site clear of litter and rubbish;
 - To keep weed colonisation at a minimum and acceptable level;
 - To provide an appropriate level of management intervention ranging from a moderate to minimal approach to management;
 - To carry out maintenance work according to best practice using sustainable techniques and materials;
 - To manage SuDS features not only for drainage but also as

multifunctional ecological and visual assets, ensuring they support biodiversity, seasonal interest, and educational value;

- To preserve and enhance the character of the development and communal green spaces, ensuring they remain welcoming, multifunctional, and well-maintained for residents and visitors; and
- To manage landscape elements adjacent to bin collection points (BCPs) and parking courts to maintain cleanliness, reduce visual clutter, and enhance amenity.

Scope

- 1.7 This LMP details POS and communal space management within the site, long-term management aims and objectives, management prescriptions and maintenance schedules, the body or organisation responsible for the implementation of the plan and the monitoring framework including actions for any breaches of the approved LMP.
- 1.8 It does not include on-plot/curtilage landscaping which would be maintained by the occupier, or works associated with site clearance and constructions works.

CDM Regulations

- 1.9 The Construction Design and Management Regulations 2015 Regulation 4 requires clients to make suitable arrangements for managing a project. Regulation 5 states that they must appoint a Principal Designer and Principal Contractor where applicable.
- 1.10 For full details the CDM 2015 Client duties please refer to HSE Guidance Notes L153. For the avoidance of doubt Pegasus Group are not providing the CDM Principal Designer role. Pegasus can provide a copy of the safety assessment of design work in liaison with the Principal Designer when required.

Review

- 1.11 The document should be seen as an operational guide subject to change and improvement as the different landscape features mature and develop.
- 1.12 This LMP details management prescriptions for the first five years and we recommend it is reviewed and republished at five year intervals to ensure management remain relevant. This review should be undertaken by a suitably qualified professional who will recommend necessary changes

to the LMP.

Managing Risk and Competencies

- 1.13 It is assumed that a competent contractor shall have the necessary PPE, training and skills to undertake the management and maintenance tasks as set out within this LMP.
- 1.14 The landscape management company shall be responsible to undertake a written risk assessment in relation to the landscape, arboricultural and ecological management and maintenance prescriptions detailed within this LMP (in addition to any other site risks). This shall be provided to the clients prior to the start of works.

Legal and Funding Mechanisms.

- 1.15 Landscape maintenance will be funded by a maintenance fee collected from the residents.
- 1.16 The developer will be responsible for appointing a suitable qualified contractor to implement management and maintenance set out within this LMP. They will also appoint a suitably experienced/qualified ecologist to ensure ecological responsibilities are delivered. The developer will ultimately hand control of the appointed management contractor over to the residents (in the form of an association or equivalent) in perpetuity.

Insolvency/Administration

- 1.17 Should the landscape maintenance body or one of their subcontractors be made insolvent/ or enter administration, the developer has the ability to re-tender the maintenance contract and engage a suitable alternative contractor to carry out the landscape maintenance. This will ensure that the maintenance regime is delivered.

2 Site Description

- 2.1 The residential development at Talbot Way, Letchworth comprises 120 new dwellings. This LMP details the management of POS and communal areas across the development site, which covers a total area of 5.54 hectares, as illustrated on the Management Areas Plan at Appendix 1.
- 2.2 Located to the north east of Letchworth, the site comprises a grassland field enclosed with young broadleaved woodland to the eastern and southern extents and Bramble scrub to the western boundary. The northern site boundary is open and is marked by the route of a public footpath that runs in an east/west orientation and connects to a another public footpath offset from the eastern boundary. There is an exiting allotment site adjacent to the western boundary, existing housing to the north, an industrial area to the south and open fields to the east.
- 2.3 Surveys conducted by CSA Environmental in 2025 identified that the site does not support and habitats, flora or fauna of significant ecological interest.
- 2.4 In terms of landscape structure, the existing woodland will largely be retained to help preserve landscape character, amenity value, and ecological connectivity. A new area of native buffer planting to the northwest of the site and mixed native hedgerows along the northern and western boundaries will help to reinforce and strengthen the existing landscape framework.
- 2.5 New species-rich meadows will be established throughout the open spaces to expand habitat diversity and Sustainable Drainage (SuDS) features including basins, swales and raingardens will be incorporated that will provide damp habitats suitable for a range of plant and wildflower species. All of this will help to support gains in biodiversity.
- 2.6 The drainage basin within the Village Green to the north of the site has been designed to accommodate a Local Equipped Area for Play (LEAP) and the basin to the south has been designed to incorporate informal natural play as part of a wider woodland walk and play trail.
- 2.7 The Gateway Green within the centre of the site offers opportunities for seating and doorstep play (including an informal play stage), public art and new tree, shrub and grassland planting.
- 2.8 The east/west residential streets within the development have been designed a Green Streets that create opportunities for informal recreation and food growing and incorporate significant new areas of tree [planting set within planted beds.

- 2.9 Across the open space and residential areas, a significant number of new trees will be planted to increase the canopy coverage on site that will help contribute towards Biodiversity Net Gain, enhance the streetscene and help with urban cooling.

- 2.10 See Appendix 2 for a schedule of the detailed landscape proposals.

Enhancing Ecology

- 2.11 A key principle underpinning the landscape proposals is to preserve and enhance local ecology and to realise Biodiversity Net Gain (refer to Biodiversity net Gain Assessment: Design Stage as produced by CSA for further detail). This is achieved by:
 - Identifying important biodiversity and landscape features within and around the site;
 - Identifying opportunities and risks to local biodiversity and select mitigation and enhancement measures that are resilient to change, sustainable and workable;
 - Ensuring ecological enhancements are in line with the mitigation hierarchy and avoiding adverse effects on natural environments; and
 - Ensuring the longevity of enhancements through an effective long-term management and monitoring programme.
- 2.12 In line with mitigation hierarchy – to avoid, protect, and enhance natural habitats and the species they support – a series of measures shall be in place to safe-guard biodiversity during site operation, in line with widely adopted good practice measures. These shall protect and minimise adverse impacts on high value habitats and species on site.
- 2.13 Furthermore, the landscape proposals have been designed to enhance habitats and ecological connectivity across the site, and to maintain biodiversity net gain.
- 2.14 These measures will provide dispersal, breeding, foraging and overwintering habitat for a variety of wildlife. New mixed native hedgerows and species-rich meadows will provide improved connectivity and opportunities for a range of wildlife to forage, shelter and freely disperse across the site.

3 Environmental Considerations

Horticultural Peat

- 3.1 Horticultural peat is not to be used as mulch on any planting areas or as a soil conditioner, and wherever possible plants grown without peat will be preferred to those grown using peat.

Recycled Materials

- 3.2 Where appropriate, use should be made of materials made from recycled components, eg wood chip mulch.

Pesticides/Herbicides

- 3.3 Weed control of transplant areas is to be achieved by using mulch mats and hand weeding. The control of invasive and pernicious weeds can be carried out with targeted applications of glyphosate based herbicides.

Water Management

- 3.4 Where necessary, maintenance staff are to water plants at appropriate times of the day to ensure minimum water evaporation. It is anticipated that watering will only be necessary during the establishment period.

Habitat Management

- 3.5 Opportunities for the creation of additional micro-habitats and habitat enhancement should be taken wherever possible. Where appropriate habitat creation could include working with the Wildlife Trust and local wildlife groups to create log/habitat piles.
- 3.6 Allow deadwood, jagged stumps, splits, fungal growths/fruiting bodies and holes in tree trunks to remain unless they are creating a safety hazard.
- 3.7 Trees should not be felled unless they are classified as dangerous. Where a tree poses as a health and safety hazard, advice shall be sought immediately from an arboriculturist. Ivy should only be severed where it is growing into tree canopies and is likely to create a sail hazard.
- 3.8 The retention, as far as possible, of the existing vegetation is considered an important part of the development. Such areas will be managed appropriately to maintain and develop their value.

4 General Maintenance Requirements

General Maintenance

- 4.1 Maintenance operations are to be carried out with regard to BS 4428: Code of Practice for General Landscape Operations. Maintenance of soft landscaping (other than amenity turf) to have regard to BS 7370-4: Grounds Maintenance. Recommendations for Maintenance of Soft Landscape.

Tree Works

- 4.2 No pruning works to trees, hedgerows or structural planting are to be undertaken during the general bird nesting season of 1st March to 31st August inclusive. Works outside of this time period should be subject to checks by an ecologist to ensure there are no nesting birds present.
- 4.3 All tree surgery work is to be carried out to BS 3998:2010 Tree Work-Recommendations, and should be undertaken by a suitably qualified operative. Any trees with bat potential to be inspected by a qualified bat specialist prior to any tree works commencing.
- 4.4 Hygiene works will be avoided, for example fungal fruiting bodies should not be removed nor trees felled because they have bracket fungi on them unless classified as dangerous by an arboriculturist. Where possible, trees will be allowed to age naturally and dying trees will be allowed to decay in-situ. Where a tree poses a health and safety hazard, advice will be sought from an arboriculturist.

Watering

- 4.5 Care should be taken not to over-water plants. Until well established all shrubs/trees are to be watered during the growing season. Following any dry periods of 7-10 days soil water content should be assessed and watering undertaken as necessary. Planting areas are to be brought up to field capacity at each visit and each tree is to receive 40 litres or as required. If trees are showing signs of drought stress the watering regime should be reviewed and increase as required. Care should be taken to ensure applied water is absorbed into the root-zone and does not run off the surface.

Failure to Thrive

- 4.6 Any shrubs, hedges or trees which fail to thrive in the first five years shall be replaced with the same species and variety at the size specified on the original landscape planting plan. Trees and shrubs should be checked in September and marked with paint, or noted on a plan, as necessary. Replacements will be planted during the following planting season. No substitutes will be planted without written approval from the local planning authority.
- 4.7 If a particular species fails to establish successfully then an alternative, comparable species should be considered as replacement, in agreement with the landscape consultant. Replacement planting of container plants to be undertaken as required, root-ball/bare root planting to be undertaken November to March. Planting of new trees to have regard to Section 10 of BS 8545:2014 Trees: from nursery to independence in the landscape. All plants to conform to BS 3936 and be in accordance with the National Plant Specification.

Litter and Arisings

- 4.8 All arisings from landscape works will be removed from site and disposed of at a registered facility, recycling or composting of arisings should be prioritised. Litter and debris shall be cleared by hand from all open space areas and removed from site on a monthly basis, and prior to mowing amenity grassland, tussocky grassland, wildflower meadow, wildflower meadow for shade, damp grassland and retained lowland meadow

5 Maintenance Specification

5.1 Retained Trees and Woodland

Management Aim

- To prolong the life and enhance the aesthetic and wildlife value of the existing trees across the site and along the site's boundaries; and
- To enhance the functionality of the existing features such as trees and tree groups across the site and along the site's boundaries.

Management Objectives

- To maintain the health and visual amenity of the retained trees and tree groups;
 - To enhance their ecological/ biodiversity value; and
 - To maintain the varied age and structure of the trees.
- 5.1.1 A detailed condition survey of all trees will be carried out by a qualified arboriculturist at least once every two years. Any necessary remedial works will be carried out as soon as possible.
- 5.1.2 The existing woodland will be managed to ensure the understory is comprised no more than 70% scrub understory with the remaining 30% retained as open space to encourage ground flora which supports bat foraging.
- 5.1.3 Note: deadwood resulting from tree management works will be used on the site to create wood piles as and when required following the completion of the public open space areas. The wood at the bottom of the pile is to be set 1/3rd into the ground. Piles are not to be located in areas of green space with high public usage.

5.2 Proposed Tree Planting

Management Aim

- To successfully establish new tree planting;
- To maintain new tree planting to establish a diverse treed environment;
- To present and maintain high quality visual appearance of new trees;
- To provide enhanced opportunities for foraging and sheltering for a range of wildlife including birds, bats and invertebrates;
- To enhance the existing corridors for bats and other wildlife; and
- To ensure clear stem trees maintain a 2m clear stem to avoid obscuring visibility splays.

Management Objectives

- To maintain newly planted trees to ensure good survival rate and development;
 - To minimise competition from grass and weeds around newly planted trees;
 - To maintain appropriate form of trees for future growth; and
 - To ensure trees do not present a hazard to site users;
- 5.2.1 This section relates to new individual tree planting within the areas of open space and residential streets.
- 5.2.2 Any necessary remedial works will be carried out as soon as possible. All tree work should be carried out in accordance with BS 3998 (2010) (or any subsequent updates).
- 5.2.3 Tree stakes and ties will be regularly checked during the establishment period and adjusted as necessary to ensure that the developing trees are not damaged. Stakes and ties will be removed from site (to a legal disposal facility) by the landscape maintenance contractor at the earliest opportunity (between year 3 and year 5) when it is considered that the trees are self supporting.

- 5.2.4 There will be a minimal pruning policy for trees as pruning wounds can provide a source of infection. Formative pruning of new trees will be carried out to remove dead and diseased wood and to create a well balanced tree with a single leader. Clear stems of 2 metres will be maintained by rubbing off any shoots and when the trees reach 5 to 6 metres high lower branches will be removed to give a canopy height of approximately 3.0 metres.
- 5.2.5 If trees die the reason for death shall be investigated and addressed before replanting a replacement. If death is due to the planting conditions these shall be ameliorated. If death is due to pests or disease and likely to be present in the future a resistant species of an alternative similar native tree shall be selected.
- 5.2.6 Where trees have become moribund due to compaction or lack of nutrients then soil aeration techniques and/or the use of inoculants shall be considered.
- 5.2.7 Care should be taken not to over-water trees. Until well established trees are to be watered during the growing season following any dry periods of 7 days. Watering is unlikely to be required after year one of the management plan, but trees should be visually monitored for signs of water stress from year 2 onwards and action taken if required.

5.3 Proposed Native Hedgerow Planting

Management Aim

- To assist the establishment of new native hedgerow to provide enclosure and strengthen green corridors throughout the site.
- To strengthen the commuting routes for bats, provide enhanced foraging, resting and nesting habitats for birds, and provide additional habitat for invertebrates.

Management Objectives

- To help establish and maintain a dense continuous hedge line with no gaps;
 - To maintain the health, visual amenity and species diversity of the proposed native hedgerow; and
 - To take due care during maintenance operations near new hedgerows.
- 5.3.1 Mixed native hedgerows are proposed to the peripheries of the site and single species native hedgerows are proposed to delineate the private communal space to the apartment buildings.
- 5.3.2 New mixed native hedgerows will be planted such that there is a minimum of 5 native woody species in every 30 meters of hedgerow.
- 5.3.3 Hedgerow cutting will take place between November and February inclusive, outside of the bird nesting season, unless works are essential for public safety.
- 5.3.4 Hedgerow plants will be trimmed to create a healthy solid hedge. The frequency of cutting will depend upon growth rates and weather conditions; the requirement for cutting will therefore be assessed annually.
- 5.3.5 Hedgerow planting will be maintained by weeding, pest & disease control and appropriate guards and fencing until it is well established.

- 5.3.6 From year 4 the proposed mixed native hedgerow will be pruned/shaped as part of a rotational management regime whereby hedgerows are cut on a 3 year rotation to allow for an abundance of berries from one to two years after cutting.
- 5.3.7 Single species native hedgerows will be pruned/shaped twice annually.
- 5.3.8 Mixed native hedgerows will be maintained at a maximum height of 2m and single species native hedgerows will be maintained at a height of approximately 1.2m..
- 5.3.9 1/3 of the mixed native hedgerows shall be trimmed per year, leaving the remaining 2/3 untrimmed. This will prevent encroachment into the open space whilst promoting growth of fruiting plants.
- 5.3.10 Any gaps in hedgerows on site are to be in-filled using like-for-like species as soon as identified to prevent short-cuts developing.

5.4 Proposed Native Shrub Planting

Management Aim

- To establish new areas of native shrub planting

Management Objectives

- To maintain newly planted shrub planting to ensure successful establishment; and
- To minimise competition from grass and weeds from around newly planted trees.

5.4.1 This section relates to areas of shrub planting within the open space.

5.4.2 Shrubs should be allowed to grow dense where it does not encroach on grassland or amenity areas.

5.5 Proposed Ornamental Shrub Planting

Management Aim

- To successfully establish areas of new ornamental planting; and
- To present and maintain high quality visual appearance of planting.

Management Objectives

- To maintain newly planted shrubs and herbaceous plants to ensure a good survival rate and development;
- To minimise competition from grass and weeds; and
- To keep planted areas free from litter, rubbish, garden waste and dog faeces.

5.5.1 Formative pruning will be kept to a minimum, where necessary diseased and damaged plant material will be removed. Where shrubs overhang path edges they will be neatly clipped back in order to maintain the full width of pedestrian access routes.

5.5.2 Planting beds will be checked regularly throughout the growing season for pests and diseases and treated as necessary. Plant losses should be monitored and recorded. If a particular plant becomes subject to a fatal pest or disease it shall be replaced by an alternative resistant plant with a similar form and habit (refer to note on plant substitution in general maintenance guidance paragraph 4.7).

5.6 Grasslands – Meadow Grassland, Flowering Lawn and Woodland Meadow Grass Suitable For Wetland

Management Aim

- For grassed areas to present and maintain high quality visual appearance;
- To aid in the establishment of species-rich grassland and to manage them for the benefit of local wildlife; and
- For areas of retained grassland to be managed as an important feature for bats and to be enhanced with increased species diversity for improved foraging habitat.

Management Objectives

- To ensure grassland areas successfully establish;
- To keep grass areas free from weeds, litter and rubbish; and
- To keep grass areas in good condition.

5.6.1 There are several grassland types proposed, such as amenity grass (Flowering Lawn), grassland and wildflower meadows and wildflower meadow for seasonally wet soils.

5.6.2 The existing sward will be closely cut and harrowed to create bare ground over 30% of the grassed area. Bare areas are then to be sown with meadow mixture. An additional autumn sown cover of yellow rattle *Rhinanthus minor* will increase success of flowering species within the wildflower meadow

5.6.3 Arisings shall be swept from hard surfaces adjacent grass/wildflower areas after each maintenance visit.

5.6.4 Junctions between grass/wildflower areas and plant beds/hard surfaces shall be regularly edged and trimmed to maintain a neat and tidy appearance. In order to avoid damage to trees no mower or strimmer will be allowed within 400mm of a tree trunk.

5.6.5 Areas of greater than 5% failed grass shall be prepared and re-sown with the specified seed mix either in April or September. A spring “weed and feed” shall be applied to amenity grass areas at the manufacturer’s recommended rates. No fertiliser should be on wildflower meadow or wildflower meadow for seasonally wet soils. Grass growth regulator will

not be permitted on these grassland mixes either.

- 5.6.6 Undesirable plant growth within the sward, such as scrub, dock, thistle, nettles and ragwort, should be controlled by hand excavation /pulling. Any encroaching scrub vegetation shall be removed by hand picking/weeding, this should be undertaken in the winter months, to avoid the bird nesting season.
- 5.6.7 Litter shall be hand picked and bagged from all grass areas prior to cutting. Bags shall be removed from site and legally disposed of.
- 5.6.8 All areas of grassland will be established using an appropriate seed mix, as specified within the landscape proposals. A Landscape Architect and or ecologist along with the LPA are to be consulted on suitable alternatives.

5.7 SuDS Basins and Swales

Management Aim

- To maintain the SuDS basins and swales as a successful on site water management system;
- To maintain the SuDS basins as both an amenity and habitat feature that will provide foraging opportunities for wildlife and an attractive landscape feature; and
- To avoid dense shading of the margins around the SuDS basin.

Management Objectives

- To ensure the designed water management capacity for the basins are achieved through viable equipment associated with the basin;
 - To ensure grassland areas within the basin successfully establishes;
 - To ensure tree and shrub planting around the basin successfully establishes; and
 - To control weeds/scrub invasion detrimental to appearance or usage.
- 5.7.1 The SuDS basins and swales should be maintained according to best practice as set out in The SuDS Manual (C753). Areas of tree and shrub planting and grassland within the basin will be managed and maintained as per tree and shrub planting and grassland elsewhere within the areas of public open space.
 - 5.7.2 Due care will be taken when carrying out management and maintenance operations in and around the SuDS detention basin. In line with the CIRIA SuDS Manual C753 2015 (Section 32 Operation and Maintenance), slopes have been designed to comply with maximum gradient of 1:3. Maintenance of the grass within the main body of the attenuation feature is to be carried out using hand machinery such as push mowers, with grass around the inlet and outlet infrastructure being strimmed closely to reduce risks to system performance. Appropriate training should be provided to encourage safe working practices on side slopes and should not take place during or immediately following periods of excessively wet weather.
 - 5.7.3 Annual monitoring and evaluation of the risk assessment and controls is to take place for the SuDS basin.

5.8 Hard Landscape – Including Footpaths & Street Furniture

Management Aim

- To present the visible indication of high quality, regular site maintenance.

Management Objectives

- To keep hard landscaped areas free of debris, litter, graffiti & dog faeces;
 - To keep weed colonisation at a minimum and acceptable level;
 - To maintain hard landscaped areas in safe condition; and
 - To maintain street furniture, including litter bins and seats and replace if necessary.
 - To ensure that raised beds within the Green Streets are free from damage and suitable for the use of residents.
- 5.8.1 Hard areas and elements will be regularly checked for subsidence and damage and will be repaired at the earliest opportunity using the original specified material. Areas where damage poses a hazard to pedestrians shall be cordoned off with bollards and high visibility tape until repair can be organised.
- 5.8.2 A “no tolerance” policy will apply to graffiti which shall be removed as soon as it appears and where necessary specialist contractors shall be employed to carry out this work.
- 5.8.3 The raised growing beds within the Green Streets are intended for the use of the residents and so management will be limited to maintaining the structure and cleanliness of the beds.

5.9 Play Equipment

Management Aim

- To regularly inspect and maintain play and recreation areas to comply with current legislation and regulations.

Management Objective

- To maintain the recreational equipment in a safe and viable state which ensures freedom from unacceptable risk.
- 5.9.1 All play equipment (informal and formal) will be regularly inspected to identify any obvious hazards, this includes a post installation inspection, weekly, monthly and annual inspections. The high quality appearance of the equipment will be maintained through maintenance inspections with work undertaken as required.
- 5.9.2 Post installation inspections (carried out by a ROSPA consultant) will ensure that the play space meets the required standards and has been installed correctly. The inspection will check the site on completion including equipment, surfacing, any ancillary items and undertake a disability and risk assessment with a report produced to confirm the findings.
- 5.9.3 Weekly and monthly inspections – regular checks will ensure the play space and its equipment is functional, and will help to identify any faults or dangers arising from vandalism or breakage. The weekly inspection will check the site, surfacing and equipment and record any faults within the log book. Should a fault be found on a piece of play equipment or the play area be found unsafe and cannot be immediately corrected the equipment should be removed or immobilised and the piece/space be cordoned off with a warning noticed attached.
- 5.9.4 Annual inspections are required to ensure the play equipment and ancillary items are compliant to EN 1176 and EN 1177 and should be undertaken by an independent, suitably qualified specialist. The annual inspection will look at the site design safety, ancillary item safety, equipment and surfacing safety. The condition of the equipment is assessed and any repair or refurbishment requirements noted. Where necessary the inspector would make suggestions where the quality of the site could be improved. The annual inspections will be non-dismantling, however, where dismantling work is required, this will be recommended.

- 5.9.5 After each annual inspection, a written report is to be supplied to the client covering site safety and condition, equipment, surfacing, and ancillary item safety and condition, and compliance with EN1176 where relevant.
- 5.9.6 Recommendations for any remedial action required are given together with risk ratings for each item. The report will note compliance with standards and notifications of failures/faults where necessary and an assessment of risk, notification of faults and suggested remedial action.
- 5.9.7 Whilst annual inspection is not mandatory law under Section 3 of the Health and Safety at Work Act 1974 requires a risk assessment to be undertaken as part of the inspection process for play equipment.

6 Schedule of Management and Maintenance

6.1 Establishment Years 0–5

The below table sets out how the maintenance tasks for the management aims and objectives will be achieved for the establishment period of years 0–5:

Establishment Years 0–5			
Ref	Management Categories	Timing	Maintenance Task and Method
6.1.1	All planting areas	Every Visit	Ensure continued health of all landscaping – water as required to ensure that the planting continues to establish successfully. Investigate any failed growth and take remedial action as necessary.
		Monthly	- Removal of rubbish and debris – clear litter and fly-tipped rubbish by hand and remove from site. Remove rubbish and debris from all grassland areas before mowing. - Inspect for vandalism – visual inspection of all landscaping for vandalism, report to owner. On instruction from owner replace any landscaping damaged by vandalism.
		Annually	- Monitor and record any plant losses and report to owner – on instruction from owner remove dead plant and replace as per original approved specification, unless otherwise agreed to plant alternative species. Maintain to ensure survival. Re-planting to be undertaken in November/December. - Remove exotic plant species that do not belong in each type of habitat/the general environment – check all landscaped areas for exotic species, clear by hand and remove from site - Control vigorous plant species that are out competing less vigorous species – check all landscaped areas for invasive species e.g. self seeded sycamore, brambles, ground ivy and nettles. Reduce/clear by hand and remove from site.
6.1.2	Existing retained trees/ woodland; proposed native shrub planting; and proposed tree planting	Monthly	- Ensure trees/shrubs planting are stable – visually inspect tree/shrub guards/shelters to check for signs of bark damage or damage. Check that stakes, ties and guards are not too loose, too tight or broken. On instruction from client/owner, replace or upgrade guards/shelters as necessary. - Monitor transplants to ensure developing healthily – visual inspection of plants, if not stable/upright rectify by replanting in an upright position and re-firm, if plant remains unstable remove by hand and replace. Undertake for the first two years. - Visual inspection for fungal activity (for trees this is to be performed by a qualified arboriculturist) – remove diseased wood or treat as appropriate. Keep use of pesticides to a minimum. Inspection to be undertaken March to October when trees/shrubs are still in leaf.
		3 times per annum	- Visually inspect bark mulch areas around trees and top up to 75mm depth, if required. Remove any weeds within the mulch by hand, do not use strimmers or herbicides in these areas – April/June/August. - Visually inspect structural shrub surrounds for grass/weeds – remove by hand or spray grass/weeds with a glyphosate based herbicide. Do not use strimmers – April/June/August

Establishment Years 0–5			
Ref	Management Categories	Timing	Maintenance Task and Method
	Existing retained trees/ tree groups/woodland; proposed native shrub planting; and proposed tree planting continued	Annually	- For first 5 years – establishment survey for new trees to be undertaken by a qualified arboriculturist, any recommendations to assist with establishment must be undertaken as soon as possible. - Keep paths/highway/parking clear from branches/vegetation – pruning/cut back any tree branches/vegetation encroaching. Trees shall be pruned to a height of 5m if overhanging highways and 3m if over paths. - Remove dead, damaged or dying branches as appropriate. - Formative pruning of new trees – to create a well balanced tree with a single leader and, by rubbing off any shoots, creating a clear stem of 2m. When the trees reach 5–6m in height, lower branches will be removed to give a canopy height of approximately 3m.
		Biennial / as recommended)	Check tree safety – identify hazards and carry out necessary maintenance works. A visual tree assessment is to be undertaken by a qualified arboriculturist of all new and existing tree planting, with instrumental back up where necessary. Any resulting tree works are to be carried out to BS 3998:2010. Keep records up to date.
		3 to 5 years after planting	Confirm root growth is well established and remove shelters, stakes, guards and ties from trees/transplants – to avoid damage cut shelters away then remove stakes.
6.1.3	Hedgerows– newly planted single and mixed species native hedgerow.	Monthly	- Check hedgerows for gaps, record and infill during late October to March. Plant replacement tall whips, of a species mix to match the hedgerow or to increase native diversity, in a suitably prepared soil bed. Ensure successful establishment and protect from trampling/use as a shortcut using a temporary fence/guards. - Keep hedgerow planting free from weeds – visually inspect bark mulch areas around planting and top up to 75mm depth, if required. Remove any weeds by hand, hoe or fork. Take care not to disturb shrub roots and excessive treading of bed surface. Do not use strimmers or herbicides in these areas – March to October.
		Annually (year 4 onwards for newly planted native hedgerow)	- Mixed native hedgerows: to ensure two years growth can accumulate, only 1/3rd of each retained hedgerow will be cut every year, on a three year rotation. Prune retained hedgerows to ensure a good shape and healthy growth. Prune to maintain an 'A' shape and control future growth. Management to be undertaken in January/February. - Single species native hedgerows: trim to maintain an approximate height of 1.2m. Light trim during summer – June to August. - Prune/shape new hedgerow planting to a shape and form appropriate to the species with formative and seasonal pruning to create and maintain a natural 'A' shape hedgerow, pruning dead foliage and extension growth as necessary– Autumn (November onwards). - Re-plant in an upright position and re-firm plants that suffer from wind-rock – January/February.
		3–5 years after planting	Confirm root growth is well established and remove shelters, stakes, guards and ties from hedgerow transplants – to avoid damage cut shelters away then remove stakes.

Establishment Years 0–5			
Ref	Management Categories	Timing	Maintenance Task and Method
6.1.4	Grassland – general maintenance requirements for all areas of grassland	As necessary	- Do not cut grass in drought conditions. Mow with suitable machinery – no mower or trimmer will be allowed within 400mm of a tree trunk. Edge and trim junctions between grassland / wildflower and hard surfaces to maintain a neat and tidy appearance. Remove arisings from site and dispose of responsibly. Clean adjoining path areas after mowing. - Keep all grassland areas free from weeds – remove weeds and encroaching scrub by hand, hoe or fork, as appropriate. Undertake monthly from March to October, or as required. - Keep grassland areas in good condition – check and report to client/owner on damaged areas. On instruction from client/owner repair damaged/failed areas and re-sow seed. <u>Do not apply feed to tussocky grassland, wildflower meadow, damp grassland and retained grassland.</u>
	Grassland and wildflower meadows	Cutting Regime – Year 1	Most of the sown meadow species are perennial and are slow to establish. Soon after sowing there will be a flush of annual weeds, arising from the soil seed bank. These weeds can look unsightly, but they will offer shelter to the sown seedlings, are great for bugs, and they will die before the year is out. So resist cutting the annual weeds until early August, then cut to a maximum of 40mm, remove and compost.
		Cutting Regime – Year 2	Do not cut spring – late July/August to give sown species opportunity to flower. After flowering take a ‘hay cut’: cut back with a scythe, petrol trimmer or tractor mower to c 50mm. Leave the ‘hay’ to dry and shed seed for 1–7 days then remove from site. Mow re-growth through to late autumn/winter to c 50mm and again in spring if needed.
		Cutting Regime – amenity grass only	Control height of amenity grass to between 25–50mm (approx 12 times during growing season e.g. fortnightly April – September). Do not cut grass in drought conditions. Mow with appropriate machinery. Remove arisings from site and dispose of responsibly. Clean adjoining path areas after mowing.
6.1.5	Hard Landscape	As necessary	Remove graffiti – a ‘no tolerance’ policy will apply to graffiti which shall be removed as soon as it appears, where necessary specialist contractors shall be employed to carry out this work.
		Fortnightly	Keep hard landscape areas clean – remove litter, debris and faeces. Use pressure washer to remove chewing gum and staining. Fortnightly March to October and as required during the winter months.
		Monthly	Maintain all hard landscape areas/elements, including footpaths in a safe and clean condition – monitor and report to client on damaged areas/items and repair as instructed by the client. Repair using the original material/product to maintain the integrity of the design. Areas where damage poses a hazard to pedestrians shall be cordoned off with bollards and high visibility tape until repair can be organised.
		2 or 3 times per annum	- Removal of excessive leaf litter and fallen twigs and branches – use leaf blower and leaf litter collection equipment – November to December. - Keep hard landscaped areas clear of weeds – kill weeds using a herbicide spray containing glyphosate using a knapsack sprayer – April, June and August.

Establishment Years 0–5			
Ref	Management Categories	Timing	Maintenance Task and Method
6.1.6	Playground equipment *play spaces are to be fenced off (with appropriate signage to tell users not to enter) until the post installation inspection is completed and the play space is fit for purpose/use	Post Installation*	- Post installation inspections are to be carried out by a ROSPA consultant and will ensure that the play space (equipment, safety surfacing and any ancillary items including gates, fences, seats etc.) meet the required standards and has been installed correctly. - The inspection will include a disability and risk assessment with a report (including photographs) produced to confirm the findings including the quality of the installation and equipment finish. The report will be sent to the client
		Weekly	- Routine visual inspection of all play areas to identify obvious hazards or respond to complaints by public. Check for signs of vandalism and remove any litter, glass etc. Check safety surface for faults. If parts are found to be unsafe and cannot be immediately repaired the equipment should be immobilised or cordoned off with a warning noticed attached. - Check each item against a checklist (as provided by manufacturer for play equipment item) and record each visit on a spreadsheet, including any actions. - Note – Inspection to be undertaken by suitably qualified/competent professional.
		Monthly	- Perform operational inspection of all items of equipment, fences and gates to check the operation and stability. Checks to include: - all working parts and oil and grease bearings as necessary; - all ropes, chains and shackles; - anti slip surfaces e.g. on step treads; - that structures and foundations are secure; - for trip hazards and obstructions in surrounding area; - finger traps; - wooden items for splinters and cracks; - metal items for corrosion and sharp edges; - plastic/polythene items for brittleness and sharp edges. - If parts found to be unsafe and cannot be immediately corrected the equipment should be removed or immobilised and cordoned off with a warning noticed attached. Check each item against a check list and record each visit and required actions on a spreadsheet. - Inspect superficial appearance of equipment and street furniture – as required, sand down and re-paint or re-stain equipment, seats, bins and fences to specification provided by supplier.

Establishment Years 0-5			
Ref	Management Categories	Timing	Maintenance Task and Method
	Playground equipment continued	Annual	• Play area annual technical inspection to establish equipment safety (whilst an annual inspection is not mandatory a risk assessment is required by law under Health and Safety Regulations) – to be carried out by Register of Play Inspectors International trained and certified inspectors or manufacturers inspection engineers. Ensure play space meets relevant standards (EN1176) and note faults/failures and suggest appropriate remedial action and identify risks. • Assess all elements of site design safety, ancillary items, equipment and surfacing including an operational inspection of all to check the operation and stability. Checks to include: • all working parts and oil and grease bearings as necessary; • all ropes, chains and shackles; • anti slip surfaces e.g. on step treads; • that structures and foundations are secure; • for trip hazards and obstructions in surrounding area; • finger traps; • wooden items for splinters and cracks; • metal items for corrosion and sharp edges; • plastic/polythene items for brittleness and sharp edges. • If parts found to be unsafe and cannot be immediately corrected the equipment should be removed or immobilised and cordoned off with a warning noticed attached. • Check each item against a checklist (as provided by manufacturer for play equipment item) and record each visit and required actions on a spreadsheet, including corresponding actions and any remedial actions undertaken. • Includes a non-dismantling inspection of all equipment where recommended. To be supported by a detailed technical report highlighting any action required. If parts are found to be unsafe and cannot be repaired the equipment should be removed or immobilised and cordoned off with a warning notice attached.
6.1.7	SuDS Basins	Monthly	• Inspect inlets, outlets and overflows for blockages, and clear if required • Inspect banksides, structures, pipework etc for evidence of physical damage. • During the first year, inspect inlets and facility surface for silt accumulation. • Control invasive plants and naturally occurring weed within the marginal planting areas. Remove waste from site and dispose of responsibly.
		Annually	• Check mechanical devices associated with SuDS, report faults or failures and suggest appropriate remedial action. • As necessary, remove sediment from devices associated with the SuDS basin.
6.1.8	Ecological Habitats	Annually	• Visually inspect bird and bat boxes within POS for use and/or damage. Record usage and repair/replace as necessary • Replace wood within logwood piles as necessary to ensure the longevity of this resource

6.2 Landscape Management Review

The below table sets out how the review processes:

Monitoring and Review			
Ref	Management Categories	Timing	Maintenance Task and Method
6.2.1	Landscape and Habitat Management	As necessary	• Monitor comments/suggestions from residents and other users – feedback comments to client/ owner and respond as instructed and incorporate into LMP as required. • Respond to comments from client/ owner and incorporate into LMP as required.
6.2.2	Habitat Management – annual monitoring report	Annual	• Review of habitat conditions (including grassland, hedgerows, shrub, scrub and trees) and species to be undertaken by a qualified ecological professional. The review and report will be used to determine whether or not objectives for the site and component features have been met. Once the review has been completed a monitoring report is to be produced. Any amendments set out within the report to be incorporated within this LMP following discussions with the client/ owner.
6.2.3	LMP Review	Every 5 years	• Suitably experienced professional to undertake a review of habitat / landscape establishment and quality, respond to review and incorporate into LMP as required.

7 Appendix 1 – Management Areas Plan

- P25-0636_EN_0010 Management Areas Plan

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ISSUE:



KEY

Management Areas

LAND AT TALBOT WAY, LETCHWORTH – Management Areas Plan

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8 Appendix 2 – Schedule of Drawings

- P25-0636_EN_0002_S1 Detailed Public Open Space Landscape Proposals
- P25-0636_EN_0002_S2 Detailed Public Open Space Landscape Proposals
- P25-0636_EN_0002_S3 Detailed Public Open Space Landscape Proposals
- P25-0636_EN_0003_S1 Detailed Soft On-Plot Landscape Proposals
- P25-0636_EN_0003_S2 Detailed Soft On-Plot Landscape Proposals
- P25-0636_EN_0003_S3 Detailed Soft On-Plot Landscape Proposals
- P25-0636_EN_0003_S4 Detailed Soft On-Plot Landscape Proposals
- P25-0636_EN_0004 Detailed Hard Landscape Proposals
- P25-0636_EN_0006_S1 Play Space And Green Street Details
- P25-0636_EN_0006_S2 Play Space And Green Street Details
- P25-0636_EN_0006_S3 Play Space And Green Street Details

Office Location

33 Sheep Street

Cirencester

GL7 1RQ

T 01285 641717

cirencester@pegasusgroup.co.uk

Offices throughout the UK and Ireland.

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